



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

Administrator Delegations Meeting
26 October 2016

CONFLICTS OF INTEREST

A conflict of interest arises when the Administrator or Council staff are influenced, or are seen to be influenced, in carrying out their duties by personal interests. Conflicts of interest can be pecuniary or non-pecuniary in nature.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of a financial gain or loss.

A non-pecuniary interest can arise as a result of a private or personal interest, which does not relate to money. Examples include friendship, membership of an association or involvement or interest in an activity.

The Administrator or staff member who considers they may have a conflict of interest should read Council Policy.

The responsibility of determining whether or not the Administrator or Council employee has a pecuniary or non-pecuniary interest in a matter, is the responsibility of that individual. It is not the role of the Administrator or General Manager, or another Council employee to determine whether or not a person may have a conflict of interest.

Should you be unsure as to whether or not you have a conflict of interest you should err on the side of caution and either declare a conflict of interest or, you should seek the advice of the Director General of Local Government.

The contact number for the Director General of Local Government is 4428 4100.

COUNCIL CODE OF CONDUCT

The Council Code of Conduct is a requirement of Section 440 of the Local Government Act 1993, which requires all councils to have a code of conduct to be observed by the Administrator, members of staff and delegates of the Council attending a Council meeting or a meeting of a committee of Council.

The code of conduct sets out the responsibilities of the Administrator and Council employees attending a Council meeting or a meeting of a committee of Council. The code also sets out how complaints against a Council employee, the Administrator or General Manager are to be made.

COUNCIL CODE OF MEETING PRACTICE

The Council Code of Meeting Practice is a requirement of Section 360(3) of the Local Government Act 1993, which requires all councils to have a code of meeting practice. The code of meeting practice is to be observed by the Administrator, members of staff, delegates of the Council and members of the public attending a Council or a meeting of a committee of Council.

Acknowledgement of Owners of Land

Council wishes to show our respect to the First Custodians of this land the Ngarigo people and their Ancestors past and present who pass on this duty of custodianship of the land to us the current custodians. We are proud to be Australian and celebrate the diverse backgrounds and cultures that make up our Nation
– our Land.

**ADMINISTRATOR DELEGATIONS MEETING
TO BE HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON WEDNESDAY 26 OCTOBER 2016
COMMENCING AT 5.00PM**

BUSINESS PAPER

- 1. OPENING OF THE MEETING**
- 2. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**
(Declarations also to be made prior to discussions on each item)
- 3. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**
Nil
- 4. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
 - 4.1 Request for Council to Dedicate Crown Road to Council 3
 - 4.2 Use of Bombala Exhibition Ground for 2016 Bombala Bike Show 7
 - 4.3 Adoption of the Snowy Monaro Local Traffic Committee Recommendations from the 12 october 2016 meeting 9
- 5. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**
Nil
- 6. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**
Nil
- 7. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**
Nil
- 8. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**
Nil
- 9. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION**
 - 9.1 Christmas/New Year and Other Office Closures 2016/17 22

10. ADMINISTRATOR'S REPORT (IF ANY)

11. CONFIDENTIAL MATTERS

4.1 REQUEST FOR COUNCIL TO DEDICATE CROWN ROAD TO COUNCIL

Record No:

Responsible Officer:	Director Service Delivery
Author:	Property Officer
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.5 Continual maintenance and improvement of the road infrastructure network.
Operational Plan Action:	OP2.10 Undertake an annual maintenance program of Councils Transportation Network in accordance with the Roads Hierarchy database and Transportation Asset Management Plan. Administrator Delegation at its meeting on 21 October 2016 resolved that the matter be deferred to the meeting to be held on 28 October 2016.
Attachments:	1. Email from Mrs Hurford - McGuffickes Road ↓
Cost Centre	1830 – Unsealed Rural Roads - Local
Project	There is no identified project
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

On 4th October, 2016 Council received an email from Mrs Michelle Hurford of 274 McGuffickes Road, Jindabyne which is a Crown reserve road. Mrs Hurford has spoken to NSW Trade and Investment – Roads with respect to the grading of McGuffickes Road Jindabyne.

