



BUSINESS PAPER

EXTRAORDINARY MEETING OF COUNCIL

To be held on

Tuesday, 3 November 2020
4pm

at

Armidale Council Chambers

Members

Viv May PSM - Interim Administrator

AGENDA

INDEX

1	Civic Affirmation and Acknowledgement of Country	
2	Statement in relation to live streaming of Council Meeting	
3	Disclosures of Interests	
4	Public Forum (Have Your Say)	
5	Interim Administrator Minute General Manager - Appointment	
6	Growth, Prosperity and Economic Development	
6.1	Bushfire Community Recovery and Resilience Fund (Phase 2) - Stream 2 - Funding application.....	3
7	Environment and Infrastructure	
7.1	Waterfall Way Guard rail installation and repair contract	5
7.2	Minutes: Extraordinary Traffic Advisory Committee Meeting 29th October 2020	7
8	Our People and Community	
8.1	Guyra Early Childhood Learning Centre project	9
9	Close of Ordinary Meeting	

Item:	6.1	Ref: AINT/2020/34332
Title:	Bushfire Community Recovery and Resilience Fund (Phase 2) - Stream 2 - Funding application	Container: ARC17/2177-6
Author:	Lilian Colmanetti, Project Officer Strategic Infrastructure Planning	
Responsible Officer:	Marissa Racomelara, Acting Director Organisational and Corporate Services	
Attachments:	1. Bushfire Community Recovery and Resilience Fund Phase 2 Stream 2 - Program guidelines 2. Bushfire Community Recovery and Resilience Fund Phase 2 - Program outline	

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**

Context

In September 2020 phase two of the Bushfire Community Recovery and Resilience Fund (BCRRF) provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements has been announced. The funding will support community recovery, promoting community well-being, social and broader recovery and future disaster resilience following the bushfires. This funding is available in two streams.

Purpose

The main purpose of the Stream Two is to deliver medium and long-term community projects, supporting social recovery from bushfires for affected local communities to reduce the adverse impact of the bushfires and make a sustained recovery, and be more resilient to future disasters and improve general wellbeing.

Application for Stream Two is open and closes midday Tuesday 10 November 2020.

Proposal, Research and Analysis

The nominated projects align with the Community Strategic Plan specifically in relation to:

Our People, Or Community

- P2 – Culture – Events and cultural activities provide the community with the opportunity to celebrate the unique culture and lifestyle of the region
 - P2.1 – Deliver and support local programs and events which meet the social and cultural needs of the community (Delivery Program 2018-2021)
 - P 2.4 Support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region (Delivery Program 2018-2021)

Growth, Prosperity and Economic Development

- G3 Tourism – The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities

- G3.1 Develop a Tourism Strategy and branding to: * attract visitors to stay in the Armidale Region longer, and * enhance the economic and cultural offerings and attractions of the region.

Impact

If the project proposals applications are approved, Armidale Regional Council will be able to promote and support social recovery from bushfires for affected local communities, encouraging tourism and event productions post COVID.

There will be no impact on the FY20/21 Operation Plan.

Summary

The Bushfire Community Recovery and Resilience Fund will enable Armidale Regional Council to deliver and support community events and activities promoting community well-being, social and broader recovery and future disaster resilience following the bushfires.

Item:	7.1	Ref: AINT/2020/38534
Title:	Waterfall Way Guard rail installation and repair contract ARC20/4227	Container:
Author:	Sharn Woolnough, Project Officer	
Responsible Officer:	Scot MacDonald, Director Businesses and Services	
Attachments:	<ol style="list-style-type: none">1. ATL - Pantons Gully - Safety barrier- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>2. Tender Evaluation Analysis - Safety barrier- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>3. Tender Evaluation Analysis - Safety barrier - Individual assessments- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	

RECOMMENDATION:

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

Context

This contract confirms a single supplier to install, repair, remove and replace safety barrier systems on Waterfall Way (MR76) for the purpose Road Maintenance Council Contract (RMCC) projects.

Purpose

The forward works program with TfNSW, under Council's RMCC, indicates significant quantities of guard rail works in the current and future financial years. Due to the lack of existing guard rail contracts within Regional Procurement and Local Government Procurement multiple open tenders would have to be undertaken incurring significant time and resources.

An open tender was advertised in order to lock in a single contractor for a 2 year period saving time and money.

Proposal, Research and Analysis

TfNWS has provided a 3 year program of works with indicative expenditure in safety barrier works. For the financial year of 20-21 this expenditure is >\$1.2million. Both frequently utilised and regionally available contractors were notified of the tender to ensure suitable responses.

A total of 9 responses were received from NSW, QLD and VIC. A Tender Evaluation Analysis and Authority to Let was completed by the Tender Evaluation Panel with an order of preference prepared.

Impact

- Implementing the above contract will have financial savings by eliminating the need for multiple contracts and associated tender advertisement.
- The contract will facilitate smoother delivery of the TfNSW works by providing Council staff with a single point of contact for supply of services.

Summary

The recommendation is to award the contract to Schramm Group for the above works.

Item: 7.2 **Ref:** AINT/2020/38663
Title: Minutes: Extraordinary Traffic Advisory Committee Meeting 29th October 2020
Container: ARC16/0168-5
Author: Scot MacDonald, Director Businesses and Services
Attachments: 1. Minutes - Traffic Advisory Committee - 29 October 2020 Special
2. Swept path plan and details Kempsey Road
3. Kempsey Road Workshop 29th October 2020

RECOMMENDATION:

That Council:

- a) **Adopt 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.**

Context

Kempsey Road has been heavily degraded by bushfire, storms and floods in 2019/20. Council continues to work with Transport for New South Wales (TfNSW) and Office of Emergency Management (OEM) to restore vehicle access while maintaining road safety.

Council has been operating under an Emergency Transport Management Plan. On 1 September 2020, the Traffic Advisory Committee considered a report concerning restrictions on Kempsey Road to maintain safety standards due to the unknown stability of the road. The Committee recommended to Council that vehicles using Kempsey Road be restricted to Light 4wd Vehicles; maximum 4.3tonne GVM; no access for caravans and trailers. Signage was installed at the Waterfall Way intersection, Raspberry Rd intersection, Five Day Creek Road Bellbrook and the outskirts of Kempsey.

Residents of Kempsey Road requested a meeting with Council to explain the impacts of the restrictions.

On 29 November 2020, a workshop was held with the Traffic Advisory Committee where affected residents were invited to outline their concerns as a consequence of the road restrictions. An Extraordinary Traffic Advisory Committee meeting followed to review the Kempsey Road vehicle restrictions.

Purpose

The purpose of this report is to note the recommendation of the Traffic Advisory Committee to maintain road restrictions on Kempsey Road to ensure the safety of road users and prevent further damage to Kempsey Road.

Proposal, Research and Analysis

Since the bushfire and flood impacts on Kempsey Road in 2019/20, Council has undertaken a number of investigations including arborists to assess the stability of trees in proximity to the road. This report guided the removal of dangerous trees. Geotechnical experts are yet to assess slope stability and rectification measures are on going. Based on the results of the investigations Council will be outsourcing the further development of a comprehensive Traffic Management Plan. Council will continue to operate under the current Emergency TMP and until such time as further recommendations are provided.

At the 29 October 2020 meeting, the Traffic Advisory Committee reviewed sweep path analysis and video footage of sections of Kempsey Road and listened to residents describe the impact the current road restrictions have on their business operations.

After reviewing Kempsey Road condition reports, the Committee recommended the current restrictions remain in place until further geotechnical investigation of four major constraint points of the road can be undertaken.

The four locations are shown in Attachment 2. This geotechnical investigation will inform a safe load limit and other restrictions for Kempsey Road. The committee recognised that a permit system for local residents and operators could be a suitable strategy to allow limited additional use, while protecting the safety of the community and road users. TfNSW advised they will provide feedback to Council on the suitability of a possible road permit system being implemented on Kempsey Road for residents and transport operators servicing the area.

Impact

Council funds maintenance of Kempsey Road from its Roads maintenance budget ie \$177,408 in 2020/21.

Emergency recovery works are funded under Natural Disaster arrangements administered by Resilience NSW.

Summary

The Traffic Advisory Committee recommended Council continue the current Kempsey Road restrictions of light 4WDS; maximum 4.3tonnes GVM and advise the road is not suitable for trailers or caravans. The Committee confirmed Council should operate under the current TfNSW endorsed Emergency Transport Management Plan until further geotechnical investigations provide evidence of the appropriate vehicle dimensions and load limits that can be safely operated along Kempsey Road.

Item:	8.1	Ref: AINT/2020/38521
Title:	Guyra Early Childhood Learning Centre project ARC17/2177-6	Container:
Author:	Scot MacDonald, Director Businesses and Services	
Attachments:	<ol style="list-style-type: none">1. ARC PMO Tender Evaluation Matrix 3 GUYRA ECLC- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>2. Recommendation Report for PDC_Guyra ECLC- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>3. Recommendation Report Summary Analysis UNE Study Centre RFQ- <i>As this attachment 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 (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	

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.**

Context

As the operator of the only Preschool and Day Care in Guyra, Council have recognised the poor condition and constraints of the current building (located at 199 Bradley Street). After identification of the potential site behind the Guyra Council Administration Building (bounded by Moredun, Bradley and Mackenzie Streets, and Leggo Park), a feasibility study by SHAC Architects for a new Early Childhood Learning Centre (ECLC) at this location was undertaken in November 2019.

The new ECLC project will have a number of benefits for the Guyra community, including doubling the enrolment capacity (to 58), strengthening the centres financial viability, and allowing for civic activation on and through the site. The project consists of a new ECLC building

(inclusive of an Early Learning Centre and an Out of School Hours Care), a new playground to service the ECLC, site landscaping and new on and off street parking as required.

Purpose

The purpose of this report is to recommend the engagement of CKDS Architects as the Principal Design Consultant for the project so as to develop the design and provide more accurate cost predictions through their engagement of a Quantity Surveyor as a sub-consultant (included in their fee), and also recommends 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.

Proposal, Research and Analysis

The current project program is as follows:

YEAR	MONTH	PROJECT TASK
2020	End of October	Engage Principal Design Consultant (PDC)
	November	Assess EOI's received for two former school building relocation
	December	Fitout for new University of New England (UNE) study hub (in existing rooms at the rear of the Civic Administration Building)
2021	January	PDC to present final documentation ready for tender packages
		Relocate UNE into the new study hub space
	February	Commence removal of two former school buildings from site.
		PDC to issue documentation for Construction
		Go to market for tender/s of construction components
	March	Seek all planning and certification approvals
		Receive & Assess Tender/s for Construction
	April	Demolition work
Commence construction		
December	Complete construction, project to be Practically Complete	
2022	January	Early Learning Centre organisation move in and commence operation from new building
	December	End of Defects Liability Period, close out of project

Principal Design Consultant

On the 7th of September a Request for Quotation (RFQ) for a Principal Design Consultant (PDC) for the project was released via VendorPanel, which required the Consultant to provide a fee proposal for design, engineering, predicted cost calculations and seeking required approvals relating to the design.

Council received 2 submissions to this RFQ, and subsequently evaluated these quotations, based on a number of qualitative and quantitative criteria, with a team of 3 Council Officers from a variety of perspectives (see attached).

This report thus recommends Council engage CKDS Architects of Newcastle to undertake this work. This is a vital task in the progression of the project, to develop the design and give Council more accurate information of predicted costs.

Refurbishment works

The RFQ was advertised in the Northern Daily Leader and notified through Council's website and social media. In addition, ten (10) Building Contractors were identified and were invited to review the RFQ documentation and consider submitting a Quotation.

Five (5) Contractors attended the site to undertake a review and measure/note for the purpose of preparing a Quotation. At the close of Quotations on Tuesday 27 October, 2 Quotations were received.

This report thus recommends Council engage Sunwest Constructions to undertake this work. This is a vital task in the progression of the project to develop the land behind the Council Office and Guyra Library for a new carpark, Early Learning Centre and Out of School Hours Care Centre.

The project aligns with the Community Strategic Plan – Community Outcome 4 – Our people and community specifically in relation to:

P4.1 Facilitate and support the delivery of high quality early childhood and out of school hours services across the region (Delivery Program 2018-21)

P4.4 Further develop partnerships with educational institutions across all stages of the learning spectrum to ensure that face to face and online education is available to the community (Delivery Program 2018-21)

Impact

The endorsement of the Principal Design Consultant and the Contractor engagement to carry out refurbishment works to the rear two offices of the existing Armidale Regional Council – Guyra Administration building will allow the project to progress further and Council to obtain more accurate projected costs for the full scope of works.

Summary

The engagement of the Principal Design Consultant and the Contractor to carry out refurbishment works to the rear two offices of the existing Armidale Regional Council – Guyra Administration building to facilitate an alternative UNE Study Centre location will allow the project to progress and give data for informed future decisions regarding the project. These works do not commit Council to any expenditure not secured through restricted funds or confirmed grants.