



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**Administrator Delegations Meeting**  
**10 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.

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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 MONDAY 10 OCTOBER 2016  
COMMENCING AT 9.00AM**

**BUSINESS PAPER**

<b>1. OPENING OF THE MEETING</b>	
<b>2. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST</b> (Declarations also to be made prior to discussions on each item)	
<b>3. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE</b>	
3.1 Purchase of weed mapping software to ensure Council meets its Biosecurity Information System requirements	3
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<b>7. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE</b>	
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8.1 Boundary Encroachment Unnamed Road Berridale	122

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

9.1 Remuneration to Audit, Risk and Improvement Committee members 130

**10. CONFIDENTIAL MATTERS**

10.1 Interim General Manager Remuneration



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### **3.1 PURCHASE OF WEED MAPPING SOFTWARE TO ENSURE COUNCIL MEETS ITS BIOSECURITY INFORMATION SYSTEM REQUIREMENTS**

Record No:

Responsible Officer:	Director Service Planning
Author:	Noxious Weeds Officer
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.5 Continue to control and promote the eradication of Noxious Weeds and invasive species on Rural and Urbane Lands within the Snowy River Shire through education, inspections and enforcement.
Operational Plan Action:	OP1.14 Provide a Vegetation Management Program/Unit that achieves Regional Weed Strategies and statutory requirements.
Attachments:	Nil
Cost Centre	WO761.20.638
Project	Weed mapping software upgrade
Further Operational Plan Actions:	N/A

#### **EXECUTIVE SUMMARY**

To update Council on the purchase of weed mapping software necessary to meet its Biosecurity Information System requirements as directed by NSW Department of Primary Industries.

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

#### **OFFICER'S RECOMMENDATION**

That Council defer consideration of the report Purchase of weed mapping software to ensure Council meets its Biosecurity Information System requirements, pending a further report including details of the budget.

#### **BACKGROUND**

Councils throughout NSW are required to adopt a weed mapping system with the capacity to upload noxious weed data to the NSW Biosecurity Information System (BIS). Councils were required to have made substantial progress towards meeting this objective by 5 August 2016.

The three branches were previously operating under two separate software systems; one of which is no longer supported and neither of which have the capacity to meet Council's BIS requirements.

Quotes have been obtained for two market leading software systems which will meet Council's BIS requirements. Chartis provides the most cost-effective solution.

Funding is available for the purchase through unexpended annual software licenses.

3.1 PURCHASE OF WEED MAPPING SOFTWARE TO ENSURE COUNCIL MEETS ITS BIOSECURITY INFORMATION SYSTEM REQUIREMENTS

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The Chartis software provides Council with a long-term weed mapping solution which is compatible with either the Civica or TechOne corporate system.

This software solution will also provide all Council weeds staff with consistent GPS mapping capabilities to conduct inspections across former Council boundaries, enabling increased efficiencies.

**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

No adverse impacts on the community.

**2. Environmental**

No adverse impact on the environment. System upgrade is essential to enable Council to meet its long-term requirements in relation to Noxious Weed control.

**3. Economic**

Purchase of this product is funded by existing budgets of the three former Councils. The quotations received were assessed with the long-term and on-going operating impacts in mind, with the recommendation being for the solution that provided the better long-term result.

**4. Civic Leadership**

Purchase of the product will ensure that Council meets its Biosecurity Information System requirements as directed by NSW Department of Primary Industries. The preferred product provides a more efficient long-term solution, and is compatible with both Civica and Tech one corporate systems.

**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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#### 4.1 ADVERTISING BUDGET REVIEW

Record No:

Responsible Officer: General Manager  
Author: Acting Executive Assistant  
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
Delivery Plan Strategy: DP7.6 Increase and improve Council's financial sustainability.  
Operational Plan Action: OP7.17 Effective management of Council funds to ensure financial sustainability.  
Attachments: 1. Draft SMRC Communication and Engagement Plan  
Implementation Plan Project [↓](#)  
Cost Centre 3020  
Project  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

Since the 12 May 2016 merger Council has three different advertising budgets in each Branch and advertise in The Monaro Post, The Snow River Echo, The Delegate Doings and the Bombala Times. Advertising costs have been higher than usual and a review is necessary.

Council communication needs to be effective, coordinated, well managed and most importantly, responsive to the needs of the community, thus there is a need to determine an appropriate advertising budget and what options offer the best value.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report; and
- B. Immediately cease advertising with the Bombala Times and move to a 'Full Page' only in the Monaro Post, pending a review on council advertising.

#### BACKGROUND

Currently advertising costs are much higher than usual and this is due to having two page advertisements in two different papers; Monaro Post and Bombala Times, along with merger advertisements that are being placed.

Both the Monaro Post and Bombala Times are being used for the same Council News with both papers being circulated in Bombala and Delegate. Bombala Branch also on occasions place advertisements in the Delegate Doings with items pertaining to Delegate.

Monaro Post is a locally owned, independent regional newspaper employing local people, with a readership of 12000 in the Monaro Region and the Monaro Post is also available at the

4.1 ADVERTISING BUDGET REVIEW

newsagents in Bega, Merimbula, Tumut, Yass, Eden, Queanbeyan, Goulburn, Tathra, Cabramurra, Woden and Tuggeranong. In winter the Monaro Post is also available at Mount Selwyn.

The Bombala Times are owned by Fairfax which is one of the largest media companies in Australia and New Zealand and have recently made closures of the Cooma-Monaro Express and the Summit Sun at Jindabyne with further closures expected including The Bombala Times. Fairfax do not have any local offices or employ any local people.

The Monaro Post has a wider area of distribution covering the entire Council Region whereas The Bombala Times only covers a small area close to Bombala.

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Local newspapers provide a connection with the community and members of the community like to know that local businesses are being supported by Council and keeping the local dollar in the local area.

### 2. Environmental

There is no environmental impact.

### 3. Economic

#### Bombala Branch: Advertising Budget

Financial Year	Budget	Actual
2013	24,470	32,969
2014	38,900	27,063
2015	30,900	24,535
2016 (to 12/5/16)	35,720	25,105
2016 (total)	35,720	30,950

#### Cooma Branch: Advertising Budget

Financial Year	Budget	Actual
2013	26,385	45,895
2014	26,385	37,796
2015	60,000	38,698
2016 (to 12/5/16)	32,000	31,980
2016 (total)	32,000	49,740

#### Snowy Branch: Advertising Budget

Financial Year	Budget	Actual
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4.1 ADVERTISING BUDGET REVIEW

2013	26,000	23,339
2014	34,620	18,478
2015	32,000	24,573
2016 (to 12/5/16)	27,400	19,730
2016 (total)	27,400	20,339

**Advertising Pricing:**

***Snowy River Echo: Monthly Advertising***

Full page rate is \$570 per page

Council has 2 pages per edition

**\$1,140.00 per month**

***Monaro Post: Weekly Advertising Council Currently has a Double Page per week***

Double Page (38x7x2) rate for Council is \$1,089.00

**\$4,356.00 per month**

Full Page (38x7 colour) \$ 731.50

Half Page (19x7 colour) \$ 365.75

Administrator Column free of charge

***Fairfax Bombala Times: Weekly Advertising Council Currently has a Double Page per week***

Double Page \$1,750.00 per edition

**\$7,000.00 per month**

Full Page \$875.99

Half Page \$437.99

***The Delegate Doings: Monthly Issue – only notifications are pertaining to Delegate are advertised such as IPR Documents, road works etc.***

¼ Page \$17.50

Half Page \$35.00

Full Page \$70.00

Back Page \$80.00

Full Insert \$90.00

**Current Total Monthly costs for Advertising is**

**\$12,496.00 per month**

\*Not including any extra advertising that may be put in the Delegate Doings

#### **4. Civic Leadership**

Council communication needs to be effective, coordinated, well managed and most importantly, responsive to the needs of the community. By Council supporting local Businesses and Industry it provides income and employment opportunities and also to create a better community.

The Draft Communication and Engagement Plan Implementation Plan Project states:

*It is important to acknowledge and understand the benefits of good communication. Effective communication provides a strong foundation upon which Council can more effectively develop and maintain our local communities.*

*If aligned with Council Implementation Plan, Delivery Program and Operation Plan effective communication can reduce costs and increase community support. All of which make the day-to-day activities and long term goals and aims easier to achieve.*

#### **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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REGIONAL COUNCIL

[proposal]



## Communication and Engagement Plan Implementation Plan Project

June 2016

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## 1 Executive Summary

It is important to acknowledge and understand the benefits of good communication. Effective communication provides a strong foundation upon which Council can more effectively develop and maintain our local communities.

Research has shown that community awareness of Council's services leads to stronger support and in many cases assistance.

If aligned with our Implementation Plan, Delivery Program and Operational Plan effective communication can reduce costs and increase community support. All of which make the day-to-day activities and long term goals and aims easier to achieve.

Effective communication with our Community can also provide these benefits:

1. Assists in building a positive reputation
2. Strengthens and bonds relationships with stakeholders
3. Generates community support and involvement
4. Improves customer satisfaction levels
5. Provides a platform of strength from which to manage any crisis
6. Attracts business and residents to the area
7. Improves staff morale and job satisfaction

## 2 Introduction

This communication and engagement plan has been developed to ensure that the key milestones of the implementation plan project are communicated effectively to Council's many stakeholders. The project milestones, focused on delivering the Roadmap for Phase 1, include:

- communications about service continuity
- a new visual identity
- a new website
- statement of vision and priorities
- community priorities for the Stronger Communities Fund

While this Communication and Engagement Plan is intended for the delivery of the Implementation Plan, each sub-project that will be undertaken to deliver the Implementation Plan will have its own project plan including a documented communication plan.

### 2.1 Purpose and objectives

This Communications and Engagement Plan has the following objectives:

- Maximise engagement with internal and external stakeholders while delivering project milestones contained in the Implementation Plan.

- Increase the level of effective, two-way communication with external targeted audiences and the public in general.
- Improve our community's knowledge of Council's core service delivery, responsibilities and goals.
- To raise the positive image and reputation of Council to our community and other key stakeholders.
- Improve the corporate image through consistent branding (use of logo, style guides, uniform, consistent language tone and styles).
- Improve website content, educate on the benefits of usage and improve the capacity for emerging technologies for our community.
- Keep our internal audience up-to-date with regard to Council activities.
- Raise the awareness of the role of good communications across the organisation and improve the communication skills of employees.

For the objectives above, an Action Plan has been developed separately for staff and for the community. The Action Plan is a flexible document and can be altered as objectives are achieved, changed or developed.

## 2.2 Change Management

The key principles that underpin the implementation project are based on the work of change management and leadership expert John P Kotter<sup>1</sup>

### ***Establishing a sense of urgency***

The Implementation Plan will highlight the significant amount of work required for a successful merger. A structured approach within determined timelines can help create a sense of urgency.

### ***A powerful guiding coalition***

Responsibility for the success of the merger sits with the Administrator and interim General Manager. They will be supported by the Special Projects Office and the NSW Department of Premier and Cabinet's Implementation Liaison Managers.

### ***Create a vision***

The implementation plan will be clearly linked with the 10 key results expected of new councils. Local development of the organisational vision will be important, based on achieving these results and looking to the future.

The organisational vision or mission will support development of the statement of vision and priorities for the new community strategic plan.

### ***Communicate the vision***

Effective communication to staff about the organisational vision, community vision and the roadmap will be fundamental to the success of the new council. It will be

<sup>1</sup> Department of Premier & Cabinet, Managing Change: Guidance for Key Staff, May 2016, Page 39

important for staff to understand how their roles contribute to the achievement of both organisational and community visions.

#### ***Empower others to act on the vision***

The success of the implementation process will be achieved by empowering key staff. It will be important that staff not only understand the organisational vision but can also take action to realise the opportunities offered by the new council.

#### ***Plan for and create short-term wins***

Identify and celebrate the 'quick wins' that achieve efficiencies and give confidence to staff and communities. It is vital that these opportunities are identified and valued: many benefits will be long term but fresh ideas will be welcomed and short-term gains planned.

#### ***Consolidate improvements***

The implementation process will build on the individual and collective strengths of the former councils. It is important to recognise that the new council is part of a longer term change process that will realise the vision of a strong and sustainable local government sector.

#### ***Institutionalise new approaches***

The establishment of the new council provides an opportunity to explore and institutionalise new approaches and benefits and provides a strong foundation for ongoing, continuous improvement.

## **2.3 Risks and Opportunities**

### **2.3.1 Enterprise Risk Framework**

The enterprise risk management framework will guide the development of risks and opportunities through each project plan. When undertaking a risk assessment the following categories are considered:

- Workforce planning
- Work health and safety
- Leadership and management
- Business continuity
- Environment
- Financial
- Communication and information
- Reputation
- Facilities and assets
- Legal
- Political
- Public liability
- Historical
- Flora and fauna
- Operations
- Time
- Emergency and disaster response

### **2.3.2 Opportunities**

The Implementation Plan project will ensure that opportunities for service improvements, efficiencies and financial benefits are documented. Engagement with Council stakeholders is imperative to ensure the success of achieving the identified opportunities.

**2.4 Project Roles and Responsibilities**

The Transition Plan has identified the following roles and responsibilities required for communications during the Implementation project:

Council Role	Responsibility (Internal and External)
Administrator	<ul style="list-style-type: none"> <li>Primary external spokesperson for the Snowy Monaro Regional Council on all matters related to the merger and implementation/transition</li> <li>May direct the Interim General Manager to act as a spokesperson or delegate a spokesperson</li> <li>Primary spokesperson on political and major issues such as government announcements, significant Council projects, events and high profile issues</li> <li>Primary spokesperson for decisions made at Ordinary and Extraordinary Meetings of Council and Councils Local Representative Committees. The Administrator may delegate this task to the Interim General Manager or Director where appropriate</li> <li>Engaging communities and partners in planning for the new council</li> <li>Attending major civic and community events</li> <li>The Administrator may delegate this task to the Local Representative Committee members where appropriate</li> </ul>
General Manager	<ul style="list-style-type: none"> <li>Leading communication with staff, building a new organisational culture, and encouraging an active staff commitment to improvement and change</li> <li>Spokesperson for all high-level administrative, operational, sensitive and management issues</li> <li>Communicating, liaising and consulting with the community about service continuity, strategic planning and opportunities for change</li> <li>May authorise a nominated member of management to speak on specific matters</li> </ul>
Director Special Projects Office	<ul style="list-style-type: none"> <li>Spokesperson for matters relating to the functions and activities of the transition process and engagement with staff who will be delivering sub-projects of the implementation plan</li> <li>Communication with staff, embedding organisational culture, and engaging with staff to capture areas of opportunity for efficiency and improvement</li> </ul>

Council Role	Responsibility (Internal and External)
Executive Staff (Directors)	<ul style="list-style-type: none"> <li>Spokespersons for matters relating to major projects and operational issues in their Divisions</li> </ul>
Managers/Project Staff	<ul style="list-style-type: none"> <li>Spokespersons for non-contentious Council activities, events and projects directly related to their role</li> </ul>

### 2.5 Project Resources and Budget

Currently there is no resources allocated to corporate communications. This communications plan has been prepared by Special Projects Office and is included in salaries and wages of the project budget. Additional support will be provided by staff who provide communications support in the operational budgets of existing service areas.

## 3 Communication and Engagement Approach

### 3.1 Principles of Good Communication

<b>Visibility</b>	To commence or maintain a strong two-way communication relationship with your stakeholders it is important that you are visible as much as possible. Visibility leads to recognition and acceptance plus it allows the community to see the breadth and value of your work.
<b>Repetition</b>	Wherever possible a repetitive schedule should be devised for message placement to ensure it receives community consideration. The more a message is repeated the wider its audience will become.
<b>Simplicity</b>	The community is busy with many aspects of their lives whether at work or home. Communication must be simple and straight forward out of respect for their time.
<b>Value</b>	Ensuring a message has a reasonable level of value for the recipient is paramount to gain their attention and interest. A simple rule of thumb here is that Council operations hold little value to the community but how those operations affect the community hold a high level of value. Therefore, messages should be structured with the community effect as their foundation.
<b>Variety</b>	To ensure a message is received by the community at large it needs to be placed in a number of different and targeted communication vehicles. The more vehicles (website, newspapers, direct mail, on-hold phone messages, website, social media, etc) it appears in, the wider its likely coverage will be.

<b>Listening</b>	Good (and effective) communication requires two parties – the giver and the receiver. If you send a message you must also expect to receive some form of response at times. It is important that feedback on all issues is encouraged and processed. Nothing will dampen the community's enthusiasm quicker than when they believe they are not being listened to.
<b>Consistency</b>	To build credibility and a positive reputation messages need to be consistent. If your messages are ALWAYS simple, hold a value for the recipient, encourage feedback and are placed in a variety of different places they will generate and earn respect at an increasing level each time they are placed.
<b>Evaluation</b>	The only accurate way of knowing if your communication is good or not is to evaluate its effectiveness (and the best way to do that is to set a goal for each one and then evaluate if it has been achieved).

#### 4 Communication Plan – Staff

Uncertainty and misinformation can occur in the absence of regular communication. It will be important for Council to maintain clear and open communication with our internal stakeholders, including positive communication about opportunities created by the new council.

##### 4.1 Key stakeholder identification and analysis

The key internal stakeholders have been identified as follows:

- Administrator
- Local Representative Committees
- Executive Team
- Merger Working Groups
- Managers
- All Council Staff

##### 4.2 Communication and Engagement Action Plan – Internal

The following Communication Action Plan has been developed for internal communication.



Abbreviations:

General Manager (GM)	Administrator (A)	Director Special Projects (DSPO)	Human Resources Department (HR)
General Manager A/Executive Assistant (GMEA)	Administrator A/Executive Assistant (A/EA)	Special Projects Office (SPO)	Consultative Committee (CC)
Executive Team (ET)		Sub-Project Project Manager (PM)	Governance Officer (GO)

COMMUNICATIONS PLAN – INTERNAL

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Administrator	Identification of challenges and recommended solutions to deliver the implementation plan	Report to Council	As required	DSPO
Administrator	Update on status of transition plan	Council reports	Monthly	DSPO
Administrator	Ensuring Council is delivering on the mandated actions and milestones in the Implementation Checklist.	Report to Council	Monthly	DSPO
Administrator	Update on status of transition plan	Council reports	Monthly	ET
Administrator	Progress in the new organisation	General Manager email to all staff Face-to-Face meetings	Weekly	GM

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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Updates on staff matters and how it effects employees and the workplace	Email to indoor staff Toolbox meetings for outdoor staff Consultative Committee minutes Relevant Industrial Relations matters Minutes of CC meeting	Monthly	CC
All Staff	Progress of the implementation plan	Email to all staff Staff noticeboards	Monthly	DSPO
All Staff	Policy development and review	Email Staff noticeboards Reports to staff committees Team meetings	As required	ET
All Staff	Change management advice and assistance	All staff email Team meetings EAP	As required	ET
All Staff	Recognise the value of employee knowledge and contributions.	Face-to-face meetings Staff meetings Individual Email	When available	ET



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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Significant achievements	E-mails Toolbox meetings Media releases issued to all staff before going out externally	As required	GM
All Staff	Updates on industrial matters and how it effects employees and the workplace	Email Toolbox meetings for outdoor staff Minutes of the meeting Relevant Industrial Relations matters Minutes of CC meeting	As required	GM
All Staff	Progress in the new organisation	General Manager video recording issued via email	Quarterly	GM
All Staff	Three years' protection from forced redundancy for transferred staff.	General Manager video recording issued via email	Quarterly	GM
All Staff	Regular reminders, availability and contact details for Employee Assistance Programs	Email Staff noticeboards Face-to-face meetings Payslip advice	Weekly	GM
All Staff	Update on Status of Transition	E-mails Toolbox meetings	Weekly	GM

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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Progress in the new organisation	General Manager email to all staff Staff noticeboards	Weekly	GM
All Staff	Embedding organisational vision and culture	General Manager and/or leadership team site visits and attendance at toolbox meetings Face-to-face meetings General Manager video recording issued via email Payslip advice	Quarterly	GM, ET
All Staff	Items to be achieved over the coming week	E-mails Staff noticeboards Team meetings	Weekly	GM, ET
All Staff	Actions to be achieved over the coming week	E-mails Staff noticeboards Team meetings	Weekly	GM, ET
All Staff	Embedding organisational vision and culture	General Manager all staff email Staff noticeboards Demonstrated (visible) behaviours of leadership team	Weekly	GM, ET

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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Celebration of successes	Email to all staff Staff noticeboards Staff meetings Media releases	When identified/ achieved	GM, ET
All Staff	Availability of Operational Plan for 2016-2017 and how it affects day-to-day work plans and supports business as usual	Email Staff noticeboards Team meetings	Jul 2016	GO
All Staff	Notification of commencement of community consultation for development of the statement of vision and priorities for the community strategic plan	Email Staff noticeboards Team meetings	When Available (Feb 2017)	GO
All Staff	Early and accurate information about staff employment arrangements.	Email Toolbox meetings for outdoor staff Consultative Committee minutes Relevant Industrial Relations matters Payslip advice	As required	HR

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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Advertising vacancies and internal recruitment procedures	Email Staff noticeboards Reports to ET Reports to CC Intranet	As required	HR
All Staff	Availability of training opportunities for staff including completion of essential licensing, qualifications and professional development	Email Performance reviews Face-to-face meetings	As required	HR
All Staff	Development of a new salary structure following establishment of the new council.	Email Staff Noticeboards Reports to Consultative Committee Team meetings	As required	HR
All Staff	Updates on industrial matters and how it effects employees and the workplace	Face-to-face meetings Email	Monthly	HR
All Staff	Opportunities for training for career and professional development	Email to indoor staff Toolbox meetings for outdoor staff Consultative Committee minutes Relevant Industrial Relations matters Payslip advice	When available	HR

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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
All Staff	Preparation of new human resources plans including <ul style="list-style-type: none"> <li>• equal employment opportunity plan</li> <li>• workplace health and safety plan</li> <li>• training plans</li> <li>• workforce plan.</li> </ul>	Email Staff noticeboards Team meetings Consultative Committee Meetings WHS Committee Meetings	When available	HR
All Staff	Website content updates	Email	As required	PM
All Staff	Issuing a style guide for all staff within the new council	Email Style guide document	Aug 2016	PM
All Staff	Launch of intranet site and how it can be accessed	Email Staff noticeboards	When available	PM
Consultative Committee	Updates on staff related matters and how it effects employees and the workplace	Reports to Consultative Committee meetings Payslip advice	As required	HR
Consultative Committee	Changes to organisational structure	Reports to Consultative Committee meetings	Monthly	HR
Executive Team	Changes to Implementation Plan sub-project plans	Face-to-Face meetings Email	As required	PM
General Manager	Changes in implementation project plan	Report to executive team meeting	As required	DSPO

SNOWY MONARO  
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[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
General Manager	Challenges to delivering business as usual	Face-to-face meetings Email	As required	ET
General Manager	Update on operational matters	Face-to-face meetings	Weekly	ET
Special Projects Office	Budget allocations using implementation fund	Email	As required	ET
Special Projects Office	Implementation Plan sub-project plans and progress	Face-to-Face meetings Email	Fortnightly	PM

## 5 Communication Plan – Community

The communication and engagement plan includes clear and ongoing messages about the council's commitment to service continuity. It also identifies the requirement to provide updates to the community and Council partners on progress in implementing the new council. A focus will be on celebrating the achievement of key milestones and successes.