The Crown has continued to maintain its position with respect to refusing consent for grading of Crown roads and has suggested to Mrs Hurford that she should approach Council to have the Crown road transferred to Council as a Council public road.

A recent inspection of McGuffickes Road revealed that it was in relatively good condition in comparison with a number of Council public roads.

The following officer's recommendation is submitted for Council's consideration.

OFFICER'S RECOMMENDATION

That Council

- A. Notify Mrs Hurford that Council has rejected her request for Council to acquire the Crown reserve road known as McGuffickes Road.

BACKGROUND

On 4th October, 2016 Council received an email from Mrs Michelle Hurford of 274 McGuffickes Road, Jindabyne which is a Crown reserve road. Mrs Hurford has spoken to NSW Trade and Investment – Roads with respect to the grading of McGuffickes Road Jindabyne.

4.1 REQUEST FOR COUNCIL TO DEDICATE CROWN ROAD TO COUNCIL

The Crown has continued to maintain its position with respect to refusing consent for grading of Crown roads and has suggested to Mrs Hurford that she should approach Council to have the Crown road transferred to Council as a Council public road.

A recent inspection of McGuffickes Road revealed that it was in relatively good condition in comparison with a number of Council public roads.

McGufficke's Road services approximately 6 homes and travels north from the intersection with The Snowy River Way (approximately 4 kms from Jindabyne). When Mr and Mrs Hurford's development application was being considered by Council planners the applicants were made aware that McGuffickes Road was a Crown road reserve and that the Crown would not consent to any road construction taking place. They were also made aware that they would be responsible for the maintenance grading of the road.

In consideration of the relatively high number of complaints from rural ratepayers who live on Council gravel public roads concerning the inadequacy of the maintenance of the roads, Council would find it hard to justify to those ratepayers the acceptance of further gravel (Crown) roads into their care and control as Council public roads.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

There are many Crown roads in the Shire many of which may be the subject of applications to Council to take them over as Council public roads if Council sets a precedent.

Council can certainly agree to grade the Crown road at the formal request of the landowners as a private works job and at the benefited landowners cost.

A number of ratepayers have already expressed their dissatisfaction with Council's road grading program because their Council public roads are not being maintained to what they regard as a reasonable standard. The current road grading budget does not cover the amount of works required to maintain the Council public roads already on the road grading program to the standard expected by the ratepayers.

Unless Council increases the budget for road grading then only those roads already on the program can reasonably expect one grade per annum and only then under extremely good conditions and if extra emergency grades are not required on a number of the roads due to extreme weather conditions etc. If additional emergency grades are required on some roads which are listed on the road grading program then the decision to forego maintenance on another road or to adjust the budget must be made.

2. Environmental

The Crown road has existed for many years and it is not anticipated that there will be any impact on the environment.

3. Economic

Council does not have the resources to take over Crown roads and continue to maintain the roads as Council public roads into the future.

4. Civic Leadership

Council considers requests regarding road matters on an individual merit basis.

4.1 REQUEST FOR COUNCIL TO DEDICATE CROWN ROAD TO COUNCIL

In accordance with 7.10 of Council's Delivery Plan, Council ensures through its efficient operations that it can claim to be a value for money organisation for the community.

Determination by Administrator

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature:

Date:

Lynette Bottrill

From: Simon Hurford <simmyz1@outlook.com>
Sent: Friday, 7 October 2016 9:53 AM
To: records
Subject: Attention: General Manager

4th October 2016

General Manager
Snowy River Shire Council
Shop 3, Razorback Plaza
Jindabyne NSW 2627
RE: Crown Road – McGuffickes Road

To whom it may concern

On behalf of the land owners of McGuffickes Road, Jindabyne I have on a few occasions spoken with the Department of Crown Lands in regards to McGuffickes Road being a Crown road. Crown Lands are willing to transfer McGuffickes Road over to Snowy River Council. The residents and land owners of McGuffickes Rd are in desperate need of having the dirt road access to our houses graded once a year with having 3 children to run back and forth we need something to happen. I have also spoken with council in relation to this and have been asked to put this request in writing to the council, in hope to proceed with the forms to transfer the road from The Department of Crown Lands to the Snowy River council. The land owners and I hope that the council will consider this request and proceed.

Look forward to hearing back from you at your earliest convenience.

Michelle Hurford

Michelle Hurford
P.o Box 134
Jinadbyne NSW 2627
mlhurford@outlook.com
0413185287

4.2 USE OF BOMBALA EXHIBITION GROUND FOR 2016 BOMBALA BIKE SHOW

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.2 Completion of reporting requirements in accordance with legislation. Administrator Delegation at its meeting on 21 October 2016 resolved that the matter be deferred to the meeting to be held on 28 October 2016.
Attachments:	NilCost Centre
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Council have received a request from the Bombala Bike Show Committee requesting a formal approval to hold the 2016 Bombala Bike Show at the Bombala Exhibition Ground. This is a part of the approval processes required by NSW Police for the event whereby the landholder on which the event is being held is required to give their consent.

This paper has been prepared by Grantley Ingram who hereby acknowledges a non-pecuniary interest in this matter by way of being a current member of the bike show committee and a past President of the bike show committee.

The following officer's recommendation is submitted for Council's consideration.

OFFICER'S RECOMMENDATION

That the Administrator approve the use of the Bombala Exhibition Ground for the 2016 Bombala Bike Show.

BACKGROUND

Council have received a request from the Bombala Bike Show Committee requesting a formal approval to hold the 2016 Bombala Bike Show at the Bombala Exhibition Ground. This is a part of the approval processes required by NSW Police for the event whereby the landholder on which the event is being held is required to give their consent. Bombala Council previously approved the 2014 event in the form of a letter.

The event is significant in the local context and brings hundreds of riders into the region every year. Motorcycle tourism has been identified as a key opportunity to develop tourism product and is a market segment identified for growth in the previous Bombala Council's planning.

The Bombala Bike show is celebrating 25 years of continuous operation this year. The vast majority of the bike shows have taken place at the Bombala Exhibition Ground and the Bike Show committee have previously supported upgrade works to the Exhibition Ground and also local

4.2 USE OF BOMBALA EXHIBITION GROUND FOR 2016 BOMBALA BIKE SHOW

causes such as the Bombala Hospital. The Exhibition ground is under the control of a S355 committee who are charged with operating and maintaining the facility. The previous Bombala Council contributed around \$9000 per annum to the S355 committee to assist them in managing the facility.

The ground is used for a number of local events including the agricultural show, pony club, rugby league, rugby Union, netball etc. All ground users pay a fee for hire of the facility and the booking is made through the S355 committee. Similarly the S355 committee receives the Risk Management Plan for the event.

The Bike Show Committee is an incorporated body who hold a Public Liability cover to the value of \$M20 as is the committee's and Council's requirement.

Council also receive the risk management plan and PL insurance certification as part of the road closure application associated with the event (Forbes Street). To date there have been no issues or incidents associated with the event.

Bombala Council have not previously issued development consents for these uses. A consent would only be required if the temporary structures where of the size that excluded them from being exempt under the regulations. It is understood this practice is consistent with the approach from the previous Cooma council.

It is noted that Snowy Monaro Regional Council have made a donation toward the running of the 2016 Bombala Bike Show to the order of \$1000. In addition the Bombala Branch has partnered with the Bike show committee (including a \$300 contribution) and also provides media promotions at no cost.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The event provides an opportunity to further develop social cohesion and wellbeing in the community through participation.

2. Environmental

Motorcycle visitation is identified as a key tourism product and yields high discretionary spends within the local community.

3. Economic

The carbon footprint of motorcycle transit is recognised as a substantial improvement over traditional motor vehicle transit.

4. Civic Leadership

Support for the event is consistent with the political realm.

Determination by Administrator

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature:

Date:

4.3 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 12 OCTOBER 2016 MEETING

Record No:

Responsible Officer:	Director Service Delivery
Author:	Development Engineer
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.3 Continually monitor and improve traffic management throughout the Shire.
Operational Plan Action:	OP2.8 Investigate and implement Traffic Management measures as an aid to increase road safety throughout the Region.
Attachments:	1. Minutes of SMLTC meeting of 12 October 2016 ↓ Cost Centre 1505 Engineering and Operations Management
Project	Local Traffic Committee
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

A copy of the Minutes from the Snowy Monaro Local Traffic Committee (SMLTC) Meeting held on 12th October 2016 is attached for Council's consideration and adoption of the recommendations.

The following officer's recommendation is submitted for Council's consideration.

OFFICER'S RECOMMENDATION

That Council

- A. Receives and notes the minutes of the Snowy Monaro Local Traffic Committee meeting held on 12th October 2016; and
- B. Adopt the Snowy Monaro Local Traffic Committee recommendations LTC 17/16, 18/16, 19/16, and 20/16 of 12th October 2016.

BACKGROUND

The adoption of LTC 17/16 confirms the minutes of the previous meeting of the SMLTC.

The adoption of LTC 18/16 will allow the Snowy Ride Check points to be held on a public road reserve.

The adoption of LTC 19/16 will approve a temporary road closure to enable the annual Remembrance Day commemoration activities in Bombala to occur.

The adoption of LTC 20/16 will approve a temporary road closure to enable the L'Étape event festivities to occur.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The adoption of LTC 17/16 will have no negative social impact as the matter is procedural only. The adoption of LTC 18/16 will have some social impact on motorists, however, the SMLTC has endeavoured to reduce this impact as much as possible. The adoption of LTC 19/16 should only have a minor social impact on motorists as the road closure is only for a half hour period. The

4.3 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 12 OCTOBER 2016 MEETING

adoption of LTC 20/16 will have a significant social impact upon the community as there will be major traffic interruptions to both local and visitor motorists during and leading up to the event.

2. Environmental

The adoption of LTC 17/16 will have no environmental impact as the matter is procedural only. The adoption of LTC 18/16 will have some minor environmental noise and pollution impact. The adoption of LTC 19/16 and 20/16 should not impact the environment.

3. Economic

The adoption of LTC 17/16 will not impact Council’s budget as the matter is procedural only. The adoption of LTC 18/16 and 20/16 will not impact Council’s budget as no assistance from Council has been requested. The adoption of LTC 19/16 will impact Council’s budget as Council provides traffic control for the road closure. It is estimated that this will cost \$500.

4. Civic Leadership

By adopting the recommendations, Council is demonstrating leadership by ensuring that proposals are appropriately considered. The recommendations also demonstrate that Council is consulting with a technical committee (SMLTC), keeping its standards up to date and ensuring that it complies with its delegation provided by the Roads and Maritime Services and under legislation.

Determination by Administrator

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature:

Date:



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Local Traffic Committee Meeting

12 October 2016

**LOCAL TRAFFIC COMMITTEE MEETING
HELD IN SNOWY RIVER HEALTH CENTRE, THREDBO TERRACE, JINDABYNE NSW 2627
ON WEDNESDAY 12 OCTOBER 2016**

MINUTES

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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
HELD IN SNOWY RIVER HEALTH CENTRE, THREDBO TERRACE, JINDABYNE NSW 2627**

**ON WEDNESDAY, 12 OCTOBER 2016
COMMENCING AT 9.30 AM**

PRESENT:	Volker Georgi	Chair, SMRC Development Engineer
	Snr Const Sam Morabito	NSW Police Force Representative (Queanbeyan)
	Judie Winter	Local MP Representative
	Ben Borger	Roads & Maritime Services (RMS) Representative
	Bob Frost	Administrator's Representative and Local Representative
		Committee (LRC) Member
	Erin Donnelly	Secretary Council and Committees

1. OPENING OF THE MEETING

The Chair opened the meeting at 9.50 AM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 LOCAL TRAFFIC COMMITTEE MEETING 10 AUGUST 2016

COMMITTEE RECOMMENDATION

LTC17/16

THAT the minutes of the Local Traffic Committee Meeting held on 10 August 2016 are confirmed as a true and accurate record of proceedings.

Moved Mr Frost

Seconded Snr Const Morabito

CARRIED

Representative of the NSW Police

Representative of the NSW RMS

Representative of the State MP

Representative of the Council

5. BUSINESS ARISING

Nil

6. ACTION SHEET

Item	Reference	Date	Action	Comments	Target Completion Date	Responsibility
1	LTC06/2016	14/04/16	<p>Proposal to install 2 Mobility Impaired Parking bays in Bay Street, Jindabyne, near the shared pathway along the lake foreshore.</p> <p>A. That council approves two mobility impaired parking bays, at the North West end of Bay Street, Jindabyne, near the drink refill station, as per Australian Standards (where possible) including signage and pavement marking and in accordance with drawing number SK1 attached to the Business Paper.</p> <p>B. That a kerb crossing and 1.8m wide concrete footpath be constructed from the mobility impaired parking bays to the existing shared pathway.</p>	Pavement marking to be completed	Jun 2016	SMRC
2	LTC3/16	9/06/16	<p>Proposal to install a Give Way Sign in Reedy's Cutting Road at the Barry Way "T" Intersection</p> <p>That Council approves the installation of a Give Way sign in Reedy's Cutting Road at the Barry Way "T" intersection in Jindabyne (on the left side verge before entering Barry Way) and associated line marking.</p>	Roads Section advised. Sign has been ordered.	Oct 2016	SMRC
3	LTC6/16	9/06/16	<p>Proposal to amend the car parking arrangement at the Thredbo Terrace Car Park (Snowy River Health Centre)</p> <p>That Council approves the parking arrangements as shown in Figure 3 of the Jindabyne Health One Car parking Plan marked up as follows:</p> <p>A. That signs and pavement marking for 3 mobility impaired parking spaces be installed in place of the current 2 hour parking limit allowing three 2 hour parking spaces to remain on the eastern side of the car park.</p> <p>B. That signs for ten 2 hour parking bays be installed (currently untimed parking) from the end of the current 2 hour parking bays along the western side of the car park.</p>	Roads Section advised	Oct 2016	SMRC

4.3 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 12 OCTOBER 2016 MEETING
ATTACHMENT 1 MINUTES OF SMLTC MEETING OF 12 OCTOBER 2016

Item	Reference	Date	Action	Comments	Target Completion Date	Responsibility
4	LTC10/16	10/08/16	Local Traffic Committee Meeting 9 June 2016 THAT the minutes of the Local Traffic Committee Meeting held on 09 June 2016 are confirmed as a true and accurate record of proceedings.	Adopted by Council	Oct 2016	SMRC
5	LTC11/16	10/08/16	L'Etape Event Organiser request that Council considers the Event Transport Management Plan for the event proposed to be held on 3 December 2016 That Council A. Provides in principal support of the Traffic Management Plan (TMP) for state and regional roads being Eucumbene Road, Rocky Plains Road, Middlingbank Road, Myack Street, Dalgety Road, Campbell Street, Snowy River Way and Barry Way subject to providing a parking management plan; and B. Approve the installation of 'No Stopping' signs in Thredbo Terrace for the duration of the event as detailed in the Traffic Control Plan (TCP).	Council's Event Co-Ordinator notified of Council's Resolution	Oct 2016	SMRC
6	LTC12/16	10/08/16	Jindabyne Health One temporary traffic arrangements during construction That Council approves the installation of the "No Left Turn" sign in at Thredbo terrace for the duration of the Construction of the Jindabyne Health One Centre only.	Council's Facility Manager Snowy River Health Centre notified of Council's Resolution	Oct 2016	SMRC
7	LTC13/16	10/08/16	Proposal to hold a triathlon "Australian Alpine Ascent Challenge" on 4 February 2017 That Council approves the Traffic Management Plan for the Australian Alpine Accent (AAA) Challenge on 4 February 2017, subject to: A. Providing an amended Public Liability Certificate listing Snowy Monaro Regional Council (SMRC) as an interested party; and B. Provide a copy of NSW NPWS letter of consent and a copy of the Road Occupancy Licence from the RMS.	Letter sent	Oct 2016	SMRC
8	LTC14/16	10/08/16	Proposal to hold the Annual Snowy Mountains 1000 Event on 26 November 2016 at the Snowy Mountains Airport That Council approves the installation of 'No Stopping' signs along Kosciuszko Road in accordance with the Traffic Control Plan by Territory Traffic Engineering dated 31/10/2013 and the parking arrangements as indicated in the event Traffic	Letter Sent	Oct 2016	SMRC

4.3 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 12 OCTOBER 2016 MEETING
 ATTACHMENT 1 MINUTES OF SMLTC MEETING OF 12 OCTOBER 2016

Item	Reference	Date	Action	Comments	Target Completion Date	Responsibility
			Management Plan subject to receiving a copy of the \$20M public liability insurance listing Snowy Monaro Regional Council as an interested party.			
9	LTC15/16	10/08/16	Jindabyne Town Centre Lane (between shops and Thredbo Terrace) That Council provide in principle support of the Town Centre Lane Option two (2) subject to consultation with Council's Service Delivery Department (Waste Section).	Council's Manager Community and Strategic Planning notified of Council's resolution	Oct 2016	SMRC
1	LTC16/16	10/08/16	Proposal to hold the annual "Hartley Lifecare Ability Cycle Challenge" on 25th to 28th November 2016 That Council approves the Hartley Lifecare Ability Cycle Challenge event from 25 to 28 November 2016 subject to listing Snowy Monaro Regional Council as an interested party on a current Certificate of Insurance stating a minimum \$20M public liability.	Letter Sent	Oct 2016	SMRC

7. CORRESPONDENCE

7.1 SNOWY RIDE CHECK POINTS 5 NOVEMBER 2016

Record No:

Responsible Officer:	Development Engineer
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.3 Continually monitor and improve traffic management throughout the Shire.
Operational Plan Action:	OP2.8 Investigate and implement Traffic Management measures as an aid to increase road safety throughout the Region.
Attachments:	1. Snowy Ride 2016 attachments
Cost Centre	1510 Engineering and Operations Management
Project	Snowy River Local Traffic Committee

EXECUTIVE SUMMARY

The event organiser is seeking Council approval to hold the check points at Adaminaby, Berridale, Bombala, Cooma, Dalgety and Jindabyne. The event is to be held on 5th November, 2016, however, motorcyclists start arriving many days prior to the event and stay in the region for some days afterwards as well.

The following officer's recommendation is submitted for Council's consideration.

COMMITTEE RECOMMENDATION

LTC18/16

- A. That Council provides its approval of the Snowy Ride Check Points on the road reserve areas for the Snowy Ride on 5th November 2016, subject to providing a copy of an amended certificate of currency that includes Snowy Monaro Regional Council as an interested party; and
- B. That Council approves the temporary covering of the regulatory parking signs in Bombala Street and Sharp Street, Cooma for Friday, 4th November and Saturday, 5th November 2016 and cordoning off of relevant car parking bays associated with the regulatory parking signs.

Representative of the NSW Police

Representative of the NSW RMS

Representative of the State MP

Representative of the Council

7.2 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF MAYBE STREET, BOMBALA ON 11TH NOVEMBER 2016 BETWEEN BURTON AND CAVEAT STREETS.

Record No:

Responsible Officer: Development Engineer

Key Direction: 2. Expanding Connections Within the Shire and Beyond

Delivery Plan Strategy: DP2.3 Continually monitor and improve traffic management throughout the Shire.

Operational Plan Action: OP2.8 Investigate and implement Traffic Management measures as an aid to increase road safety throughout the Region.

Attachments: 1. Bombala Remembrance Day
2. Bombala TCP Remembrance day
3. Bombala RSL sub branch insurance and schedule 1 form
4. Bombala Site Risk Assessment

Cost Centre 1510 Engineering and Operations Management

Project Local Traffic Committee

EXECUTIVE SUMMARY

A request has been received from the Bombala RSL Sub-Branch seeking Council approval for a temporary road closure of Maybe Street, Bombala between Burton and Caveat Streets on Friday 11th November 2016 from 10:50am until 11:20am to enable the annual Remembrance Day commemoration activities to take place at the Bombala War Memorial Cenotaph. The event organiser is expecting approximately 150 people to attend the public assembly.

The following officer's recommendation is submitted for Council's consideration.

COMMITTEE RECOMMENDATION

LTC19/16

That Council approves the temporary road closure of Maybe Street, Bombala between Burton and Caveat Streets on 11 November 2016 from 10:50am until 11:20am subject to:

- A. Providing a copy of an amended certificate of currency that includes Snowy Monaro Regional Council as an interested party; and
- B. A revised copy of the Traffic Control Plan (TCP) clearly indicating the Roads and Maritime Service (RMS) credited person and accreditation number.
- C. A copy of an approved Road Occupancy Licence for the temporary closure of Maybe Street from the RMS.

Representative of the NSW Police

Representative of the NSW RMS

Representative of the State MP

Representative of the Council

8. GENERAL BUSINESS

8.1 L'ETAPE EVENT

The committee discussed the proposed L'Étape event to be held in December. Some issues arising included the proposed location of a marquee on Kosciuszko Road outside the Old Town Centre. The organisers are proposing to set up Thursday night before the event, this would mean the lane would be closed all of Friday. A meeting has been recommended to discuss this issue with any recommendation being forwarded to the RMS, as it is a classified state road.

Closure of Bay Street was also raised, this has been discussed in previous meetings. The Development Engineer has discussed the matter with the Manger Development Assessment (who is assessing the event in Banjo Paterson Park) and can confirm the road closure has been requested for three (3) days, Friday, Saturday and Sunday, subject to acceptance by the Jindabyne Bowling and Sports Club.

The committee also discussed, at length, the lack of parking arrangements considered in the plans. Raising concerns around safety of participants and spectators with the lack of directions to parking.

COMMITTEE RECOMMENDATION

LTC20/16

- A. That Council approves the temporary road closure of Bay Street, Jindabyne from just past the first Bowling Club entry point (driveway) to the end of the road including all vehicle parking bays facing the Banjo Paterson Park from 6am on Friday 2nd December 2016 until 6am on Saturday 3rd December 2016 for the purpose of preparing for the L'Étape Event and
- B. That Council approves the temporary road closure of Bay Street, Jindabyne from 6am on Saturday 3rd December 2016 until 12pm on Sunday 4th December 2016 for the purpose of holding the L'Étape Event.

Representative of the NSW Police

Representative of the NSW RMS

Representative of the State MP

Representative of the Council

9. MATTERS OF URGENCY

10. NEXT MEETING

Wednesday, 7 December 2016 in Cooma.

There being no further business the Chair declared the meeting closed at 11.00am

CHAIRPERSON

The above minutes of the Snowy Monaro Local Traffic Committee Meeting held on 12 October 2016 were confirmed by Committee at a duly convened meeting on 7 December 2016.

9.1 CHRISTMAS/NEW YEAR AND OTHER OFFICE CLOSURES 2016/17

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest
Operational Plan Action:	OP7.5 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	Nil
/Cost Centre Project	0210 Senior Management Services

EXECUTIVE SUMMARY

Traditionally, the Former Councils closed between the Christmas and New Year Period and staff have been required to take this time as leave (i.e. annual, flexi, etc). As well differing arrangements were put in place for the Melbourne Cup and the staff Christmas/End of year Party.

Demand on Council services is limited at this time of the year with only a few enquiries. However, as is usual practice, emergency services will be in place with the necessary staff on stand-by.

The following officer's recommendation is submitted for Council's consideration.

OFFICER'S RECOMMENDATION

That Council

- A. Closes its offices and facilities from 12.30pm on Friday, 23 December 2016 and reopen at 8.30am on Tuesday 3 January 2017;
- B. Allow staff to carry forward up to three days as rostered days off (RDOs) or flexi leave to be used as leave for this period;
- C. Closes its offices from 12 noon on Friday 16 December 2016 for the Staff Christmas/End of Year Party
- D. Closes its offices from 1 pm Tuesday 1 November 2016 for Melbourne Cup
- E. Notifies its intentions in the local press and social media.
- F. Notes that some services will be required to remain open during this period for safety and operational needs and an emergency crew will be on call if required.

BACKGROUND

Traditionally Council has closed for between the Christmas and New Year Period and staff have been required to take this time as leave. It is requested that Council consider continuing this practice for the 2016/17 Christmas and New Year holiday period. As well differing arrangements

were put in place for the Melbourne Cup and the staff Christmas/End of year Party. The following arrangements are suggested:

Staff Christmas/End of Year Party – Friday 16 December 2016 at Cooma Multifunction Centre commencing at 1 PM. All Council operations will close at 12 noon to allow for staff to travel to Cooma. Lunch and soft drinks will be served. There will be service awards presented and a short formal part. At the conclusion of the formal part staff are free to either stay or depart. Any staff who are not on leave who do not attend the function will be required to take leave

If this Friday is a normal RDO then the staff will be given the option of either having the preceding day (Thursday 15 December) or following day (Monday 19 December) as their RDO as a group decision not as an individual choice. Where a service cannot close for operational reasons then staff will be encouraged to roster attendees at this event.

Christmas/New Year Arrangements - Council operations will close at 12.30 PM Friday 23 December 2016 and re-open Tuesday 3 January 2017. Staff will take annual or other leave for this period

Melbourne Cup - Also ET recommended and the Administrator has verbally agreed that for Tuesday 3 November 2016 Councils operations close to the public at 1.00 PM and staff take annual or other leave for the remainder of the day if they wish to attend relevant Melbourne Cup functions. For those staff who wish to remain at work that will be ok but the Council Offices and Depots will be shut to the public with those services unable to close due to service issues remaining open.

Should Council wish to open an office during the Christmas/New Year period a minimum of three (3) staff would be required to address workplace health and safety concerns at each workplace office.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The closure of Council's office's and depot's over the Christmas / New Year Period gives staff a chance to take a well deserved break to spend time with their families ensuring a good work / life balance.

Many employees choose to take this period of leave and service provision may be limited during this time depending on how those leave requests are managed.

2. Environmental

It is not considered that the recommendations contained herein will have any impact on environmental sustainability.

3. Economic

It should be noted that this additional period of time off by staff is covered by the taking of accrued leave.

The use of accrued leave by employees will have a positive impact on Council's Employee Leave Entitlements (ELE) liability. As well, savings may be realised by the operational shutdown due to savings in electricity, water and communications usage costs.

Council should note that during this period some facilities will not shut down due to Councils need to provide certain services and potential safety issues that may arise. Examples of these services include Road and Water Crew on call for emergencies, Swimming Pools, Aged Hostel etc.

4. Civic Leadership

By planning an operational closure period, council can demonstrate a commitment to maintaining services and assets at an appropriate standard to cover a period of shutdown.

Provision of emergency services during a closure period will ensure that council continues to deliver services as needed.

Formal notice is required so that the general public are aware of Council's hours of operation over the holiday period and are able to plan their transactions requirements around availability. It is recommended that Council advertise the closure (if approved) through Shire Wire, flyers displayed at Council offices, on the website and via Facebook during December.

As this involves conditions of employments consultation via email has occurred with the Consultative Committee with no issues being raised with these suggested arrangements

Determination by Administrator

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature:

Date: