



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 September 2025
4:00 PM

at

Armidale Council Chambers

Members

Councillor Sam Coupland
Councillor Kay Endres
Councillor Paul Gaddes
Councillor Eli Imad
Councillor Susan McMichael
Councillor Todd Redwood
Councillor Dorothy Robinson
Councillor Rob Taber
Councillor Bradley Widders

AGENDA

INDEX

1	Civic Affirmation and Acknowledgement of Country	
2	Statement in relation to live streaming of Council Meeting	
3	Apologies and applications for leave of absence by Councillors	
4	Disclosures of Interests	
5	Confirmation of Minutes	
5.1	Minutes of Previous Meeting held 27 August 2025	4
6	Mayoral Minute	
7	Reports - General Manager's Office	
7.1	Ethical Decision Making and Conflicts of Interest	5
7.2	Council Actions Report October 2024 - September 2025.....	7
8	Reports - Finance	
9	Reports - Planning and Activation	
9.1	Naming of Armidale CBD Laneways.....	8
9.2	Reclassification and Rezoning of 7-9 Caroline Crescent, Armidale	16
10	Reports - Corporate and Community	
10.1	Integrated Planning and Reporting - Delivery Program 2022 -2026 and Operational Plan 2024-2025 Progress Report - January to June 2025	21
10.2	Public Exhibition of Armidale Regional Council Code of Conduct	24
10.3	Community Grant allocation of funds 2025- 2026 round one.....	27
10.4	Tender Recommendation Remedial Works For Airport Ground Lighting	31
11	Reports - Assets and Services	
11.1	Kempsey to Armidale Road Restoration Project (K2A) - Status Report for the August 2025 Period.....	36
11.2	Tender Recommendation: Collection and Processing of Scrap Metal, ULABs, Car Bodies, Refrigerant De-gassing - NIRW	40
11.3	Desludging Armidale Water and Guyra Sewer Waste Ponds	45
11.4	Recommendation - Provision of Line Marking Panel for services as specified to ARC for a two year period with options to extend.....	50
12	Notices of Motion	
13	Committee Reports	
13.1	Sports Council Committee - Minutes of the meeting held 29 July 2025	55
13.2	Traffic Advisory Committee - Minutes of the meeting held 2 September 2025	58
14	Questions for Which Notice Has Been Given	
14.1	Updated request: Water consumption data to gain insights into future water needs and inform the willingness-to-pay consultation	62
15	Confidential Matters (Closed Session)	

15.1 Purchase of Hay Baling Equipment for the Sewer Plant Reuse Farm

***(General Manager's Note:** The report considers financial information relating to Tenders received for equipment supply. 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).*

16 Close of Ordinary Meeting

Item: 5.1 **Ref:** AINT/2025/31608

Title: Minutes of Previous Meeting held 27 August 2025 **Container:**
ARC16/0001-9

Responsible Officer: General Manager

Author: Melissa Hault, Executive Officer

Attachments: 1. Draft OCM Minutes - 27 August 2025

RECOMMENDATION:

That the Minutes of the Ordinary Council meeting held on 27 August 2025 be taken as read and accepted as a true record of the meeting.

Item:	7.1	Ref: AINT/2025/31593
Title:	Ethical Decision Making and Conflicts of Interest ARC16/0001-9	Container:
Responsible Officer	General Manager	
Author:	Melissa Hault, Executive Officer	
Attachments:	Nil	

1. Purpose

The purpose of this report is to guide Councillors in making ethical decisions and managing conflicts of interest in line with the *Local Government Act 1993*. It aims to maintain transparency, integrity and public trust in council operations by outlining their responsibilities and the process for declaring interests.

This report will be a standing item presented to each meeting as a reminder around conflicts of interest and the basis for declarations.

2. OFFICERS' RECOMMENDATION:

That Council note the report.

3. Background

This report outlines the ethical obligations for Councillors, reminding them of the Oath or Affirmation taken under the *Local Government Act 1993* when elected. It emphasises the importance of making ethical decisions by considering legality, consistency with policies, and potential conflicts of interest. This report also discusses two types of conflicts – pecuniary and non-pecuniary – and the steps to identify and disclose them to ensure transparency and integrity in council meetings. Councillors are advised to declare any interests at the earliest opportunity, with forms available for such disclosures. This helps maintain public trust and the integrity of their roles.

4. Discussion

Oath or Affirmation of Office

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

Ethical decision making

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

Conflict of interest

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

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

The test for conflict of interest

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

Identifying problems

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

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

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

Local Government Act 1993 and Model Code of Conduct

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

Disclosure of pecuniary interests / non-pecuniary interests

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

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

Item:	7.2	Ref: AINT/2025/31722
Title:	Council Actions Report October 2024 - September 2025	Container: ARC16/0001-9
Responsible Officer	General Manager	
Author:	Melissa Houtt, Executive Officer	
Attachments:	1. Action completed since August 2025 OCM 2. Outstanding Actions Oct 2024 - Sep 2025	

1. Purpose

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

2. OFFICERS' RECOMMENDATION:

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

3. Background

This is a standard monthly report.

4. Discussion

The resolutions outlined in the attachment have been previously adopted by Council. This report is designed to track progress on implementation from October 2024. Actions marked complete will be reported to Council once and then removed from subsequent reports.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

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

5.3. Sustainability

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

5.4. Financial

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

6. Consultation and Communication

This report informs Councillors and the community and increases transparency.

7. Conclusion

The information is for noting only.

Item:	9.1	Ref: AINT/2025/21106
Title:	Naming of Armidale CBD Laneways	Container: ARC25/9768
Responsible Officer	Chief Officer Planning and Activation	
Author:	Jesse Dick, Senior Strategic Planner	
Attachments:	Nil	

1. Purpose

The purpose of this report is to place the naming of public laneways in the Armidale CBD through a 'Laneway Stories' activation project on public exhibition. The Laneway Stories project aims to name numerous laneways within the Armidale CBD following a common historical theme.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Place the 'Laneway Stories' project on public exhibition for 28 days.
- b. Receive a further report at the conclusion of the exhibition period.

3. Background

Numerous Armidale CBD studies have recommended laneway treatments to improve wayfinding and walkability of the city centre. These studies have acknowledged that the best way to do this is to undertake streetscape improvements which will result in vibrant, welcoming and attractive public spaces, boosting the appeal of the CBD and increasing visitation of our urban spaces and businesses.

Given this, Council staff have identified numerous public laneways (including via pedestrian vehicular means) in the Armidale CBD which are presently un-named. Naming these laneways presents Council with an excellent opportunity to improve wayfinding within the CBD, but also to undertake activation and embellishment works which will improve the look and feel of these public spaces.

Naming these laneways via a 'Laneway Stories' project enables Council to follow a common theme which will tie the names together so that the story behind each name can be celebrated via a laneways trail, with storytelling opportunities occurring at each laneway (e.g. signage, heritage interpretation, art trails, sound trails, murals and the like).

The project aligns with multiple Armidale CBD plans/studies and accords with the *Property Addressing and Naming our Roads and Places Policy* (Adopted May 2024).

4. Discussion

Timing of this project is favourable as it will tie in with the grant funded Creative Streets Festival project which Council's activation team will be delivering each year for the next three years. During these times the festival will temporarily close numerous roads and laneways to through traffic for street events and public space activations and whilst most of this will be temporary in nature, it provides Council with an excellent opportunity to undertake permanent activation

works including; façade lighting, art projections and laneway embellishments (i.e. signage, festoon lighting, artwork installations and the like).

An initial investigation into suitable names was undertaken with feedback being sought from Council's Property and Naming officer, Regional Activation team and the Armidale and District Historical Society.

Several suitable names have been identified which fit well with the Laneway Stories theme. The proposed names reflect the historic nature of each of the laneways and their connection to surrounding buildings including their current and former uses.

Laneway names have been chosen as follows:

- 133 Beardy Street (Lot 38 DP 851828) – **Bank Lane**
- 105A Faulkner Street (Lot 34 DP 551539) – **Impies Lane**
- 26 Cinders Lane (Lot 6 DP 564754) – **Wellington Walkway**
- 100 Faulkner Street (Lot 24 DP 1176565) – **Old Court House Walkway**
- Road Reserve behind former Lands Building – **Barnet Lane**



Figure 1: Bank Lane

Bank Lane:

This laneway provides pedestrian access from the East Mall through to Woodward Street. The buildings on either side of this laneway were used as banking institutions for many years with the Australia Mutual Provident Society (AMP) located on the western side of the laneway from the 1930's, and the Australia and New Zealand Banking Corporation (ANZ) located on the eastern side of the laneway from the mid 1960's until the mid-1990s.

Historically, a driveway beside the ANZ bank building provided informal public access between East Mall and the public and private carparking located on Woodward Street. Council recognised the need to formalise this laneway so that public access always remained available between the East Mall and surrounding carparking areas and shopping precincts. Whilst Council acquired the laneway in 1995, no name was ever applied.

As such, 'Bank Lane' is proposed for this laneway as it is considered to meet the adopted Policy and fit with the broader Laneway Stories project.



Figure 2: Impies Lane

Impies Lane:

This laneway provides vehicular access from Faulkner Street into the public and private carparking areas behind numerous commercial buildings.

This lane has colloquially been known as Impies Laneway for many years, given its proximity to the Imperial Hotel building which was purpose built as a hotel in the 1890's and operated under

the same name up until 2023. This laneway therefore shares close ties with the nearby hotel and as such the name 'Impies Lane' is proposed for this laneway as it is considered to meet the adopted Policy and fit with the broader Laneway Stories project.

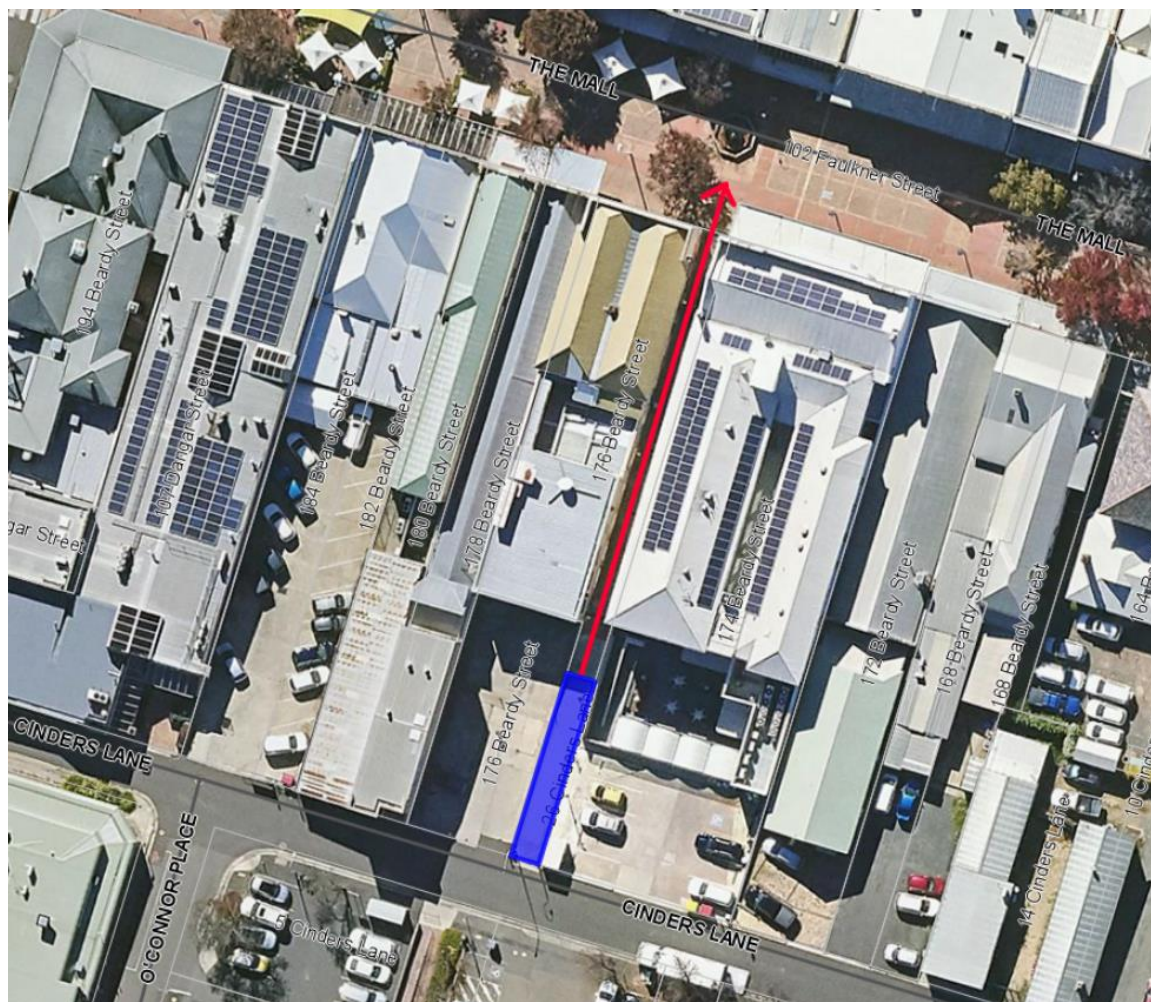


Figure 3: Wellington Walkway

Wellington Walkway:

This walkway provides pedestrian access from Cinders Lane through to The Mall. The walkway has an association with the adjoining former Commonwealth Bank of Australia building and the neighbouring Tattersalls Hotel building.

Whilst the majority of the walkway is technically owned by the former CBA building, it has also provided direct access to the neighbouring Tattersalls Hotel building for many years. It is noted that only the southernmost portion of the walkway (shown in blue in the above image) is owned by Council. However, given this section is owned by Council and forms part of an existing pedestrian thoroughfare, it is appropriate to name this section of the walkway.

With regards to the proposed name, the Tattersalls Hotel building was known as the Wellington Hotel for around 20 years from (1858 to the early 1880's). The walkway name suggestion was provided by the Armidale and District Historical Society after initial consultation. As such, 'Wellington Walkway' is proposed for this laneway as it is considered to meet the adopted Policy and fit with the broader Laneway Stories project.



Figure 4: Old Court House Walkway

Old Court House Walkway:

This walkway is presently closed to the public however it historically provided pedestrian access between Moore Street and Beardy Street from around the 1860's until it's closure by the NSW Government in 2009. This walkway will be reinstated as part of the Old Court House Laneway project which intends to reopen the walkway and embellish the space with various public realm enhancements (see OCM report from 30 June 2025 for further information).

Applying the name Old Court House Walkway reflects the former use of the site as Armidale's Court House which was in operation from the late 1860's through to 2013 when the new Court House opened in Moore Street.

As such, 'Old Court House Walkway' is proposed for this laneway as it is considered to meet the adopted Policy and fit with the broader Laneway Stories project.



Figure 5: Barnet Lane

Barnet Lane:

This road reserve provides informal vehicular and pedestrian access to the rear of numerous commercial buildings. The road reserve is under Council's ownership and control, however it has never had a name formally applied.

This lane provides rear access to four buildings, three of which were designed by renowned Colonial Architect for NSW, James Barnet. These being the former Lands Building at 108 Faulkner Street, the Post Office building at 158 Beardy Street and the former Commercial Bank of Australia building (also formerly used as the Telegraph Office) at 164 Beardy Street.

Each of the buildings designed by Barnet are on the NSW State Heritage Register and are some of the finest civic buildings in Armidale. It is also noted the Barnet was involved in the 1870's remodelling of the Old Court House Building (also State heritage Listed), thus four separate buildings designed, or re-designed, by Barnet can be seen in very close proximity to the laneway.

As such, 'Barnet Lane' is proposed for this laneway as it is considered to meet the adopted Policy and fit with the broader Laneway Stories project.

5. Implications

5.1. Strategic and Policy Implications

The project relates to numerous actions in the Advancing Our Region Community Plan, Delivery Plan, Operational Plan and other relevant strategies, plans and policies endorsed by Council.

Specifically, the project relates to the following actions of the Operational Plan initiatives, these being:

- Attract visitors to the Region through targeted marketing campaigns (T2.1.3).
- Investigate future entertainment, attractions and lifestyle infrastructure that would enhance the region's liveability (T2.2.3).
- Develop Central Business District (CBD) vibrancy plans, events and activations (T2.3.2).
- Partner with the community to support future public space upgrades and developments (L1.2.2).
- Deliver projects as part of Council's Section 7.12 Contributions Plan (L1.2.6).
- Promote the tourism value and opportunities of our local history, heritage and collections, including the enhancement of our heritage tour (E2.4.3).

5.2. Risk

There is a limited social and reputational risk given the nature of the project which will involve naming public spaces. The project could generate significant community interest when placed on public exhibition. However given this project aims to improve Armidale's public spaces, the main risk would be not proceeding with the project and therefore not implementing numerous actions from Council adopted CBD activation plans and CSP initiatives.

5.3. Sustainability

There are no known sustainability implications arising from the matters addressed in this report.

5.4. Financial

There are no known financial implications arising from the matters addressed in this report.

However, funding is available from the Section 7.12 developer contributions fund for embellishments within each laneway, including heritage interpretation sign panels, entrance signage, lighting, public art and the like. Should the laneways be named, a budget will be developed to undertake public realm improvements in the laneways over this FY and future FYs.

Budget Area:	Planning and Activation						
Funding Source:	Section 7.12 Developer Contributions reserves (L1.2.6)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
TBA	'Armidale' allocation of annual section 7.12 funds.	\$700,000	\$700,000	\$500,000	\$700,000	\$700,000	\$200,000 as at September 2025

6. Consultation and Communication

Consultation and communication held to date includes discussions, meetings and workshops with the following key sections of Council and the community:

- Armidale and District Historical Society.
- Strategic Planning Team.
- Regional Activation Team.
- Arts, Culture and Heritage Team.
- Transport and assets Team.
- Communications Team.
- Property and Addressing Officer.

If endorsed by Council, it is proposed that the following consultation and communications approach be followed.

Exhibit the proposed names for a minimum of 28 days via:

- Providing information on Council's Works and Projects web page.
- Media Releases and Social Media posts to advertise the exhibition phase.
- Creation of a "Have Your Say" page on Council's website.
- Printing of a hard copy survey for display at Council offices.

7. Conclusion

This report recommends that Council endorse the proposed laneway names for public exhibition for a period of not less than 28 days.

Once the exhibition period has concluded the names for each laneway may be revised in consideration of the submissions received.

A further report will be provided to Council after completion of the public exhibition period.

Item:	9.2	Ref: AINT/2025/31540
Title:	Reclassification and Rezoning of 7-9 Caroline Crescent, Armidale	Container: ARC25/9819
Author:	Daniel Boyce, Chief Officer Planning and Activation	
Attachments:	1. Planning Proposal Caroline Crescent	

1. Purpose

The purpose of this report is to seek Council endorsement to forward the Planning Proposal (**PP**) to amend the planning provisions that apply to 7-9 Caroline Crescent, Armidale to the Department of Planning, Housing and Infrastructure (**DPHI**) with the request for a Gateway Determination and to commence the necessary actions resulting from the conditions of that gateway. The ultimate objective of these changes via the PP is to deliver a residential site for affordable housing.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the Planning Proposal (Attachment 1) to change the land classification, zoning and minimum lot size applying to 7-9 Caroline Crescent, Armidale (Lot 25 DP229148) under Armidale Regional Local Environmental Plan (ARLEP) 2012.
- b. Forward the endorsed Planning Proposal to the Department of Planning, Housing and Infrastructure with a request for a Gateway Determination and exhibit the Planning Proposal in accordance with the conditions of that Gateway Determination.
- c. Delegate authority to the General Manager to make any changes to the Planning proposal as a result of the feedback from the Department of Planning, Housing and Infrastructure and any Public Authorities as conditioned in the Gateway Determination.
- d. Seek authorisation from the Department of Planning, Housing and Infrastructure to be the local plan making authority in this instance.

3. Background

The Armidale Region Local Housing Strategy (**LHS**) was adopted by Council in August 2024. *Planning Priority 4 Affordable* in the LHS is to *Increase the supply of affordable housing in the region*. Actions endorsed in the LHS include:

4.1(a) Council to look at opportunities to partner with community housing providers to provide affordable/social housing.

4.1(b) Investigate opportunities to divest operational/community land for the purpose of social housing.

4.1(c) Council investigate opportunities to work with Crown/State agencies for the provision of housing at the former Duval School.

4.1(d) Review land zoned R1 General Residential and community land owned by Council for the purpose of infill social and affordable housing development.

4.1(e) Investigate opportunities to reclassify community land to operational for the purpose of social and affordable housing.

Armidale Regional Council (ARC) initiated an EOI process to identify qualified partners for the development of social and affordable housing, 15 Grafton Road Armidale, with the view to developing a model that could be applied to other Council-owned sites. This initiative aims to address housing insecurity, particularly for key workers, vulnerable women, and low-income families in the region.

ARC received two high quality proposal from housing partners to progress future social and affordable housing projects. At the August Ordinary Council Meeting ARC resolved (126/25) to enter a collaboration phase with Global Sisters for a housing project at another Council-owned site identified as part of the Councillor Workshops for the LHS. This report seeks to implement this resolution.

4. Discussion

7-9 Caroline Crescent, Armidale (Lot 25 DP229148) (**the Land**) was identified amongst several other sites as part of the LHS workshops conducted with Councillors during the last term of Council. The review aimed to address recommendations from the Regional Housing Taskforce, which emphasised using government-owned land to improve housing outcomes.



Figure 1: 7-9 Caroline Crescent, Armidale (Lot 25 DP229148)

The Land is a Council-owned public reserve in southwest Armidale, currently an unembellished park with remnant trees and mown grass, surrounded by R1-zoned residential land. It covers 2,896m² and has good access to public amenities and essential services.

The Land is classified as 'Community Land' and zoned RE1 Public Recreation. Should ARC seek to progress the Land for affordable housing it needs to be reclassified to 'Operational Land', rezoned to R1 General Residential, with a minimum lot size (MLS) of 500m².



Figure 2: Existing zoning of 7-9 Caroline Crescent, Armidale (Lot 25 DP229148)



Figure 3: Proposed zoning of 7-9 Caroline Crescent, Armidale (Lot 25 DP229148)

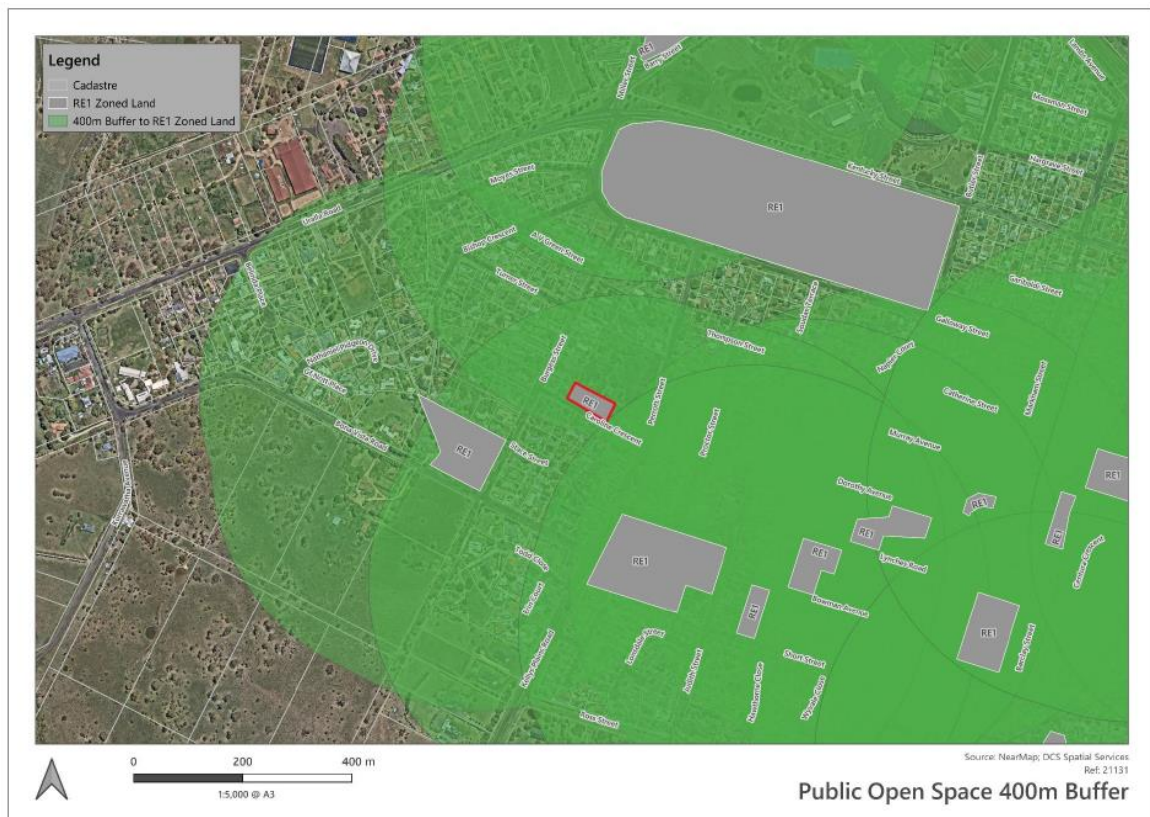


Figure 4: Open Space Analysis of surrounds 7-9 Caroline Crescent, Armidale

5. Implications

5.1. Strategic and Policy Implications

The Armidale Region LHS was adopted by Council in August 2024. *Planning Priority 4 Affordable* in the LHS is to *Increase the supply of affordable housing in the region*. Actions endorsed in the LHS include:

4.1(a) Council to look at opportunities to partner with community housing providers to provide affordable/social housing.

4.1(b) Investigate opportunities to divest operational/community land for the purpose of social housing.

4.1(c) Council investigate opportunities to work with Crown/State agencies for the provision of housing at the former Duval School

4.1(d) Review land zoned R1 General Residential and community land owned by Council for the purpose of infill social and affordable housing development

4.1(e) Investigate opportunities to recategorize community land to operational for the purpose of social and affordable housing

5.2. Risk

The PP does not present any legal risk or implications. The PP is in line with and will give effect to the objectives of the New England North West Regional Plan 2041, the Local Strategic Planning Statement and the Armidale Regional Local Housing Strategy.

5.3. Sustainability

The proposal does not compromise open space outcomes in the locality and will result in a worthwhile use of Council-owned land. This proposal will support addressing housing stress in the region which is likely to be exacerbated by the Renewable Energy Zone.

5.4. Financial

There are no financial implications arising from this PP which has been prepared by Council for the reclassification and rezoning of the land.

6. Consultation and Communication

Community consultation for this planning proposal will occur after Gateway Determination, with the proposal to be publicly exhibited for 20 working days and adjoining property owners notified of the exhibition period, in line with statutory requirements.

A public hearing is required when reclassifying public land from 'community' to 'operational' via a LEP in NSW. This is mandated by Section 29 of the *Local Government Act 1993*. The public hearing is scheduled to take place in April 2026 as part of the project timeline.

7. Conclusion

This report recommends that the Planning Proposal be forwarded to DPHI with the request for a Gateway Determination.

Item:	10.1	Ref: AINT/2025/27181
Title:	Integrated Planning and Reporting - Delivery Program 2022 -2026 and Operational Plan 2024-2025 Progress Report - January to June 2025 Container: ARC24/9343	
Responsible Officer	Acting Chief Officer Corporate and Community	
Author:	Nicole Tarrant, Corporate Planning Administration Officer	
Attachments:	1. DP and OP Progress Report June 2025	

1. Purpose

The purpose of this report is to provide the Council, the community and other stakeholders with an update as to the status of Council's Delivery Program 2022-2026 and Operational Plan 2024-2025.

The attached document is a progress report based on the January to June 2025 period. This report is the final Integrated Planning and Reporting progress report for the 2024-2025 financial year.

2. OFFICERS' RECOMMENDATION:

That Council note the final Operational Plan 2024-2025 Progress Report, based on the period January to June 2025.

3. Background

This Report informs the Council and the Community on the progress of Council's Operational Plan actions and how these actions work towards delivering the principal activities outlined in the Delivery Program, and ultimately, the goals of the Advancing Our Region Community Strategic Plan 2022-2032, as part of the Integrated Planning and Reporting Framework.

This report is the final report for the 2024-2025 Financial Year that outlines the status of the Operational Plan actions and the Delivery Program initiatives as of June 2025. This information will also inform the 2024-2025 Annual Report, which will be completed in November 2025 in compliance with legislation.

In 2024-2025, Council will present progress reports on the Operational Plan and Delivery Program biannually, in accordance with s404(5) *Local Government Act 1993*, which states that:

The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every six months.

4. Discussion

Each of Council's relevant business areas have completed a progress report, based on the period of January to June 2025, of the strategic and operational tasks as adopted in the Operational Plan 2024-2025, and of the initiatives adopted in the Delivery Program 2022-2026.

The full progress report is attached.

Council uses the Pulse software system to capture and report the progress of the suite of Integrated Planning and Reporting documents including the Advancing Our Region Community Plan, Delivery Program, and Operational Plan.

The attached report outlines the progress of the projects and general operations using four indicators:

- Progression status - Is the action progressing, not progressing, deferred, on hold, or completed?
- Progression % - What is the percentage of completion?
- Risk Indicator - Using a risk matrix, staff provide a score for each Action based on financial, schedule, technical, issues, resources and WHS factors. The individual factor scores are combined into an overall risk indicator score. The scores are: On track, Needs Attention or off-track.
- Comment - Officers provide context and detail about the action and its progress.

A dashboard summary is provided to demonstrate how Council is progressing across all the Actions.

5. Implications

5.1. Strategic and Policy Implications

This report and its recommendation/s are related to the following strategic directions of Council:

Advancing our Region Community Plan	<i>THEME AND GOAL</i>	Strong Region	Strong governance and leadership that supports our region to grow and prosper
	<i>STRATEGY</i>	S2.2	Ensure that strategic directions are informed by, and with, the community and are delivered in consideration of available resources
Delivery Program 2022-2026	<i>COUNCIL INITIATIVE/S</i>	S2.2.1	Implement the Integrated Planning and Reporting Framework in compliance with legislation

5.2. Risk

This reporting is a legislative requirement as per s404(5) *Local Government Act 1993*.

The Progress Report also assists in identifying and mitigating risks of projects including project delays, resource issues or regulation and compliance.

5.3. Sustainability

The Operational Plan supports financial and corporate sustainability by providing an annual works plan for the organisation, which supports the medium and long-term planning of the Delivery Program and Community Strategic Plan.

The Operational Plan also contains a number of actions and initiatives based on improved environmental sustainability to be delivered during the 2024-2025 financial year.

5.4. Financial

Budget Area:	All budget areas						
Funding Source:	All sources of funding						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Any funding shifts for projects or operations are assessed and adjusted through the Quarterly Budget Reviews.

6. Consultation and Communication

The Operational Plan 2024-2025 was placed on public exhibition in May 2024, and a report on community feedback was reported to Council at the Ordinary Council Meeting of June 2024.

The Delivery Program 2022-2026 was originally adopted in June 2022, and a revised version including further information regarding Council's Special Rate Variation application was adopted in January 2023. All Integrated Planning and Reporting Documents are available on Council's Website under "Council > Administration > Integrated Planning and Reporting".

7. Conclusion

This report is presented to Council to inform the community of Council's progress in delivering the Operational Plan 2024-2025 and Delivery Program 2022-2026 in line with the Integrated Planning and Reporting Guidelines. Progress reports are also reported separately to the Audit, Risk and Improvement Committee.

Item:	10.2	Ref: AINT/2025/30835
Title:	Public Exhibition of Armidale Regional Council Code of Conduct	Container: ARC24/9448
Responsible Officer	Acting Chief Officer Corporate and Community	
Author:	Kirrilee Lennon, Customer Service Officer	
Attachments:	1. Armidale Regional Council draft Code of Conduct Policy for Council review September 2025	

1. Purpose

The purpose for this report is for Council to endorse the current Code of Conduct (attached) to be placed on public exhibition as part of the policy review in accordance with section 440(7) of the *Local Government Act 1993*.

2. OFFICERS' RECOMMENDATION:

That Council endorse the Armidale Regional Council Code of Conduct to be placed on public exhibition for a period of 28 days commencing 25 September 2025, noting there are no proposed amendments to the Code of Conduct as currently adopted (attached).

3. Background

Under the *Local Government Act 1993* Council must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct prescribed by the Regulation within 12 months of the Local Government elections.

4. Discussion

Council's adopted Code of Conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct, therefore council can strengthen but cannot dilute the provisions of the Model Code of Conduct in their adopted codes of conduct.

In October 2022 former Council adopted the current Code of Conduct which enhanced the Model Code of Conduct published by the Office of Local Government.

The following clauses are included in the current Code of Conduct adopted by Council:

- Child Protection Clause: This section is recommended to address the requirements out of the Royal Commission into Institutional Responses to Child Sexual Abuse. Council is committed to the safety and wellbeing of children and young people. This Code of Conduct clause aims to protect children and reduce any opportunities for child abuse or harm to occur. It is intended to complement child protection legislation, the Child Protection Policy, procedures and professional standards as these apply to Council staff and Councillors.
- Social Media Clause: The Social Media clause provides specific guidance on best practice behaviour when working and operating within social media and in online communities. It is important that employees & Councillors understand the difference

6. Consultation and Communication

Council officials play a vital role in serving local communities. To do this effectively, Council aims to uphold the highest standards of behaviour to ensure communities have trust and confidence in local government. The Code of Conduct will be placed on public exhibition for a period of 28 days commencing 25 September 2025, all resulting submissions will be circulated to Council for consideration.

7. Conclusion

Continuous review and enhancements of Code of Conduct gently shapes Council into the kind of place that is not only compliant but that is close to its roots, the community, and the people it serves. The Code of Conduct clearly states Council's core values, guidelines, and expectations.

Item: 10.3 **Ref: AINT/2025/31498**
Title: Community Grant allocation of funds 2025- 2026 round one
Container: ARC25/9810
Responsible Officer Acting Chief Officer Corporate and Community
Author: Liam Meatheringham, Community Services Officer
Attachments: Nil

1. Purpose

The purpose of this report is to provide Council with the details to support the allocation of funds within the Community Grants Program for the 2025-2026 financial year

2. OFFICERS' RECOMMENDATION:

That Council:

- a) Approve the distribution of \$50,000 of the total \$100,000 budgeted under the 2025/26 Community Grants program as detailed below

Grant Recipient	Program Delivery	Grant \$
Guyra United Soccer	Summer Twilight Soccer	\$1,500
New England MS Branch Formerly known as Armidale District MS Branch	New England MS Branch Support Activities for People Living with Multiple Sclerosis In the New England Region	\$2,000
Lyambay Aboriginal Dance Group	Schools Spectacular	\$2,000
Northern NSW Helicopter Rescue Service Limited	Supporting Local Volunteers with Technology	\$1,468
Mosaic Multicultural Connections	Multicultural Women's Garden Club	\$2,000
Armidale Touch Association	Northern Eagles Senior Comp Day	\$1,800
Guyra Neighbourhood Centre	Community Cooked Lunch	\$2,000
Gowrie Early Learning Centre Armidale	Voices of Welcome: Multilingual Engagement for Refugee Families	\$2,000
Armidale United Cricket Club Inc	One Pitch, Many Cultures	\$4,000
Guyra Show Society Ltd	Guyra Community Hall - new stage	\$4,000
Wires - New England Branch	Rehabilitation of Native Wildlife	\$5,000
Pedal Early Childhood Intervention Service	Renewal - Soft surface refresh	\$4,232
Black Gully Festival (auspiced by New England Regional Art Museum)	Black Gully Festival	\$5,000
The Revue - Fundraising for	The Revue 2025 Fund-raiser for	\$4,500

Dementia	Dementia Australia	
PCYC Armidale	EmpowerHER	\$5,000
Guyra Lamb and Potato Festival Committee Inc.	The Guyra Lamb and Potato Festival	\$3,500
		TOTAL:
		\$50,000.00

- b) Approve the distribution of \$6,780 of the total \$40,000 available Village Grants funding as detailed below

Grant Recipient	Program Delivery	Village/ Location	Grant \$
Ben Lomond Landcare Group Inc	Ben Lomond District Information Days	Ben Lomond	\$3,280
PCYC	Empower	Black Mountain, Kelly's plains, Ben Lomond	\$3,500
			TOTAL:
			\$6,780

3. Background

The Community Grants Program supports groups and services within our local government area to address identified community needs, while promoting social inclusion and community connections.

The latest grant rounds opened on 25 July 2025 and closed 25 August 2025. During this time, we received 31 applications, with a total requested amount of \$106,348.

This is the first grant round of the 25/26 financial year.

4. Discussion

Applications had to detail the benefits to community members within the Armidale Regional Council Local Government Area. They also had to outline the aims and objectives of the project or activity and identify who in the community will benefit from the project.

Following review by an assessment panel consisting of 2 Councillors along with 2 Council Officers (One officer assessing in absentia), a unanimous decision was reached to award the funding as per the recommendation above.

Acquittal of grant funding will apply to grant amounts exceeding \$2,000.

All grant recipients will be asked to acknowledge the contribution of Armidale Regional Council to their project.

Implications

4.1. Strategic and Policy Implications

The Community Small Grants Program aligns to Councils current Community Plan, Delivery Program and Operational Plan and Budget.

Enriched Region – Goal 2 (E2) – A proud, inclusive, and cohesive community that celebrates our region in all its diversity and culture.

E2.5 - Creating an inclusive and cohesive community that celebrates differences and similarities
 E2.5.2 – Access and promote funding opportunities that enhance community cohesiveness and inclusion.

As per the Community Grants and Sponsorship Policy, the Community Grants Program aims to:

- Provide local community groups with financial support to implement or continue programs and initiatives that are considered beneficial to the Armidale Regional Council Local Government Area (ARC LGA).
- Support, foster and encourage collaboration between groups and organisations within the ARC LGA.
- Support and/or contribute towards the goals outlined in Council’s Community Plan.
- Provide seed-funding support for programs which have specific and long-lasting benefits to the community.
- Foster equal access opportunities to all community groups.
- Encourage inclusion and social enrichment through contributions to the local community.

4.2. Risk

Reputation Risk:

Due to the high number of applications received during this round, it was not possible to fund all grant applications. This may attract a level of dissatisfaction from the unsuccessful applicants.

The selection panel had a clear understanding of the selection criteria and program goals, and they used this to identify the applications that best aligned to the goals of the program and would deliver the best outcomes to the community.

4.3. Sustainability

A budget of \$100,000 has been allocated to the Community Grants program in the 2025-2026 financial year.

This round is the first allocation for this financial year.

Council’s grant process has moved towards an automated, paperless application via the Smarty Grants platform.

4.4. Financial

Budget Area:	Community Services						
Funding Source:	General Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Community Grant Program	\$100,000	\$100,000	\$0	\$50,000	\$50,000	\$50,000

	Local Area Committee Grants- Now Village Grants	\$40,000	\$40,000	\$0	\$6,780	\$6,780	\$33,220
--	---	----------	----------	-----	---------	---------	----------

5. Consultation and Communication

A media release was issued and information provided on the Council website and social media platforms. Community groups that had previously requested to be notified when this grant round opened were contacted directly, via email and phone, and provided with the details of the upcoming round. The assessment panel consisted of two ARC Councillors, as well as Council officers from our Corporate and Community team.

A third Council Officer independently assessed the applications following the final determination by the panel. This final assessment concurred with the recommendations of the panel.

6. Conclusion

This report seeks Council’s approval of the proposed distribution of funding for the first round of the 2025/26 Community Grants & Village Grants program.

Item:	10.4	Ref: AINT/2025/30515
Title:	Tender Recommendation Remedial Works For Airport Ground Lighting	Container: ARC25/9773
Responsible Officer	Senior Project Manager	
Author:	Faisal Imran, Project Manager	
Attachments:	Nil	

1. Purpose

The purpose of this report seeks Council endorsement for the award of tender for remedial works on the Airport Ground Lighting System. It also seeks approval to appoint a qualified Electrical Inspector to mitigate the risks identified in the evaluation report.

2. OFFICERS' RECOMMENDATION:

That Council

- a. Award the contract for the full scope of works, including all the provisional items, to Pinkglenn Pty Ltd (ABN) for the tendered amount of \$281,812.00 (excl. GST).
- b. Approve appointment of an Electrical Inspector to oversee the electrical works and ensure compliance with standards as part of the risk mitigation strategy.
- c. Delegate authority to the General Manager to approve expenditure up to the available project budget.

3. Background

In November 2024, a lightning strike caused extensive damage to the Armidale Regional Airport's Aeronautical Ground Lighting (AGL) system, leading to widespread failure of runway lights and compromised insulation resistance in field cabling. To restore full functionality and future-proof the system, the proposed remedial works will involve replacing outdated and damaged lighting fixtures, series isolating transformers (SITs), and both primary and secondary cabling. Additionally, lightning surge diverters will be installed across the field to reduce vulnerability to future strikes. The scope also includes upgrading mounting bases, relocating SITs from waterlogged areas, and undertaking rigorous testing and commissioning to ensure compliance with CASA Part 139 MOS.

The upgraded AGL system is designed to be modern, energy-efficient, and easy to maintain, with a minimum operational lifespan of 15 years. These improvements will enhance the safety, reliability, and resilience of airport operations, supporting the long-term viability of Armidale Regional Airport as a key transport hub for the region.

4. Discussion

The Armidale Regional Airport's Ground Lighting (AGL) system is currently in a noncompliant state with CASA Part 139 MOS requirements, necessitating urgent remedial works. These works include the replacement of obsolete and damaged lighting fixtures, series isolating transformers (SITs), and associated primary and secondary cabling, along with the installation of field-located lightning surge diverters to mitigate future risks. To ensure long-term reliability and regulatory

compliance, the project also involves upgrading mounting bases, relocating SITs from waterlogged areas, and conducting comprehensive testing and commissioning. Provisional items include the replacement of non-compliant taxiway edge light and RTIL mounting bases, installation of new taxiway centreline lighting along the apron, and repair of the taxiway primary circuit insulation resistance. This investment supports strategic infrastructure renewal, enabling safer and more resilient airport operations. It will facilitate regional connectivity, promote tourism, and contribute to economic development—positioning the airport as a dependable gateway to the New England region and enhancing community satisfaction through improved services.

Due to the imminent need for the works to be completed as soon as possible and the risk of project delays, Armidale Regional Council (ARC) has proactively procured the required lighting equipment. These materials will be issued to the appointed contractor to ensure timely delivery and installation.

The procurement was carried out in accordance with the *Local Government Act 1993*, Section 55, through an open tender process. Three tenders were received, with Pinkglenn Pty. Ltd. submitting the lowest-priced offer.

A post-tender interview was conducted with Pinkglenn Pty Ltd, during which several project risks were identified. These will be managed through the project's risk strategy, including effective supervision and the appointment of a qualified electrical inspector to oversee compliance and technical integrity.

Remedial Works Airport Ground Lighting (\$238,270 excl. GST):

- All existing runway lighting fixtures, SITs, and associated cabling must be removed. Reusable components like SITs and light fixtures must be returned to the Principal, while all other materials must be legally disposed of by the contractor.
- The contractor must supply and install primary and secondary cabling, connectors, surge diverters, mounting bases, and new AGL cable pits, ensuring full integration with the existing infrastructure.
- The contractor is responsible for installing 'free issue' items provided by the Principal, including various types of LED runway and taxiway lights, SITs, and shallow base housings.
- All new AGL facilities must comply with CASA Part 139 MOS, AS/NZS 3000, and other relevant Australian Standards. The installation must ensure a minimum operational lifespan of 15 years.

Provisional items are (\$43,542 excl. GST)

- Existing mounting bases for 125 taxiway edge lights and 4 RTILs are too high and noncompliant with CASA frangibility standards; they will be replaced with modified bases supplied by the Principal.
- New taxiway centreline lights will be installed along the RPT apron taxiway/taxi lanes; the principal will supply fixtures and housings, while the Contractor installs conduits, D7 SIT pits, and ensures CCR load matching.
- The taxiway lighting circuit has low insulation resistance due to a lightning strike; the Contractor will investigate and repair, replacing cables, SITs, and connectors as needed.
- Site acceptance testing, ground checks, and commissioning will be conducted by the Contractor to ensure compliance with CASA Part 139 MOS.

5. Implications

5.1. Strategic and Policy Implications

This project directly Supports the objectives outlined in the Delivery Program 2025–2029, particularly in areas of infrastructure renewal, regional connectivity, and economic development.

This project aligns with the 2025–2026 Operational Plan, contributing to key outcomes related to asset improvement and service reliability.

This project reinforces the goals of the Advancing Our Region Community Plan 2025-2034, which prioritises investment in critical infrastructure to support regional growth and enhance liveability.

It is also consistent with Council’s endorsed policies and strategies, including: -

- Asset Management Policy – ensuring long-term sustainability of airport infrastructure.
- Risk Management Framework – addressing identified risks through proactive planning and oversight.
- Compliance and Safety Standards – meeting CASA Part 139 MOS requirements for aviation infrastructure.

It enhances strategic infrastructure to support tourism, economic development, and community satisfaction.

It strengthens Council’s commitment to delivering safe, efficient, and future-ready transport facilities.

5.2. Risk

Legislative and Regulatory Risk

The current AGL system is noncompliant with CASA Part 139 MOS requirements, posing a regulatory risk. Failure to address this could result in operational restrictions or penalties.

Mitigation: The remedial works are designed to restore full compliance, with oversight by a qualified electrical inspector and commissioning in accordance with CASA standards.

Operational Risk

The damaged lighting system compromises runway visibility and safety, especially during low visibility conditions, affecting aircraft operations. Without fully operational runway lights the airport could be forced to close.

Mitigation: Replacement of fixtures, SITs, and cabling, along with surge protection and testing, will ensure safe and reliable functionality.

Economic Risk

Delays in project delivery could impact airport operations and regional connectivity, affecting tourism and local business activity.

Mitigation: ARC has proactively procured lighting equipment to avoid supply delays and ensure the project is completed as soon as possible.

Social Risk

Inadequate airport infrastructure may reduce public confidence and limit access to essential services, particularly for remote communities.

Mitigation: The project supports improved connectivity and service reliability, contributing to community satisfaction and regional development.

Reputational Risk

Continued noncompliance or project delays could damage Council's reputation for infrastructure management and service delivery.

Mitigation: Transparent procurement, strategic planning, and active supervision will ensure timely and quality outcomes.

Corporate Risk

Misalignment with Council's strategic plans could undermine broader organisational goals.

Mitigation: The project aligns with the Delivery Program 2025–2029, Operational Plan 2025–2026, and the Advancing Our Region Community Plan 2025-2034.

5.3. Sustainability

The Armidale Regional Airport AGL Remedial Works project incorporates a broad view of sustainability, addressing environmental, economic, and social dimensions to ensure long-term viability and responsible infrastructure management.

Environmental Sustainability

The upgraded AGL system will utilise energy-efficient LED lighting, significantly reducing power consumption and greenhouse gas emissions.

Installation of lightning surge diverters will protect infrastructure from future weather-related damage, reducing the need for reactive maintenance and material waste.

The project promotes low-impact construction practices, including the reuse of compliant components and responsible disposal of obsolete materials in accordance with environmental regulations.

Use of digital tools (e.g., tablets, laptops) during project delivery and commissioning will reduce reliance on paper-based documentation.

Economic Sustainability

The new system is designed for a minimum operational lifespan of 15 years, reducing lifecycle costs and improving asset reliability.

Strategic procurement and early acquisition of materials by Council mitigate supply chain risks and support timely delivery, avoiding cost overruns.

Relocation of SITs from waterlogged areas and upgrading mounting bases will reduce future maintenance costs and extend infrastructure durability.

Utilisation of existing Council-owned structures and infrastructure supports cost-effective asset management.

Social and Operational Sustainability

The project supports safe and reliable airport operations, enhancing regional connectivity and access to essential services.

Compliance with CASA Part 139 MOS and Australian Standards ensures the airport remains a trusted and compliant transport hub, fostering public confidence.

Through sustainable and social procurement, Council engages suppliers who align with community values, supporting local employment and ethical sourcing.

The works contribute to broader community outcomes, including tourism growth, economic development, and improved service delivery for residents and visitors.

5.4. Financial

Budget Area:	Corporate and Community						
Funding Source:	Airport Capital Budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
900196	Remedial Works Airport Ground Lighting	S3 million		\$139,589 Light purchase	\$450,000	\$589,589	

6. Consultation and Communication

Comprehensive consultation was undertaken to support the planning and delivery of the Armidale Regional Airport AGL Remedial Works project. Internally, the Project Management Office (PMO), Airport Manager, Technical Advisor, Safety Team, Procurement Team, and representatives from Corporate and Community Services were actively involved in shaping the project scope, identifying risks, and ensuring alignment with Council’s strategic and operational priorities. The Governance Team was also engaged to support the insurance claim process related to the lightning strike incident, ensuring appropriate documentation and compliance with regulatory requirements. Regular coordination meetings and technical reviews facilitated cross-functional input and strengthened the project’s delivery framework. Externally, the Civil Aviation Safety Authority (CASA) was consulted to confirm compliance with Part 139 MOS, and three contractors participated in an open tender process in accordance with Section 55 of the *Local Government Act 1993*. A post-tender interview with the preferred contractor, Pinkglen Pty. Ltd. helped clarify scope, assess delivery risks, and confirm technical capability. This collaborative approach has ensured that all key risks, compliance requirements, and stakeholder expectations are addressed through proactive planning and engagement.

7. Conclusion

In conclusion, the award of the tender to Pinkglen Pty. Ltd. for the full scope of remedial works, including all provisional items, is recommended as the most effective and timely solution to restore compliance and operational integrity at Armidale Regional Airport. The proposed works address critical safety and infrastructure issues resulting from the lightning strike, and will deliver a modern, energy-efficient, and compliant AGL system with a minimum operational lifespan of 15 years. The appointment of a qualified Electrical Inspector will further strengthen oversight and ensure adherence to regulatory standards. The procurement process has been conducted in accordance with legislative requirements, and the project aligns with Council’s strategic objectives in infrastructure renewal, regional connectivity, and economic development. Endorsing this recommendation will enable Council to proceed with the works and safeguard the airport’s role as a vital transport hub for the region.

Item:	11.1	Ref: AINT/2025/28058
Title:	Kempsey to Armidale Road Restoration Project (K2A) - Status Report for the August 2025 Period	Container: ARC16/0001-9
Responsible Officer	Chief Officer Region Building Infrastructure	
Author:	Anton Juodvalkis, Manager Governance K2A	
Attachments:	1. K2A Project Background	

1. Purpose

This report provides an update on the Kempsey to Armidale Road Restoration Project (K2A) for the August 2025 period.

2. OFFICERS' RECOMMENDATION:

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

3. Background

The Kempsey to Armidale Road is a vital transport corridor connecting Kempsey and Armidale, passing through multiple communities. Following significant damage from natural disasters in 2020 and 2022, Council received funding through various programs to restore the road to its pre-disaster condition and improve specific sections. The K2A project is the largest transport infrastructure project ever undertaken by any NSW local government authority. A detailed background of the project is provided in Attachment 1.

4. Discussion

4.1. People and Culture

Recruitment for the Contracts Administrator, Pre-Contracts Manager, Project Engineer and Accountant roles continues, with candidates supplied by the PSCs being interviewed at the time of writing. It is expected that these resources will commence work at the beginning of October 2025.

4.2. Delivery Progress Update

4.2.1. Main Works

With NSW Restoration Authority (NSW RA) taking over the administering agency from TfNSW on 1 October 2025, it is critically important for an NSW RA representative to be integrated into the project to provide assurance of support and prompt approvals during the tender and delivery phase.

Council have been proactive in engaging both TfNSW and NSW RA identifying the risks posed by the transition process. The main risks relate to both NSW RA and Council and relate to the lack of experience, systems and processes in developing and delivering major projects. Council will continue to work with TfNSW beyond the transition to ensure that it is supported by their established and experienced project management framework and resources.

To ensure that the transition between administering agencies does not affect the tender process, the anticipated release of the RFT to market is now the end of October/early November 2025.

Development of the RFT Document Suite is ongoing. The suite has progressed to the 'Silver' review stage, which is the second of three stages—Bronze, Silver and Gold.

Current progress has been impacted by limited client-side resourcing and by the identification of anomalies in critical data within the Consolidated Damage Record (CDR) during quality checks. These anomalies are being investigated to understand how they can be addressed and if they have any material impact on the project. The CDR underpins multiple documents in the RFT Suite.

4.2.2. Value Management

MI Engineers are developing an independent pre-tender estimate and pre-tender program, these are expected to be delivered late September.

4.2.3. Transaction Management

Refinement of the 'Silver' RFT Document Suite is ongoing, with current efforts focused on finalising the GC-21 (As-Amended) to ensure alignment with the RFT main body and the Works Brief.

Council has anticipated and incorporated delays to the development and approval process for the RFT Document Suite, arising from the transition of the administering agency from TfNSW to NSW-RA.

4.3. Alinta Energy – Oven Mountain – Critical State Significant Infrastructure (CSSI) Interface

Council and Alinta are progressing the development of the road construction works including the design assessment and approval process being undertaken pursuant to S138 of the *Roads Act (1993)*.

The next proposed engagement will be in October to discuss approval and delivery process and impacts of the proposed infrastructure.

4.4. Current Site Works and Program

4.4.1. FCR and FLR Improvement Works

No site work was undertaken in August 2025.

With a contractor now engaged, works are scheduled to commence in mid-September 2025, with FCR works prioritised for completion by December 2025. An extension of time has been granted by the administering agency for FLR works, extending the date to December 2026.

5. Implications

5.1. Strategic and Policy Implications

The activities discussed in the report align with the Advancing Our Region – Your Community Plan 2025-2034 and with the Council Delivery Program 2022-2026 as part of:

- Connected Region - Goal 1: Ensuring quality infrastructure for safe and easy travel.
 - C1.1.4: Partnering with the NSW Government to restore and reclassify the Armidale-Kempsey Road.

5.2. Work Health and Safety

There were no incidents during July 2025.

	This Month	Total to Date
Hours Worked	134 *	18,590
Lost Time Injury (LTI)	0	0
Medical Treatment Injury	0	0
First Aid Incident	0	0
Notifiable Incident	0	0

* Hours worked onsite

5.3. Risk

The K2A team continues to critically evaluate the risk register to ensure that the current estimate of required contingency is as reasonable as possible. The risk profile is reported to the K2A Steering Committee monthly and to the Audit, Risk and Improvement Committee quarterly.

As a follow-up from the previous report, the interface risk presented by Kempsey Shire Council's natural disaster restoration works is being closely monitored. Discussions with Kempsey Shire Council (KSC) are ongoing to ensure that the potential impacts to K2A are well understood by KSC.

The transition of the administering agency from TfNSW to NSW RA remains the highest current risk. Council is currently uncertain as to the level of service to be provided by NSW RA.

Work continues preparing for the pre-mortem workshop, which is scheduled for the week of 15 September 2025.

5.4. Project Assurance

The K2A team continues to report detailed information to the Steering Committee on the status of the Gate 3 Action Register. Of the 23 recommendations, one new action was closed in August 2025, bringing the total closed to seven. Sixteen are progressing, and no actions are at risk or stalled.

5.5. Sustainability

Sustainability remains a guiding principle, with efforts to incorporate long-term resilience in road design and construction practices.

5.6. Financial

K2A Program	Actual Cost to Date	Funds Received to date (Inc. Cash Advance)	Net Cash Position (Funds received less CTD)
	CTD		
NDRA EPAR AGRN 1012	18,067,223	38,435,565	20,368,342
NDRA EW AGRN 1012*	10,344,157	10,339,156	(5,001)
NDRA AGRN 898 *	16,550,386	13,973,261	(2,577,125)
NDRA AGRN 1119*	22,298	-	(22,298)
NDRA AGRN 1198	327,090	-	(327,090)
NDRA AGRN 1212	54,107	-	(54,107)
NDRA Total	45,365,260	62,747,982	17,382,722
FLR Flying Fox (2)	2,276,534	3,489,451	1,212,917
FLR Blackbird Flat (3)	1,158,904	2,097,200	938,296
FCR - Big Hill	806,851	2,120,505	1,313,654
NDRA Total	4,242,289	7,707,156	3,464,867
Ineligible Council Costs	987,183	-	(987,183)
NDRA Total	50,594,732	70,455,138	19,860,406
Last Period	49,596,425	69,121,160	19,524,735
Change	998,307	1,333,978	335,671

**Closed to be acquitted
 All reporting P90*

6. Consultation and Communication

Engagement with property owners on lease agreements for ancillary sites continued in August 2025.

Additional engagement was undertaken as part of the Lower Creek Community Hall opening held Thursday 11 September with positive feedback from the community. This new facility will improve the ability to engage with the community through better amenity and a more central location.

7. Conclusion

Overall, the project is progressing broadly in line with expectations for this stage: the main works RFT Document Suite has advanced to the Silver review stage. The administering agency transition from TfNSW to NSW RA, client-side resourcing constraints, and the data anomalies has impacted program, with a revised tender release set for the end October/early November.

Additional resources are commencing in October to levitate constraints. Workplace Health and Safety performance is sound with no reported incidents. Of 23 Gate 3 actions, seven are now closed and the remainder are progressing.

Item:	11.2	Ref: AINT/2025/22718
Title:	Tender Recommendation: Collection and Processing of Scrap Metal, ULABs, Car Bodies, Refrigerant De-gassing - NIRW	Container: ARC24/6726
Responsible Officer	Acting Chief Officer Assets and Services	
Author:	Cally Earl Smith, Team Leader Records	
Attachments:	1. RFT P00824_ Recommendation Report_signed- (<i>General Manager's Note: The report considers a tender and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.</i>)	

1. Purpose

The purpose of this report is to seek Council's endorsement of the preferred tender for the collection and processing of Scrap Metal, Used Lead Acid Batteries (ULABs), e-Waste, Car Bodies, and Refrigerant De-gassing.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Accept the tender proposal from SIMS Group Australia Holdings for the Collection and Processing of Scrap Metal, ULABs, Car Bodies, Refrigerant De-gassing for a period of two (2) years until 30 October 2027, plus two x optional one (1) year options for extension, subject to contract performance.

3. Background

Armidale Regional Council is an active member of the Northern Inland Regional Waste Group (NIRW), which receives program funding from the NSW Environment Protection Authority (EPA) to drive progress towards the transition to a circular economy as per the NSW Waste and Sustainable Materials Strategy 2041.

Together with the member councils NIRW aims to achieve better outcomes for the entire region in waste management and resource recovery.

The joint procurement service has been particularly valuable in achieving greater value for money through economies of scale and reducing duplication of efforts across individual councils.

Armidale Regional Council participated in the joint procurement process to obtain better pricing for the sale of scrap metal (ferrous and non-ferrous) and related items to a suitable recycler. Income from scrap metal sales is variable based on volume and commodity pricing, and due to the potential to reach total revenue of \$250,000 per annum, a Request for Tender procurement strategy was used.

4. Discussion

On 17 February 2025 Local Government Procurement (“LGP”) on behalf of Northern Inland Regional Waste (NIRW) issued the Request for Tender (RFT) P00824 for Collection and Processing of Scrap Ferrous Metal, Scrap Non-Ferrous Metal and optional Used Lead Acid Batteries (ULABs), e-Waste, Car Body Make Good and Refrigerant De-gassing.

The 12 member Councils that participated in the RFT process were:

Armidale Regional Council	Moree Plains Shire Council
Glen Innes Severn Council	Tamworth Regional Council
Gunnedah Shire Council	Narrabri Shire Council
Gwydir Shire Council Council	Tenterfield Shire
Inverell Shire Council	Uralla Shire Council
Liverpool Plains Shire Council	Walcha Council

The Request for Tender documents were published on LGP’s eProcure e-tendering portal and tenderers were asked to lodge their responses electronically via eProcure.

Eleven (11) suppliers registered on eProcure for this tender.

The Request for Tender closed at 2pm on 21 March 2025 and four (4) tenders were received from:

- Infrabuild Recycling
- Scrap Metal Services Pty Ltd
- Sell and Parker
- Sims Group Australia Holdings Limited.

The Tender Evaluation Panel, comprising of two independent members and three council waste managers, carried out a structure evaluation process to obtain the final scores and ranking below as per Table 4.8.1 of the enclosed Recommendation Report:

Evaluation Criteria	Weight	Sims Group Australia Holdings Limited	Sell and Parker	Scrap Metal Services Pty Ltd	Infrabuild Recycling
Available Resources	10%	10%	6.5%	5.25%	10%
Methodology	30%	23.48%	23.4%	13.13%	27.6%
Capacity to Deliver Services	10%	9%	5.88%	3%	10%
Pricing	50%	50%	30%	30%	15%
Total weight					
	100%	92.48%	65.78%	51.38%	62.60%
Ranking					
		1	2	4	3

The tenderer ranked number 1 was Sims Group Australia Holdings. There were six departures to the Draft Conditions of Contract, which were not deemed a significant risk by the Tender Evaluation Panel, and could be negotiated by each Council.

Following reference and financial checks, the Tender Evaluation Panel was confident to recommend that:

- 1) The successful tenderer for the Request for Tender is Sims Group Australia Holdings.
- 2) The term of the contract will be two (2) years plus two (2) x one (1) year option to extend the contract, subject to contract performance.
- 3) Estimated contract start date is June 2025.
- 4) If the tender is accepted, each individual Council will develop a separate Contract with the successful tenderer.
- 5) The Contracts shall be a Schedule of Rates Contract.

Entering into a contract with Sims Group Australia Holdings does not prohibit Armidale Regional Council from obtaining pricing from other suppliers, however, it is unlikely that better rates will be obtained outside a regional contract.

5. Implications

5.1. Strategic and Policy Implications

This proposal complies with the following Delivery Program and Operational Plan objectives:

- Delivery Program 2022-2026 Goal 2 - F2.3.3 & F2.3.3
 - F2.3 - Collect, handle, dispose, recycle and reuse waste responsibly and innovatively.

- F2.3.1 - Operate Council’s Waste Transfer Stations and Landfills in line with current and future needs and environmental standards.
- F2.3.2 - reviewing and managing the village waste collections and contractual arrangements.
- Operational Plan 2024-2025 – Waste Management – Future Region Goal 2 F2.3.3
 - F2.3.3 - Review village waste collection & sites and manage contractual arrangements with operators.

5.2. Risk

- Legislative risk – compliance with the *Local Government Act 1993* and relevant legislation for procurement.
- Financial risk – scrap metal commodity values are subject to variability and have decreased significantly in recent years.
- Environmental risk – some low-value commodities such as electronic waste are included in this contract to reduce the risk of being unable to sell the materials individually.

5.3. Sustainability

- Improved resource recovery through bulk materials contracts.
- Consistent pricing and value for money achieved for councils across the Northern Inland region.
- Improves accountability for waste handling and disposal, reducing risks of environmental harm.

5.4. Financial

Armidale Regional Council will receive the income from sales of Scrap Metal, Used Lead Acid Batteries (ULABs), e-Waste, Car Bodies, and Refrigerant De-gassing as per the Pricing Schedule provided by Sims Group Australia holdings. Council is not locked into the pricing provided by the tenderer if on the day we can achieve a better price elsewhere.

In FY24-25, the total income from the relevant material sales was \$250,662.85 and has been used as the forecasted amount below.

Budget Area:	Waste						
Funding Source:	Resource Recovery Sales						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Income	Remaining Budget
290248	Resource Recovery Sales					(\$250,662.85)	

The actual revenue income will vary depending on commodity volumes and market pricing at the time of sale. The timing of sale will consider market variability although it will also be dependent on operational and licencing requirements for stockpiling of materials.

The revenue will be returned to the Waste budget area, in line with Section 409 of the *Local Government Act 1993* and the Office of Local Government Council Rating and Revenue Raising

Manual in that the sale of recyclable material to be used as an offset against recycling collection programs and considered part of the reasonable cost calculation of the domestic waste charge.

6. Consultation and Communication

Market engagement was undertaken via a public Request for Tender.

7. Conclusion

The Request for Tender procurement for the sale of Scrap Metal, Used Lead Acid Batteries (ULABs), e-Waste, Car Bodies, and Refrigerant De-gassing, undertaken jointly with NIRW councils has resulted in a positive outcome for participating councils to receive consistent competitive pricing from the preferred tenderer, Sims Group Australia.

To avail of the competitive tender pricing, it is recommended that Armidale Regional Council accept the proposal by Sims Group Australia Holdings by executing a direct contract with the supplier.

Item: 11.3 **Ref:** AINT/2025/30342

Title: Desludging Armidale Water and Guyra Sewer Waste Ponds
Container: ARC25/9742

Responsible Officer: General Manager

Author: Irene Chetty, Senior Operations Engineer

Attachments:

1. Tender Submission Evaluation- (***General Manager's Note:*** *The report considers the tender evaluation 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.*)
2. Sludge treatment procurement plan (signed)- (***General Manager's Note:*** *The report considers the procurement plan 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.*)

1. Purpose

The purpose of this report is to approve the tender submissions evaluation for the desludging works of waste ponds at the Armidale Water Treatment Plant and the Guyra Sewer Treatment Plant. Presently the waste ponds are overloaded and are impacting normal treatment operations with the potential of breaching the conditions of the environmental protection licences 2821 (Armidale Water Treatment) and 1671 (Guyra Water Treatment). The approval of the tender will permit the sourcing of a specialist contractor to desludge the waste ponds in FY 2025/26 with a provision to extend for two more years as part of sustainable preventative maintenance program for waste management at the treatment plants.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Note the tender evaluation for RFT A2025/53 – Desludging of Lagoons at Armidale Water and Guyra Treatment Plants.
- b. Endorse the contractor, SciDev Water Services, to undertake the desludging of the waste ponds at the Armidale Water and Guyra Sewer Treatment Plants in FY 2025/26.
- c. Endorse a once-off desilting work at the Puddledock dam for preventative maintenance activities of the trunnion infrastructure.
- d. Endorse a 2-year extension clause in the desludging contract with SciDev Water Services to sustain proactive routine sludge management programs at the treatment plants.

3. Background

The treatment process at the Armidale Water Treatment Plant entails the removal of particulates and impurities in the raw water. This process involves two key steps known as

coagulation and flocculation, which occurs in the clarifier. The coagulant, alum, is used to neutralize the negative particulates and form microparticles in the raw water treatment process. With the aid of a polymer, the microparticles combine to form larger, heavier flocs that settle at the bottom of the clarifier to form a blanket of sludge or alum waste. The settled sludge is discharged frequently, through an automated valving and pipework sequence, into three waste ponds at the treatment plant. The coagulation and flocculation process generates approximately 1,200- 2,000 cubic metres of sludge per annum, depending on the raw water quality. A single waste pond stores four months of alum waste from the treatment plant before it reaches full capacity which, at this stage is taken offline and allowed to dry through evaporation. The wet weather throughout the year has hampered the evaporation process of the waste ponds, resulting in all three ponds becoming overloaded with waste sludge. While the Armidale Water Treatment Plant is licenced to discharge the supernatant water (or clear wastewater) from the waste ponds into the Yoongoonda gully, the overloading of the waste ponds may result in the disposal of high suspended solids in the supernatant water discharging into the Yoongoonda gully. To mitigate this potential environmental hazard, the NSW Environmental Protection Authority (EPA) has formally requested, through a licence variation, under Section 8-U1 in the environment protection licence (EPL) 2821 that the council provides an action plan to manage a sludge reduction production and handling program at the Armidale Water Treatment Plant. It was therefore decided to engage the services of a specialist contractor, through the vendor panel tendering process, to routinely clean out the ponds using mechanical dewatering equipment to desludge the waste ponds and consistently maintain a high-quality discharge of supernatant water into the Yoongoonda gully.

Similarly, the Guyra Sewer Treatment Plant, has two biosolids storage and tertiary ponds that require desludging urgently to improve the quality of the recycled water that is discharged into Laura Creek permitted through EPL 1671. Dewatering of biosolids also require mechanical dewatering equipment and the addition of polymer to produce dry, compacted biosolids material for easy transportation to land application sites or landfill disposal. Biosolids samples were taken from Guyra sewer treatment plant for analyses to determine stabilisation and classification grades for soil conditioning application at the Armidale Sewer Treatment Plant. An estimated 1900 cubic metres of biosolids, at a 13% solids content, is expected to be removed from the Guyra Sewer Treatment Plant in the first year of the contract. Routine cleaning of the biosolids and maturation ponds will proactively improve the quality of recycled water and maintain the EPA licence conditions.

Silt build-up in the Puddledock Dam has prevented divers from assessing the condition of the trunnion. It was decided to include a once- off desilting work of the Puddledock Dam in the tender as the work entails the utilisation of the dewatering mechanical equipment that will be used in both the Armidale Water and Guyra Sewer Treatment Plants. This work will only progress after the waste ponds are deslugged at both treatment plants. Desilting of the Puddledock Dam is therefore an imperative precursor to undertake preventative maintenance works of the raw water infrastructure.

4. Discussion

The EPA had requested a sludge management program for both the Armidale Water and Guyra Sewer Treatment Plants. A residual strategy review for Armidale Water indicated that a short to medium term sludge handling option was through contract dewatering as it would have the least impact on existing operations and negligible upfront capital costs. On this premise, a procurement plan was prepared for the dewatering of the waste ponds at Armidale Water and

Guyra Sewer and a once-off desilting work of Puddledock Dam. The procurement plan that included a budget of \$2 million was reviewed and approved.

A Request for Tender was submitted on Vendor Panel, on 21 July 2025. A week extension was provided at the request of tenderers, and the closing date was extended to 21 August 2025. Seven tenderers undertook site visits prior to final submissions of their dewatering proposals on Vendor Panel. There were 8 submissions with 7 of the tenderers substantially complying to the tender submission requirements. The tender evaluation panel were team members:

- Mike Brooks – Senior Engineering Officer, Waste
- David Bell – Project Officer, Water and Wastewater
- Josh Fern - Supervisor Water Treatment Plant
- Irene Chetty – Senior Operations Engineer, Water and Wastewater

The tender evaluation panel determined that, SciDev Water Services, was the most suitable contractor for the desludging and desilting works. The pricing and contractor experience and capability criteria achieved a score of 84.3%, the highest score relative to the scores of the seven other tenderers. The 84.3% score did not include the once-off desilting work of the Puddledock Dam; however, SciDev Water Services submitted a reasonable cost to complete the work in 5 days at a rate of \$8139 per day. The detail of the tender evaluation is presented in the attachment “Tender Submission Evaluation – final 03092025”. It must be noted that the tender evaluation covers the cost of desludging of the waste ponds for FY 2025/26 only. A provision in the tender was created as an addendum to extend the contract for a further two years only after a satisfactory appraisal of the completed works by the Water and Wastewater Operations Team.

The approved budget in the procurement plan is expected to cover sludge dewatering and sludge disposal costs over the next three years if the 2-year extension is approved. Disposal of dewatered sludge will be resourced internally. The dewatered alum sludge will be disposed in the regional land fill. The dewatered biosolids will undergo classification assessment as required in the EPA biosolids guidelines and PFAS National Environmental Plan before deciding on processing requirements.

5. Implications

5.1. Strategic and Policy Implications

Delivery Program 2022-2026

Future Region – Goal 2: F2. A clean, green and responsible region

Community Plan Strategy: F2.5 Ensure the community is provided with safe and accessible water and that our water availability is sustainably managed now and into the future

- F2.5.2 Collect, store, treat and distribute quality water in line with community needs, availability, and future requirements
- F2.5.5 Operate, maintain, and update the sewer networks and plants to minimise blockages, overflows, and environmental impact.

Operational Plan 2024 -2025

F2.5.1 Implement a Regional Master Plan for the Water Treatment Plants to address issues at the plants including sludge management at the Armidale WTP and additional clear water tank or the baffles in the existing tank at the Guyra WTP site

F2.5.5 Manage and maintain the Sewage Treatment Plant to enable high quality processing standards

Adhering to conditions of the Environment Protection Licences EPL 2821 and EPL 1671.

5.2. Risk

The tender process was implemented through the council’s procurement policies and procedures for the best price and contractor capability and experience.

- Economic Risk- The program to desludge is not expected to exceed 10 weeks and an extension to the contract will be assessed on review of completed desludging works with consultation and approval of the operations staff. A strong, positive financial control is expected.
- Operational Risk – The dewatering contract is expected to improve operational performance at both the Armidale Water and Guyra Sewer Treatment Plants.
- Reputational risk – the contractor’s performance will be monitored daily.
- Legislative and Regulatory Risk – the contractor has complied with submission of ISO 9001, 14001 and 45001 certifications. However, dewatered sludge must be disposed appropriately, within EPA guidelines.

5.3. Sustainability

- Improved sludge management at the treatment plants.
- Achieving compliance as required in the environment protection licences 2821 and 1671.
- Actual financial costings data available through a contract for the development of a business plan to implement a robust routine sludge management program for the treatment plants.
- Improved trust and reputation with the regulators and the community.
- Possible pathway to investigate and implement the reuse of alum waste in road base material or similar construction works.
- Possible recycling of Guyra biosolids as a soil conditioner at the Armidale Reuse Farm.

5.4 Financial

Budget Area:	Water and Sewer (Wastewater)						
Funding Source:	Water and Sewer Reserves						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Treatment Plants Desludging Contract	\$2,103,633.00	Nil	Nil	Desludging FY 2025/26: \$323,074 Once – off desilting of Puddledock Dam: \$40,634	\$363, 708 excl. sludge disposal costs	\$1,742, 925 for an extension of 2 years if contractor work is satisfactory in FY2025/26

The approved budget is adequate for FY 2025/26 and for an extension of two years. This includes the disposal of the dewatered sludge.

6. Consultation and Communication

Consultation was undertaken with the Armidale and Guyra operations team and the water and wastewater construction team. Tenderers were permitted to undertake a site visit to appropriately scope the works at the treatment plants. The EPA is aware of the council seeking specialist contractor assistance to desludge the waste ponds.

7. Conclusion

The desludging of the waste ponds at Armidale Water and Guyra Sewer Treatment Plants is urgently needed to ensure that treatment process compliance aligns with the relevant environment protection licences. The tender process provided competitive scopes of work and appropriate costings for works that will improve operational performance and reliability.

Final approval of the tender evaluation and contractor selection is required to initiate a much-needed improvement process at the treatment plants and Puddledock Dam.

Item: 11.4 **Ref:** AINT/2025/29768
Title: Recommendation - Provision of Line Marking Panel for services as specified to ARC for a two year period with options to extend
Container: ARC25/9694

Responsible Officer Acting Chief Officer Assets and Services

Author: Tony McCarthy, Procurement & Contracts Coordinator

Attachments:

1. Schedule of Rates - Whiteline Road Services- (**General Manager's Note:** *The report considers a schedule of rates 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).*
2. Schedule of Rates - Coastal Line Marking- (**General Manager's Note:** *The report considers a schedule of rates 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).*
3. Evaluation Report - ARC Linemarking Panel- (**General Manager's Note:** *The report considers the evaluation report 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).*

1. Purpose

The purpose of this report is to seek endorsement for Council to utilise a panel of suppliers to undertake Line Marking Services as and when required in accordance with the requirements of ARC Annual Road, carpark and facility maintenance as and when determined over the next two years with options to extend.

2. RECOMMENDATION:

That Council:

- a. Endorse the recommendation of the Evaluation Panel to award line marking services to the following contractors.
 1. Jenalad Pty Ltd Trading as Whiteline Road Services and;
 2. The Trustee for the Nichol Family Trust Trading as Coastal Line Marking.

The contract period will run from 1 October 2025 to 30 September 2027, with two (2) optional extensions of two (2) years each, at Council's sole discretion.

- b. Authorise the General Manager to exercise a two (2) x two (2) year extension option, subject to satisfactory supplier performance.
- c. Delegate authority to the General Manager to execute all documents in relation to the panel contract approval and expenditure to the limit of available funding.

3. Background

As per the NSW Local Government Act Section 55, Expressions of Interest were released via Public Notice for council to gauge the private market for outsourced contractors to perform works as and when required.

Expressions of Interest were developed and were publicly advertised on the ARC Website and Social Media Channels on Friday, 1 August, 2025, and closed on Sunday, 24 August 2025 at 10.00 pm.

4. Discussion

A total of 29 Downloads were recorded and at the close of tenders, a total of three responses were received as follows:

1. Jenalad Pty Ltd T/A Whiteline Road Services - Balook Drive Beresfield New South Wales 2322.
2. The Trustee for the Nicho Family Trust T/A Costal Line Marking - 375 Giinagay Way Urunga, New South Wales 2455
3. Red Squirrell Pty Ltd - 110 Thompson St Cootamundra, New South Wales 2590.

These contractors were assessed as demonstrating superior quality, in house systems, availability, expertise, and value for money rates in providing vital line marking services to the required standards.

Evaluation Panel

The Evaluation Panel consisted of the following key Council staff:

- Manager Transport.
- Coordinator Technical Support – Transport.
- Technical Officer – Transport.
- Procurement Coordinator.

Key Selection Criteria

Key selection criteria and scoring allocated by the evaluation panel was as follows:

	Key Selection Criteria	Weighting
1.	Capability – Relevant Knowledge and Experience	25%
2.	Resources – that can be mobilised in 2-4 weeks	25%
3	Capability and Experience – Value added Features	25%

Evaluation Scoring and Summary

	Supplier	Score	Ranking	Recommended for Shortlisting
1.	Costal Line Marking	78	1	✓
2.	White line Road Services	70	2	✓
3.	Red Squirrell Pty Ltd	50	3	☒

The evaluation panel considered key factors such as the ability of these suppliers to perform high levels of services required within an acceptable timeframe, the ability to fully mobilise and perform packages of work within the Council area, and familiarity of the ARC road network.

Respondents in Coastal Line Marking (Nichol Family Trust) and White line Road Services (Jenalad Pty Ltd) both have previous experience in working and being contracted by Councils, have the appropriate industry standards to a high technical quality and to the satisfaction of Council on previous occasions.

Further, these suppliers (through previous experience) have the ability to mobilise to suit Council's Road construction delivery requirements due to their relative locality to ARC.

Coastal Line Marking (Urunga) and White line Road Services (Beresfield) which allowed practical and servicing advantages of servicing on a regular basis New England and Coastal locations and Councils to good effect.

The third tenderer, Red Squirrell Pty Ltd, is based in Forbes NSW and has never been employed by Council previously. This company has experience and clients in the line marking industry, but little experience in the new England area.

Additionally, the EOI response indicated little key information in resources, reasonable availability, of detailed knowledge or history of work in the New England region.

Whilst further competition would be welcomed on this panel arrangement, limited detail and lack of confidence in this supplier being able to deliver, the recommendation from the evaluation panel.

Therefore, Red Squirrel's offer was inadequate and presented risk and unreliability for the consistency that Council required and therefore was not recommended for shortlisting.

Shortlisting Process

The two suppliers selected for shortlisting were then contacted to supply cost, schedules of rates and further commercial details for consideration. These details are attached to this report for Councillor information. It was the view of the evaluation committee that these rates and further information represented value for money and were both recommended for award to the panel.

5. Strategic and Policy Implications

E3 - Infrastructure – The Community is provided with the essential and resilient infrastructure it requires for daily life and has access to a prioritised schedule of infrastructure works.

This panel arrangement is seen as having key strategic importance in the management of road and facilities maintenance as and when required by various Council operations and capital works consideration.

The options and variety provided by a total of nine tenderers on the panel as recommended allows the effective delivery Infrastructure operations in accordance Council's Operational and Delivery Planning including its road maintenance and construction activities.

This procurement process is compliant to Section 55 of the NSW Local Government Act 1993, Council's Sustainable Procurement and Contracts Policy and having two suppliers available in various locations will have a positive effect on logistical charges, increases Council's options in planning and seeking value for money in a timely and efficient manner.

The awarded contract details will be published in the ARC contract register and uploaded onto the Council website in accordance with Section 27 of the Government Information (Public Access) Act 2009 (GIPA).

6. Risk

In administering an Expression of Interest process, Council avoids any legislative and regulatory risk in due conformance as prescribed in Section 166 of LGA Regulation 2021 as follows:

"Whenever a council is required by section 55 of the Act to invite tenders before entering into a contract, the council must decide which of the following tendering methods is to be used—

- a) the open tendering method by which tenders for the proposed contract are invited by public advertisement,*
- b) the selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for expressions of interest"*

Council is also addressing potential risk in having more than one supplier that confirm with industry standards of a specialist category, documented work health and safety accreditation, and are familiar with Council's requirements and expectations and locality from past work. Schedules of rates and logistical and other costs provided are firm for the first year of the Contract, providing a case for cost estimation and internal budgetary purposes.

In summary, the ability of the allocation of key physical and regulatory important services like road marking and clear and smooth administration of tasks when appointing outsourced services reduces the risk of negative public perception, increases safety through effective and streamlined appointment and value for money perceptions through competition and choice.

7. Sustainability

This Panel arrangement represents a cost-effective way of contracting and provides the opportunity for aggregation of supply that benefits the Councils financial sustainability through lower cost structures and packaging options.

As with all purchases under Council's Sustainable Procurement and Contracts Policy, Council will commit to the following sustainable objectives in managing this contract in:

- The cost and economic impact of the procured product or service,
- The environmental impact,
- Any social and ethical implications, and
- The application of good governance

8. Financial Implications

The budgets for the use with the panel is to be approved as part of Council's 2025/2026 and 2026/27 Budget and Operation Plan across a range of service areas.

There will be various users across Council areas in the utilisation of this panel contract to which a range of operational and capital budgets will be utilised and approved under Council's financial delegations of the Transport, Assets and Services Directorate and when applicable, the General Manager.

The total expenditure for line marking within the Transport department is currently forecasted as \$155,000. Other departments such as Waste, Water, Facilities and Depots also expected to utilise these services.

Budget Area:	Transport						
Funding Source:	i. Traffic Facilities Block Grant ii. General Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Traffic Facilities Block Grant	\$128,000	\$1,203	\$0	\$60,000	\$60,000	\$68,000
Urban & Rural Reseal Budgets 800235 & 800239	Reseal Program Budgets	\$2,427,730	\$0	\$13,481	\$80,000	\$80,000	\$2,347,730
300769	Carpark Maint	\$31,050	\$0	\$11,995	\$15,000	\$26,995	\$4,055
Total Proposed					\$155,000		

9. Consultation and Communication

This tender process has been overseen with major input from key users and responsible officers from the Transport Section of the Assets and Services Directorate.

10. Conclusion

That Council notes the contents of this report and attached documentation and resolves to award the panel contract to *Jenalad Pty Ltd T/A Whiteline Road Services* and the *Trustee for the Nichol Family Trust T/A Coastal Line Marking* for an initial two-year term with two x two year extension options and authorise the General Manager to approve ongoing key actions during the life of the agreement.

Item:	13.1	Ref: AINT/2025/24390
Title:	Sports Council Committee - Minutes of the meeting held 29 July 2025 Container: ARC16/0330-2	
Responsible Officer	Chief Officer Planning and Activation	
Author:	Chaise Doran, Sport and Recreation Development Officer	
Attachments:	1. Sports Council Agenda - 29 July 2025 2. Sports Council Minutes - 29 July 2025	

1. COMMITTEE RECOMMENDATION:

That Council:

- a) Note the Minutes of the Sports Council Committee meeting held on 29 July 2025.
- b) Endorse the appointment of Ms Jess Kellaway to the Sports Council committee.
- c) Note the changes to the Sports Council Priority List.

2. Purpose:

The purpose of this report is to provide Council with the agenda and minutes of the Sports Council Committee meeting held on Tuesday 29 July 2025 which details recommendations to Council for consideration and adoption.

3. Background

In order to provide recommendations for the development of sport and recreation in the Armidale Local Government Area, the Sports Council has been developed to comprise individuals from diverse sporting groups and backgrounds.

The Sports Council provides a link between Council and the sport and recreation community, providing key community engagement with regards to the development of sports infrastructure. The Committee provides ongoing support and advice relating to sports and recreation in the community.

4. Report

On Tuesday 29 July 2025 the Sports Council considered and discussed:

- a) Ms Jess Kellaway's application to the Sports Council committee.
- b) The changes to the Sports Council priority list.

Further details about these items are included below:

- a) Jess Kellaway was appointed as our regions officer for Northern NSW Football at the start of this year.

With football being one of the biggest competitions in Armidale, it will be great to have a representation of all clubs on the committee.

- b) The Sports Council priority list allows Council to transparently determine expenditure.

The committee moved to place new toilet/changeroom facilities as the number one on the priority list under the major projects section.

No other changes were made to the priority list.

5. Strategic Directions:

The function of the Sports Council is to provide advice and recommendations relating to Sports and Recreation on the strategic direction of the Armidale Regional Council. The activities align with Council's adopted Community Strategic Plan 2017-2027:

Liveable Region Places & Spaces

- L1 Public spaces and infrastructure that facilitate health, community connections and opportunities.
 - 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.

Strong Region Engagement & Responsibility

- S1 an informed and actively engaged community, that builds partnerships and shapes its future
 - 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
- S2 Strong governance and leadership that supports our region to grow and prosper - Strategies:
 - S2.1 Provide a strong, transparent, sustainable, and responsive governance for our region
 - S2.2 Ensure that strategic directions are informed by, and with, the community and are delivered in consideration of available resources
 - S2.4 Make open and transparent decisions that are informed by stakeholders, leading practices, systems, and technologies.

6. Relevant Legislation

- Section 355 of the *Local Government Act 1993*
- *Local Government Regulation (General) 2021*

7. Financial Implications:

Detailed financial implications for recommendations to Council are included within the Sports Council agenda and minute reports, if relevant. A summary of the financial position against Council budget has been included below.

Note the financial figures below refer to the 2024/25 Financial Year.

Budget Area:	Public & Town Spaces – Sports Council Administration						
Funding Source:	Player and Association Levies, Sports Council Reserve (Trust Account)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240250 (Op)	Operational Revenue - Levies	42,840	40,755	Nil	Nil	40,755	2,085
240250 (Op)	Operational Expenditure	42,840	3,750	Nil	37,005	40,755	2,085
240386 (Cap)	Capital Revenue & Expenditure	Nil	49,300	6,735	Nil	56,035	Nil

8. Conclusion

It is recommended that Council note the minutes of the Sports Council Committee meeting held on Tuesday 29 July 2025 and recommendations to Council be considered for adoption.

Item:	13.2	Ref: AINT/2025/30627
Title:	Traffic Advisory Committee - Minutes of the meeting held 2 September 2025	Container: ARC25/9900-003-001
Responsible Officer	Acting Chief Officer Assets and Services	
Author:	Claire Butcher, Transport Administration Officer	
Attachments:	1. Agenda Traffic Advisory Committee - 2 September 2025 2. Minutes Traffic Advisory Committee - 2 September 2025	

RECOMMENDATION:

Following its meeting held 2 September 2025, the Traffic Advisory Committee recommends that Council:

- a) Endorse the road closure of Moore Street, Armidale for the gathering of Police for the National Police Memorial Wall to Wall Ride 2025.
- b) Endorse the Special Event Transport Management Plan - Creative Streets Festival 2025.
- c) Endorse the road closure of Bradley Street between the Police Station and Moredon Street, Guyra for the purpose of conducting the Remembrance Day service.

1. Purpose:

This report provides recommendations on traffic, transport and/or parking improvements deliberated by the local Traffic Advisory Committee (TAC) at its meeting on 2 September 2025. The meeting took place at the Council Administration Building in Armidale. Attendees also had the option to join the meeting via MS Teams. The voting members of the local TAC are listed below:

ORGANISATION	REPRESENTATIVE
Armidale Regional Council	Councillor Susan McMichael (Chair)
Member for Northern Tablelands	Mr. Hans Hietbrink
Transport for NSW	Mr. Kevin Moris
NSW Police Force	Senior Sergeant Paul Caldwell

2. Discussion

To consider the recommendation advice provided by the TAC, a Transport for NSW (TfNSW) committee comprising of experts from TfNSW, Police, State Member representative, ARC Councillor and ARC technical officers.

Council is not bound by the advice given by the TAC. However, if Council does wish to act contrary to the unanimous advice of the TAC or when the advice is not unanimous, it must notify TfNSW & the NSW Police and wait 14 days before proceeding.

The TAC 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, being certain prescribed traffic control devices and traffic control facilities.

The Council must refer all traffic related matters to the TAC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council and must be referred directly to TfNSW or relevant organisation. Such matters must not be referred to the TAC.

3. Report:

At its meeting held Tuesday 2 September 2025, the TAC considered three items.

1. Special Event Transport Management Plan - National Police Memorial Wall to Wall Ride 2025

The National Police Memorial Wall to Wall Ride is an annual event that is used by the Police to raise awareness of police lives lost while undertaking their duties.

The ride will be stopping overnight in Armidale on 10 September 2025.

The Police have requested that Moore Street, Armidale be closed from 6:00am to 8:30am on Thursday 11 September 2025 to enable the participants to enjoy breakfast in the police precinct.

There will be approx. 100-150 participants mostly and their motorbikes gathered in the street for breakfast that will be provided by the Lions Club.

2. Special Event Transport Management Plan - Creative Streets Festival 2025

The inaugural Creative Streets Festival 2025 is an event owned by Armidale Regional Council and is a free community event to be held on Friday 17 October 2025. The event is partly funded by the Department of Transport through its Open Streets Program. The focus of the event will be community activities on Marsh Street, Beardy St West and East Mall, and the lane behind Hanna's Arcade. There will be live music and artistic performances, and hot food and drinks available.

3. Special Event Transport Management Plan - Remembrance Day 2025, Guyra

Remembrance Day is an annual event held 11 of November 2025 to remember to the members of the armed forces who gave their lives in all wars.

This event normally takes place without the need for a road closure as the service has small gathering on the footpath. The road closure of Bradley Street between the Police Station and Moredon Street is to allow people to attend the service at the front of the Soldier's Memorial Hall at 163 Bradley Street, Guyra. It is expected that up to 100 people will be present for the service, hence the need for a brief street closure.

4. Strategic Directions

The function of the TAC aims to maintain safe and effective traffic facilities on the road network to industry and legislative standards.

The activities and recommendations align with Advancing Our Region - Your Community Plan 2022-2032 and with Council Delivery Program 2022-2026 as part of the following:

Connected Region – Transport and Technology

- C1. Quality infrastructure makes it safe and easy to travel around our region.
- C1.1 Build and maintain quality, safe, and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities.
- C2. Transport and technology that enable connectivity both locally and outside the region.
- C2.1 Provide access to public and private transport services that link our community to our local towns and villages, other regions, our local attractions, and lifestyle infrastructure.

5. Relevant Legislation

- *Roads Act (1993)*
- *Road Transport (Safety and Traffic Management) Regulations (1999)*

- *Road Rules (2008)*

6. Financial Implications

TfNSW provides block grants to Council as a contribution towards the cost of works on Regional Roads, under the terms of the Block Grant Agreement. Block Grants may be spent on preservation, restoration and enhancement works to the extent provided for in the Block Grant Agreement.

Every council has entitlement to an annual block grant. The grant comprises a roads component and a supplementary component (both available for works on Regional Roads) and a traffic facilities component (which may be spent on works on Regional Roads as well as traffic facilities on Local Roads).

Budget Area:	Roads and Parks						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Sign Rental for Police Wall to Wall	\$125,000	\$0	\$2250	\$30.00	\$30	\$122,470

Budget Area:	General Fund						
Funding Source:	Activation and Precincts Open Streets Program 2025-2028 (Department of Transport)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Grant Funded Road Closures	Creative Streets Festival	\$5,209.16	\$0	\$0	\$5,209.16	\$5,209.16	\$0

Budget Area:	Roads and Parks						
Funding Source:	Activation and Precincts						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
900096	Installation and removal of traffic control Guyra Remembrance	\$10,000	Nil	Nil	\$250	\$250	\$9750

	Day 2025						
--	----------	--	--	--	--	--	--

7. Conclusion

That Council note the minutes of the Traffic Advisory Committee (TAC) meeting held Tuesday, 2 September 2025 and the recommendations made to Council be endorsed.

Item:	14.1	Ref: AINT/2025/31768
Title:	Updated request: Water consumption data to gain insights into future water needs and inform the willingness-to-pay consultation Container: ARC16/0025-7	
Responsible Officer	General Manager	
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

1. Purpose

The purpose of this report is to provide a response to submitted “Questions for Which Notice Has Been Given” provided by Cr Robinson.

2. OFFICERS’ RECOMMENDATION:

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

3. Question

Financial Year	19-20	20-21	21-22	22-23	23-24
Total billed consumption (ML)	1982	1968	1892	2236	2165

Not yet having had an answer to the question submitted on 12 August 2025, and because of the difficulty in calculating access charges for different types of users, the question has now been resubmitted to the September meeting requesting an additional column for the total access charge for each user group.

Please can the answer be provided at the September ARC meeting, in time for this extremely important information to be available for consideration at the New England Visions forum on water on 15 October 2025.

The [NSW Government Local-water-utility-performance website](#) reports ARC’s billed potable water consumption. More details are, however, needed to provide insights into our water consumption patterns and needs. Data supplied in response to a Question on Notice in April 2023 revealed 10.9% of users consumed over half (51.3%) of all treated water.

That information was very useful in understanding consumption patterns for the period covered by the data. There have been minimal water restrictions in the past 4 financial years (2021-22, 2022-23, 2023-24 and 2024-25), since the drought ended over 4 years ago. Information on water consumption patterns over the past 4 financial years will therefore provide invaluable information on consumption pattern to guide community consideration and understanding of future plans and funding opportunities for water infrastructure and the detailed business case if ARC’s application for 50:50 funding to the National Water Grid for the business case is successful.

**Please therefore provide the water consumption data by financial year and the categories shown below for
 a) residential, b) commercial and c) institutional users of treated water in Armidale for bills issued in each of the 4 most recent financial years: (2021-22, 2022-23, 2023-24 and 2024-25).**

Annual Consumption	Number of users	Total water consumption for this group
0		
1 to 40		
41 to 80		
81 to 120		
121 to 160		
161 to 200		
201 to 240		
241 to 280		
281 to 320		
321 to 360		
361 to 400		
401 to 480		
481 to 560		
561 to 640		
641 to 720		
721 to 800		
801 to 1000		
1001 to 1200		
1201 to 1400		
1401 to 1600		
1601 to 2000		
2001 to 5000		
5001 to 10,000		
10,001 to 20,000		
20,001 to 50,000		
50,001 to 100,000		
100,001 to 150,000		
150,001 +		

Please also summarise usage of untreated water and estimated losses from leaking supply pipes.

Background Support Information

Nil.

General Manager's Comment

A workshop for Councillors on this topic will be held in October.