In addition, each of the plans for each sub-project that is identified to achieve a successful transition will include specific communication plans that will identify the opportunities for engagement on high priority implementation activities.

### 5.1 Key stakeholder identification and analysis

The key external stakeholders have been identified as follows:

- Ratepayers
- Non Ratepaying Residents
- Absentee Landholders
- Community Groups
- Local Business
- Other Agencies Government and Non-Government eg. NPWS
- State MPs
- Federal MPs
- Media
- CBRJO member Councils
- Visitors / Tourists

### 5.1 Communication and Engagement Action Plan – External

The following Communication Action Plan has been developed for internal communication.

Abbreviations:

General Manager (GM)	Administrator (A)	Director Special Projects (DSPO)	Human Resources Department (HR)
General Manager A/Executive Assistant (GMEA)	Administrator A/Executive Assistant (A/EA)	Special Projects Office (SPO)	Consultative Committee (CC)
Executive Team (ET)		Sub-Project Project Manager (PM)	Governance Officer (GO)

COMMUNICATIONS PLAN – COMMUNITY

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Business community	Progress of the new organisation	Email progress reports to each Chamber of Commerce in the region Attend meetings as required	Quarterly	A/EA, A, GM
Business community	Consultation, support and assistance to business and industry in the region. Member of the Small Business Friendly Council initiative	Attend Chamber of Commerce meetings Website	As required	A, GM
Business community	Contract information available to suppliers regarding purchasing policies, terms and conditions etc	Website	As required	ET
Business community	Promotion of council activities	LinkedIn	As required	GO
CBRJO member Councils	Opportunities and participation in joint working agreements and projects	Face-to-face meetings	Quarterly	GM, ET



SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Radio	Weekly	A, GM
Community	Identifying opportunities for local benefits flowing from the establishment of the new council.	Public forum Social media Print media Local Representative Committee Email distribution lists Target specific stakeholder groups Media releases Customer survey	As required	A, GM, DSPO
Community	Completion of projects funded through Stronger Community Fund	Email Letter Formal openings	On completion of major projects	A, GM, DSPO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	Preparing the draft operational plan 2017-18	Public meetings in each town Drop-in sessions Local media Website Facebook Direct mail to community groups Local Representative Committees Community panel Community and stakeholder forums Submissions	Feb-Mar 2017	A, GM, ET

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	Developing the statement of vision and priorities	Public meetings in each town Drop-in sessions Local media Website Facebook Direct mail to community groups Community panel Community and stakeholder forums Online forums Drop in sessions Submissions	Feb-Mar 2017	A, GM, ET, GO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	Providing input to priorities for the Stronger Communities Fund	Media release Public notices Community noticeboards Drop-in sessions Direct mail to community groups Social Media Website Survey Citizen panels Local Representative Committees	As required through to Aug 2017	A, GM, SPO
Community	Raise awareness of engagement with council that will achieve real benefits for the community	Public meetings in each town Drop-in sessions Local media Website Facebook Direct mail to community groups Local Representative Committees Community panel Signage Digital board/screen	As required	A, GM, SPO, GO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	Progress of Stronger Community Fund projects	Media releases Facebook	As required	A, SPO, GO
Community	Developing consistent plans and policies across the new council in key operational areas	Website – Public exhibition Customer Service Officers Council news page Hard copies at reception areas Targeted forums Community panel	As required	ET
Community	Updates on Council services (eg road closures, pool closures, changes to schedules)	Website Social Media Public Notices Radio advertising Community Noticeboards Signage Digital board/screen	As required	ET, GO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	Planning and designing capital works projects	Print media Tender specifications Website Stronger Communities Fund Assessment Panel Facebook	As required	GM, ET, SPO
Community	Promotion of Community Events supported by Council	Information brochures Noticeboards Mobile banners Website Online forums Social media Email distribution lists Newsletters Signage Radio Print media Community noticeboards	Weekly	GM, GO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Community	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Facebook Posts	As required	GO
Community	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Electronic newsletter through email subscription	Quarterly	GO
Community	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Regular news pages in local press (print media)	Weekly	GO
Community	Recognising the history of the former councils	Photo displays at each chamber or within the town Development of a photo book representing all the former local government areas	Dec 2016	SPO
Department of Premier and Cabinet	Ensuring Council is delivering on the mandated actions and milestones in the Implementation Checklist.	Implementation Checklist Report (Action progress reporting).	As directed. (Currently fortnightly)	A, GM, DSPO
Department of Premier and Cabinet	Promoting success of the amalgamation.	Media releases. Fortnightly teleconferences	When identified	DSPO

SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Federal MPs	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Email Face-to-face meetings	As required	
Federal MPs	Providing input to priorities for the Stronger Communities Fund	Email Face-to-face meetings	As required through to Aug 2017	A, GM, SPO
Industry Unions	Changes to organisational structure	Consultative Committee Meetings Letter Face-to-face meetings	Nov 2016	GM
Media	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Regular news pages in local press Media releases	Weekly	A, GM, SPO, GO
State MPs	General updates on council business, including promotion of council activities, assurance of business as usual and progress of the new organisation	Email Face-to-face meetings	As required	A, GM
State MPs	Providing input to priorities for the Stronger Communities Fund	Email Face-to-face meetings	As required through to Aug 2017	A, GM, SPO



SNOWY MONARO  
REGIONAL COUNCIL

[proposal]

Audience/ Stakeholder	Message	Mode of Communication	Frequency	Responsible Person
Visitors / Tourists	Promotion of Community Events supported by Council	Information brochures Noticeboards Mobile banners Website Social media Signage Radio Print media Community noticeboards	Quarterly	GO

**6 Monitoring and communicating progress**

One of the keys to delivering any successful change process is to monitor and evaluate the project as it progresses. The reason for doing this is not only to understand what worked – and why – but also to be able to respond flexibly to events as they unfold. This Communication and Engagement plan will be monitored and reviewed frequently by the Special Projects Team and updated if required to ensure it continues to achieve its objectives.

Council must report to the Department of Premier and Cabinet on its progress against the Roadmap for the Transition period on a regular basis.

Council will also report regularly to the community on progress in delivering the Transition Plan and achieving the identified benefits, as well as key milestones and successes.

In addition SPO will assist all other Project Managers to ensure consistent and regular communications to all stakeholders through individual communication plans for successful delivery and achievement of the sub-projects.

**Documentation**

Policy – Code of Conduct

Model Code of Conduct for Local Councils in NSW

Procedures for the Model Code of Conduct for Local Councils in NSW

Policy – Communications

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## 4.2 REQUEST FOR WAIVER OF FEES -WATER SKI NATIONAL CHAMPIONSHIPS

Record No:

Responsible Officer:	Acting Executive Assistant
Author:	Acting Executive Assistant
Key Direction:	3. Strengthening Our Local Economy
Delivery Plan Strategy:	DP3.7 Work together to plan, coordinate and implement tourism products.
Operational Plan Action:	OP3.9 Develop a strategic approach to tourism in the Shire by integrating land use planning, product development and promotion.
Attachments:	Nil
Cost Centre	7010
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

Country ACT Ski Racing Inc. has been awarded the rights to host the Australian Water Ski Racing National Championships for the next three years, with the possibility to extend their hosting agreement beyond that term.

Country ACT Ski Racing would like to commit to holding the event each year for next three years at Lake Jindabyne.

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

### OFFICER'S RECOMMENDATION

That Council provide a donation equal to the fees for;

- A. The DA Application fee for the next 3 annual Nationals held at Jindabyne;
- B. The DA for the 3 year term of the event; and
- C. The banner space hire for the 3 year term of the event.

### BACKGROUND

The Water Ski Racing National Championships has in the past been held in Jindabyne with great results.

### QUADRUPLE BOTTOM LINE REPORTING

#### 1. Social

Council's policy in this area (GOV 011) seeks to recognise Council's role in supporting community and cultural development. The policy's stated objectives are to have:

- a) a strong sense of community throughout the Shire
- b) a community that has the capacity to meet its own needs
- c) a community environment that encourages cultural and artistic expression

## 2. Environmental

As the event will be covered by a development consent mitigation of any environmental impacts will be dealt with through that process.

## 3. Economic

A requirement of Council's policy (GOV 011) is that where an entity is already deemed 100% exempt from payment of rates they will not be eligible for further financial assistance from Council.

The total cost for providing in-kind support for this event would be \$1,287 per year which would be \$3,861 over the three years; which is broken down by the following:

Fee waiver of Banner space @\$3 per day for maximum of two weeks	\$ 42	<b>For Three Years</b> \$ 126
DA Fee	\$ 140	\$ 420
Advertising Fee	\$1,105	\$3,315

Cost Centre	Budget	Amount Expended	Amount Available
10-7010-63182 Tourism Development	\$12,000	\$0	\$12,000
10-3020-63162 Community Groups Debt Waiver	\$ 1,000	\$0	\$ 1,000

## 4. Civic Leadership

Decisions to donate to community groups, individuals and towards events must be considered in a transparent process. The granting of financial assistance must be by specific formal resolution of Council.

Council makes decisions regarding donations to community groups, individuals and events based on Council's Policy GOV011. The relevant section of the policy applicable to this request is:

### 3.2. Donations/Sponsorship towards Economic Development and Tourism

Annual donations will be called for in January for the following financial year however Council may consider applications for financial assistance as they are received. Those seeking financial

assistance should address the items included in Council's application and intended recipients of financial assistance shall be informed in writing of Council's decision.

All applications for financial assistance must state the purpose for which the funds will be used.

Donations by Council will be made from the General Fund and must be either:

- fixed dollar amounts
- rebates on Council provided services such as water, rates or facility hire

Council may make donations towards specific aspects of an event however Council must not commit to cover the full cost of any aspect of an event. For example Council will not commit to meet the total costs of:

- advertising
- public liability insurance
- equipment hire

Financial assistance may include:

- fixed dollar amount donations
- up to 50% rebate of water supply minimum availability charge
- up to 50% rebate of sewerage minimum availability charge
- up to 50% rebate of waste management charge (tip or domestic)
- other financial assistance as resolved by Council

Council provides support to activities that can demonstrate that they will have a positive impact on the economic and social development of the Shire. To encourage sustainability, Council will consider financial assistance on a sliding scale from inauguration of the community event. Once the event is established Council will withdraw financial assistance. This does not limit events and festivals from applying for annual in-kind assistance.

#### **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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#### **4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY**

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. SCGAR Ambulance Notification [↓](#)
2. SCGAR Fire Notification [↓](#)
3. SCGAR Jones Plain Road newspaper notice [↓](#)
4. SCGAR Letter to public at road closure [↓](#)
5. SCGAR Residents letter to confirm passage of event [↓](#)
6. SCGAR Residents letterbox drop. [↓](#)
7. SCGAR Road Closure Sign Prior to Event [↓](#)
8. SCGAR Additional email correspondence [↓](#)
9. SCGAR CAMS Certificate of Insurance [↓](#)
10. SCGAR Safety Plan Jones Plain 2016 [↓](#)
11. SCGAR Sup Regs Approved by CAMS 22 Mar [↓](#)
12. Southern Cross Gold Anniverary Rally Police TMP [↓](#)
13. Southern Cross Gold Anniverary Rally Special Event TMP [↓](#)

Cost Centre 1510 Engineering and Operations Management

Project Local Traffic Committee

#### **EXECUTIVE SUMMARY**

A request has been received from Graham Wallis, Event Road Director for the Southern Cross Gold Anniversary Rally for the temporary road closure of 3.5km of Jones Plain Road near Adaminaby to hold a car rally from 8am until 12pm on 11<sup>th</sup> November 2016. This rally is being organised to celebrate 50 years since the first Redex Trial was held. The event organiser will be contacting the local residents to ensure that they are agreeable to the temporary road closure and providing advertising in the local media. The emergency services will be contacted as well.

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

#### **OFFICER'S RECOMMENDATION**

That Council approves the road closure of Jones Plain Road on 11th November 2016 from 8am until 12pm subject to the following additional information provided to Council:

- A. All references in the Event Traffic Management Plan and associated documents

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

referring to Cooma Monaro Shire Council be amended to Snowy Monaro Regional Council;

- B. The Certificate of Insurance from Confederation of Australian Motor Sports be amended to include Snowy Monaro Regional Council as an interested party;
- C. A copy of all notifications sent be provided to Council (not draft letters);
- D. A copy of a Traffic Control Plan authorised by an RMS accredited person be provided to Council; and
- E. All residents to be notified by the event coordinator.

## BACKGROUND

This event cannot be considered by the Snowy Monaro Local Traffic Committee (SMLTC) at its next meeting on 12<sup>th</sup> October 2016 as this will leave insufficient time for the Police to provide their approval through their regional office. Therefore, this event can only be dealt with by seeking the agreement from the NSW RMS Representative and the NSW Police Representative of the SMLTC for a recommendation to Council as required under the Road Transport (Safety and Traffic Management) Act 1999.

### The RMS advice is as follows:

Mon 26/09/2016 1:09 PM

Hi Volker,

I agree with this recommendation.

Thanks,

Ben Borger

Traffic Engineering Officer

Network NSW | Journey Management

T 02 4221 2770 M 0408 064 433

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

Every journey matters

Roads and Maritime Services

Level 4 90 Crown Street Wollongong NSW 2500

### The NSW Police advice is as follows:

Date: 26/09/2016 01:31PM

Subject: RE: Southern Cross Gold Anniversary Rally [DLM=For-Official-Use-Only]

Thanks Volker,

Recommendation is acceptable.

I also have had communication with the event organiser regarding this, & he has advised that the notifications & developed TCP should be submitted by this Wednesday.

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER  
2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

---

Regards, Sam.

S Morabito

Senior Constable

Monaro Traffic / HWP

Queanbeyan Police Station

Ph: (02) 62980-555

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There should be minimal impact upon the community as the road closure is only for a 4 hour period and there are only a few dwellings located with access from this section of road. Hopefully the car rally will be one of the highlights of the 50 year celebration of the first Redex Trial and this may generate some positive social outcomes for the community and the general locality.

### **2. Environmental**

The adoption of the recommendation should have no negative impact upon the environment. It is anticipated that there would be a slight increase in background noise and dust. However the locality of the event is in a rural environment, well away from populated areas.

3. Economic  
There should be no impact upon Council's budget as support from Council has not been requested.

### **4. Civic Leadership**

By adopting the recommendation, Council is demonstrating leadership by ensuring that proposals are appropriately considered. The recommendation also demonstrate that Council is consulting with a technical committee (LTC) , 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:



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 1 SCGAR AMBULANCE NOTIFICATION

Page 43

Graham Wallis

ewal7731@bigpond.net.au

xx/xx/2016

Secretary, NSW Ambulance Service.

On Friday the 11<sup>th</sup> of November the Historic Rally Association will be conducting its Southern Cross Gold Anniversary Rally.

This event is authorised by the Confederation of Australian Motorsport.

The event is to be run as a Touring Road Event, that is non competitive driving, with the occasional competitive sub event.

The aim of the event is to revisit areas and roads used in the Southern Cross Rallies of the past, in particular those used in the original event in 1966.

A competitive sub event will be held on Jones Plain Road near Adaminaby.

3.5 km of road will be closed between 0800 and 1200 for the purpose of a timed special stage.

We will have a MIV on hand for medical emergencies but in the unlikely case that we may need help from your organisation we are informing you of the location and meeting point.

This meeting point would be at the corner of Boboyan Road and Jones Plain Road.

There is likely to be 50 entries of older style rally and road cars.

Should you have any queries, do not hesitate to contact me on  or at the above addresses.

Signed

Name

Event Clerk of Course

Historic Rally Association

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 2 SCGAR FIRE NOTIFICATION

Page 44

Graham Wallis

ewal7731@bigpond.net.au

xx/xx/2016

Secretary, NSW Fire Service.

On Friday the 11<sup>th</sup> of November the Historic Rally Association will be conducting its Southern Cross Gold Anniversary Rally.

This event is authorised by the Confederation of Australian Motorsport.

The event is to be run as a Touring Road Event, that is non competitive driving, with the occasional competitive sub event.

The aim of the event is to revisit areas and roads used in the Southern Cross Rallies of the past, in particular those used in the original event in 1966.

A competitive sub event will be held on Jones Plain Road near Adaminaby.

3.5 km of road will be closed between 0800 and 1200 for the purpose of a timed special stage.

In the event of needing your help because of a fire related incident the location of the meeting point will be at the corner of Boboyan Road and Jones Plain Road.

There is likely to be 50 entries of older style rally and road cars.

Should you have any queries, do not hesitate to contact me on (  ) or at the above addresses.

Signed

Name

Event Clerk of Course

Historic Rally Association

# **NOTICE OF TEMPORARY ROAD CLOSURE**

## **Jones Plain Road (Adaminaby Area)**

Notice is hereby given with the approval of the Cooma Monaro Shire and the New South Wales Police that 3.5 km of Jones Plain Road will be closed to all vehicular and pedestrian traffic on Friday the 11<sup>th</sup> of November between 0800 and 1200 noon.

The road closure is required to allow the holding of a competitive stage of the Southern Cross Gold Anniversary Rally. This rally is being organised by the Historic Rally Association to celebrate 50 years since the first Southern Cross Rally in 1966.

Enquiries concerning the road closure should be directed to the Road Director on 0429 939619.

Graham Wallis

Road Event Director

Southern Cross Gold Anniversary Rally

# NOTICE OF TEMPORARY ROAD CLOSURE

## Murda State Forest

Notice is hereby given with the approval of Forests NSW that Murda State Forest will be closed to all vehicular and pedestrian traffic on Sunday 19 August 2012 between 11:00am to 4:00pm.

The road closure is required to allow the holding of a competitive stage of the Frontier Services Classic Outback Trial car rally. The rally is sponsored by Frontier Services, a charitable agency of the Uniting Church, to focus community support on its "Outback Links" volunteers program.

All enquiries concerning the road closure should be directed to the Event Director on 0412 498 602.

