



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**Administrator Delegations Meeting  
6 January 2017**

## ***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.

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### **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 FRIDAY 6 JANUARY 2017  
COMMENCING AT 9.30AM**

**BUSINESS PAPER**

- 1. OPENING OF THE MEETING**
- 2. PUBLIC FORUM**
- 3. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**
- 4. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**  
(Declarations also to be made prior to discussions on each item)
- 5. MATTERS DEALT WITH BY EXCEPTION**
- 6. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING**
  - 6.1 Administrator Delegations Meeting held on 23 December 2016
  - 6.2 Closed Session of the Administrator Delegations Meeting held on 23 December 2016
- 7. BUSINESS ARISING OUT OF THE MINUTES**
- 8. DELEGATE'S REPORT (IF ANY)**
- 9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**  
Nil
- 10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**  
Nil
- 11. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
  - 11.1 Upgrade of the two Pedestrian Bridges over the Bombala River in Bombala 3
- 12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**  
Nil
- 13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**
  - 13.1 Transfer of Plant to Delegate Sportsground 355 Committee 12

**14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**

Nil

**15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**

Nil

**16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION**

Nil

**17. REPORTS BY GENERAL MANAGER**

Nil

**18. NOTICE OF MOTION**

**19. MOTIONS OF URGENCY**

Nil

**20. QUESTIONS WITH NOTICE**

**21. QUESTIONS TAKEN ON NOTICE**

**22. CONFIDENTIAL MATTERS**

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## 11.1 UPGRADE OF THE TWO PEDESTRIAN BRIDGES OVER THE BOMBALA RIVER IN BOMBALA

Record No:

Responsible Officer:	Director Service Delivery
Author:	Deputy Director Service Delivery
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.7 Improve connectivity, accessibility and promote activity through improved pathways.
Operational Plan Action:	OP2.22 Continue Councils annual footpath maintenance and construction program in-line with each of the Township Action, Master and Beautification Plan's.
Attachments:	1. Bombala Pedestrian Bridge Quotation <a href="#">↓</a> 2. Hollowcore Pedestrian Bridge Brochure <a href="#">↓</a>
Cost Centre	Parks and Reserves
Project	Upgrade of the two Pedestrian Bridges over the Bombala River in Bombala.
Further Operational Plan Actions:	OP2.23 Upgrade Bombala Footpaths

### EXECUTIVE SUMMARY

A long term solution needs to be identified to avoid the ongoing repair and maintenance costs of these bridges. The fences have been removed because they have been damaged beyond repair and not replaced as they are unsuitable for the location and will always be at the mercy of flooding. To try and remove the fences prior to anticipated flooding is hit and miss and quite often dangerous for staff.

The upgrade of these bridges has been submitted for consideration in the capital projects list for Bombala for possible funding through the \$14M grant program, an option to upgrade these bridges to double their width will negate the need for the fences altogether. New deck beams on the existing piers and cross beams with some minor work to the approaches to tie it all in will allow for any future flooding to simply flow over the bridges minimising maintenance costs after these events.

The bridges are currently the subject of a Natural Disaster Assistance Claim which is still being assessed.

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

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### **OFFICER'S RECOMMENDATION**

That Council approve an allocation from the Bombala Infrastructure reserves of \$110,000 to widen the two pedestrian bridges over the Bombala River and upgrade the footpath approaches.

### **BACKGROUND**

Bombala Council had a natural disaster claim for the repair of the pedestrian fences for the floods in December 2014. The works were due to be conducted by a contractor around the time of the floods in June 2015.

The original scope of repair works for this event was to replace the posts and fence panels damaged by the 2014 flood event and repair the badly damaged abutments for each bridge. The cost of the work was in the vicinity of \$7,000.

Since 2013 the pedestrian bridges have been inundated by flood events on average 2 times per year. Each time significant manpower and equipment is required to clear away the debris build up on the fencing. Each time a minimum of cost of \$3,000 is spent on the clean-up and repair mainly to the fences.

A damages claim for this years declared event totalled \$44,000 to clean up and remove debris, replace the damage fences and repair damage to the abutments. Council is still awaiting a decision on the application for assistance.

A long term solution needs to be identified to avoid the ongoing repair and maintenance costs. The current fences have been removed and not replaced as they are unsuitable for the location and will always be at the mercy of flooding. To try and remove the fences prior to anticipated flooding is hit and miss and quite often dangerous for staff.

The upgrade of these bridges has been submitted for consideration in the capital projects list for Bombala for possible funding through the \$14M grant program.

The option to upgrade these bridges to double their width will negate the need for the fences altogether. New deck beams on the existing piers and cross beams with some minor work to the approaches to tie it all in will allow for any future flooding to simply flow over the bridges minimising long-term maintenance costs after these events.

### **QUADRUPLE BOTTOM LINE REPORTING**

#### **1. Social**

The engagement of a local contractor to undertake the bridge work will ensure that jobs are maintained in this area of the new Council. The bridges and connecting footpaths are used daily by the community and groups such as the Scooters Club.

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## **2. Environmental**

A review of environmental factors will be produced and the necessary approvals sought prior to any works commencing. Work will be conducted when the river is confined to the main channel. There will be no disruption to the instream environment.

## **3. Economic**

Each time the bridges are inundated there is an average cost of repair and maintenance of \$3,000. Inundation of the bridges has occurred on average 2 times per year since 2013. However the last declared natural disaster flood event in June 2016 did over \$44,000 of damage to the bridges and their abutments. There is no budget allocation for the upgrade of these bridges.

The footpath and bridges do form part of important tourism infrastructure in Bombala providing an established link from the main street precinct to the tourism drawcards of the Bombala Caravan Park and the River. The River is one of the prime locations in NSW for observing wild platypus.

Total cost for the upgrade project requires an allocation from reserves to the value of \$110,000. The current bridges are 7 years old and are expected to have a useful life of at least 75 years. There are sufficient funds in the former Bombala Council's Infrastructure replacement reserve (\$550,000) to fund this work.

## **4. Civic Leadership**

Council is showing civic leadership by continuing to engage with local businesses and community groups in helping them during this period of change.

### **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: .....

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LEADERS IN EFFICIENT CONCRETE CONSTRUCTION

5<sup>th</sup> November 2016

Bombala Shire Council  
71 Caveat Street,  
Bombala NSW 2632  
Attention: Peter Sullivan

Dear Peter,

**RE: PROPOSED PEDESTRIAN BRIDGES**

Thank you for the invitation to submit an offer for the manufacture and delivery of the proposed bridge planks and we detail our offer as follows.

Option	Description	Amount
1	Design, manufacture and delivery of the precast deck planks for the proposed bridge allowing for 3 spans each of 12 metres in length and 1.2 metres wide.	\$ 43,800.00
2	Design, manufacture and delivery of the precast deck planks for the proposed bridge allowing for 2 spans with 1 plank 8 metres and the other 12 metres with both 1.2 metres wide.	26,700.00
	<b>Total (excludes GST)</b>	<b>\$ 70,500.00</b>

**INCLUSIONS**

- Design computations and shop drawings for the bridge planks allowing for the pedestrian loads.
- The planks would be constructed with edge kerbs.
- Delivery on truck to site.

**EXCLUSIONS**

- All on site work.
- Supply of the pier support structure.
- Supply and placement of the topping screed located over the pier supports. .
- Soil investigation report and testing.
- All weather site access.
- Signage and earthworks.

**PRICE**

- Our price would be held fixed with payment on the basis of the following:
- Payment of 20% following submission of design computations and drawings.
- Payment of 60% following manufacture and paid prior to the delivery and the balance following delivery.

We trust our offer meets with your interest. Please call should you require further clarification and we look forward to the possibility of working with you.

Yours faithfully,  
Hollow Core Concrete Pty. Ltd.,

Peter Healy  
Managing Director

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12-14 Maria Street, Laverton North VIC 3026, Australia. ABN 22 006 895 469  
Tel: 61+3 9369 4944 Fax: 61 +9369 2025 Email: [info@hollowcore.com.au](mailto:info@hollowcore.com.au) Web: [www.hollowcore.com.au](http://www.hollowcore.com.au)  
**STRUCTURAL PRECAST COMPONENTS**





LEADERS IN EFFICIENT CONCRETE CONSTRUCTION

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**STRUCTURAL PRECAST COMPONENTS**

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**SPAN  
SAFETY  
SPEED  
STABILITY  
LOW COST**



# Hollow Core Concrete Bridges

■ Rapid construction ■ Economical ■ Durable ■ Safe

***Engineer-designed and certified, rural concrete bridges  
For farms, cooperatives, factories and regional roads***

## HOLLOW CORE CONCRETE PLANK BRIDGES HAVE STRONG ADVANTAGES:

### ■ Economical

costs are often significantly lower compared to other types of bridge construction

### ■ Safe

Hollow Core Concrete plank bridges are engineer-designed to carry certified loads

### ■ Rapid construction

days rather than weeks

### ■ Durable

concrete bridges have low maintenance costs, particularly when compared to timber decking bridges

#### FOR SHIRES AND COUNCILS



#### FOR ON FARM



# Hollow Core Concrete Bridges

*Engineer-designed and certified*

**CONSTRUCTION IS SIMPLE**

Construction procedure requires the preparation of abutments and footings as is the case for beam and decking bridges. For many farm requirements, the hollow core concrete planks can be simply lifted into place followed by mounding up the of the footings. For heavy loads, a top cover of reinforced screed may be necessary but this is not usually necessary for loads such as tractors, harvesters and other farm machinery.

**GETTING THE RIGHT BRIDGE**

- Hollow Core Concrete will perform all necessary design to ensure that the bridge required by you answers to appropriate Shire and/or Water Trust regulations. In cases where soil conditions indicate possibility of embankment collapse, a shire engineer should be consulted.
- Provide Hollow Core with a dimensioned sketch of the traverse, and description of loads to be carried
- Hollow Core Concrete will then provide you with the design including specifications for the footings which the user must construct. That's all there is to the whole process

**WHEN PLANNING A BRIDGE FOR PRIVATE USE, BE AWARE OF THE FOLLOWING:**

- Permit required from local Water Trust (this also applies to dry gullies which may be part of the waterway system) and/or Shire
- Public Liability. Do not expose yourself to risk resulting from injury through bridge collapse.
- The best solution is a properly engineered one.

Hollow core concrete plank bridges are highly economical and quickly constructed. When compared with the construction of traditional beam and decking bridges, the cost of a Hollow core plank bridge not only compares favourably but in addition offers a far more rapid construction time.

For example in the case of a regional road, Hollow core concrete plank bridges are typically constructed in 4 or 5 days. Compare this with the six weeks required to construct a concrete bridge using on-site pouring. For hollow core plank bridges requiring a reinforced top screed, 6 to 7 days only are necessary for curing. Thereafter the bridge is open to traffic!

Hollow core concrete plank bridges can be used to traverse rivers, creeks irrigation channels and ditches in single spans as large as 15 metres and with widths of 1.2, 2.4, 3.6, or 4.8 metres. Live loads of up to T44 category can be carried depending on the chosen design, making the bridges suitable for heavy vehicular loads including semi-trailers and construction machinery.



***d, rural concrete bridges For farms, cooperatives, factories and regional roads***



# TECHNICAL SPECIFICATIONS

## Professional advice and engineering available

Hollow Core Concrete's professional engineering team can provide complete bridge designs to suit the requirements of shire councils, transport authorities, and private road users. Bridges compliant with bridge codes including 3T, T44 and SML 1600 can be designed to cover dynamic loads including semi-trailers on single-span constructions. Hollow core planks have a reduced dead weight, but are exceedingly strong because of their cross-sectional design providing high moment of inertia and the pre-stressed cable configuration utilised in the manufacture of the planks. The inherent design of the planks is such as to permit load spreading via transfer of shear force. The grouting and reinforcing further enhance load spreading characteristics. The chart below provides an overview of load carrying capacity according to span, width (no. of planks) and the use of reinforced grouting. The requirement to place a topping screed and reinforcement over the planks would be subject to specific design requirements and span of the planks.

## HOLLOWCORE CONCRETE BRIDGES CARRYING CAPACITY:

LOAD	SPAN
Pedestrian	to 16 metres
Vehicle - 3 tonne	to 16 metres
Vehicle - 15 tonne	to 14 metres
Vehicle - T44	to 12 metres
Vehicle - SML1600	to 11 metres
Vehicle - HLP320	to 11 metres
Vehicle - HLP400	to 10 metres



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### 13.1 TRANSFER OF PLANT TO DELEGATE SPORTSGROUND 355 COMMITTEE

Record No:

Responsible Officer:	Director Service Delivery
Author:	Deputy Director Service Delivery
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.5 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action:	OP4.19 Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.
Attachments:	Nil
Cost Centre	Plant Operations
Project	Supporting Delegate Sportsground Committee (s355) in its endeavours to maintain the Delegate Sportsground and surrounds on behalf of Council.
Further Operational Plan Actions:	<a href="#">Type text here</a>

#### EXECUTIVE SUMMARY

The Delegate Sportsground Committee is a section 355 committee of Council that maintains the Council asset being the Delegate Sportsground.

The Committee has recently won a grant to the value of \$14,000 for the purchase of a suitable lawnmower to assist in the maintenance of sportsground land, however, investigations have revealed that the committee really need a commercial grade mower to undertake this task effectively.

Council is downsizing its mowing fleet and have a commercial grade mower ready to be sold. Pickles have been engaged to do an independent valuation of the item of plant and have indicated that the mower could get between \$8,000 and \$9,500 if it was put up for sale. To purchase a new Iseki mower of this type costs \$35,000.

This machine is a commercial grade and fit for the purpose the Delegate Sportsground Committee want it for. It is better quality than any lawnmowers on the market for \$14,000 and has been maintained in accordance with the manufacturer's specifications.

Given that the s355 committee is a committee of Council and is maintaining a Council asset the thought was to sell this item of plant to them.

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

<b>OFFICER'S RECOMMENDATION</b>
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That Council approve the sale of Council Plant that being an Iseki Out Front Mower to the Delegate Sportsground (s355) Committee for the value of \$8,500.

## **BACKGROUND**

The Delegate Sportsground Committee is a Section 355 committee of Council that maintains the Council asset being the Delegate Sportsground. They have approached Council to see if it has more appropriate mowers to undertake the task of mowing the Delegate Sportsground land.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council is demonstrating support for community groups and further developing its relationships with the community.

### **2. Environmental**

A fit for purpose machine will mow more cost effectively in regards to fuel consumption and parts replacement than a machine that is under specified.

### **3. Economic**

**The s355 Committee will be provided with a far more cost effective and economical machine to undertake the task it is required to perform.**

Council will be reducing its mowing fleet by selling surplus plant. This will ensure the remaining plant will be fully utilised and income is generated to ensure reserves are maintained to cover future plant replacement costs. The sale of the asset has been brought forward one year in line with the 10 year plant replacement program and the plant will not need to be replaced given current service requirements.

### **4. Civic Leadership**

By assisting the volunteers of the Section 355 Committee with the purchase of a fit for purpose mower Council is displaying its support of the volunteers who maintain Council's asset.

### **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: .....