



## EXTRAORDINARY MEETING OF COUNCIL

Held on

Tuesday, 3 November 2020  
4pm

at

Armidale Council Chambers

**PRESENT:** Mr VHR (Viv) May PSM (Interim Administrator)

**IN ATTENDANCE:** Mr John Rayner (Acting General Manager), Mr Scot MacDonald (Director Businesses & Services), Ms Marissa Racemelara (Acting Director Organisational & Corporate Services), Ms Stacey Drew (Executive Policy Advisor) and Ms Hayley Ward (Executive Officer).

MINUTES

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1. CIVIC AFFIRMATION AND ACKNOWLEDGMENT OF COUNTRY
2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETING
3. DISCLOSURES OF INTERESTS  
Nil.
4. PUBLIC FORUM (HAVE YOUR SAY)  
Nil.
5. **INTERIM ADMINISTRATOR MINUTE**  
General Manager – Appointment

The Office of Local Government has issued Guidelines for the Appointment and Oversight of General Managers which must be taken into account in any recruitment process and as is my statutory obligation these have been followed.

LGNSW Management Solutions was engaged by Council to assist in the recruitment of a General Manager. As part of the process separate community and staff forums were conducted to define the qualities expected in the General Manager for Armidale Regional Council and attached to the minute is a precis of the outcomes prepared by LGNSW.

All persons who were invited to attend the community forum were invited to put themselves forward for selection in the final interview process and 15 expressions were received. Ms Bronwyn Pearson and Mr Grant McCarroll were selected by me to participate.

Twenty-five applications were received and a short list of three candidates, who met the above criteria and who had experience in rebuilding local government organisations were selected for interview.

The interviews were facilitated by the LGNSW Management Solutions representative; with the panel comprising the Acting General Manager, the two community members and myself, and were held on Friday 30 October.

The calibre of the final applicants was very high and the panel was unanimous in its decision to recommend Mr James Roncon. Mr Roncon is presently the General Manager of Broken Hill City Council.

The Total Remuneration Package (TRP) is \$350,000 per annum (including superannuation and vehicle) with a five-year performance-based contract. Should the first annual performance review be assessed as 'More than Satisfactory' Council will increase the TRP to \$360,000. As is the norm when recruiting Senior Staff, Council will meet removal expenses up to \$10,000. Fifty percent will be payable at the time of the move and the remaining 50 percent on the completion of twelve month's satisfactory service.

Mr Roncon has indicated that he will commence duties on 11 January 2021 and Mr Rayner has agreed to stay on in the Acting role until that time for which I am very appreciative. While Mr Roncon will be the General Manager from 11 January 2021 there will be a hand over period of approximately one week in view of the complexities of the Armidale Regional Council's present position.

LGNSW will now prepare in line with the Guidelines issued by the Office of Local Government the Model Contract for signature. The Contract requires that the employee and Council sign a performance agreement setting out agreed performance criteria and I have asked LGNSW, Mr Roncon and the Acting General Manager to ensure this document is submitted to the December Council meeting.

#### **MOTION**

308/20

**I move:**

- a) That Mr James Roncon be appointed to the position of General Manager, on a five year performance based contract subject to final negotiations and required checks being satisfactorily completed.**
- b) That Ms Pearson and Mr McCarroll be thanked for giving so freely of their time and expertise in the process.**

**Moved and declared carried by the Interim Administrator**

#### **MOTION**

309/20

**RESOLVED**

**Pursuant to clause 9.3 of the Code Of Meeting Practise the Interim Administrator moved that items:**

- Item 6.1 – Bushfire Community Recovery and Resilience Fund (Phase 2)**
- Item 7.1 – Waterfall Way Guard rail installation and repair contract**
- Item 7.2– Minutes: Extraordinary Traffic Advisory Committee meeting 29 October 2020**
- Item 8.1 – Guyra Early Childhood Learning Centre**

**be considered at this meeting and ruled them to be of great urgency.**

**Moved and declared carried by the Interim Administrator**

## 6. GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT

### **FOR DECISION:6.1 Bushfire Community Recovery and Resilience Fund (Phase 2) - Stream 2 - Funding application Ref: AINT/2020/34332 (ARC17/2177-6)**

#### OFFICER RECOMMENDATION:

That Council endorse the submission of a funding application to the Department of Regional NSW - Bushfire Community Recovery and Resilience Fund (BCRRF) Phase 2 Stream 2 for the following projects with total cost of \$390,000:

- i. Portable Stage \$180,000
- ii. New Armidale online tourism website \$100,000
- iii. Winter Festival \$110,000

310/20

#### **RESOLVED:**

**That Council endorse the submission of a funding application to the Department of Regional NSW - Bushfire Community Recovery and Resilience Fund (BCRRF) Phase 2 Stream 2 for the following projects with total cost of \$390,000:**

- i. Portable Stage \$180,000**
- ii. New Armidale online tourism website \$100,000**
- iii. Winter Festival \$110,000**

**Moved and declared carried by the Interim Administrator**

## 7. ENVIRONMENT AND INFRASTRUCTURE

### **FOR DECISION: 7.1 Waterfall Way Guard rail installation and repair contractRef: AINT/2020/38**

#### OFFICER RECOMMENDATION:

That Council award the contract works to Schramm Group as identified in the tender evaluation.

311/20

#### **RESOLVED:**

**That Council award the contract works to Schramm Group as identified in the tender evaluation.**

**Moved and declared carried by the Interim Administrator**

**FOR INFORMATION: 7.2 Minutes: Extraordinary Traffic Advisory Committee  
Meeting 29th October 2020 Ref: AINT/2020/38663 (ARC16/0168-5)**

OFFICER RECOMMENDATION:

That Council:

- a) Note the Committee's recommendation to maintain the restrictions on Kempsey Road, being:
  - i. Access is limited to Light 4wd Vehicles Only for vehicles no greater than 4.3tonne GVM , and
  - ii. That the "Closed to RV, Caravans and Trailers" advisory signs remain.
- b) Undertake Geotech assessment on the identified pinch points of Kempsey road to be able to reconsider load weight and length restrictions.
- c) Investigate in conjunction with TfNSW a permit system for local residents.

312/20

**RESOLVED:**

**That Council:**

- a) **Note the Committee's recommendation to maintain the restrictions on Kempsey Road, being:**
  - i. **Access is limited to Light 4wd Vehicles Only for vehicles no greater than 4.3tonne GVM , and**
  - ii. **That the "Closed to RV, Caravans and Trailers" advisory signs remain.**
- b) **Undertake Geotech assessment on the identified pinch points of Kempsey road to be able to reconsider load weight and length restrictions.**
- c) **Investigate in conjunction with TfNSW a permit system for local residents.**

**Moved and declared carried by the Interim Administrator**

## 8. OUR PEOPLE AND COMMUNITY

**FOR DECISION: 8.1 Guyra Early Childhood Learning Centre project** *Ref: AINT/2020/38521 (ARC)*

OFFICER RECOMMENDATION:

That Council:

- a) Endorse the engagement of CKDS Architects as the Principal Design Consultant for the Guyra Early Childhood Learning Centre project.
- b) Endorse the engagement of Sunwest Constructions to carry out refurbishment works to the rear two offices of the existing Armidale Regional Council – Guyra Administration building to facilitate an alternative Study Centre location.

313/20

**RESOLVED:**

**That Council:**

- a) **Note that this report partially responds to Council's decision to defer the matter at its last meeting and that in all likelihood there will be two options presented for Council's consideration for the project and further information in this regard together with financing and timeline is to be presented to the November meeting.**
- b) **Endorse the engagement of CKDS Architects as the Principal Design Consultant for the Guyra Early Childhood Learning Centre project, subject to the Acting General Manger being delegated authority to finalise the scope of designs and professional costings.**
- c) **Endorse the engagement of Sunwest Constructions to carry out refurbishment works to the rear two offices of the existing Armidale Regional Council – Guyra Administration building to facilitate an alternative Study Centre location.**

**Moved and declared carried by the Interim Administrator**

There being no further business the Interim Administrator declared the meeting closed at 4.14pm.