P Bernadou

Event Director

Frontier Services Classic Outback Trial

For insertion in:

The Condobolin Argus Public Notice      Block Ad 9cm x 2 coll

Wednesday 15 August 2012

Graham Wallis

ewal7731@bigpond.net.au

xx/xx/2016

## **TO MEMBERS OF THE PUBLIC**

On the road ahead of you a car rally is in progress. The rally is being run by the Historic Rally Association under a permit issued by the Confederation of Australian Motorsport. Prior to the issue of this permit permission was obtained from the NSW Police and the Cooma Monaro Shire. The times of road closure are between 0800 and 1200 on the 11<sup>th</sup> of November.

The official with whom you are now talking has been set up at one of the closure points to this section that we are now using, His/her task is to advise you of what is going on with the road.

The effect of the road closure prohibits you from continuing beyond this point within the times specified. We have therefore posted this Official here for safety reasons as a safeguard both to yourself and the competitors in the rally.

**We apologise for any inconvenience caused.**

**REMEMBER, please, this is as much for your safety as ours.**

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 5 SCGAR RESIDENTS LETTER TO CONFIRM PASSAGE OF EVENT

Page 48

Graham Wallis

xx/xx/2016

ewal7731@bigpond.net.au

Dear Resident,

This letter is to confirm our discussions relating to the conduct of the Southern Cross gold Anniversary Rally past your property on the XXXXX

On Friday the 11<sup>th</sup> of November between 0800 and 1200 access will be restricted to your property as cars will be travelling competitively at high speeds on the road.

If during the event you have an emergency please contact the organisers by telephone on 0429 939619 who will advise you of the procedures to be used to deal with your emergency. Likely visitors to your property should be given advice of the restricted access to your property during the event.

If you intend to observe the event from your property please choose a safe location well inside a fence line to do so. Close supervision of children and roaming animals at such times is strongly advised. We would appreciate your ensuring that livestock are secured and cannot wander onto the competitive route.

We thank you for your co operation, and should you have any queries of any nature about the event please do not hesitate to contact Graham Wallis on

Signed

Name

Event Clerk of Course

Historic Rally Association

Emergency phone number

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 6 SCGAR RESIDENTS LETTERBOX DROP.

Page 49

Graham Wallis

1 [REDACTED]

ewal7731@bigpond.net.au

xx/xx/2016

Dear Resident,

On Friday the 11<sup>th</sup> of November the Historic Rally Association will be conducting its Southern Cross Gold Anniversary Rally.

This event is authorised by the Confederation of Australian Motorsport.

The event is to be run as a Touring Road Event, that is non competitive driving, with the occasional competitive sub event. Cars will pass your property during a touring section so are required to obey all road laws.

The aim of the event is to revisit areas and roads used in the Southern Cross Rallies of the past, in particular those used in the original event in 1966.

Car can be expected to pass your property between the hours of -----

This notification is provided so that you will be aware of the event and not be alarmed by the unusual traffic. Should you have any queries, do not hesitate to contact me on ([REDACTED]) or at the above addresses.

Signed

Name

Event Clerk of Course

Historic Rally Association

# PUBLIC NOTICE

THIS ROAD IS CLOSED FOR THE CONDUCTING OF A

## **HIGH SPEED CAR RALLY**

**On the 11<sup>th</sup> of November 2016 by the Historic Rally Association**

**Between 0800 and 1200**

**With permission of Cooma Monaro Shire and NSW Police**

**Contact Graham Wallis 0429 939619**



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES  
PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE  
SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 8 SCGAR ADDITIONAL EMAIL CORRESPONDENCE

Page 51

Thanks Graham for the updated information as requested.

With regards to the signed first page of the TMP, unfortunately I was unable to open it due to the format that you sent it in. Could you please re-send in another format, perhaps - Microsoft word, adobe?

For the touring route map from Jindabyne to the ACT border, I won't require this, as consideration is only being given for the competitive section of the event along Jones Plain Road.

I also note the following:-

\*the course checker letter is being organised,

and,

\*copies of the draft letters to be submitted.

Regards,

Sam Morabito  
Senior Constable  
Monaro Traffic / HWP  
Queanbeyan Police Station  
Ph: (02) 62980-555

-----Graham Wallis <[ewal7731@bigpond.net.au](mailto:ewal7731@bigpond.net.au)> wrote: -----

To: Salvatore Morabito <[mora1sal@police.nsw.gov.au](mailto:mora1sal@police.nsw.gov.au)>

From: Graham Wallis <[ewal7731@bigpond.net.au](mailto:ewal7731@bigpond.net.au)>

Date: 25/08/2016 09:24AM

Subject: Re: Southern Cross Car Rally [DLM=For-Official-Use-Only]

Hello Sam,

I have attached the signed front page.

The answers to your questions are listed below:

The CAMS permit number is 316/1911/01, I have also attached the Regulations for the event.

The rally as a whole is set up as a tour of the areas and some of the roads that were used in the Southern Cross Rally in 1966 and later in the event, after Sydney, areas that were used in the 1970s.

CAMS have sanctioned as a Touring Road Event, which allows touring plus short sub events, these can range from motorkhanas to closed road sections of the type we are planning at Jones Plain Road.

There will be an overall schedule but there are no required times for people to get from point to point. Participants simply have to report to controls while they are open, they

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 8 SCGAR ADDITIONAL EMAIL CORRESPONDENCE

Page 52

will be notified of the times that the control will be open for. If the field is delayed for any reason the control will stay open for longer. The opening times have been calculated by taking a conservative estimate of the time taken at normal road user speeds and then adding 50%. I have used this system in many of these long distance reruns since I ran an event in 2003 to celebrate 50 years since the first Redex Trial and it has worked very well, promoting a relaxed approach to the events.

Timing on the sub events will be to the second, no required time, the crew with the lowest time wins the sub event. So in short, the only time where crews will be doing anything other than normal driving will be on the 3.5 km of Jones Plain Road that is closed.

As a Touring Road Event, CAMS puts much greater restrictions on these closed road stages than a normal special stage rally. Distance is limited to around 3 km, we need radio communications at various points along the route, we need a fully equipped and professionally manned medical vehicle and the fastest competitor on the stage is not to exceed 90 km/h average speed. If this average speed is exceeded then the stage needs to be cancelled and no results issued. We have selected the particular portion of Jones Plain Road as it has some slow areas with tight corners and the only long straight stretch climbs a steep hill.

Competitors will need a CAMS Level 2S licence or better, licences will be checked at comprehensive event book in which is to held at Lake Hume on the afternoon of the 7th of November.

Registration certificates and historic/ rally permits will be checked at the event book in on the 7th, we will not accepting short term permits.

There will be a detailed briefing at Lake Hume on the 7th, attendance is compulsory and the need to drive appropriately on open roads will be a key objective of the session. The briefing session will be conducted by the event organisers, who have many years of experience in organising rallies. We would be more than happy for a member of the Police Force to attend in order to reinforce the safe driving message.

Scrutineering of vehicles will be undertaken by CAMS licenced scrutineers at the official scrutiny venue at Performance Exhaust Vermont Victoria on Wednesday the 2nd of November. Due to the fact that competitors will be coming from all over the east coast, there is provision for local scrutiny to be carried out. This will be by CAMS licenced scrutineers and to a standardised format.

There will be no provision for spectators.

Our course checker is currently organising a letter from CAMS.

Please let me know if the above is satisfactory, I will get back later on today with the letters.

Do you require a map of the touring route from Jindabyne to the ACT border?

David Olsen from the Sydney headquarters is handling the application for the forest stages but is happy for you to continue with the Jones Plain application.

Regards Graham Wallis (Event Road Director)

On 24/08/2016 6:23 AM, Salvatore Morabito wrote:  
Hello Graham,

Just following on from our phone conversation on Monday, I've had a look through your submission, & have made the following observations with regards to the application:-

- the first page of the TMP needs to be signed & dated - (see attachment).
- the CAMS permit number wasn't included,
- what speed is the rally set at? what average speeds are competitors expected to reach? How will competitor speeds be determined?
- Who & how will ensure that competitors are appropriately licenced.
- Who & how will ensure that competitors vehicles are appropriately registered.
- Who, how & when, will provide competitor briefing/s.
- Who, when & where, will scrutineering of competitor vehicles be undertaken.
- clarification as to whether there are proposed spectator points / locations along the course - (this is important as Police inspections would need to be arranged & made of these areas).
- copy of a letter regarding a qualified course checker for the rally course.

Also, please provide copies of draft letters for proposed notifications re road closure as follows:-

- Road closure advertising medium,
- residential letter box drop,
- Fire & ambulance services.

Please include & update the TMP with the requested information & submit to Volker & I as soon as possible.

Thanks & regards,

S Morabito  
Senior Constable  
Monaro Traffic / HWP  
Queanbeyan Police Station  
Ph: (02) 62980-555

## CERTIFICATE OF CURRENCY

Combined Public and Products Liability including  
Professional Indemnity Insurance



Arthur J. Gallagher  
BUSINESS WITHOUT BARRIERS™

In our capacity as Insurance brokers to Confederation of Australian Motor Sport Ltd, we hereby certify that the insurance referred herein is current as at the above date.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below.

**Policy Number:** AU00002392LI14A

**Insured:** Confederation of Australian Motor Sport Ltd

- CAMS Foundation Ltd
- Australian Institute of Motor Sport Safety Ltd
- CAMS Property Holdings Pty Ltd
- Australian Motor Sport Commission Ltd
- Australian Motor Sports Events Pty Ltd
- Rally Australia Pty Ltd
- Rally Corp Pty Ltd
- Motor Sports Australia Pty Ltd

**Including:** The President, Board Members, Commissioners, Commercial Board, FIA Delegate and Deputy FIA Delegate including Persons appointed by CAMS to represent CAMS on FIA Commissions and other advisory bodies, Committees, Trustees, State Councils, State Executives and Advisory Panels, Executive Officers, Partners, Shareholders, Employees, Members, Licence Holders, Volunteers and Officials and/or promoters for the time being, Persons appointed by CAMS to a specific duty or position in conjunction with an event, series, or championship.

The President, Chief Executive Officer, Committees, Trustees, Employees, Volunteers, Officials of the following entities including subsidiary or controlled companies now or previously existing or hereafter formed or acquired.

**Entity:**

South Australian Tourism Commission  
WA Sporting Car Club (Inc)  
Motorsports Tasmania Pty Ltd  
Australian Racing Drivers Club Ltd  
Department of Natural Resources, Environment, Arts & Sport (Northern Territory)  
Mallala Motorsport Park Pty Ltd, Clem Smith Nominees  
Warwick & District Car Club Inc  
Bathurst Regional Council  
PI Operations Pty Ltd  
Queensland Raceways Operations Pty Ltd t/as Qld Raceways  
Melbourne Racing Club  
Motorsports Tasmania Pty Ltd  
Wakefield Park Motorsport Pty Ltd  
Winton Motor Raceway Pty Ltd, Benalla Auto Club Inc  
Motoring South West Inc.

**Circuit:**

Adelaide Parklands  
Barbagallo Raceway  
Baskerville Raceway  
Sydney Motorsport Park  
Hidden Valley  
Mallala Motorsport Park  
Morgan Park  
Mt Panorama  
Phillip Island  
Queensland Raceway  
Sandown Raceway  
Symmons Plains  
Wakefield Park  
Winton  
Collie Motorplex

#### 4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

#### ATTACHMENT 9 SCGAR CAMS CERTIFICATE OF INSURANCE

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All of the above together with their individual affiliated clubs and their respective members, competitors, drivers, co-drivers, navigators and officials, crew members and pit crew members and Confederation of Australian Motor Sports Ltd track licence holders, Series Category Managers, Series Competition Managers and event organisers and/or landowners and Land Managers and Land Administrators and/or lessees of property and sponsors for their respective rights and interests.

**And includes:**

- Targa Australia Pty Ltd
- Northern Territory Government & it's Departments
- NT Major Events Company
- The State of New South Wales
- The New South Wales Police Service
- The New South Wales Government Departments of:
  - Sport and Recreation
  - Consumer Affairs.
- Forestry Corporation of NSW
- NSW Office of Environment and Heritage
- NSW Department of State & Regional Development representing the Crown in the right of NSW (only in respect of their activities associated with the Sydney Telstra 500 at Homebush)The ACT Government and its Departments or Directorates
- The State of Queensland, The Queensland Government and its Departments including Department of Natural Resources and the Primary Industries Corporation
- Tourism Tasmania through its division known as Events Tasmania
- State of Victoria including but not limited to the Secretary to the Department of Environment, Land, Water and Planning, Parks Victoria, VicRoads and Local Government Authorities
- Octagon Australia Pty Ltd and CMGRP Pty Ltd
- ACT Parks, Conservation and lands
- AVESCO Unit Trust and AVESCO Events Unit Trust
- V8 Supercars Australia Pty Ltd and V8 Supercars Events Pty Ltd
- V8 Supercar Television Pty Ltd (only in relation to Sanctioned CAMS events in Australia & New Zealand)
- V8 Supercar Unit Trust (only in relation to Sanctioned CAMS events in Australia & New Zealand)
- Touring Car Entrants Group Australia Pty Ltd
- Off Road Racing Commercial Development Inc
- Rallycorp Pty Ltd

All for their respective rights and interests.

**Business:** Administrators, regulators, organisers and promoters of motor sport, provider of medical facilities &/or fire services &/or rescue services &/or ambulance services and all incidental activities thereto including social clubs, members services and other non-motor sport activities as agreed and declared from time to time and/or property owners and/or lessors/lessees and/or all ancillary and associated activities and activities of affiliated clubs.

**Territorial Limits:** Worldwide but in respect of the United States of America and Canada cover if limited to:  
 a) the Insured whilst on business travel within such countries; and  
 b) any accompanying family member whilst an Insured is on business travel within such countries

**Period of Insurance:** From: 16:00 hours on 30 September 2015  
 To: 16:00 hours on 01 December 2016  
 Local Standard Time

**Insurers:** XL Insurance Company SE, Liberty International Underwriting and certain underwriters at Lloyds

**Limit(s) of Liability:** **Section 1 – Public and Products Liability**  
 • Public Liability (any one occurrence) \$100,000,000  
 • Products Liability (any one period of insurance) \$100,000,000  
**Section 2 – Professional Indemnity**  
 • Professional Indemnity (any one period of insurance) \$10,000,000

**Policy Excess:** **Section 1 – Public and Products Liability**

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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	<p>\$10,000 each and every occurrence (inclusive of costs) the sole responsibility for which shall rest with CAMS</p> <p><i>Note: The Event entity will be responsible for the first (up to \$5000) of each occurrence in respect to Property Damage only. The sole responsibility for the balance up to the policy excess of \$10,000 shall rest with CAMS</i></p> <p><b>Section 2 – Professional Indemnity</b></p> <p>\$10,000 each and every claim the sole responsibility for which shall rest with CAMS</p>
<b>Policy Coverage:</b>	<p><b>Section 1 – Public and Products Liability</b></p> <p>Legal Liability to third parties for Personal Injury and/or Property Damage occurring during the period of insurance and arising in connection with the Insured's business or products.</p> <p><b>Section 2 – Professional Indemnity</b></p> <p>Legal Liability for claims first made against the Insured and reported to the Insurers during the period of insurance arising from a breach of professional duty in the conduct of the Insured's business.</p>
<b>Scope of Events:</b>	<p><i>Applicable to Section 1 only:</i> Those activities as permitted or approved by CAMS, and any such additional events for which CAMS may elect to specifically notify to Underwriters, from time to time.</p>
<b>Special Comment:</b>	<p>The policy is deemed to be an eligible insurance contract in terms of the Terrorism Act 2003. Accordingly, whilst the Policy contains an Act of Terrorism Exclusion, then subject to all other terms and conditions of the Policy, cover is amended to the extent provided by the Terrorism Insurance Act 2003.</p>

Signed on behalf of Arthur J. Gallagher (Aus) Ltd:



30 September 2015

Please refer to [www.ajg.com.au/cams](http://www.ajg.com.au/cams) for a Policy Schedule and Insurance Information.



# **2016**

## **Southern Cross Gold Anniversary Rally**

### **Jones Plain Road Closed Road Section**

**Risk Management:**

# **Safety Plan**

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# **1 Introduction**

## **1.1 Purpose of this Document**

This document is the safety plan for the event. Its purpose is to provide information to officials and third parties about the means by which the event will be conducted safely. It gathers together in one location all information that could be reasonably required in order to respond to some incident or occurrence where the safety of the competitor, official or member of the public is affected.

## **1.2 Overview**

The 2016 Southern Cross Gold Anniversary Rally is conducted by the Historic Rally Association. The event has been organised in order to celebrate 50 years since the first Southern Cross Rally in 1966.

The rally shall be conducted under the regulations of CAMS, the CAMS Organisers and Checkers Manual, the Supplementary Regulations and any further regulations that may be issued.

The event will be conducted over public, private and forest roads between Bethanga and Coffs Harbour between the 8<sup>th</sup> of November and 19<sup>th</sup> of November 2016. The event is a Touring Road Event with competitive sub events which are designed to test the skill of the driver and navigator and the reliability and mechanical condition of the competing vehicle.

Rally Headquarters will be located at the various overnight stops.

## **1.3 Promoter**

The event is promoted by HRA (inc) which is a “not for profit” organisation. The revenues from the event are returned to motor sport and the promotion of similar events.

## **1.4 Officials of the Event**

### **1.4.1 Organising Officials**

Event Director	Bob Watson
Assistant Event Director	Phil Bernadou
Clerk of Course	Graham Wallis
Assistant Clerk of Course	Allan Horsely
Chief Scrutineer	Richard Elphick
Results and Scoring	Gary Hodgkiss

### **1.4.2 Appointed Officials**

CAMS has appointed the following officials:

Event Checker	Rick Hartmann
Stewards	Stuart Lister
	Peter Lambie

### 1.4.3 Police

The NSW Police will be responsible for the Police Operations during the rally. Police units are stationed at Adaminaby and Cooma. The organisers have made contact with the Police, and a Section 40 permit will be issued prior for the event to be conducted.

### 1.4.4 Medical Support

#### Hospitals

The primary hospital in the area is at Cooma

The organisers will notify the hospital of the date and times of the event.

#### Ambulance

NSW Ambulance will be notified of the date, time and locations of the event and will be supplied with detailed maps of the course and a pre-arranged meeting point. If an ambulance is required, this will be organised by a standard call to 000 by Rally Control and the organisers may arrange to have a “guide” meet the assigned crew at one of the meet points to ensure that a safe, controlled access to the area can be provided.

#### First Intervention Vehicle

The organisers have a CAMS approved First Intervention Vehicle with qualified paramedics on board.

## 1.5 Structure of the Rally

Our rally consists of 2 main elements:-

- 1) **Closed Road Tests and Speed Events on private motorsport properties.**– these are the closed road parts of the event where competitors are not subject to the normal road rules and may travel at whatever speed they choose, using as much of the available road area as required. It is the accumulated elapsed time to travel these sections of the event that determines the results (along with any official penalties that may be applied)
- 2) **Touring Sections** – These form the basis of the rally as a 50<sup>th</sup> anniversary tour of the areas and competitive sections that were used in earlier years.

Crews are subject to the same road rules as all other road users. There are no specified times for the arrival at control points although the controls will be open for a specified time only.

There will be ample time for crews to book to these control points.

## **2 Written Description**

This section describes the route followed for the running of the event “on the road” and should be read in conjunction with the event map and other supporting information such as the Itinerary.

### **2.1 Day 4 Cooma to Canberra**

#### **2.1.1 Cooma Start**

The event will start day 4 at the Cooma Car Club's clubrooms in Bolaro St Cooma. The first car starting at 0800 with subsequent vehicles departing at 2 minute intervals.

#### **2.1.2 Touring 1**

Cars will exit Cooma via Shannon's Flat Road and after 28km will turn left into Jones Plain Road. After a further 7km they will reach the start control for the Jones Plain Road Closed Road Section.

There is no specified time for this touring section.

#### **2.1.3 Jones Plain Road Closed Road Section**

This runs for 3.3 km along Jones Plain Road, finishing 400 metres before the intersection with Bobeyan Road. This stage has been set with regard to limiting the speed of vehicles and so has as many bends and slow points as possible for the area and the longest piece of straight road is climbing a steep hill. Cars will be timed to the second and scores calculated from their elapsed time on the section.

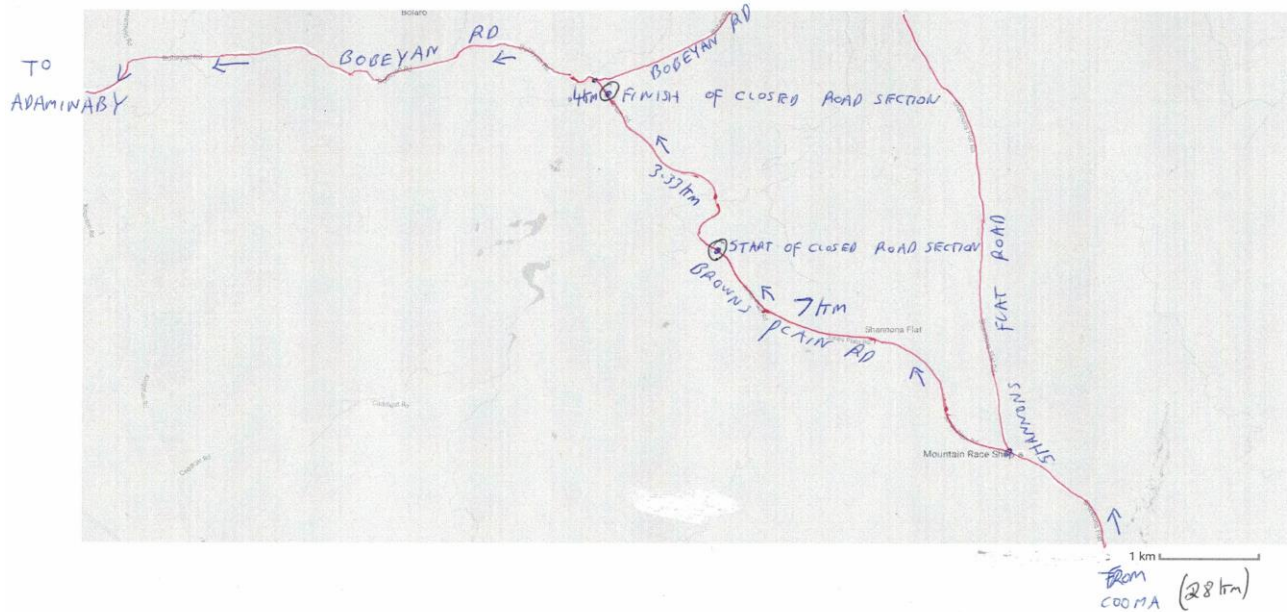
#### **2.1.4 Touring Section to Canberra Via Adaminaby, Yaouk and Tharwa**

This is another untimed touring section which follows the route of two competitive stages from the 1966 Southern Cross rally.

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SOUTHERN CROSS GOLD ANNIVERSARY RALLY 11/11/16  
JONES PLAIN ROAD CLOSED ROAD SECTION



The map above shows the location and set up of the Jones Plain Road Closed Road section.

## 3 OH&S Risk Assessments

The organisers are aware that they have a Duty of Care for all of the people that become involved in the event. This includes all of the officials, competitors, spectators, service crews, caterers, residents and any member of the public who may be affected by any activity of the rally.

The organisers have assessed the risks associated with every activity of the event, and are prepared to demonstrate how they have taken steps to eliminate or minimise the possibility of risk of harm to people. They have also considered how the activities of the rally may affect the environment, as affecting the environment may have short or long term health effects on people.

The attention to risk management includes, but is not limited to:

The safety of the competitive stages. This includes stage security, the Route Instructions, the layout of the stages, the choice of roads and the environment (eg. continuing a stage through an active bushfire or flood, or downstream damage caused by use of creek crossings). Consideration has also been given to how the set up crews will set up the stage (the level of their attention to detail and standard of stage preparation). There are guidelines for setting up stages which is provided to set up crews.

Manned Road Closures. The organisers have considered the speed that competing cars will arrive at these locations. Diagrams and instructions have been created in an effort to minimise the possibility of risk of injury to the officials and / or property.

Control Officials. Particularly Finish Controls as cars arrive at these locations at speed. The introduction of separate Timing Points and Finish Controls means that cars will arrive at the Finish Controls at minimal speed and under control.

Competing Cars. Scrutineering for safety and roadworthiness before the event is part of the Duty of Care for the competitors. Similarly, not allowing a competitor to continue competing in a car which has become unsafe is also part of this Duty of Care.

Entrants will also be made aware that they have a similar Duty of Care to the members of their service crew, the competitors in their car, the spectators around them, the general public and the environment.



## **4 Safety of the Public**

### **4.1 Control of Access to Special Stage Areas**

As mentioned previously the Special Stages are the road areas where competitors drive at speed and use as much of the road as they wish ... so, for everyone's safety the roads being used have to be closed to ensure no public access is permitted.

Each possible point of access onto a special stage is assessed during the event planning process and a decision is made as to what level of 'closure' is required – based on perceived possibility of traffic, access 'road' size & condition and proximity to possible sources of traffic.

Two possible levels of 'closure' are utilised by the event:

- 1) Bunting
- 2) Manned Road Closure

and chicanes are utilised to limit access along the planned route to competitors and authorised officials.

#### **4.1.1 Bunting**

Bunting, usually plastic red and white striped "hazard tape", is used to indicate that a track should not be followed any further as it will lead to an area of increased risk. Each bunted access also has a sign attached warning of the danger ahead.

#### **4.1.2 Security Chicanes**

As part of our security protocol, security chicanes will be erected at the start and finish of every stage. Their purpose is to stop members of the public from simply driving past a control and into a stage at pace. The chicane slows them to a walking pace where officials can prevent their entry.

#### **4.1.3 Road Closed Notices**

Road Closed Notices will contain the words in a large clear font, "ROAD CLOSED For the running of a high speed rally". Each notice will contain the time and date range that the road will be closed; note that the road is closed with the permission of the Councils and Police; and have the emergency contact details for Rally Control.

### **4.2 Safety on Touring Sections**

The Touring Sections are not timed and crews are required to traverse these in the exactly the same manner as all other motorists.

Residents on minor gravel roads will be notified about the events passage.

Entrants will be briefed as to the extreme importance of the highest levels of driving standards when on open roads.

## 4.3 Information

In the weeks prior to the event, signs will be erected on roads around the special stages identifying the times and dates of road closures. Notices are to be published in the local newspapers and, as far as possible, the organisers contact all residents in the immediate competitive area to ensure that they are aware of the event; the road closures; and the procedures for gaining emergency assistance should it be required.

## 4.4 Emergency Services Vehicles

If any emergency arises that requires Fire Brigade, Police, Ambulance, Rural Fire Service or other group to travel along or across a road that has been closed as part of this event, then Rally Control will need to be contacted to organise the stoppage of the relevant stage(s) to ensure safe access. Procedures are in place to stop a stage if required. The length of time required to ensure that no rally cars are continuing at competitive speed will be no more than 5 minutes. The Clerk of Course will consult directly with the relevant emergency services to advise the best access route.

## **5 Safety of the Competing Crews**

### **5.1 Preventative Measures**

Once the special stage route has been designed, stage set up plans are prepared for:

- Securing special stages from unauthorised entry;
- Identifying spectator viewing and containment;
- Identifying locations for marshals and manned road closures;
- Defining the course.

Course definition incorporates identifying the locations of:

- The start and finish controls
- The SOS radio points
- Manned road closure positions
- Access points that are either locked or secured with chains
- Evacuation routes

Within the special stage, the entire course is well defined with all side roads taped / bunted and arrows and caution boards to keep the competitors on the stage.

### **5.2 First Intervention Vehicle (FIV)**

A First Intervention Vehicle (FIV) is located on standby at the start of the stage. This vehicle carries qualified paramedics and equipment to allow them to manage and support patients in the event of an incident during the event. They are under the direction of the Clerk of Course at all times.

If there is a requirement to transport an injured person, a call will be placed to the NSW Ambulance Service (via 000) by the Clerk of Course, or delegate, for the provision of an appropriate ambulance or other form of patient retrieval / transport.

### **5.3 Course Cars**

The rally utilises a number of safety vehicles that traverse the special stages before the competing vehicles to ensure that the stages are secured and all personnel are in place and ready for the competition to begin. They also ensure that the stage and spectator areas have been set up in strict accordance to the safety standards of CAMS, this Safety Plan and the spectator instructions.

The drivers and navigators of the various course cars have considerable rally experience and are able to assess safe work practices and inform the Clerk of Course and Rally Control of all conditions and any changes in conditions.

## 6 Officials

The location of officials is in accordance with the stage set up plans.

### 6.1 Start Controls

Sufficient room for all officials to undertake their duties and have clear vision of the surrounding area;  
Good radio communication with Rally Control and / or repeater;  
Sufficient off course parking;  
Sufficient parking for rally crews should there be a delay at the start of the stage;  
Room for rally crews to pass each other if required;  
Vests to identify marshals.

### 6.2 Flying Finish / Timing Points

Safe location for officials to be located away from the course but with good visibility of the timing line;  
Good radio communication with Finish Control;  
Vests to identify marshals.

### 6.3 Stop Controls

Located sufficient distance from the Flying Finish / Timing Point for competitors to slow and stop with safety;  
An unobstructed view of competing vehicles arriving at their location;  
Sufficient room for all officials to undertake their duties;  
Good radio communication with Rally Control and / or repeater;  
Sufficient off course parking;  
Vests to identify marshals.  
Fire extinguishers

### 6.4 Manned Road Closures

A plan is provided indicating where marshals need to be positioned. These locations are also secured with bunting, the official's car or a combination of elements – depending on the situation.

All manned road closures are equipped with a radio to communicate with any incidents.

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## **6.5 General**

All officials receive information prior to the event informing them of their role and providing them with instructions on what equipment that they should take with them (such as sunscreen, food, water, wet/cold weather gear, etc).

# **7 Communications**

## **7.1 Phones**

Communication to and from the stage will be accomplished by the use of mobile phones, in the case of lack of coverage satellite phones will also be used.

## **7.2 UHF radios**

UHF radios, hand held and car mounted will be used for the all important communication between officials on the stage. Due to the short length of the single stage, this method will provide all of the functionality that is required.

## **8 Setup Plans**

### **8.1 Special Stages**

In the months prior to the running of the event, surveys of the stages are undertaken. This is done to locate the position of access roads that will need to be secured as well as where the controls, evacuation routes and SOS radio points will be located. This information is used to prepare the stage setup plans. The plans include the location of:

- Stage Start, SOS Points, Flying Finish and Finish Controls (including GPS references for each);
- Chains, bunting, and Manned Road Closures;
- Specific stage signage such as caution boards and arrows.

## 9 Incident Management

### 9.1 Awareness

All officials, regardless of their position or role, need to be aware of, and monitor, activity around them.

All officials who are issued with an event radio MUST ensure that they monitor the radio traffic at all times – the provision of an effective communications network is critical to the management of the rally and the safety of all those involved.

Examples of 'situational awareness' could include things such as:

- an observer at an SOS point being aware that the 'next' vehicle has not arrived in a normal time range – vehicles usually start the stage at 2 minute intervals so not having any vehicle pass the SOS point for 6 minutes could be the first indication of a problem ...

### 9.2 Incident Management

On the timed stages the stage commander is responsible for the overall management of all incidents. Despatch of any required emergency services, and access to special stage areas, must be authorised by the stage commander.

Any incidents on the Touring Sections will be managed by the event director.

#### 9.2.1 Special Stage – Accident requiring medical assistance

A procedure for competitors to follow if they are involved in, or come across, an accident in a special stage is included in the event Road Book. If assistance is required one of the first two vehicles to arrive at the accident scene will travel to the next SOS Point or the stage Stop Point (whichever is the closer) and inform the Official that medical assistance is required.

The Officials must:

- not** let the car leave their point.
- Immediately contact Stage Commander

The Stage Commander will:

- Stop the stage and ask the FIV to Standby.
- seek that the official ask the Co-Driver to talk to Rally Control on the radio.
- establish from the competitor the location of the accident and any information on the status of the crew members involved

The FIV will be given permission to enter the stage. T

The Stage Commander will then:

- inform the official when the reporting car can leave.

### **9.2.2 Accident involving a competitor not on a special stage**

If a driver taking part in the Rally is involved in an accident on a transport or any other non-special stage roads the driver concerned must comply with all NSW laws relating to procedures at accidents. At the earliest possible time the crew must report the details of the incident to the next control or radio point as specified in the road book.

### **9.2.3 Accident involving an official**

If an official of the Rally is involved in an accident the driver concerned must comply with all NSW laws relating to procedures at accidents. At the earliest possible time the official must report the details of the incident to Rally Control by phone, event radio or in person to any control.

### **9.2.4 Accident Investigation**

Any accident involving a fatality or transport of one or more people by Ambulance will be managed in accordance with the CAMS Critical Incident protocols.

Injuries become the subject of a report to CAMS by the Clerk of Course. The form for this report is a standardised document copies of which will be made available to medical personnel and other authorities as required.



## **10 Officials and their Duties**

### **10.1 Officials on Special Stages**

#### **10.1.1 Start Control Officials**

Start Control Officials will:

Wear safety vests at all times.

Promptly advise the stage commander as soon as they are in position and set up.

Maintain the security of the stage, preventing unauthorised personnel from entering the stage once the zero car has entered, and until the Sweep has entered.

Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).

Ensure that the first competing car is not started into the stage before the time indicated on the Event Itinerary, and not before the "Stage Green" has been advised from Rally Control.

Promptly advise Rally Control when each of the Course Cars, the first and the last competing cars and the Sweep car have started into the stage.

Faithfully record the start times for competitors on the Control Card and the competitors Road Card.

Work to maintain a minimum of 2-minute intervals between cars unless otherwise informed by Rally Control.

Record any incidents on the Incident Report Form while the details are still fresh in the mind, and if serious, report them directly to Rally Control.

Stay in position until released by the Sweep car.

Advise Rally Control when they are closing down.

### **10.1.2 Finish Control Officials**

Finish Control Officials will:

- Wear safety vests at all times.

- Promptly advise Rally Control as soon as they are in position and set up.

- Maintain the security of the stage, preventing unauthorised personnel from entering the stage once the zero car has started the stage, and until the Sweep has finished.

- Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).

- Promptly advise Rally Control when each of the Course Cars, the first and the last competing cars and the Sweep car have completed the stage.

- Faithfully record the finish times for competitors, (as advised by the officials at the Flying Finish / Timing Point via UHF radio), on the Control Card and the competitors Road Card.

- Record any incidents on the Incident Report Form while the details are still fresh in the mind, and if serious, report them directly to Rally Control.

- Stay in position until released by the Sweep car.

- The Stage Commander will release these officials from duty.

### **10.1.3 Flying Finish / Timing Point Officials**

Flying Finish / Timing Point Officials, if used, will:

- Wear safety vests at all times.

- Promptly advise the Finish Control as soon as they are in position and set up.

- Faithfully record the finish times for course cars and competitors, on the Flying Finish / Timing Point Control Card and advise the officials at the Finish Control (via UHF radio), of those times.

- Stay in position until released by the Sweep car.

### **10.1.4 Manned Road Closures**

Road Closure Officials will:

- Wear safety vests at all times.

- Promptly advise Rally Control as soon as they are in position and set up.

- Maintain the security of the stage, preventing unauthorised personnel from entering the stage, until the Sweep has passed.

- Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).

- Be equipped with radio communication to Rally Control, and should advise of any incidents that require the attention of the Director.

- Complete an Incident Report Form should an incident occur and ensure that the completed form is delivered to Rally HQ by the Sweep vehicle.

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Stay in position until released by the Sweep car.

### **10.1.5 Course Cars**

Course cars traverse the course in order to ensure the safety of the course and readiness of the special stages. They are under the command of the Director and travel exactly the same course as the competing cars. Course cars appear in detail on the event running schedule.

Course Cars are the most important single facility the event command team has toward the safe running of the event. They are typically crewed by experienced officials.

#### **10.1.5.10 (Zero) Car**

The function of 0 is threefold:

- As a warning to all personnel, and spectators, that the first competing car is due in approximately 10 minutes.

- To warn wildlife away from the stage.

- To give Control Officials a last practice in completing Road and Control Cards.

#### **10.1.5.2 Sweep Vehicle**

The function of the Sweep Car is to travel behind the last competing car and re-open the stage to the public.

Once the Sweep Car has passed, the stage is open to the public.

The Sweep Car must record and report to Rally Control the number of cars that started each stage and the number of cars that completed each stage, and make every endeavour to account for any missing cars.

They will collect road cards from crews who have failed to finish the stage and who are unable to rejoin the rally at a later stage.

Collect all Control Cards from the start and finish controls.

Stop and inform road closures and spectator marshals that the stage is being swept.

Release all officials, including MRC's, from their duties (unless the stage will be repeated).

Officials DO NOT have to stay in place until the recovery vehicles arrive.

#### **10.1.5.3 Recovery Vehicle**

The recovery vehicles (1 or 2) will enter those stages where it has been reported that cars require assistance. Recovery will then travel through the stage behind fast sweep and assist with recovering vehicles that have broken down or are damaged.

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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*A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally*

*A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally  
8 -19 November 2016*

**ORGANISED BY THE HISTORIC RALLY ASSOCIATION Inc**

## **SUPPLEMENTARY REGULATIONS**

**CAMS Approved**

22 March 2016



**Rivals Andrew Cowan (Mitsubishi, six wins) and Rauno Aaltonen (Datsun, one win) fought hard in many Southern Crosses**





*A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally*

## FROM THE EVENT DIRECTOR

### The tradition.

The Southern Cross Rally was an important milestone in the history of Australian rallying. In 1966 the time was ripe for a major Australian driver's style event, the forerunner of which was the two day Southern Mountains Rally run out of Canberra by Bob Selby-Wood.

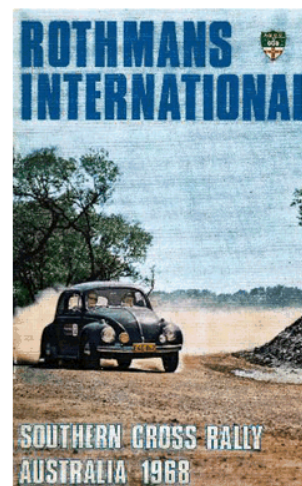
The Southern Cross was organised by the Australian Sporting Car Club, an established rally club which had organised the 1953-1955 Redex Trials and the Ampol Trials from 1956 to 1964. The first Southern Cross, run in October 1966, had two major assets— it was run soon after the Gallaher 500 Bathurst race, which allowed several top International factory drivers to compete, and it enjoyed generous sponsorship from Rothmans.

With Bob Selby-Wood at the helm, the course ran from Sydney to Melbourne and return. 69 cars, which represented the strongest rally field yet seen in Australia took part, including BMC entries from Paddy Hopkirk and Rauno Aaltonen in Minis (Aaltonen having just won the Bathurst race with Bob Holden) and entries from local manufacturers including Ford, Holden, VW and Volvo. In the end the local drivers triumphed, Harry Firth and Graham Hoinville winning in a Ford Cortina.

The 1967 and 1968 Southern Cross events followed the Sydney-Melbourne-Sydney format, but in 1969 Rothmans withdrew their sponsorship and the event moved to the Gold Coast under the direction of Allan Lawson. The following year the 'Cross moved to Port Macquarie on the NSW north coast where it remained until the final event in 1980. Total Oil became the major sponsor in 1973 and supported the event through its golden years from 1973 to 1977.

Famous International rally stars who competed in Southern Cross rallies include Andrew Cowan (6 wins), Rauno Aaltonen (winner 1977), Paddy Hopkirk, Tony Fall, Timo Makinen, Roger Clark, Ari Vatanen, Hannu Mikkola, Harry Kallstrom, Shekhar Mehta, Joginder Singh, Kenjiro Shinozuka, Bjorn Waldegaard, Stig Blomquist, Per-Inge Walfriddson, Achim Warmbol and Edgar Herrmann. Local drivers who won were Harry Firth, Barry Ferguson (twice) Colin Bond, George Fury (twice) and Ross Dunkerton.

*Barry Ferguson and Dave Johnson on their way to victory in the 1967 Southern Cross*



### The celebration

The **2016 Southern Cross Gold Anniversary Rally** will celebrate the 50<sup>th</sup> anniversary of the first event by mixing timed competition with opportunities for socialising and the renewal of old friendships. The event will cover 3000km from Albury to Coffs Harbour, travelling roads of the original events through Gippsland in Victoria, the Snowy Mountains and Southern Highlands to Sydney, then north via Taree to the traditional Southern Cross sections around Port Macquarie.

The event finishes in Coffs Harbor to coincide with the running of Rally Australia, the final round of the FIA World Rally Championship. It will contain nearly 40 timed events ranging from autocross tracks and hill climbs to closed road forest stages. A huge highlight for competitors in the Southern Cross Gold Anniversary Rally will be participation in the Rally Australia Coffs Harbour street Super Special Stage, plus runs in other Rally Australia stages.

As a competitor in twelve of the fifteen original Southern Cross rallies, I commend this exciting event to you as a fitting celebration of the 50<sup>th</sup> anniversary of Australia's most recognized rally on the world stage. I look forward to your entry, and to sharing time with you out on the road and at the many social functions planned. The organisers confidently promise you an event that will be a fitting tribute to the Southern Cross Rally.

Bob Watson, with Graham Wallis and Tom Snooks

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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## **SUPPLEMENTARY REGULATIONS**

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## SUPPLEMENTARY REGULATIONS

### 1. THE EVENT

The event shall be known as the "Southern Cross Gold Anniversary Rally", hereinafter referred to as "the event". It will revisit the territory and route of various Southern Cross International Rallies held from 1966 to 1980.

The event will be a Multi-club Touring Road Event open to members of the Historic Rally Association Inc. (Victoria) and the Historic Rally Club of NSW and ACT Inc, and it will contain closed road and speed sub-events and be conducted over public and private roads in Victoria and New South Wales between 8<sup>th</sup> November and 19<sup>th</sup> November 2016.

### 2. SCHEDULE OF DATES

Entries Open:	Upon publication of these Regulations
Entries Close:	Friday 14 <sup>th</sup> October 2016
Further Regulations issued:	Friday 28 <sup>th</sup> October 2016
Scrutiny:	Wednesday 2 <sup>nd</sup> November 2016
Documentation:	Monday 7 <sup>th</sup> November at Albury NSW
Crew Briefing:	Monday 7 <sup>th</sup> November at Albury NSW
Event Start:	Tuesday 8 <sup>th</sup> November at Albury NSW
Event Finish:	Saturday 19 <sup>th</sup> November at Coffs Harbour NSW.

### 3. AUTHORITY

The event shall be run under the general provisions of:

- a. The International Sporting Code (ISC) of the FIA.
- b. The National Competition Rules of the Confederation of Australian Motor Sport Limited (CAMS).
- c. The National Rally Code (NRC)
- d. The Touring Road Event Regulations (TRER)
- e. The Khanacross Regulations
- f. The Autocross Standing Regulations
- g. The National Motorkhana Code
- h. The Hillclimb Regulations
- i. These Supplementary Regulations, any Further Regulations, Instructions, Event Bulletins and Route Instructions, which may be issued.

In accordance with the FIA International Sporting Code Article 2.3, foreign competitors/crew members may enter the event.

The CAMS permit number authorising this event is 316/1911/01 and will be displayed at the start.

This Event will be conducted under and in accordance with CAMS OH&S and Risk Management Policies, which can be found on the CAMS website at [www.cams.com.au](http://www.cams.com.au). Certain public, property, professional indemnity and personal accident insurance is provided by CAMS in relation to the event. Further details can be found in the CAMS Insurance Handbook, available at [www.cams.com.au](http://www.cams.com.au).

### 4. ORGANISATION

- 4.1 The event shall be organised and promoted by:  
The Historic Rally Association (Inc.) PO Box 631 Camberwell Vic 3124 and the Historic Rally Club of

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NSW/ACT Inc PO Box 754 BOWRAL NSW 2576

Entries should be sent to the Entries Secretary (refer to Article 8.3 below).

4.2 The organisers reserve the right to postpone, abandon, cancel, terminate or alter the event at any time if in their opinion the entries are insufficient or by "Force Majeure" in accordance with CAMS NCR 59.

**5. KEY ORGANISING PERSONNEL**

Event Director	Bob Watson 122 Esplanade West Port Melbourne Vic 3207 Mob: 0427 201158 <a href="mailto:admin@southerncrossanniversaryrally.com.au">admin@southerncrossanniversaryrally.com.au</a>	CAMS Lic. 887342
Assistant Event Director	Philip Bernadou 1/533 Whitehorse Road Surrey Hills Vic 3127	CAMS Lic. 8811841
Event Secretary (pre-event)	Tom Snooks 80 Tambet Street East Bentleigh Vic 3165 <a href="mailto:secretary@southerncrossanniversaryrally.com.au">secretary@southerncrossanniversaryrally.com.au</a>	CAMS Lic. 881
Clerk of Course	Graham Wallis 14 Rookwood St. North Balwyn Vic 3104 H: 03 9859 1412 Mob: 0429 939 619 <a href="mailto:ewal7731@bigpond.net.au">ewal7731@bigpond.net.au</a>	CAMS Lic. 887029
Assistant Clerk of Course	Allan Horsley	CAMS Lic. 1023283
Functions Co-ordinator	Liz Partington	CAMS Lic. 1031273
Entries Secretary	Kaye Kilsby 56 Lambert St Richmond Vic 3121 H: 03 94284401 Mob: 0418 391465 <a href="mailto:kjkilsby@bigpond.com">kjkilsby@bigpond.com</a>	CAMS Lic. 9728170
Chief Scrutineer	Richard Elphick	CAMS Lic. 1022765
CAMS Event Checker	Rick Hartmann	CAMS Lic. 9338350
CAMS Stewards	Stuart Lister tba	CAMS Lic. 883528

**6. CREW ELIGIBILITY**

- 6.1 Crews shall consist of two persons. The driver(s) must hold a current civil driving licence.
- 6.2 The competitor and crew members shall be required to hold a current CAMS Level 2S. Crew members not intending to drive in the Speed Sub-Events will only be required to hold a 2NS or superior licence.
- 6.3 It is highly recommended that all crews have a current Ambulance membership or equivalent.
- 6.4 The competitor (formerly known as entrant) and all crew members must be financial members of the Historic Rally Association Inc. or the Historic Rally Club of NSW/ACT Inc. The event will be open to





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all grades of competitors.

**7. VEHICLE ELIGIBILITY**

- 7.1 Vehicles must be in a roadworthy condition at all times during the event.
- 7.2 Vehicles are generally limited to 2WD non-turbo models; other entries may be accepted at the discretion of the organisers taking into account the historical significance of car or crew. Persons and vehicles which competed in any one of the original 15 Southern Cross rallies from 1966 to 1980 will be given preference if the entry limit is exceeded. Documentary evidence that the person or vehicle did compete in one of the Southern Cross rallies may be required by the organisers.

Please contact the Clerk of the Course for any queries on vehicle suitability.

The vehicle must be registered (or have a permit issued by the appropriate authority of the State of its registration which allows the vehicle to be driven on public roads). Unregistered vehicle permits are not acceptable. Engine and chassis numbers must agree with certificate of registration (or permit). Vehicles will be scrutineered for compliance with these supplementary regulations prior to the start.

Vehicles must be adequately muffled to comply with noise restrictions. Refer NCRs, Schedule R, Item 7. Fuel must comply with Schedule G of the current CAMS Manual.

- 7.3 Under the "Transport Operations (Road Use Management-Vehicle Registration) Regulation 1999" vehicles registered in Queensland require a Compulsory Third Party Insurance (CTPI) extension valid for the Event. The CTPI extension document must be presented at Scrutiny and Event Documentation.
- 7.4 No special car preparation, except for the vehicle requirements stipulated in these regulations will be required, although cars will need to be in very good mechanical condition and a sump guard is recommended. However, vehicles must comply with the requirements of Schedule R, and Appendix F of the National Rally Code.

**8. ENTRIES**

- 8.1 Entries will be only accepted on the official entry form, complete in all details, save that car details may be confirmed at a later date.
- 8.2 The entry fee for the complete event (Albury to Coffs Harbour) including special tests is \$1900.

The entry fee for the partial events (Albury to Sydney, Sydney to Coffs Harbour) is \$1200.

A nomination for entry must be accompanied by a fee of \$500. This fee is non-refundable except under exceptional circumstances as determined by the organisers.

Balance of the entry fee maybe paid in instalments as follows, otherwise the balance of the entire entry fee must be paid by close of entries Friday October 14<sup>th</sup> 2016:

- \$700 to be paid by Friday 19<sup>th</sup> August 2016;
- \$700 to be paid by close of entries Friday 14<sup>th</sup> October 2016.

For the partial events (Albury to Sydney, Sydney to Coffs Harbour) the balance of the entry fee may be paid in instalments as follows, otherwise the balance of the entire entry fee must be paid by close of entries Friday October 14<sup>th</sup> 2016:

- \$350 to be paid by Friday 19<sup>th</sup> August 2016
- \$350 to be paid by close of entries Friday 14<sup>th</sup> October 2016.

The entry fee includes:

- CAMS permit fees, including public liability insurance
- Rally entry (including hire of venues and safety equipment)
- One set of official maps and instructions
- Set of car numbers and personal identification badges and other paraphernalia.

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Competitors will be required to organise and pay for their own accommodation, food and fuel.

- 8.3 Entries must be forwarded to the **Entries Secretary** and accompanied by the entry fee.

Kaye Kilsby  
56 Lambert St Richmond Victoria 3121  
03 94284401 0418 391465  
**kjkilsby@bigpond.com**

Cheques are to be made payable to "**Historic Rally Association (Inc)**".

If electing to pay by electronic deposit you **MUST** attach a copy of the EFT receipt to the entry form. In the payment description field, please use the event code "SCGAR", followed by the "Competitor's Surname":

Electronic Funds Transfer Details:  
Account Name: Historic Rally Association  
BSB: 033 050  
Account: 143422

- 8.4 Competitors under the age of 18 must have the written consent of a parent or guardian to enter and participate.
- 8.5 The organisers reserve the right to refuse any entry. (NCR 83)
- 8.6 Entries are limited to 70. If the maximum number of entries is exceeded, preference will be given to (a) entries whose crew contains one person who was a competitor in any of the original Southern Cross rallies 1966-1980; (b) entries which include a vehicle which competed in any of the original Southern Cross Rallies 1966-1980.

**9. STARTING ORDER**

The initial starting order will be determined and allocated by the organisers.

**10. SCRUTINY, EQUIPMENT & PAPERWORK**

- 10.1 Official scrutiny will be conducted at locations to be notified in Further Instructions. Competitors not close to official locations will be advised of regional scrutineers in their area.
- 10.2 Vehicles must be presented at scrutiny in a clean and "ready to start" condition.

Compulsory equipment will be checked, as follows:

- Seat belt of least three point mounting for each occupant.
- Two (2) safety triangles
- Mud flaps of stout material for both rear wheels. (Also for the front wheels if they are the driving wheels).
- A first aid kit complying with Appendix F of the National Rally Code.
- Fire Extinguisher(s) compliant with CAMS Schedule H of the current CAMS manual, e.g. Dry Powder type of total capacity 2 kg's. (Note: BCF type extinguishers are not permitted by civil legislation).
- Vehicles shall have sound towing points fitted front and rear.
- A Red SOS / Green OK board.
- Additional bonnet straps or pins will not be required

The following documentation must be presented at scrutiny:

- Current vehicle registration papers/permit showing ownership and verifying the vehicle engine number and the legality of the vehicle to be driven on public roads during the event.
- Entrant's and all crew members' current competition licence. (refer to clause 6.2)
- Current Historic Rally Association or Historic Rally Club membership card
- Civil driving licence of each crew member that may drive on public roads during the event.



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**11. RUNNING DETAILS**

- 11.1 The event will start on Tuesday 8<sup>th</sup> November.
- 11.2 There will be a competitor briefing on Monday 7<sup>th</sup> November at Albury
- 11.3 The event will be run over approximately 3,000 km of sealed roads, unsealed roads, tracks on public and private property.
- 11.4 There will be overnight stops at Mansfield Victoria, Sale Victoria, Jindabyne NSW, Canberra ACT, Sydney NSW Taree NSW, Port Macquarie NSW (two nights), Coffs Harbour NSW.
- 11.5 The event will finish at Coffs Harbour on Saturday 19<sup>th</sup> November.
- 11.6 The event will consist in the main, of Touring Sections following a proportion of the route of the original Southern Cross rallies. Approximately 40 competitive sub-events will also be conducted around the course. These are described below.

**Sub-events**

Points (see below) will be allocated in accordance with the placing in each sub event. Non participation in any sub event will incur the maximum points loss for that sub event plus 5 seconds.

- 1. **Speed events.** These will be in the form of Autocross or Hillclimb events held at appropriate private venues. These events will be timed to the tenth of a second. Helmets, ankle to neck to wrist non-flammable clothing and enclosed footwear will be required for these events.
- 2. **Khanacross.** Events held at appropriate private venues. Helmets will be required for these events. No passengers may be carried in the Khanacross events.
- 3. **Road events.** These are in addition to the overall touring sections. These may take the following forms:
  - 4. **Timed to the minute mapped section.** This test will have a required average speed of 80km/h or less.
  - 5. **Regularity sections** on both private property and/or public roads.
  - 6. **Closed road special tests**, these are timed to the second sections run on closed public or private roads.
- 11.7 The road rules must be obeyed at all times during the event with exception of the Speed Tests, Khanacross or Closed Road Tests.

**ALCOHOL, DRUGS AND OTHER SUBSTANCES.** Any holder of a CAMS 'Competition' or 'Officials' licence (or equivalent licence issued by another ASN) may be tested for the presence of drugs (or other banned substances) and subject to a penalty(ies) for a breach in accordance with the CAMS Anti-Doping Policy and/or the CAMS Illicit Drugs in Sport (Safety Testing) Policy as published on the CAMS website. Consumption of alcohol in the paddock, pits or any section of the competition venue/course under the control of the Officials is forbidden until all competition is concluded each day. Accordingly, any holder of a CAMS 'Competition' or 'Officials' licence (or equivalent licence issued by another ASN) may also be tested for the presence of alcohol by a CAMS Accredited Testing Official (CATO) in accordance with the CAMS Standard Operating Procedure for Breath Alcohol Testing.

**12. SUB EVENT REGULATIONS**

Places shall be determined by the application of all the penalties set out below; the crew having completed all the divisions with lowest number of points shall be placed first.

**12.1 Speed Sub-events:**

Autocross: A single-car speed event on a gravel or earth surfaced circuit.

Hillclimb: A single car speed event on a bitumen or gravel course.

**Timing**

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##### *A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally*

Each lap or run will be measured by electronic equipment and/or hand-operated watches, and scored to 0.1 of a second.

##### **Procedure**

Competitors will be advised at drivers' briefing as to direction of travel, flag signals, mode of competition, the number of vehicles on the course simultaneously, the number of laps per "run", starting order, starting procedure and procedure for returning to the pits.

Competitors will attempt one run only at each venue.

##### **Penalties**

Penalties comprise:

- 5 seconds for striking any penalty marker
- Double fastest time for shortening or not completing the course.

##### **Speed Limit**

A limit of 10 km/h applies in paddock areas.

##### **Competitor Safety**

Safety helmets as specified must be worn by drivers whenever competing on the circuit/track. Clothing must extend from ankles to neck to wrists. Clothing and footwear of flammable synthetic material, such as nylon, is not acceptable.

A qualified first aid officer will be in attendance at all speed sub events.

**Timing:** The competing cars may be timed either by automatic means or by hand-operated stop watches. If a driver fails to complete a run due to any cause outside the driver's control, he shall be permitted a re-run.

#### 12.2 **Khanacross Sub-events**

These will be held on private property on a grass or dirt surface. These events require manoeuvrability rather than speed for success.

##### **Timing**

Timing is to 0.1 of a second and will commence when the non driven wheels start to turn.

Timing ceases when the front of the car passes through the front of the garage, the car must then stop within 10 seconds and without passing through the end of the finish garage.

The following penalties will apply:

- |   |   |
|---|---|
| • Hitting any course marker;  | +5 seconds per marker.                                |
| • Car not fully garaged;  | +5 seconds.   |
| • Wrong direction;  | Slowest time +5 seconds - not including any penalties |
| • Not stopping completely in the finish garage, or a stop start garage: | Slowest time +5 seconds - not including any penalties |
| • Not starting or failing to complete a test:                           | Slowest time +5 seconds - not including any penalties |

If a test marker has been displaced from its original position by a vehicle during an attempt at a test, and if the vehicle is required to negotiate that marker again during the attempt, the driver must then proceed according to the original position of the marker.

Provided the vehicle covers the entire required course of a test, even if this entails some retracing of an incorrect path, that attempt shall be accepted as valid.

##### **Competitor Safety**

Seat belts and helmets must be worn in the Khanacross events.

Except for when actually competing, a speed limit of 10 km/h applies whilst driving around the venue. The penalty for breaking this regulation will be exclusion from the results of the sub event.



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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*A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally*

Directions and requests by an official must be obeyed. All drivers must behave in a safe and responsible manner.

**12.3 Timed Navigation and Regularity sub events**

These are road events held both on public roads and private property. They will be timed to the minute and will be scored as follows:

• Observation recorded correctly.	0 points per instance.
• Observation recorded incorrectly.	30 points per instance.
• Observation not recorded.	30 points per instance.
• Manned passage control, correct entry.	0 points per instance.
• Manned passage control, wrong direction entry.	15 points per instance.
• Manned passage control, missed.	30 points per instance.
• Detected breaches of traffic regulations.	30 points per instance.
• Missed major control.	60 points per instance.
• Late at major control	1 point per minute, up to a max of 60 points.
• Late or early at timed Passage Control.	1 point per minute.

These scores apply to the regularity and timed navigation sub events only and will be used to calculate a placing for the sub event. Points lost for the sub-event (Khanacross, Autocross or Timed Regularity/Navigation) placing will then be added into the touring points losses as listed below.

- 12.4 Touring sections** will not be timed but will be scored as a 60 minute penalty for missed time controls. These control points will be open for a certain period of time and crews will be permitted to book in and out at any time during that time "window" Liberal amounts of time will be allowed for these sections, points should only be dropped if the competitors have problems. Navigation will be by route chart or occasionally by simple map reading using road atlas or supplied maps on the touring sections.

Control points will be located at various types of locations including sub-event arrival and at many but not all of the original Southern Cross locations.

A crew arriving at the time control at the end of a Touring Section very late may find it to have closed. The crew will be deemed to have missed the control and will be required to report its whereabouts to the event organisers.

**Summary of scoring for Touring Sections**

• Missed Major Control:	20 points per instance
• Wrong direction Major Control	10 points per instance
• Missed observation:	5 points per instance
• Missed Passage Control:	5 points per instance
• Wrong direction Passage Control	5 points per instance
• Detected breaches of traffic regulations.	30 points per instance.

Ranking and hence points loss for touring sections will be based on combined results of all touring sections for that day; that is, the total penalties for all Touring sections for that day will be calculated for each competitor and the ranking applied to the total penalties.

**13. SCORING**

Each run of each Sub-Event of the Event including Touring Sections will be scored individually. Points will be awarded in order of finishing from highest to lowest as follows:

1st = 0 points, 2nd = 1 point, 3rd = 2 points, 4th = 3 points, and so on down to the last competitor.

In the event of "Tied Places", the average of the scores for those places will be awarded to each Crew. Thus, if three Crews tied for second place, add 1+2+3 = 6, divided by 3 = 2 points per Crew.

**14. JUDGES OF FACT**

Control officials will be deemed judges of fact with respect to time and direction of entry to controls

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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*A Touring Road Event to celebrate the 50<sup>th</sup> anniversary of the 1966 Southern Cross Rally*

and passage controls, activity in control and exhaust system efficiency.

15. **OFFICIAL MAPS**

Maps will be supplied by the organisers for timed events as required. A road atlas will also be required, details to be advised.

16. **PROTESTS**

Must be lodged in accordance with Part X11 of the National Competition Rules.

17. **COMMUNICATION**

As much of the event will be outside mobile phone coverage, UHF CB radios are recommended equipment for competitor to competitor communication. The organisers will not be operating an official radio network.

18. **AWARDS**

Trophies will be awarded for the first three placegetters.

Further awards will be published in further regulations and will reflect the nature of the entries received.

## TRAFFIC MANAGEMENT PLAN – ON ROAD EVENTS

### SPECIAL EVENT DETAILS

Name of event	Southern Cross Gold Anniversary Rally
Event organiser	Historic Rally Association inc PO Box 631 Camberwell Vic 3124 www.hra.org.au
Sponsor	Not applicable
Requested date	11/11/16
Requested times	0730 to 1130

### CONTACT DETAILS

Contact Name: Graham Wallis

Phone number:

Email:

### AGENCY CONTACT INFORMATION

Council Snowy Monaro Regional Council  
Volker Georgi  
[volker.georgi@snowyriver.nsw.gov.au](mailto:volker.georgi@snowyriver.nsw.gov.au)

Police: Senior Constable Sam Morabito  
Monaro Traffic/HWP  
Queanbeyan Police Station  
Ph: 02 62980555

Phone:

### Proponent/ Event Organiser Declaration

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS 1742.3, NSW Police Service Instructions, Work Health and Safety requirements and the condition as set out in the RMS Traffic Control Manual

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN  
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CROSS GOLD ANNIVERSARY RALLY

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Signed:

Date:

Name:

Contact number:



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## PLANNING

### Contact Names

Event Organiser      Graham Wallis for the Historic Rally Association inc

Phone

Email

Police (LAC)      Senior Constable Sam Morabito  
Monaro Traffic/HWP  
Queanbeyan Police Station  
Ph: 02 62980555

Council              Snowy River Regional Council  
Volker Georgi

Email                  volker.georgi@snowyriver.nsw.gov.au

## SITUATION ANALYSIS

The event is a Touring Road Event, sanctioned by CAMS, and is being run to mark the 50<sup>th</sup> anniversary of the original Southern Cross Rally, run in 1966. The original event used the same roads that we are using.

A Touring Road Event is run on public roads and crews are required to comply with traffic regulations at all times with the exception of when taking part in various sub events which will be held from time. Some of these are held at private motorsport venues, others on closed public roads. The event is generally open to two wheel drive conventional vehicles manufactured prior to 1990 and 45 entries are expected.

The Jones Plain Road Closed Road Section will be a sub event on the route from Cooma to Canberra, where there will be further Closed Road Sections in the pine forest.

The event wishes to close a 3km length of Jones Plain Road for 3 hours on Friday November the 11<sup>th</sup> 2016 to enable the conduct of this Closed Road Section.

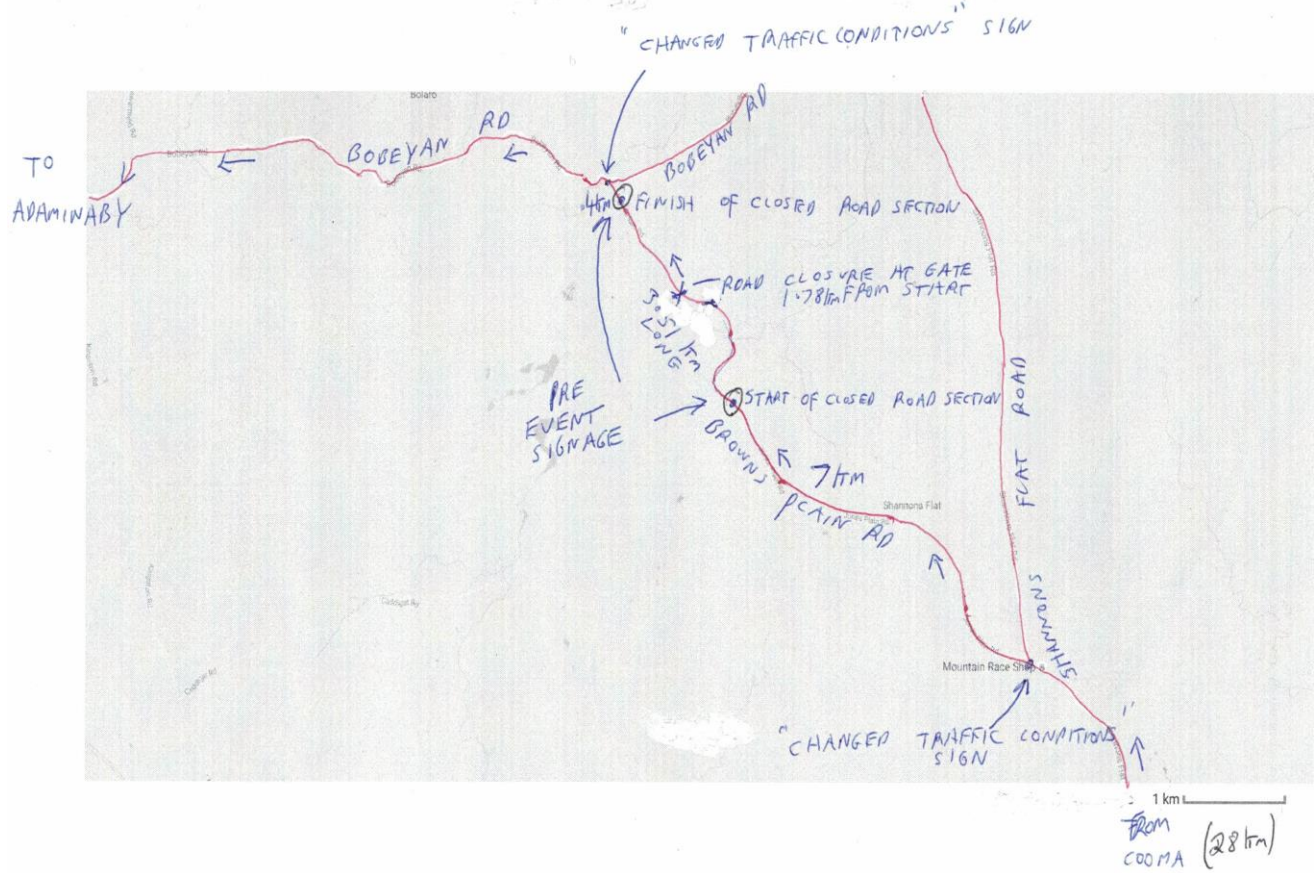
## EXECUTION

**General Outline** To close a three kilometer section of Jones Plain Road to the public to allow a timed rally stage to be conducted.

**The Route** Cars will travel from the Cooma Car Club to the area via Shannons Flat Road, then turn left into Jones Plain Road and travel for a further 7km. On arrival they will book in to a holding control, then will continue 100 metres to the start line when directed. They will be clocked out at a precise time and at the end of the stage their time will be recorded at the finish timing point. There will be an adequate distance from the timing point to the finish control point where the cars will stop and have the time recorded on their road card before continuing in touring mode to Canberra.

The piece of road being used for the closed road section will be manned by road closure officials at the start and finish and also any intermediate point where access could be gained to the route. There are no other roads joining the route, but a couple of gates which will be manned and will also have bunting placed across the entrance. There will be chicanes erected at the start and finish controls so that members of the public won't be able to drive straight onto the closed section of road. Officials will have a copy of the authorisation given to use to close the road. There will be assign at either end of Jones Plain Road informing motorists of changed traffic conditions, road closure and signs put out 2 weeks prior advising of the road closure.

A map of the area and the stage is presented below.



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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## TRAFFIC CONTROL PLAN

Item	Verified	Action taken
All one way streets are described	N/A	No
Block access to Church on Sunday	N/A	No
Block access to local business	N/A	No
Block Ambulance Fire Access	Possibility but unlikely	Stage to be shut down in this case
Block heavy vehicle access	N/A	No
Block Hospital access	N/A	No
Block local residents	Yes	Residents to provide written agreement in order for the event to go ahead
Block Police vehicle access	N/A	No
Block Public facility (oval etc)	N/A	No
Block Public Transport access	N/A	No
Can route use alternatives such as bike tracks, paths, parks, bush tracks?	No	No
Conflict with local construction	N/A	No
Distance measured is correct	Yes	Course checked
Lane widths and numbers checked to ensure safety of participants and public	N/A	No
Restricted turns and movements checked	N/A	No
Road Signage /Restrictions checked	N/A	No
Route impeded by traffic calming device?	No	No
Signalised intersections checked for event requirements/restrictions	N/A	No
Tidal flows relevant	N/A	No
Traffic generators such as shopping centres, schools etc checked and notifications given	N/A	No

## CONTINGENCY PLANS

Issues/Risks	Applicable	Action Taken
Heavy/Bad weather	Yes	Rally stage halted
Poor lighting	No	Event run in daylight
Flood hazard on route	Yes	Rally stage stopped
Flood hazard at parking area	No	No
Parking during wet weather	No	No parking required
Bush fire hazard	Yes	As determined by local authorities
Accident on route	Yes	Stage stopped, CAMS protocols apply, medical team on hand.
Breakdown on route	Yes	Stage halted if road is blocked, otherwise crews will be notified of stopped car.
Absence of Marshal/Volunteer	Yes	Rally stage cancelled if insufficient officials
Absence of event signage	Yes	Stage will not proceed
Blockage to public transport	No	No
Slow participants	Yes	CAMS protocol covers this
Delayed event	Yes	Cancel rally stage if it would go past the requested times
Cancellation of event	Yes	Rally stage will be driven under touring conditions
Security of participants	Yes	Rally stage is run under strict CAMS requirements
Bridge crossing problems	Yes	Stage cancelled and event rerouted
Notification of road closure	Yes	Advertisements in local media, signs placed two weeks prior
Hazard on stage	Yes	Route instructions will notify crews of these
Public coming to an intersection on the stage	Yes	All access points will be manned
Accident requiring medical assistance	Yes	Full equipped and qualified medical services in attendance.
Road damage if inclement	Yes	Authorities to be consulted

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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weather		prior to the day. Stage cancelled if it is considered road will be damaged.
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## ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

Event Organiser	Advertise proposed road closure in local media as advised by council. Proof as required to be supplied closer to the event
Local car club members	Letter box drop to local residents

## VOLUNTEERS AND EVENT MARSHALLS

Event Organiser	Produce detailed instructions for event marshals. Chief Marshal to be provided with an official letter advising permission for the road closure for the specified period
Paramedics	To be present at nominated time and be prepared in the case of an accident.
Start/ Finish and road closure marshals	To be present at nominated times and be able to carry out duties for the required time
Road crews	To be able to carry out zero and sweep car duties without hold ups

There will be sufficient marshals in attendance with the required tickets.

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## PUBLIC SAFETY – POLICE

Sam, I'm not sure what to do here, nothing to fill in?

Responsibilities



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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Event Organiser	Confederation of Australian Motorsport (CAMS) will cover the event with its \$100 million Public Risk Insurance policy. The name of the council will be added to the insurance certificate. A copy is attached to this submission.
Police	
Council	
RMS	

## EVENT SIGNS

The following sign will be erected at either end of Browns Plain Road 2 weeks prior to the event.

### NOTICE CAR RALLY – ROAD CLOSED

You are advised that a 3km section of the road ahead will be closed for a car rally on the 11<sup>th</sup> of November.

During this period this 3km section will be closed for your safety. Authority to use this road has been obtained from the relevant authorities.

For further information please contact:

Confederation of Australian Motorsport Graham Wallis on 0429 939619

The following sign will be erected at each end of the 3km piece of road to be closed:

### NOTICE CAR RALLY – ROAD CLOSED

You are advised that the road ahead will be closed for a car rally on the 11<sup>th</sup> of November.

During this period this road will be closed for your safety. Authority to use this road has been obtained from the relevant authorities.

For further information please contact:

Confederation of Australian Motorsport Graham Wallis on 0429 939619

## ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND EMERGENCY VEHICLES.

### Local Resident Access

If applicable, occupants in areas affected will receive a letterbox notice with a minimum 7 days notice. Alternate routes will be outlined in local media. Signs are to be displayed as per RMS and local council requirements, advising of the traffic arrangements.

In the case of an emergency where residents need to access the route the stage will be closed down. This would take a maximum of 5 minutes to effect as start and finish are in constant radio contact, the car would be kept at the start control and as soon as the last car to be sent off has arrived at the finish the resident can then proceed.

### Emergency Vehicle Access

Access for emergency vehicles during the event will be provided, via the same conditions as listed above.

### Responsibilities

Event Organiser	Set in place and notify the stage officials and authorities of the procedures for emergency access.
Police	
Council	
RMS	

4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

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**ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS.**

Table of contact names and responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NUMBER
1	Event Organiser	To manage the event	Bob Watson	0427 201158 bobwatso@bigpond.net.au
2	Police			
3	RMS			
4	Marshals	Competition set up	Graham Wallis	0429 939619 ewal7731@bigpond.net.au
5	Equipment manager	Event Signs	Peter Fraser	pfraser71@yahoo.com
6	Confirm all marshals in position	Competition set up	Graham Wallis	0429 939619
7	Advise NSW Ambulance Service	Assistant competition setup	Allan Horsley	allan.horsley@bigpond.com
8	Insurance	Event sanctioning	CAMS	

## COMMAND AND COMMUNICATIONS

This area sets out the location of the Command Post for the event and the personnel that will be in attendance at that command post.

All issues associated with the staging of the event are to be directed to the Event Command Post including the deployment of marshals and resources. Any emergency assistance is to be directed the Police/Ambulance as required.

The Command Post location will be at the start control of the 3km Closed Road Section.

In attendance will be the stage commander. Officials to book competitors in to the control area.

Officials to allocate start times to the competitors, officials to release competitors at the correct time. Officials to regulate positioning of vehicles in the control area.

The secondary location will be at the finish of the stage. In attendance will be the assistance stage commander, timing officials and control book in official.

ORGANISATION	CONTACT NAME	CONTACT NUMBER
Event Organiser	Bob Watson	<input type="text"/>
Police		
RMS		
SES		
Council		

## Special Event Resources

### Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

#### I EVENT DETAILS

##### I.1 Event summary

Event Name: SOUTHERN CROSS GOLD ANNIVERSARY RALLY  
Event Location: JONES PLAIN ROAD COOMA NSW  
Event Date: 11/11/16 Event Start Time: 0830 Event Finish Time: 1030  
Event Setup Start Time: 0730 Event Packdown Finish Time: 1130  
Event is ☐ off-street ☒ on-street moving ☐ on-street non-moving  
☐ held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* HISTORIC RALLY ASSOCIATION INC  
Phone: [ ] Fax: [ ] Mobile: [ ] E-mail: EWAL7731@BIGPOND.NET.AU  
Event Management Company (if applicable): [ ]  
Phone: [ ] Fax: [ ] Mobile: [ ] E-mail: [ ]  
Police [ ]  
Phone: [ ] Fax: [ ] Mobile: [ ] E-mail: [ ]  
Council [ ]  
Phone: [ ] Fax: [ ] Mobile: [ ] E-mail: [ ]  
Roads & Traffic Authority (if Class I) [ ]  
Phone: [ ] Fax: [ ] Mobile: [ ] E-mail: [ ]

\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

##### I.3 Brief description of the event (one paragraph)

TOURING ROAD EVENT WITH SUBEVENTS, JONES PLAIN ROAD IS A TIMED CLOSED ROAD SUB EVENT.

<b>2 RISK MANAGEMENT - TRAFFIC</b>	
CLASS 2 CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b> <input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b> <input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3 Police</b> <input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b> <input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified
<b>3 TRAFFIC AND TRANSPORT MANAGEMENT</b>	
CLASS 2 CLASS 3	<b>3.1 The route or location</b> <input type="checkbox"/> Map attached
	<b>3.2 Parking</b> <input type="checkbox"/> Parking organised - details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b> <input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts, authorities or Government enterprises</b> <input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b> <input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b> <input type="checkbox"/> This is a moving event - details attached. <input checked="" type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b> <input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b> <input checked="" type="checkbox"/> Contingency plans attached

Class 2	<b>3.9 Heavy vehicle impacts</b>
	<input type="checkbox"/> Impacts heavy vehicles - RTA to manage
	<input checked="" type="checkbox"/> Does not impact heavy vehicles
	<b>3.10 Special event clearways</b>
	<input type="checkbox"/> Special event clearways required - RTA to arrange
	<input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>	
Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
	<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	<b>4.2 Advertise traffic management arrangements</b>
	<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
	<b>4.3 Special event warning signs</b>
	<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s
	<input type="checkbox"/> This event does not require special event warning signs
	<b>4.4 Permanent Variable Message Signs</b>
	<input type="checkbox"/> Messages, locations and times attached
<input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs	
<b>4.5 Portable Variable Message Signs</b>	
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached	
<input checked="" type="checkbox"/> This event does not use portable VMS	
<b>5 PRIVACY NOTICE</b>	

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.



4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

ATTACHMENT 13 SOUTHERN CROSS GOLD ANNIVERSARY RALLY SPECIAL EVENT TMP

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**6 APPROVAL**

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TMP Approved by: GRAHAM WALLIS Event Organiser 20/8/16 Date

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**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... Council ..... Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... RTA ..... Date

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\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

**Schedule 1 Form - Notice of Intention to Hold a Public Assembly**

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I ..... (name) of ..... (address) on behalf of ..... (organisation) notify the Commissioner of Police that on the ..... (day) of ..... (month), ..... (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately ..... (number) persons, which will assemble at..... (Place) at approximately ..... am/pm, and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... ..... (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is..... ..... ..... ..... ..... ..... .....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No. ....</p>
6	<p>Signed .....</p> <p>Capacity/Title .....</p> <p>Date .....</p>

# 4.3 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF JONES PLAIN ROAD ON 11TH NOVEMBER 2016 FROM 8AM UNTIL 12PM TO HOLD THE SOUTHERN CROSS GOLD ANNIVERSARY RALLY

## ATTACHMENT 13 SOUTHERN CROSS GOLD ANNIVERSARY RALLY SPECIAL EVENT TMP

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Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control under OHMS ACT 2000)	Advertisement Transport Management Arrangements	Liability Insurance	Special Event Gateway Heavy Vehicle	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 event: • impacts major traffic and transport systems • disrupts the non-event community over a wide area • requires the involvement of Police, one or more Councils and the RTA • requires a detailed Transport Management Plan • requires advertising the event's traffic aspects to a wide audience.	A Class 1 event may: • be conducted on road or in its own venue • involve buses and authorities when using facilities managed by them • involve Transport NSW • involve the State Rail and State Transport Authorities • involve private bus and coach organisations • require RTA to adjust traffic signals • require RTA to provide special event clearways • require the RTA to provide heavy vehicle detail routes • require RTA to manage Variable Message Signs • depending on the nature of the event, involve the Police "User Pays" policy	For example: • an event that affects a principal transport route in Sydney, or • an event that reduces the capacity of the main highway through a country town, or • a bicycle race that involves the Sydney Harbour Bridge	Minimum 4 months from first approach in Council to proposed start date 6 months for vehicle races	Charges apply where: • It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large	As described in Council's Special Events Policy Asset rentals, refer to Council	Marginal costs apply where services are provided above those normally provided to the community RTA provides quote Asset rentals, refer to RTA	TMP model recommended Traffic Control layout drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset Certificate of currency required	RTA arranges if required RTA provides quote	Not required where practicable	Required to TMP	Rate to be required Need to consider parking for disabled persons	Recommended	
2	A Class 2 event: • impacts local traffic and transport systems but does not impact major traffic and transport systems • disrupts the non-event community in the area around the event but not over a wide area • requires the involvement of Police and Local Council • requires a detailed Transport Management Plan • requires advertising the event's traffic aspects to the local community	A Class 2 event may: • be conducted on road or in its own venue • involve buses and authorities when using facilities managed by them • involve State Rail and the State Transport Authority • involve private bus and coach organisations • depending on the nature of the event, involve the Police "User Pays" policy	For example: • an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway • a motor rally on local country roads	Minimum 3 months for vehicle races	Charges apply where: • It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large	As described in Council's Special Events Policy Asset rentals, refer to Council	TMP model recommended	Traffic Control layout drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if Police User Pays in force) named on policy Certificate of currency required		Not required where practicable	Required to TMP	Rate to be required Need to consider parking for disabled persons	Recommended	
3	A Class 3 event: • does not impact local or major traffic and transport systems • disrupts the non-event community in the immediate area only • requires Local Council and Police consent • is conducted on street in a very low traffic area such as a dead-end or cul-de-sac • requires Police agreement that event qualifies as Class 3 • is never used for vehicle races	A Class 3 event, depending on Local Council policy, may: • require a simplified Transport Management Plan • not be available in all Council areas • depending on the nature of the event, involve the Police "User Pays" policy • require advertising the event's traffic aspects to the community	For example: • an on-street neighbourhood Christmas party	Minimum 6 weeks	Charges apply where: • It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large	As described in Council's Special Events Policy Asset rentals, refer to Council	Council may require TMP	Traffic Control layout drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic Not required where there is no regulation of traffic	Required with Council & Police (if Police User Pays in force) named on policy Certificate of currency required				Required to TMP		
4	A Class 4 event is intended for small on street events and: • requires Police consent only • is within the capacity of the Police to manage on their own • is not a protest or demonstration • is always an on-street event • does not require RTA or Council consent • does not require advertising the event's traffic aspects to the community • does not require a TMP • does not require the involvement of other Government agencies	A Class 4 event may: • be conducted on classified or unclassified roads • cause zero to considerable disruption to the non-event community • cross Police Local Area Commands (LACs) • cross Local Government Areas (LGAs) • require Council and RTA to assist when requested by Police • depending on the nature of the event, involve the Police "User Pays" policy	For example: • a small ANZAC Day march in a country town • a small parade conducted under Police escort	Minimum 1 month	Charges apply where: • It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large					Required if User Pays policy in force. Police named on policy Certificate of currency required						

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#### **4.4 COUNTRY WOMEN'S ASSOCIATION OF NSW - JINDABYNE BRANCH - REQUEST FOR DONATION FOR CO-OPERA 2017**

Record No:

Responsible Officer:	Acting Executive Assistant
Author:	Acting Executive Assistant
Key Direction:	3. Strengthening Our Local Economy
Delivery Plan Strategy:	DP3.7 Work together to plan, coordinate and implement tourism products.
Operational Plan Action:	OP3.9 Develop a strategic approach to tourism in the Shire by integrating land use planning, product development and promotion.
Attachments:	1. Country Women's Association of NSW Budget Costing for Co-Opera 2017 <a href="#">↓</a> 2. Letter from CWA Jindabyne Request for Sponsorship <a href="#">↓</a>
Cost Centre	7010
Project	
Further Operational Plan Actions:	

#### **EXECUTIVE SUMMARY**

The Country Women's Association (CWA) Jindabyne Branch are organising the Co-Opera event for 2017 at the Station Resort Jindabyne On 23 March 2017.

The CWA have requested Council assist them with a monetary donation of \$5,000.

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

#### **OFFICER'S RECOMMENDATION**

That Council

- A. Provide in-kind support by way of a monetary Donation to the CWA; and
- B. Encourage the CWA to apply for round two (2) of the Stronger Communities Fund.

#### **BACKGROUND**

The CWA is the largest women's organisation in Australia. Its aims are to improve the conditions for country women and children and to try to make life better for women and their families, especially those women living in rural and remote Australia. The Jindabyne CWA Branch offers a diverse range of opportunities such as supporting many charities and local community projects as well as proving material aid to Asia Pacific Countries.

In the past the CWA have successfully supported the co-opera with their ongoing commitment to the professional development of Australian opera singers and to delivering high quality opera to a wide range of audiences.

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Council's policy in this area (GOV 011) seeks to recognise Council's role in supporting community and cultural development. The policy's stated objectives are to have:

- a) a strong sense of community throughout the Shire
- b) a community that has the capacity to meet its own needs
- c) a community environment that encourages cultural and artistic expression

### 2. Environmental

As the event will be covered by a development consent mitigation of any environmental impacts will be dealt with through that process.

### 3. Economic

A requirement of Council's policy (GOV 011) is that where an entity is already deemed 100% exempt from payment of rates they will not be eligible for further financial assistance from Council.

The total cost requested for providing in-kind support for this event would be \$5,000.

Cost Centre	Budget	Amount Expended	Amount Available
10-7010-63182 Tourist Development	\$12,000	\$0	\$12,000
10-3020-63163 Donations – Section 356	\$ 3,000	\$0	\$ 3,000

### 4. Civic Leadership

Decisions to donate to community groups, individuals and towards events must be considered in a transparent process. The granting of financial assistance must be by specific formal resolution of Council.

Council makes decisions regarding donations to community groups, individuals and events based on Council's Policy GOV011. The relevant section of the policy applicable to this request is:

#### 3.2. Donations/Sponsorship towards Economic Development and Tourism

Annual donations will be called for in January for the following financial year however Council may consider applications for financial assistance as they are received. Those seeking financial

assistance should address the items included in Council's application and intended recipients of financial assistance shall be informed in writing of Council's decision.

All applications for financial assistance must state the purpose for which the funds will be used.

Donations by Council will be made from the General Fund and must be either:

- fixed dollar amounts
- rebates on Council provided services such as water, rates or facility hire

Council may make donations towards specific aspects of an event however Council must not commit to cover the full cost of any aspect of an event. For example Council will not commit to meet the total costs of:

- advertising
- public liability insurance
- equipment hire

Financial assistance may include:

- fixed dollar amount donations
- up to 50% rebate of water supply minimum availability charge
- up to 50% rebate of sewerage minimum availability charge
- up to 50% rebate of waste management charge (tip or domestic)
- other financial assistance as resolved by Council

Council provides support to activities that can demonstrate that they will have a positive impact on the economic and social development of the Shire. To encourage sustainability, Council will consider financial assistance on a sliding scale from inauguration of the community event. Once the event is established Council will withdraw financial assistance. This does not limit events and festivals from applying for annual in-kind assistance.

#### **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:

Country Women's Association of NSW - Jindabyne Branch

Budget Costing for Co-Opera 2017

Co-Opera cost - 27 cast and crew	\$11,500.00
Venue - The Station Resort	N/C
Ticket printing - Blizzard Publishing	\$120.00
Miscellaneous advertising maximum	\$300.00
Payment to high school boys to assist with the packing up	\$200.00
Total cost	\$12,120.00

Income

Ticket sales - Working on minimum 180 @ \$40	\$7,200.00
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As in previous years, we have made seats available to residents and carers of the Snowy River Hostel at no charge.

Short fall	\$5,000.00
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The Station Resort will not charge a fee for the hire of the venue. Revenue will be made on accommodation of Co-Opera cast and crew. They are also offering a two course dinner @ \$27 and coffee and cake after the performance @ \$7.50. Revenue will also be made on bar sales.

We will sell either performance only or performance and dinner tickets to ensure The Station Resort have numbers for catering purposes. Approx. 150 people booked for dinner when we last hosted Co-Op

2017 allocated date is Thursday 23rd March - 3 weeks before Easter - a good length of time.  
The production is Tchaikovsky's Eugene Onegin.





## Country Women's Association of NSW

ABN 82 318 909 926

Incorporated in 1931 by an Act of NSW Parliament

All Communication to be addressed to the Secretary of Jindabyne Branch/Group

19 July 2016

RECEIVED  
25 JUL 2016

Snowy Monaro Regional Council  
81 Commissioner St  
COOMA 2630

Attention: Administrator – Mr Dean Lynch

Dear Mr Lynch

The Jindabyne Branch of the Country Women's Association of NSW are considering inviting Co-Opera to perform again in Jindabyne in 2017. We have previously hosted Co-Opera on 2 very successful occasions with them performing The Marriage of Figaro and Die Fledermaus. Unfortunately, Co-Opera lost their Federal Funding a couple of years ago and the cost to bring them to Jindabyne was prohibitive.

In 2017 they will be touring Tchaikovsky's Eugene Onegin and to have them perform in Jindabyne we will require a Community Grant and the Grant being offered by the Council came and went before we could prepare the necessary paperwork. The performance would be held at The Station Resort, who have the necessary facilities, and at this time of year it was not possible to speak with the management regarding a booking.

Our question is, will there be another Council Grant to which we can apply – the performance date would be in March 2017 or is it still possible to apply for the previous Grant. I have read the criteria, guidelines for the Grant and we certainly can fulfil the social, cultural and economic benefits to our community and the surrounding area.

Yours faithfully  
Country Women's Association of NSW – Jindabyne Branch

[Signature Box]

Barbara Daley

PO Box 654  
Jindabyne 2627

## 6.1 RESTORATION OF AITCHISON HOUSE

Record No:

Responsible Officer:	Director Service Delivery
Author:	Property Officer
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.1 Encourage opportunities to promote and protect our cultural heritage.
Operational Plan Action:	OP4.1 Maintain council's heritage management functions.
Attachments:	1. Minutes of the s.355 Committee for Aitchison House <a href="#">↓</a> 2. Email from s.355 Committee for Aitchison House <a href="#">↓</a> 3. Costings to Complete Refurbishment of Aitchison House <a href="#">↓</a>
Cost Centre	1590 – Real Estate Development
Project	PJ300030 – Aitchison House/Cottage Refurbishment
Further Operational Plan Actions:	OP4.13 – Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.

### EXECUTIVE SUMMARY

On 5<sup>th</sup> August, 2016 the Meeting of Administrator Delegations of Council resolved to earmark a total of \$26,348 from the sale of 3 Myack Street Berridale to the restoration of Aitchison House for stone pointing and electrical works.

The s.355 Committee has written to Council requesting that consideration be given to amend the resolution to enable the works to proceed in accordance with their program of works.

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

### OFFICER'S RECOMMENDATION

That Council

- A. Rescind resolution 18/16 of the Administrator Delegations Meeting of 8<sup>th</sup> August, 2016.
- B. Earmark the \$27,629 being the proceeds of the sale of 3 Myack Street, Berridale for the refurbishment of Aitchison House as follows:
  - i. Replace/restore and install windows
  - ii. Replace/restore external doors & timbers
  - iii. Pointing of Stone

with any shortfall to be funded by the s.355 Committee for Aitchison House
- C. Council staff undertake the procurement and contract awarding process to ensure appropriate probity controls for this project.
- D. That the s.355 Committee for Aitchison House be notified of Council's decision.

## BACKGROUND

On 5<sup>th</sup> August, 2016 the Meeting of Administrator Delegations of Council resolved to earmark a total of \$26,348 from the sale of 3 Myack Street Berridale to the restoration of Aitchison House.

In accordance with the resolution, the Aitchison house s.355 committee was notified of council's decision. However, the s.355 committee has responded with a request for point "A" of the resolution to be amended to read:

*A. That Council earmark the proceeds of the sale of 3 Myack Street Berridale for*

- |   |                          |
|---|--------------------------|
| <i>i. Replace/restore and install windows</i>           | <i>- \$9,900</i>         |
| <i>ii. Replace/restore external doors &amp; timbers</i> | <i>- \$8,000</i>         |
| <i>iii. Pointing of stone</i>                           | <i>- <u>\$10,648</u></i> |
|   | <i>\$28,548</i>          |

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Aitchison House. is heritage listed and is administered by a s.355 Committee. The cottage is located directly behind Berridale council Chambers on community land.

For some time the s.355 Committee has been planning the refurbishment of Aitchison House and to ensure the integrity of the building has been working closely with council's Heritage Advisor.

When advised of Council's resolution of 5<sup>th</sup> August (res. 18/16) the s.355 Committee called a meeting and resolved to request an amendment to the resolution (email attached to this report).

It has been pointed out that the stone pointing cannot be carried out until the windows and external doors have been installed and that the external electrical work cannot be undertaken until the outside toilet is constructed as they plan to have a switchboard room in a small room off the toilet which can be securely locked.

### 2. Environmental

The impact on the environment is considered to be generally positive.

### 3. Economic

The net profit from the sale of 3 Myack Street Berridale was \$27,629. Whilst Council has resolved to earmark \$26,348 for the refurbishment of Aitchison House, the s.355 Committee has requested an amendment to the resolution to reflect their priority of works.

The Committee has requested that Council earmark the proceeds from the sale of 3 Myack Street Berridale for the refurbishment of Aitchison House.

It is intended to prioritize the works as follows:

Replace/restore windows and install	-	\$9,900
Replace/restore external doors & timbers	-	\$8,000
Pointing of stone	-	<u>\$10,648</u>
		\$28,548

This will leave a shortfall of \$919.00 and this will be funded by the s.355 Committee being income from fundraising events.

### 4. Civic Leadership

At the meeting of the Administrator Delegations Meeting of Council on 5<sup>th</sup> August 2016 Council resolved (18/16) as follows:

#### COMMITTEE RECOMMENDATION

1/16

That Council

- A. That Council earmark the proceeds of the sale of 3 Myack Street, Berridale for the replacement of electrical mains and pointing of stone at Aitchison House at a total cost of \$26,348.
- B. Council staff undertake the procurement and contract awarding process to ensure appropriate probity controls for this project.
- C. That the s.355 Committee for Aitchison House be notified of Council's decision.

**Approved by Administrator Lynch**

The s.355 Committee for Aitchison House has since requested an amendment to the resolution.

#### 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: .....

MINUTES OF THE SECTION 355 COMMITTEE  
AITCHISON COTTAGE HOUSE COMMITTEE

HELD: 16<sup>th</sup> June 2016

Meeting commenced at 5.50 pm at the "The Burren"

**ATTENDANCE:**

Barry Aitchison (Chair)  
Colin Mould  
Cheryl Mould (Secretary),  
David Jardine  
Annie O'Keefe  
Rob Staples  
Cathy Staples

**1. Apologies**

Dan Ambrusch  
Lorraine Thomas

**2. Confirmation of Minutes of Previous meeting**

Minutes of the meeting dated 28<sup>th</sup> April 2016 where accepted as true and accurate.  
Moved: Barry Aitchison Seconded: Annie O'Keefe

**3. Matters Arising from previous minutes**

Letters where sent to Tim Jackson & Peter bottom and to the Berridale Lions Club

**4. General Business**

4.1 Public Forum 29<sup>th</sup> June 2016. Cheryl presented draft PPP to committee.

Updated to reflex changes to cottage.

Add new logo as presented by Rob Staples to PPP and use wherever possible.

Presentation booked for next meeting at Berridale.

4.2 Draft Plan of Management – Rob has started and will have finished prior to going on holidays

4.3 Schedule of works for quote – need quotes for submission with grant application along with Schedule of works

4.4 Discussion on end use of cottage – CWA expressed interest if they sell off hall, Meeting room for Lions, Men's Shed, Visitors Centre, Entertainment, Community garden, Historical society extremely keen to support and use, They hope to set up in old bakery and transfer when cottage is finished.

**4.5 Action List:**

Draft management plan – Rob  
Visual Arts – Cathy  
National Archives – Annie  
PPP – Cheryl

Meeting closed 8.15 pm

**Lynette Bottrill**

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**From:** Lorraine Thomas  
**Sent:** Monday, 5 September 2016 8:13 AM  
**To:** Lynette Bottrill  
**Subject:** FW: Section 355 Committee  
**Attachments:** Minutes to Section 355 Steering Committee 1st Sept 2016.doc; Minutes to Section 355 Steering Committee 16 June 2016.doc; Estimate to complete project - costings.xls

-----Original Message-----

From: C Mould [mailto:cmould@bigpond.net.au]  
Sent: Sunday, 4 September 2016 5:39 PM  
To: Lorraine Thomas  
Cc: Barry Aitchison  
Subject: Re: Section 355 Committee

Good morning Lorraine

Thank you for the executive summary and clarification on the \$ amount for the proceeds of 3 Myack Street Berridale and confirmation that this has been earmarked for Aitchison Cottage.

The Committee held a meeting on 1st September 2016 (minutes attached) and wish to request a change in the recommendations as put forward by the Shire.

We would like to replace all windows and external doors as per quotes submitted and the stone pointing as this cannot be undertaken unless windows and doors are completed first.

The problem we have with undertaking the external electrical at this early stage is we need to have the outside toilet complete first as this will have a small room off it to accommodate the switchboard in a secure locked area and this has not been included in stage 1 - completion to lock up.

We are currently seeking confirmation from the Berridale Lions as to their sponsorship as previously offered for this toilet.

The committee has presented a schedule of works listing items and pricing under stage 1 to lock up and stage 2 internal stage 3 toilet.

Could you please advise if the committee needs to take this allocation of funds up with the administrator is if we can proceed as per quotes/estimates submitted.

Look forward to your reply

Kind regards

Cheryl Mould  
Secretary  
355 Steering Committee

## Costing on Aitchison Cottage Restoration June 2016

To complete to Lock up			
	labour	materials	
replace/ restore windows + install	9900	2500	7400
replace restore external doors & timbers	8000	1800	6200
Slab wall at back	1500		1500
Brick Repairs	1200	1200	
Painting outside	2000	500	1500
Pointing of stone	10648	10000	648
down pipes drainage stormwater	5860	1660	4200
water tank stand	1300		1300
Electrical mains	15700	3500	12200
corner posts back wall replacement	1000		1000
Gravel	3000		3000
Sub totals	60108	21160	38948
Internals works			
timber Flooring throughout	20000		20000
\$350 per squ mtr x 60 sqrs as per quote			
Joists and bearers	5000		5000
chimney large room	10285	8000	2285
ceiling repairs/ lining board	8000	2500	5500
plaster & wall repairs	10000	1000	9000
timber slabs - large room	4000	2000	2000
chimney lounge room	5000	5000	
skirtings and architraves	8700		8700
Perspex	1500		1500
painting	7500	4000	3000
electrical	10670	3500	7170
Insulation	3000		3000
Kitchen stove	8500		8500
Kitchen sink and new plumbing	11500	5560	5940
hot water	3000		3000
Sub totals	116155	31560	84595
Toilet	5000		5000
landscaping	5000	2000	3000
Palling fence	6000	1000	5000
Sub totals	16000	3000	13000
Total	192263	55720	136543
			192263

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## 8.1 BOUNDARY ENCROACHMENT UNNAMED ROAD BERRIDALE

Record No:

Responsible Officer:	Manager Development Assessment
Author:	Manager Development Assessment
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.10 Ensure that Council's policy, land use planning, development assessment enhance liveability.
Operational Plan Action:	OP 6.29 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.
Attachments:	1. Plans of Subdivision <a href="#">↓</a>
Cost Centre	1210
Project	not related to a project

### EXECUTIVE SUMMARY

A subdivision certificate has been lodged with Council for a boundary adjustment between lot 2 DP630897 and the common property of SP19973. In the processing of this certificate application it was noted that there is a 4cm encroachment on the existing building (no specifically subject to this application) and an unnamed Council road to the rear of the property. The section of building encroaching on the road is in its original approved form and in the same location as it was when the building was originally strata titled in 1983. It appears that due to improvements in survey techniques the encroachment has now been detected.

As part of the subdivision process Council can permit such encroachments by noting on the administration sheet that it does not object to the said encroachment.

As such it is recommended that Council complete the appropriate section of the administration sheet for the boundary adjustment to regularise the encroachment and allow the boundary adjustment to proceed.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Does not object to the 4cm encroachment of the existing Highdale shopping Centre building (as highlighted on the attached subdivision plan) beyond the alignment of unnamed road to the rear.
- B. Allow section 4 of the administration sheet associated with the boundary adjustment be completed to read the following:
  - (4) The building encroaches on a public place and;
    - (a) The Council does not object to the encroachment of the building beyond the alignment of "unnamed Council Road" intersecting with Highdale Road Berridale



## BACKGROUND

A subdivision certificate application has been lodged with Council for the approval of an exempt boundary adjustment on a lot within the property known as the “High dale Shopping Centre” Berridale. The owner of lot 6 within the strata also owns the adjoining Torrens title property lot 2 DP630897. The owner of lot 2 and lot 6 has built an addition to the strata building over lot 2. In order to rectify the encroachment the applicant is adjusting the boundary between the two lots. At the time of survey of the development it was noted that the existing building (not the part which was recently built over the lot 2 boundary) encroaches onto an unnamed Council road to the rear of the property.

This section of building is in its original form and has not been added to since the building was strata titled in 1983. It appears to due to survey technique improvements that Services will not allow for the boundary adjustment to be registered until Council consents to the encroachment over the road. The administration sheet associated with the boundary adjustment has a section which would allow for council to consent to the encroachment by way not noting that they do not object to the matter. This is a standard inclusion and will be completed by the officer signing off the subdivision.

The associated plans have been attached to the report to illustrate the area on which the encroachment is occurring and that it was also in existence when the building was strata titled in 1983.

Figure 1 – showing the location of the 4cm encroachment on the unnamed road to the rear of the shopping centre.



## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There are no social impacts of the rectification of a 4cm encroachment onto an unnamed Council road.

### **2. Environmental**

There are no environmental impacts merely the regularisation of an existing encroachment which has been in place for more than 30 years

### **3. Economic**

There are no economic impacts on Council, the cost of the survey will be borne by the developer.

### **4. Civic Leadership**

The existing building encroaches over the allotment and has done so since its construction and strata titling in the 1980s. As this is a Council road officers do not have the delegation to permit the encroachment and the consent to completing this section of the Administration sheet rests with Council.

### **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:

FORM 1

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

**PLAN OF LOT 1, D.P. 630897**

**Subdivision of**

**PLAN OF LOT 1, D.P. 630897**

**City: SNOWY RIVER** **Locality: BERRIDALE**

**Parish: MYACK** **County: WALLACE**

**Reduction Ratio 1: 400**

**Lengths are in metres**

**STRATA PLAN 19973.**

**Registered:** 24-3-1983

**C.A.:** N°9/83 & 25-2-1983.

**Purpose:** STRATA PLAN.

**Ref. Map:** PARISH.

**Last Plan:** DP.630897, DP.261736.

Name of, and \*address for service of notices on, the body corporate

\*Address required on original strata plan only.

THE PROPRIETORS - STRATA PLAN NO.19973.  
HIGHDALE SHOPPING CENTRE  
KOSCIUSKO ROAD  
BERRIDALE, 2420.

**SURVEYOR'S CERTIFICATE**

**ROBERT LIGHTFOOT**

**of P.O. BOX 619 COOMA 2630**

a surveyor registered under the Survey Act 1978, hereby certify that:

(1) any wall, the lower surface of any part of which corresponds substantially with any line shown on the accompanying floor plan at a boundary of a proposed lot, exists;

(2) any wall, the lower surface of which corresponds substantially with any line shown on the accompanying floor plan at a boundary of a proposed lot, exists;

(3) any wall, fence, ceiling or structural cable brace, by reference to the accompanying floor plan, is situated within the boundaries of the lot shown in the accompanying floor plan;

(4) any building containing proposed lots erected on the land shown on the accompanying floor plan and with proposed lot boundaries as shown on the floor plan is situated within the boundaries of the lot shown in the accompanying floor plan;

(5) except to the extent that the building encroaches on a public place;

\*Value and position of the building encroaching on a public place, and position of the building encroaching on a public place, are indicated on the accompanying floor plan.

\*Value and position of the building encroaching on a public place, and position of the building encroaching on a public place, are indicated on the accompanying floor plan.

\*Value and position of the building encroaching on a public place, and position of the building encroaching on a public place, are indicated on the accompanying floor plan.

(6) the survey information recorded in the accompanying location plan is correct.

Signature: *R. Lightfoot*

Date: 11/11/07

Enter if applicable: 1. Name of the person who prepared the plan, and enter registered number.

This is sheet 1 of my Plan in 2 sheets.

Signatures, seals and statements of inspection to create easements or restrictions as to user.

*[Signature]*

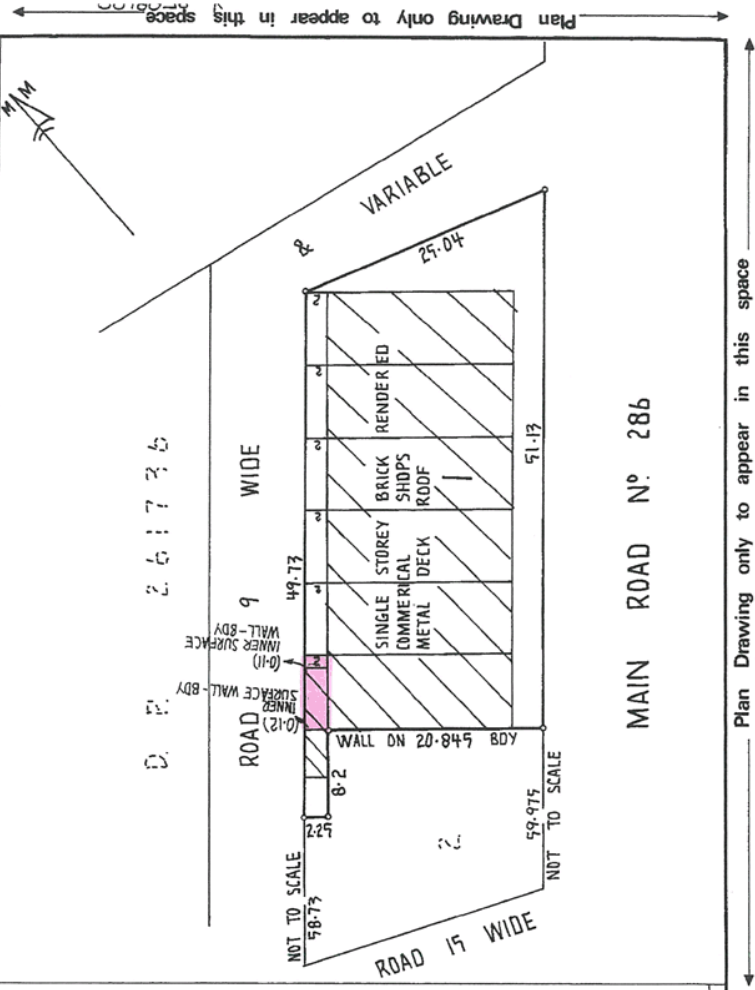
**NOTED AT SNOWY RIVER 16th Nov 07**  
**DEPUTY MAYOR**  
**OF THE COMMERCIAL BANKING COMPANY**  
**OF SNOWY RIVER 16th Nov 07**  
**ATTEST UNDER THE SEAL OF THE CITY OF SNOWY RIVER**  
**WHO DECLARES THAT HE HAS NOT RECEIVED**  
**NOTICE OF THE REMOVAL OF THE POWER.**



THE COMMON SEAL OF BUCKLEYS CROSSING PTY. LIMITED was heretofore affixed by authority of the Directors in the presence of:

*[Signature]* **Director**

*[Signature]* **Secretary**



Plan Drawing only to appear in this space

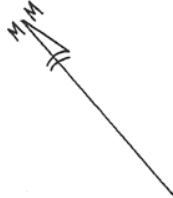
SURVEYOR'S REFERENCE: 821184

FORM 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet No. 2 of 2 Sheets

STRATA PLAN 19973.



STORAGE AREA (meas)	2	2	2	2	2	2
LOT 6	LOT 5	LOT 4	LOT 3	LOT 2	LOT 1	
TOTAL 133 m <sup>2</sup>	TOTAL 133 m <sup>2</sup>	TOTAL 133 m <sup>2</sup>	TOTAL 133 m <sup>2</sup>	TOTAL 133 m <sup>2</sup>	TOTAL 133 m <sup>2</sup>	

GROUND FLOOR

1. ALL AREAS ARE APPROXIMATE  
2.  $\phi$  DENOTES LOADING BAY  
3.  $\phi$  DENOTES BOUNDARY AS LINE OF OUTSIDE  
FACE OF BRICK WALLS  
4. LOADING BAYS ARE RESTRICTED IN HEIGHT  
TO 3 METRES ABOVE THE UPPER SURFACE  
OF THEIR CONCRETE FLOORS

SCHEDULE OF UNIT ENTITLEMENTS	
UNIT NO	UNIT ENTITLEMENT
1-6	1
AGGREGATE	6

Reduction Ratio 1: 200

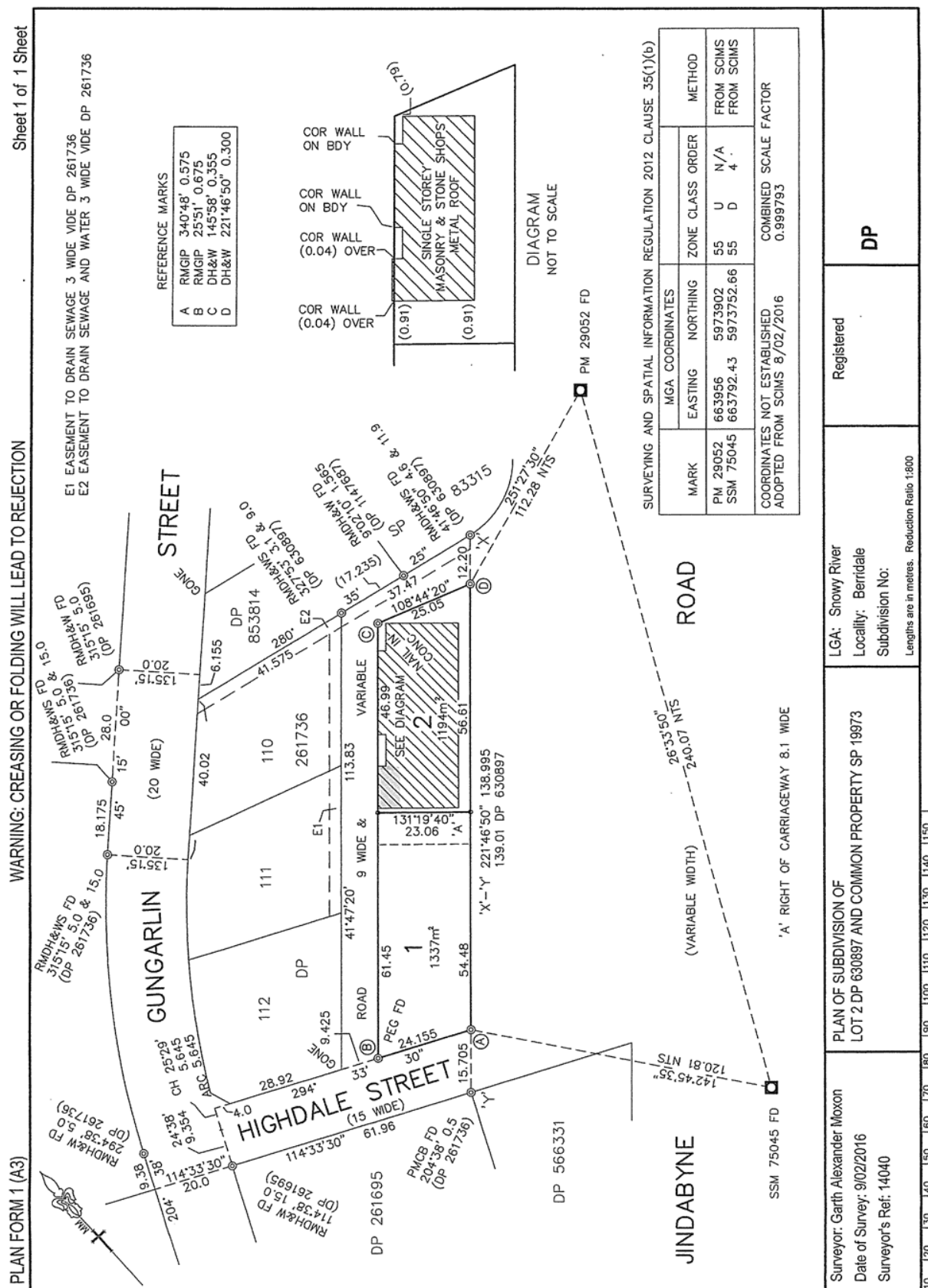


Lengths are in metres

Registered Surveyor

Concill Clerk

SURVEYOR'S REFERENCE: 821184

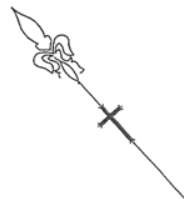




STRATA PLAN FORM 2 (A3)

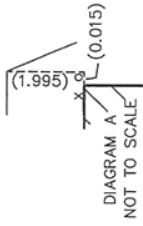
WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 1 of 2 Sheets

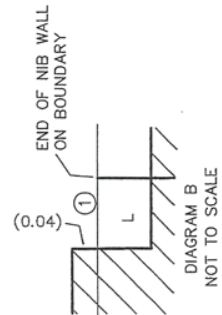
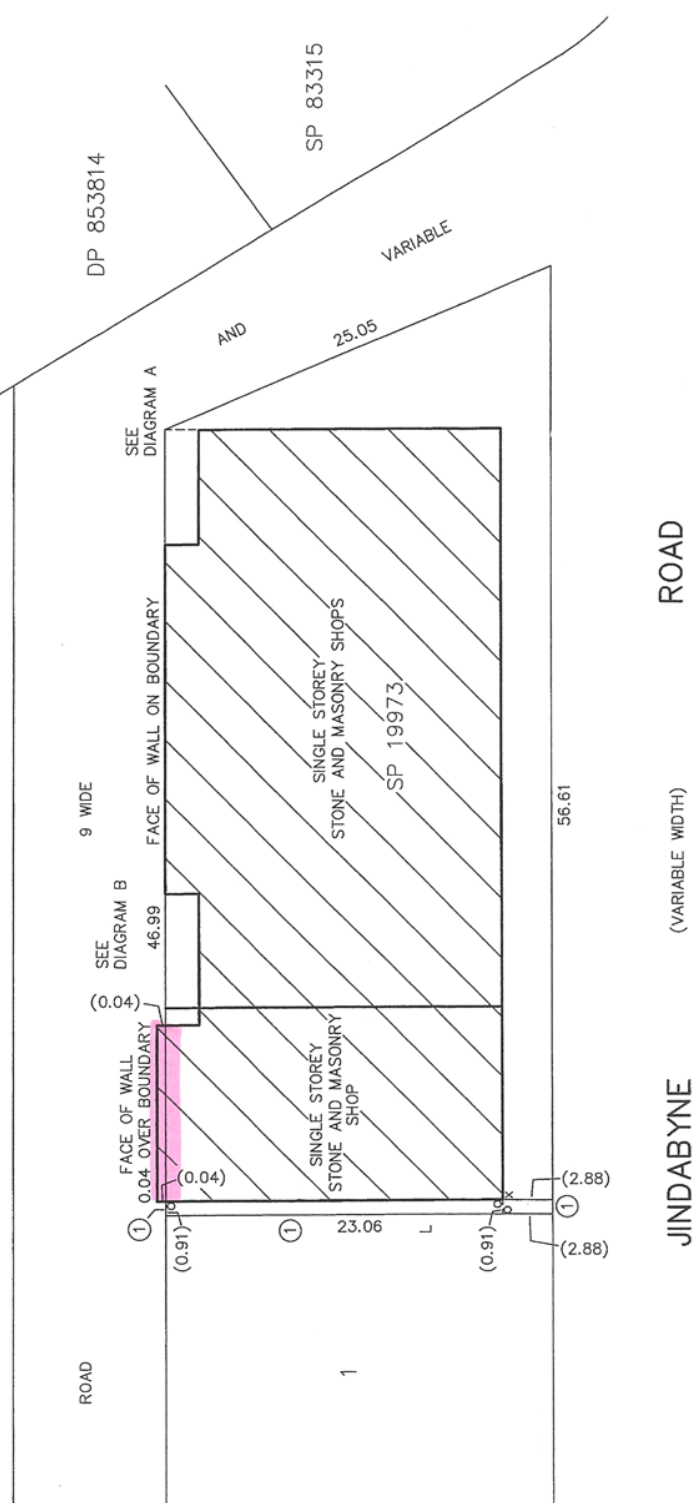


# LOCATION PLAN

- ① LOT BOUNDARY IS COINCIDENT WITH PARCEL BOUNDARY
- L DENOTES LOADING AREA
- x INDICATES PROLONGATION OF OUTER FACE OF WALL
- o INDICATES RIGHT ANGLE



DP 261736

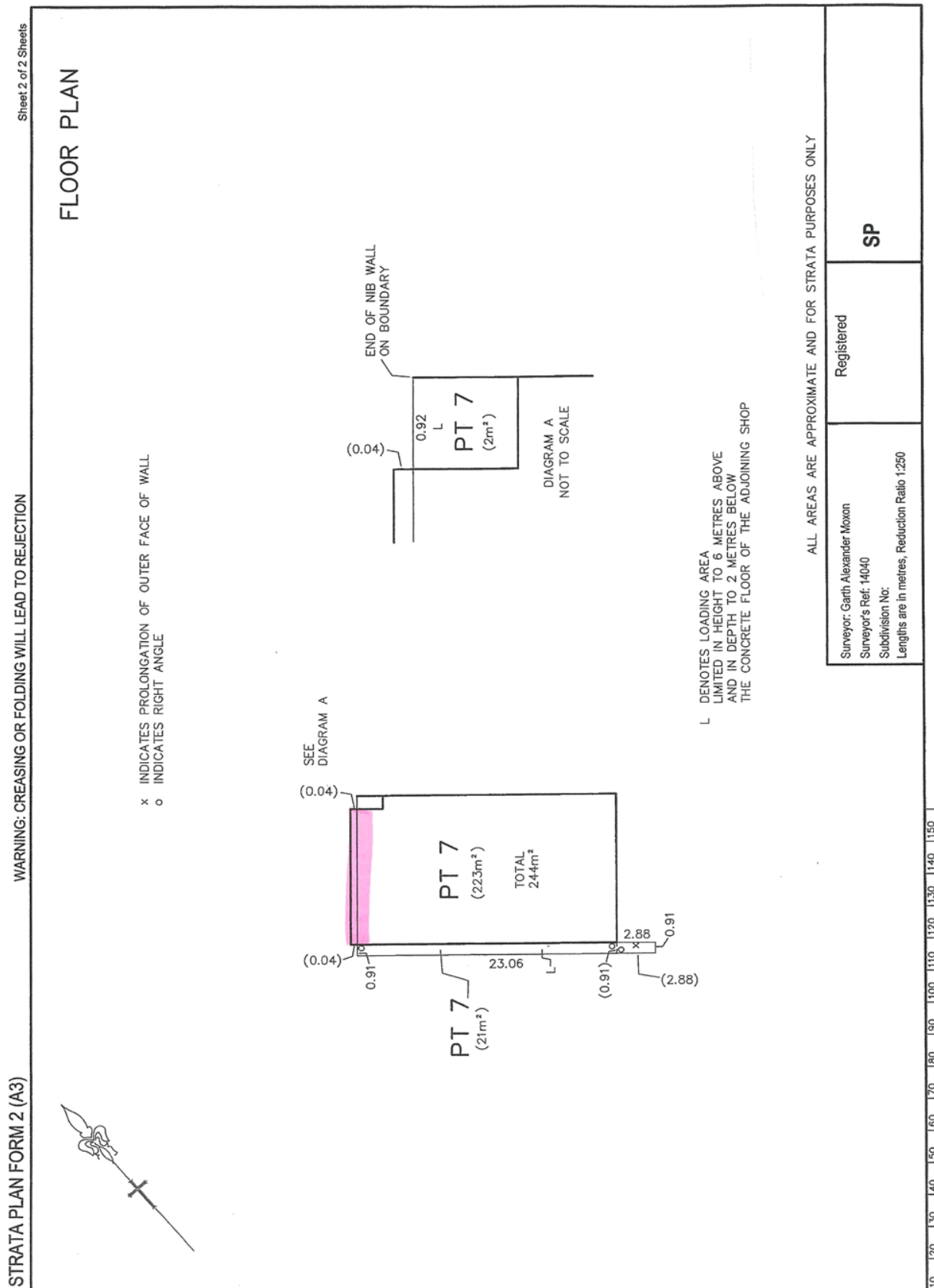


Surveyor: Garth Alexander Moxon  
Surveyor's Ref: 14040  
Subdivision No:  
Lengths are in metres, Reduction Ratio 1:250

Registered

SP

10 20 30 40 50 60 70 80 90 100 110 120 130 140 150



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## 9.1 REMUNERATION TO AUDIT, RISK AND IMPROVEMENT COMMITTEE MEMBERS

Record No:

Responsible Officer:	Auditor
Author:	Auditor
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:	OP7.6 Ensure that governance structures are open, transparent and fully accountable and that these are supported by relevant instruments.
Attachments:	Nil
Cost Centre	6010
Project	100042
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

To consider an increase in remuneration to the members of the Audit, Risk and Improvement Committee. This increase is based upon the Local Government Remuneration Tribunal recommendations in relation to Councillor remuneration. It is considered appropriate that the same percentage increase be applied to the members of the Audit, Risk and Improvement Committee.

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

### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report regarding remuneration to Audit, Risk and Improvement Committee.
- B. Adopt the recommended remuneration as Chair \$563.75 (GST inclusive) and Member \$451.00 (GST inclusive) for each Audit, Risk and Improvement Committee meeting attended.

### BACKGROUND

External Committee members should be remunerated at a level that reflects the time it takes to effectively meet their responsibilities. Allowance should be made for the particular skills and expertise the member will bring to the committee, and the time required for meeting preparation, attendance at meetings and interaction with management outside the committee meetings.

The Audit, Risk and Improvement Committee Charter notes that the Committee members will meet at least quarterly with the one of those meetings to include the review of the financial statements.



At the meeting of 10 June 2016 the Administrator adopted a Committee Resolution (1/16) adding GST to the meeting fees being Chair \$550 (GST inclusive) and member \$440.00 (GST inclusive) and applied a vehicle allowance for travel. At this time no annual review to increase the meeting fees was considered.

The Local Government Remuneration Tribunal under Sections 239, 241 and 242A of the Local Government Act 1993 sets out remuneration amount for councillors which was an increase of 2.5%. It is considered appropriate that the same percentage increase be applied to the members of the Audit, Risk and Improvement Committee.

This increases the payment per attendance at an Audit, Risk and Improvement Committee meeting for the financial year 2016/2017 to:

- Chair \$563.75 (GST inclusive)
- Member \$451.00 (GST inclusive)

The expectation of Council is that a meeting should last no longer than two (2) hours. The community contribution component (not remunerated) is at least equal time for preparation prior to the meeting.

#### **QUADRUPLE BOTTOM LINE REPORTING**

##### **1. Social**

Advantages to the community from the Audit, Risk and Improvement Committee result in independent oversight of controls and operations, giving assurance to the Community that Council is systematically addressing risk, ensuring compliance and providing best practice.

##### **2. Environmental**

It is not expected that there will be any impact on the environment through the actions of the Audit, Risk and Improvement Committee

##### **3. Economic**

Costs for the operations of the Audit, Risk and Improvement Committee are met in the budget as set.

##### **4. Civic Leadership**

An effective Audit, Risk and Improvement Committee has the potential to strengthen the control environment (of which it is part) and assist the General Manager and council to fulfil their stewardship, leadership and control responsibilities. The Audit, Risk and Improvement Committee has its own Charter which is resolved by Council. The Audit, Risk and Improvement Committee Charter outlines the authority, role and responsibility of the Audit, Risk and Improvement Committee.

#### **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: