



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

Administrator Delegations Meeting
24 April 2017

CONFLICTS OF INTEREST

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

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

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

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

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

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

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

COUNCIL CODE OF CONDUCT

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

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

COUNCIL CODE OF MEETING PRACTICE

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

Acknowledgement of Owners of Land

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Ngunnawal and Walgalu 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 COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON MONDAY 24 APRIL 2017
COMMENCING AT 10.30**

BUSINESS PAPER

- 1. OPENING OF THE MEETING**
- 2. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**
- 3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**
(Declarations also to be made prior to discussions on each item)
- 4. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**
Nil
- 5. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**
Nil
- 6. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
 - 6.1 2017 Anzac Day Parade and Road Closure for Nimmitabel 3
- 7. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**
 - 7.1 Updated Regional and Town Signage 19
- 8. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**
Nil
- 9. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**
Nil
- 10. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**
Nil
- 11. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION**
 - 11.1 Community Engagement Strategy 39

12. REPORTS BY GENERAL MANAGER

Nil

13. CONFIDENTIAL MATTERS

6.1 2017 ANZAC DAY PARADE AND ROAD CLOSURE FOR NIMMITABEL

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. Anzac Nimmitabel Cert of Currency 2017 ↓ 2. Anzac Nimmitabel ANZAC Day March 2017 TCP ↓ 3. Anzac Nimmitabel Schedule 1, Special Event TMP ↓
Cost Centre	1505 Service Delivery
Project	Snowy Monaro Local Traffic Committee
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The Cooma Monaro RSL Sub Branch has requested that Council consider temporary road closure to hold the annual ANZAC Day parade on 25th April 2017 in Nimmitabel.

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

OFFICER'S RECOMMENDATION

That Council approves the 25 April 2017 ANZAC Day temporary road closure of Bombala Street (Monaro Highway), Nimmitabel, between Miller and Clarke Streets from 10:30am until 11:00am subject to:

- A. Confirmation from emergency services that they have been notified,
- B. A Traffic Control Plan,
- C. A Risk Assessment,
- D. A road occupancy licence from the RMS

BACKGROUND

This is the annual application from the Cooma Monaro RSL Sub Branch to request that Council approve the temporary road closure to hold the ANZAC Day parade on 25th April 2017 in Nimmitabel.

This matter cannot be considered by the Snowy Monaro Local Traffic Committee (SMLTC) at its next meeting on 10th May 2017 as this is after Anzac Day. Therefore, this matter 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.

Confirmation from emergency services and a Risk Assessment is still required to be submitted.

6.1 2017 ANZAC DAY PARADE AND ROAD CLOSURE FOR NIMMITABEL

A schedule 1 -Notice to hold a public assembly, a Traffic Control Plan, Special Event Transport Management Plan and a copy of the Certificate of Currency has been provided for this event.

The RMS advice is as follows:

Email: Wednesday, 19 April 2017 1:00 PM

Subject: RE: Anzac Day road closure for Nimmitabel

All good with me.

Thanks,

Jesse Fogg

A/Senior Guidance and Delineation Officer

Guidance and Delineation

Regional Planning and Operations

T: 4221 2566 (62566)

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:

Email: Wednesday, 19 April 2017 1:46 PM

Subject: RE: Anzac Day road closure for Nimmitabel

Afternoon Volker,

I have read the attached application and have no objections to the recommendations attached below. NSWSP consent to the road closures for Anzac Day 2017.

Regards,

James SWAN
Acting Sergeant
Monaro Highway Patrol
E/net 81620

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The adoption of the recommendation will have an impact upon road users, however, the road closure duration will only be approximately 0.5 hour. This is expected on Anzac Day and a detour will be in place.

2. Environmental

The adoption of the recommendation should have no impact on the environment.

3. Economic

The adoption of the recommendation should have minimal impact upon Council's budget (staff time and plant) and can be budgeted for under the car parking cost centre. It is estimated that it will cost Council \$300.

4. Civic Leadership

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

Determination by Administrator

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

Signature:

Date:

6.1 2017 ANZAC DAY PARADE AND ROAD CLOSURE FOR NIMMITABEL
ATTACHMENT 1 ANZAC NIMMITABEL CERT OF CURRENCY 2017



CGU Insurance Ltd
388 George Street
Sydney NSW 2000
ABN: 27 004 478 371

CERTIFICATE OF CURRENCY

Date: 21st February 2017

To Whom It May Concern:

The Policy referred to below is current as at the date of this certificate. Whilst due date has been indicated it should be noted that this policy may be cancelled in the future.

Number: 10M 7431902

General and Products Liability

RSL of Australia Sub Branches and Women's Auxiliaries including Cooma Monaro RSL Sub-Branch

Period of Insurance:

4:00pm local time at the place of issue

To: 31 May 2017 at 4:00m local time at the place of issue

ability

\$20,000,000 any one Occurrence

ility

\$20,000,000 any one Occurrence and in the aggregate

Advertising Liability

\$20,000,000 any one Occurrence and in the aggregate


ed Party:

Snowy Monaro Regional Council is noted for their respective rights and interests.

This is a Policy summary only. Full details of this Insurance appear on the Policy Document



CGU Insurance Limited – Certificate of Currency



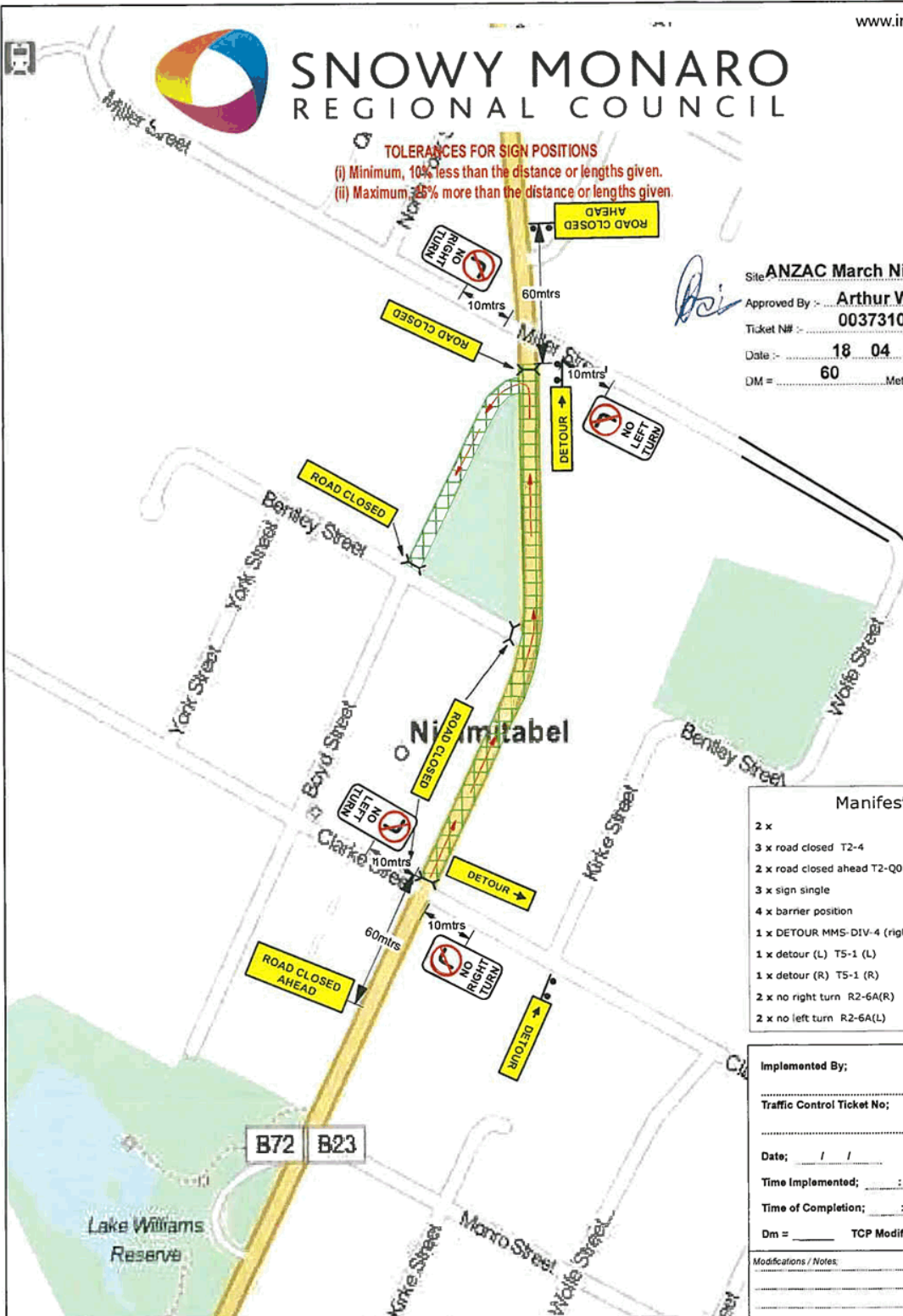
SNOWY MONARO

REGIONAL COUNCIL

www.invarion.com

TOLERANCES FOR SIGN POSITIONS
 (i) Minimum, 10% less than the distance or lengths given.
 (ii) Maximum, 25% more than the distance or lengths given.

ANZAC March Nimmitabel
 Approved By: **Arthur Wilkinson**
 Ticket N# **0037310968**
 Date: **18 04 / 2017**
 DM = **60** Meters



Manifest

- 2 x
- 3 x road closed T2-4
- 2 x road closed ahead T2-Q02a T2-Q02a
- 3 x sign single
- 4 x barrier position
- 1 x DETOUR MMS-DIV-4 (right) MMS-DIV-4-R
- 1 x detour (L) T5-1 (L)
- 1 x detour (R) T5-1 (R)
- 2 x no right turn R2-6A(R)
- 2 x no left turn R2-6A(L)

Implemented By: _____

Traffic Control Ticket No: _____

Date: / /

Time Implemented: :

Time of Completion: :

DM = _____ **TCP Modified: Yes / No**

Modifications / Notes:

Date: 4/18/2017 **Author:** Robert McInnes **Project:** ANZAC Day March Nimmitabel
Orange: 51830 15877
Comments:
 # Traffic Control Plan based on RMS TCP number:54
 # Snowy Monaro Regional Councils Sign Installation Procedure

RISK ASSESSMENT AND CONTROL PLAN (NON COUNCIL EVENTS ON COUNCIL LAND) Name of event		 SNOWY RIVER SHIRE COUNCIL	
Host Name	Gary Nicholas	Main Activity	
Activity Date	25/4/17	Activity Covered	
Host Safety Contact Number	0427 645463	Persons Consulted	
Number of Volunteers		Partners In Project:	
DATE OF ASSESSMENT		Location	Nimmitabel

Steps in filling out the risk assessment

1. Think about What can happen, how it can happen and when it can happen. (Use the OHS Checklist and example Risk and Associated control for hints, plus consult with others to discuss possible issues that could come up.)
2. Then think about the likelihood (probability) that it could happen. Write that letter in the pre- assessment box on the form.
3. Think about the consequence of it happening (eg, could the person get seriously injured, or just require first aid?) Write that number down in the pre assessment box on the form.
4. Look at the matrix (Coloured table on the last page) and see where the likelihood and consequence meet up on the matrix. This is your rating. Write that letter in the pre-assessment box on the form.
5. Consider how you might prevent or minimise the chance of the incident happening. Write that in the Controls section of the form
6. Repeat steps 1-3, writing the numbers and letters in the Post assessment box on the form
7. Nominate a person responsible

Snowy River Shire Council	Risk Assessment and Control Plan	Document Number:
Page 1 of 3	Version Number / Issue No: 5 / 2	Date of Issue: / / Review Date: / /

ASSESSMENT

INDIVIDUAL ACTIVITY	POTENTIAL HAZARDS and RISK IDENTIFICATION	Pre Assessment Risk Rating	Post Assessment Risk Rating	CONTROL MEASURES and PERSON RESPONSIBLE

Risk Matrix

CONSEQUENCE (see examples below)



SNOWY RIVER SHIRE COUNCIL

The risk rating of an incident is based on a combination of

Snowy River Shire Council	Risk Assessment and Control Plan	Document Number:
Page 2 of 3	Version Number / Issue No: 5 / 2	Date of Issue: / /
		Review Date: / /

Consequence and Likelihood.				
Refer to the SRSC Risk Matrix for suggestions				
<ul style="list-style-type: none">Consider the ConsequenceConsider the LikelihoodWhere the two meet on the matrix determines the Risk Rating (Level Of Risk)				
Consequence + Likelihood = Risk Rating				
All risks need to be made safe immediately and final corrective action taken within the High Medium or Low time frames below				
Managers and Supervisors are responsible for Corrective Action				
H = HIGH RISK				
STOP WORK IMMEDIATELY				
DO NOT COMMENCE WORK UNTIL RISK IS CONTROLLED				
and NO LONGER RED				
Requires first priority				
Senior Management to be advised.				
IMMEDIATE action required				
M = MEDIUM RISK				
PROCEED WITH CAUTION				
Requires second priority				
Management responsibility must be specified.				
Permanent control required within one - three months to lower risk to Green where possible				
L = LOW RISK				
CARRY OUT WORK				
Requires third priority				
Responsibility to be recorded				
To be monitored to ensure risk does not increase				

LIKELIHOOD (see examples)				
(A) Almost Certain Is expected to occur at most times	(1) Catastrophic * Death or Severe Injuries * Loss \$100,001 or more * Complete loss of services * Toxic release or contamination off site	(2) Moderate * Injuries requiring Medical Treatment * \$ Loss \$5,001 - \$100,000 * Major loss of services * Off site release or contamination with no detrimental effects	(3) Insignificant * No injury or medical attention * \$ loss < \$5,000 * No loss of service * No environmental contamination	
	1A H	2A H	3A M	
(B) Possible Will possibly occur at most times	1B H	2B M	3B L	
(C) Rare Might occur at some time	1C M	2C L	3C L	

Snowy River Shire Council	Risk Assessment and Control Plan	Document Number:
Page 3 of 3	Version Number / Issue No: 5 / 2	Date of Issue: / / Review Date: / /

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>GARY NICHOLS</u> (name) of <u>86 OLD BEGA ROAD, NIMMITABEL</u> (address) on behalf of <u>NIMMITABEL RETURNED SERVICEMEN</u> (organisation) notify the Commissioner of Police that on the <u>25th</u> (day) of <u>APRIL</u> (month), <u>2017</u> (year), it is intended to hold either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>a public assembly, being a procession of approximately <u>30</u> (number) persons, which will assemble at approximately <u>10:30 am/pm</u>, and at approximately <u>10:45 am/pm</u> the procession will commence and shall proceed <u>FROM PIONEERS MEMORIAL HALL</u> <u>BOMBALA STREET TO NIMMITABEL CENOTAPH</u> <u>ON ROAD STREET DIRECT ROUTE NO STOPPING</u></p> <p>(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..... <u>ANZAC DAY MARCH</u></p>

3

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 (*strike out whichever is not applicable*):

- (I) There will be ~~10~~¹ (number) of vehicles and/or ~~Nil~~^{Nil} (number) of floats involved.

The type and dimensions are as follows:

..... 1 X FIRE TRUCK

- (II) There will be ~~Nil~~^{Nil} (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

- (III) The following number and type of animals will be involved in the assembly:

..... APPROX 6 Pony Club

..... HORSES

- (IV) Other special characteristics of the proposed assembly are as follows:

.....

I take responsibility for organising and conducting the proposed assembly.

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

.....

.....

..... Postcode.

Telephone No.

Signed 

Capacity/Title 1st ORGANISER

Date 19/4/17

Check List for Special Event Transport Management Plan

1 Event details

1.1 Event summary

Event Name: ANZAC DAY MARCH

Event Location: NIMMITABEL

Event Date: 25/4/17 Event Start Time: 10:40 am Event Finish Time: 11 am

Event Setup Start Time: 10:30 am Event Packdown Finish Time: 11 am

Event is ☐ off street ☒ on street - moving ☐ on street non-moving
☐ held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser* RSL

Phone: Fax: Mobile: E-mail:

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 required)

Phone: Fax: Mobile: E-mail:

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

1.3 Brief description of the event (one paragraph)

2 Risk Management - Traffic

2.1 Occupational Health & Safety - Traffic Control

- ☐ Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

- ☒ Public liability insurance arranged. Copy of Policy attached.

RSL.

2.3 Police

- ☐ Police written approval obtained

2.4 Fire Brigades and Ambulance

- ☒ Fire brigades notified
☐ Ambulance notified

3 Traffic and transport management

3.1 The route or location

- ☐ Map attached

AS PER TRAFFIC CONTROL PLAN

3.2 Parking

- ☐ Parking organised - details attached
☐ Parking not required

3.3 Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

AS PER TRAFFIC CONTROL PLAN

3.4 Trusts, Authorities or Government Enterprises

- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached
☒ This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

- ☐ Public transport plans created - details attached
☐ Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

- ☒ This is a moving event - details attached.
☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached
☐ There are no unique traffic requirements for this event

3.8 Contingency plans

- ☐ Contingency plans attached

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
Class 1	Class 2	3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required
4 Minimising impact on non-event community & emergency services		
Class 1	Class 2	Class 3
<input 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		
Class 1	Class 2	Class 3
<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or special event clearways - advertising not required		
Class 1	Class 2	Class 3
<input 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		
Class 1	Class 2	Class 3
<input type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs		
Class 1	Class 2	Class 3
<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS		


5 Approval

TMP Approved by: Event Organiser Date

Regulation of Traffic Approved by: RTA Date

or: Council Date

Volker Georgi 0429 827 617

 **SNOWY MONARO**
REGIONAL COUNCIL

**Notice of Intention to
Organise an Event**

→ volker.georgi@snawriver.nsw.gov.au

Office Use Only	
Ref	

This Notice of Intention form is for use by organisers of all events (excluding normal daily Sporting Events held at Council sportfields) intended to be held within Snowy Monaro Regional Shire, regardless of whether the event is to be held on public or private property.

THIS FORM IS NOT A DEVELOPMENT APPLICATION FORM NOR IS IT AN APPLICATION FOR ANY OTHER APPROVAL.

There is no fee associated with this form. The purpose of this form is to illicit information regarding the proposed event, to assist event organisers and Council staff to determine what if any applications and approvals may be required in order to plan for and conduct the proposed event.

Return your completed form to Snowy Monaro Regional Council – as early as possible. Council will respond in writing, listing the approvals you require for your event within 14 days of submitting this form.

Event Information			
Event Name: ANZAC DAY MARCH			
Event Date: 25th APRIL 2017			
Event Location:			
Please tick where relevant: <input type="checkbox"/> Map/plan attached <input type="checkbox"/> Council land <input type="checkbox"/> Private Land			
Has the venue been booked with the Visitors Centre? <input type="checkbox"/> YES - tentative booking <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Organiser Information			
Name/Company: GARY NICHOLS -		Phone:	
Contact Name (if Company):		Fax:	
Postal Address: 86 OLD BEGA ROAD		Mobile: 0427 645463	
Town: NIMMITABEL	State: NSW	Postcode: 2631	Email: killarna86@gmail.com
Organisation Status: <input checked="" type="checkbox"/> Community <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit			
<input type="checkbox"/> Registered Charity/School <input type="checkbox"/> Other (please give details):			
I would prefer Council advice delivered via: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Email			
Signature of Event Organiser: [Redacted]		Date: 24/01/2017	

Proposed Event Details			
Name of Event: ANZAC DAY MARCH			
Event Schedule:	Start (Date/Time):	25/4/17 10.30am	End (Date/Time): 25/4/17 11am
	Set Up:	Start (Date/Time): 25/4/17 10.30am	
	Clean Up:	End (Date/Time): 25/4/17 11.00am	
Is this a fundraising event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Frequency of Event: <input type="checkbox"/> One-off event <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Other:			
Estimated attendance (daily, if more than one day):			

7.1 UPDATED REGIONAL AND TOWN SIGNAGE

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant to the Administrator
Key Direction:	3. Strengthening Our Local Economy
Delivery Plan Strategy:	DP3.2 Take full advantage of the unique assets and character of our towns and villages.
Operational Plan Action:	OP3.5 Enhance entrances to all Regional towns and villages.
Attachments:	<ol style="list-style-type: none">1. Redesigned Shire Entry Sign Concept ↓2. Updated Suite - Town and Village Signage ↓3. Delegate Town Signage - Amended Tagline ↓4. Rear of Sign - 'We Are Snowy Monaro' Concept ↓5. Regional and Town Signage Report - Ordinary Council Meeting 22 February 2017 ↓
Cost Centre	Type text here
Project	Type text here
Further Operational Plan Actions:	Type text here

EXECUTIVE SUMMARY

The report 'Regional and Town Signage' went to the Council meeting held on 22 February 2017 and the recommendations contained therein were adopted. However, after some concerns were raised by the community, a number of alterations to original concepts have been proposed.

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

OFFICER'S RECOMMENDATION

That Council

- A. Alter Delegate's tagline to 'Experience History';
- B. Alter the regional entry sign concept and tagline to 'Top of Australia'; and
- C. Place advertising for the 'Snowy Guide' application and 'We Are Snowy Monaro' image on the rear face of the signs.

BACKGROUND

On May 12 2016, Snowy River Shire Council, Bombala Council and Cooma-Monaro Shire Council merged by proclamation to form Snowy Monaro Regional Council. As a result of the amalgamation, Council has allocated funds for new town and village signage, as well as regional signage. Council has identified new signage as a priority in their operational plan (OP3.5 Enhance entrances to all regional towns and villages).

The attached report 'Regional and Town Signage' went to the Council meeting held on 22 February 2017 and the recommendations contained therein were adopted.

However, after numerous submissions were received from the Delegate community, it is recommended that the adopted tagline of 'Where History Begins' is altered to 'Experience History' on their advice.

The adopted regional tagline of 'Australia's High Country' is recommended to be altered to 'Top of Australia' due to the conflicting connotations associated with Victoria's marketing campaigns. The design of the regional signs will differ from the original design proposed and the town and village signs, thus giving higher visual impact when entering the local government area. The regional signs would be wider and taller than the town and village signs to make a substantial statement, particularly when entering and exiting from the ACT, however matches the colour scheme and overall design of the town signs.

The attached concept for the rear image on our signs is an inclusive and has been used in local advertising with positive feedback received.

The rear side of the signs will also provide valuable advertising space for the region's new application 'Snowy Guide'.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Updating and replacing the existing town entry signage and regional signage will increase the community's sense of pride and place, and improve perception of Snowy Monaro Regional Council area as a whole, for both the residents and visitors. Tourism benefits may be seen as signage may increase both visitor awareness of each town they enter, and the region as a whole.

2. Environmental

Minimal impact will be seen on the environment as Council will merely be replacing existing structures, with the structures streamlined for a more cohesive look and feel that will fit in with our landscape.

3. Economic

The economic impacts are yet to be fully scoped.

4. Civic Leadership

Updating the signage will show that Council has a sense of pride for the Shire it manages while working with budget constraints to achieve desired outcomes.

Council has identified new regional and town signage to have significant benefits for the region from a tourism perspective that will coincide with current promotional strategies.

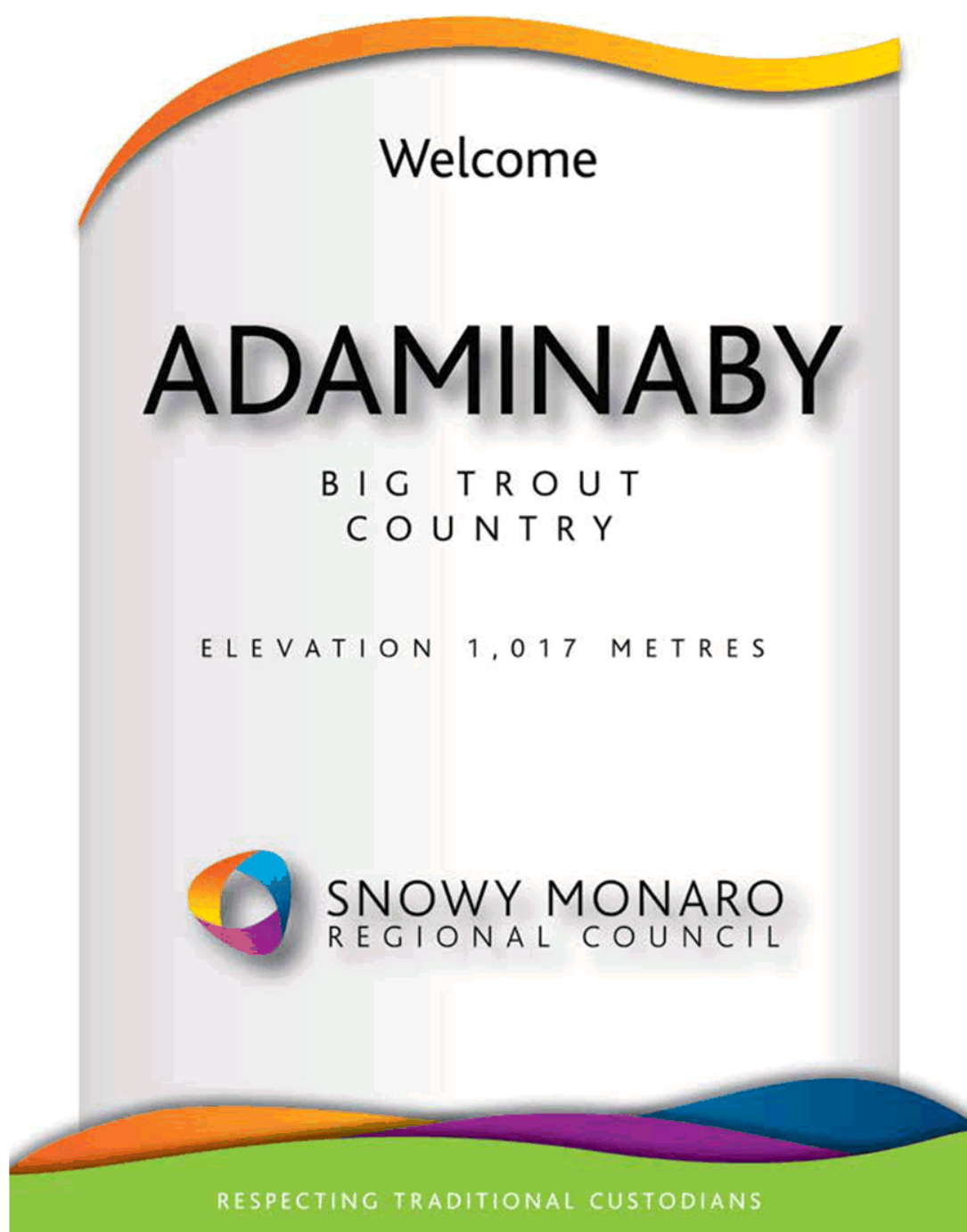
Determination by Administrator

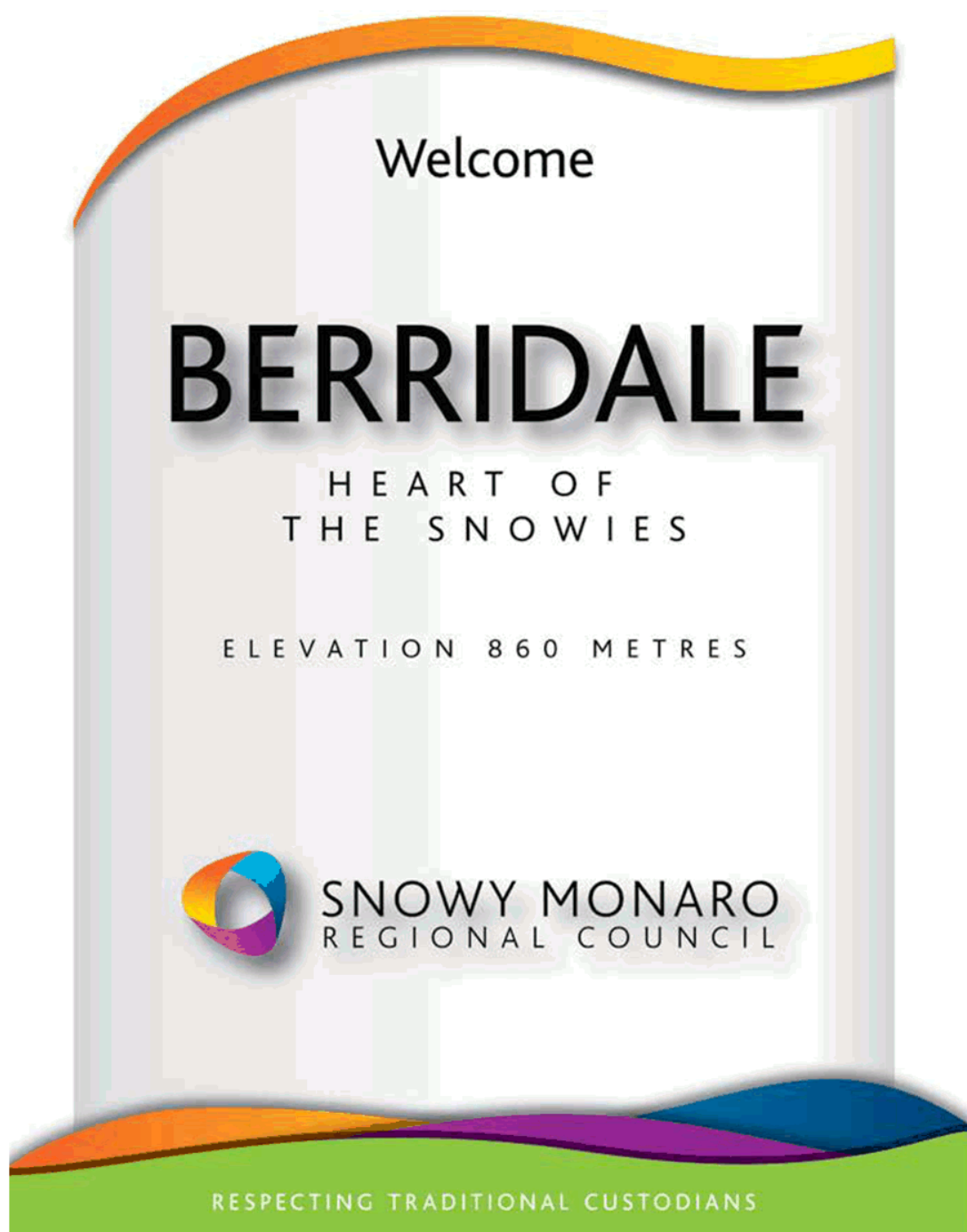
Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993*.

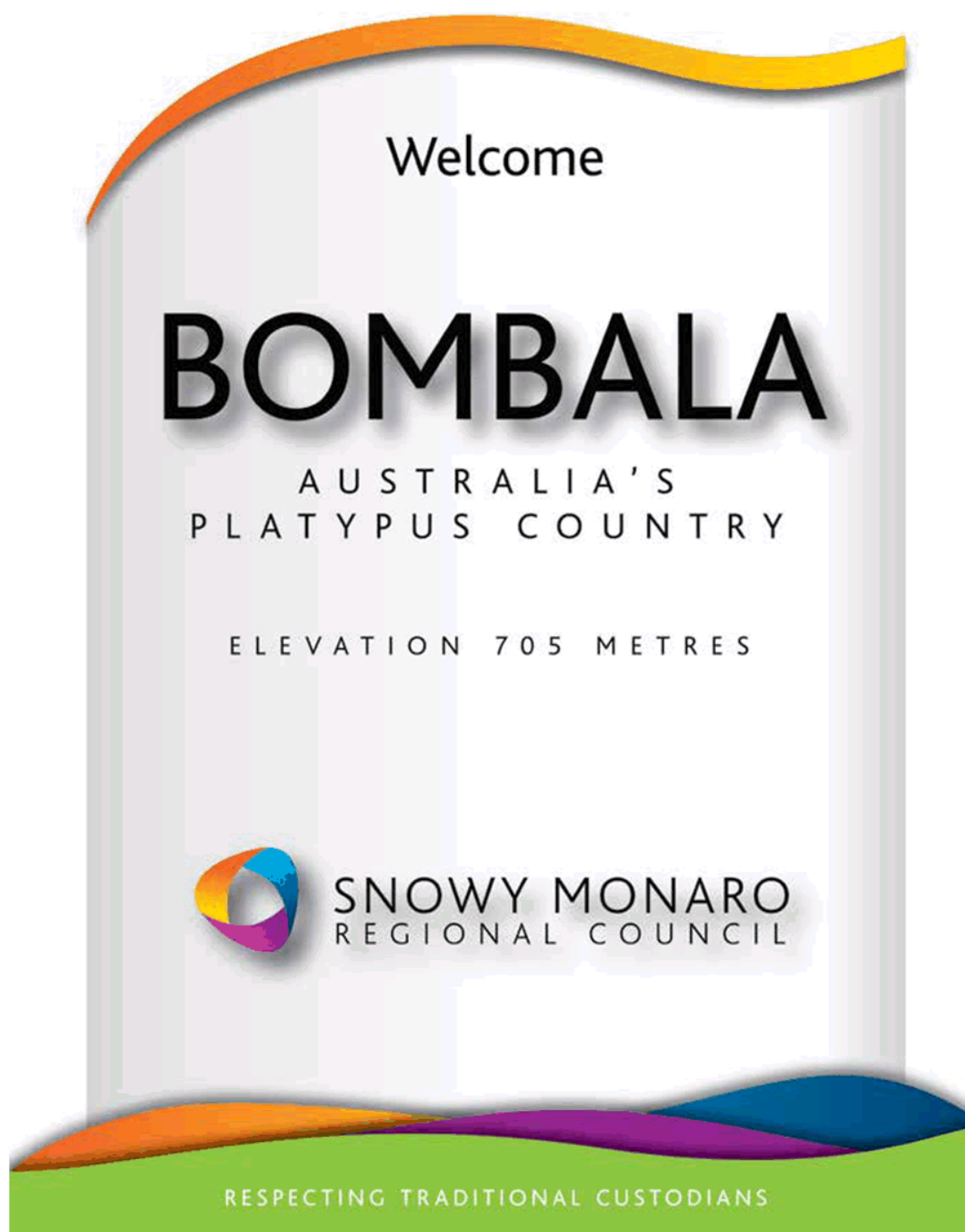
Signature:

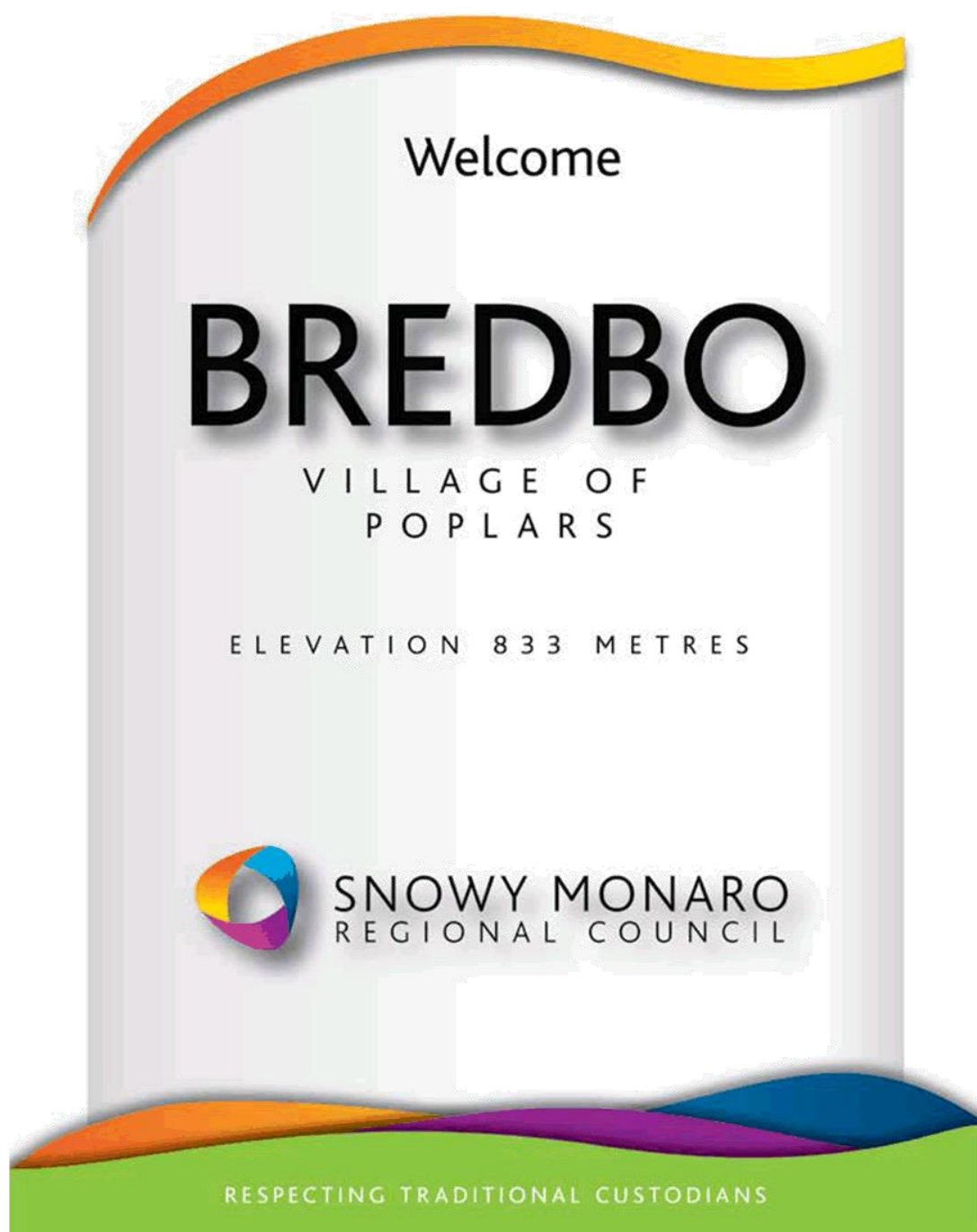
Date:

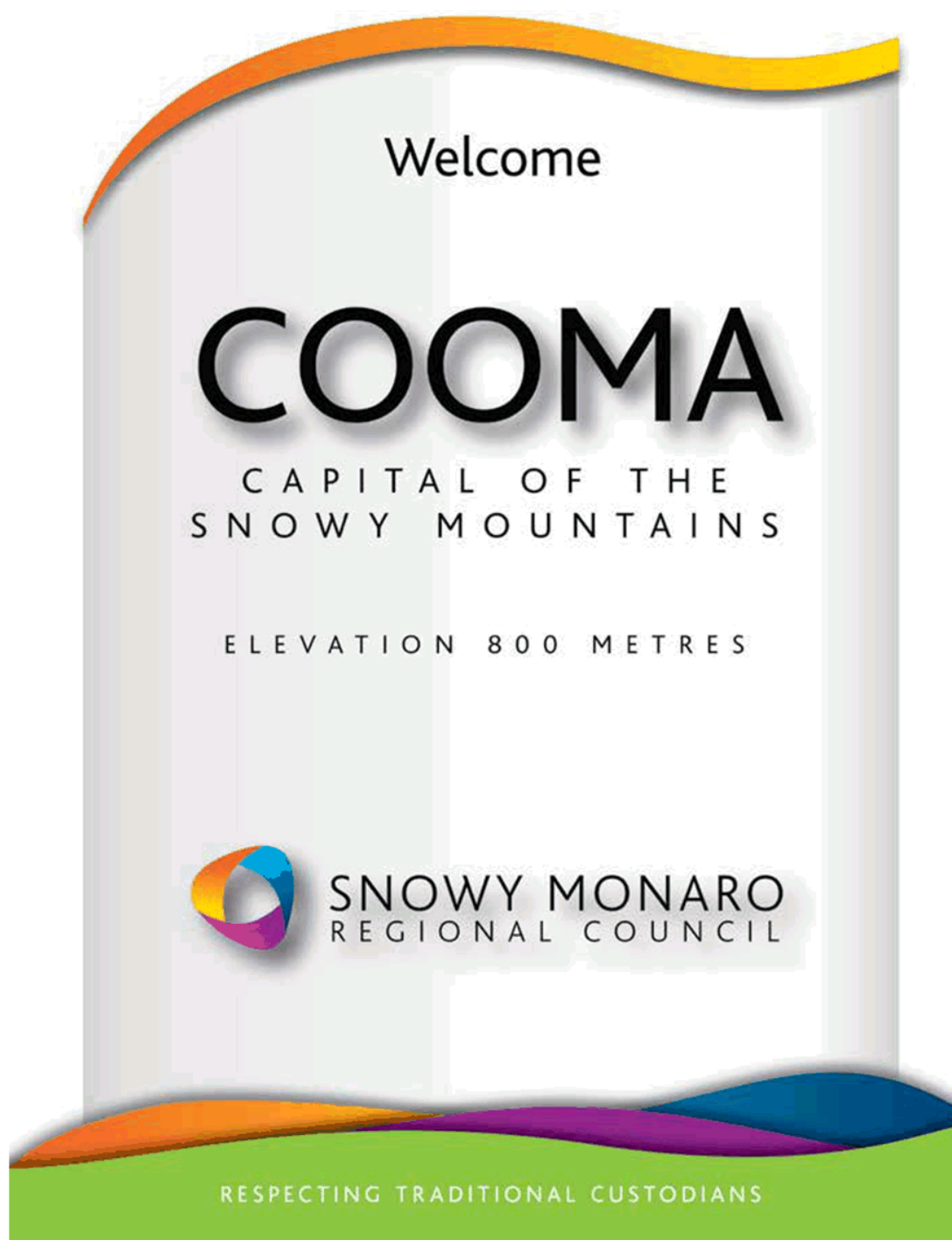


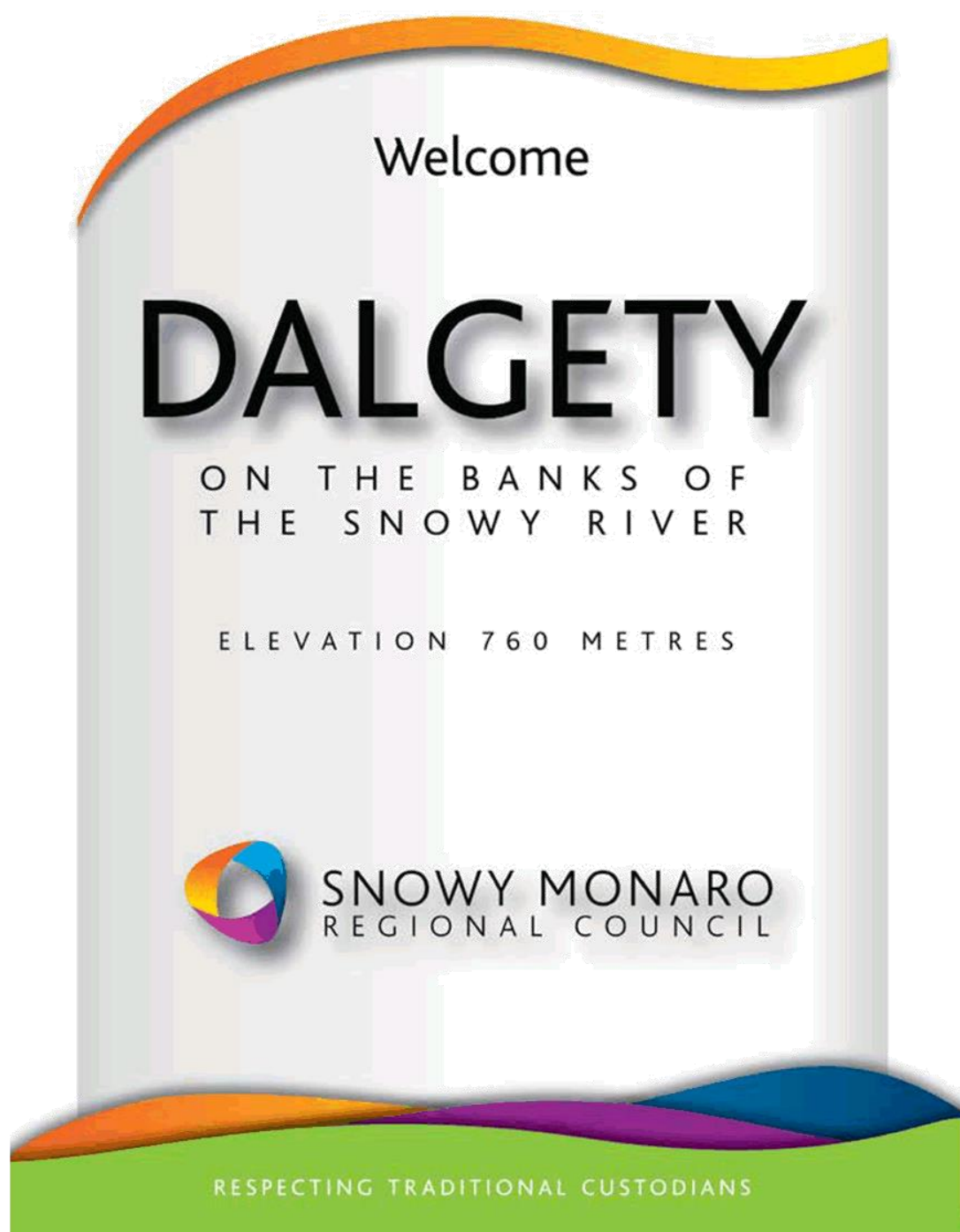






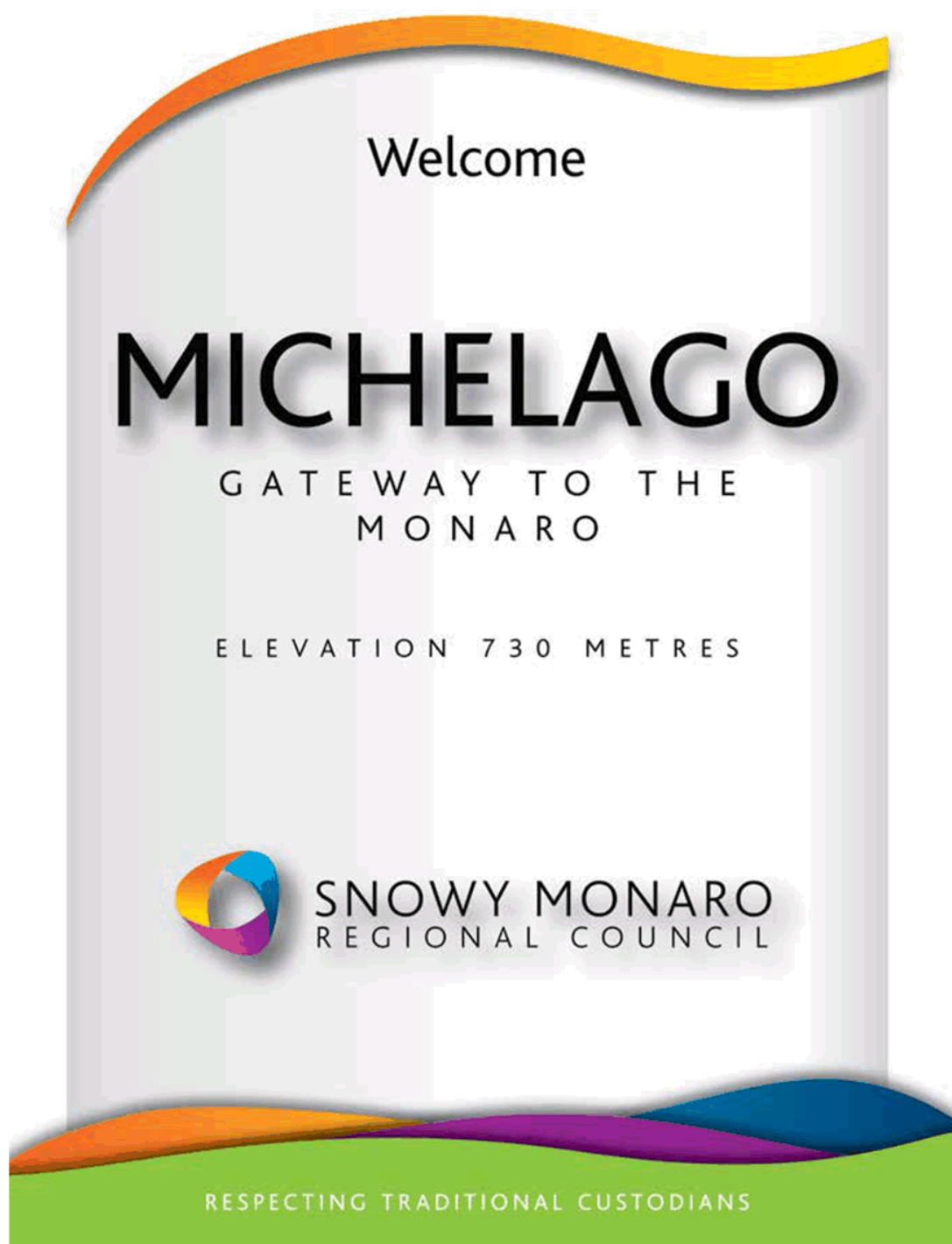


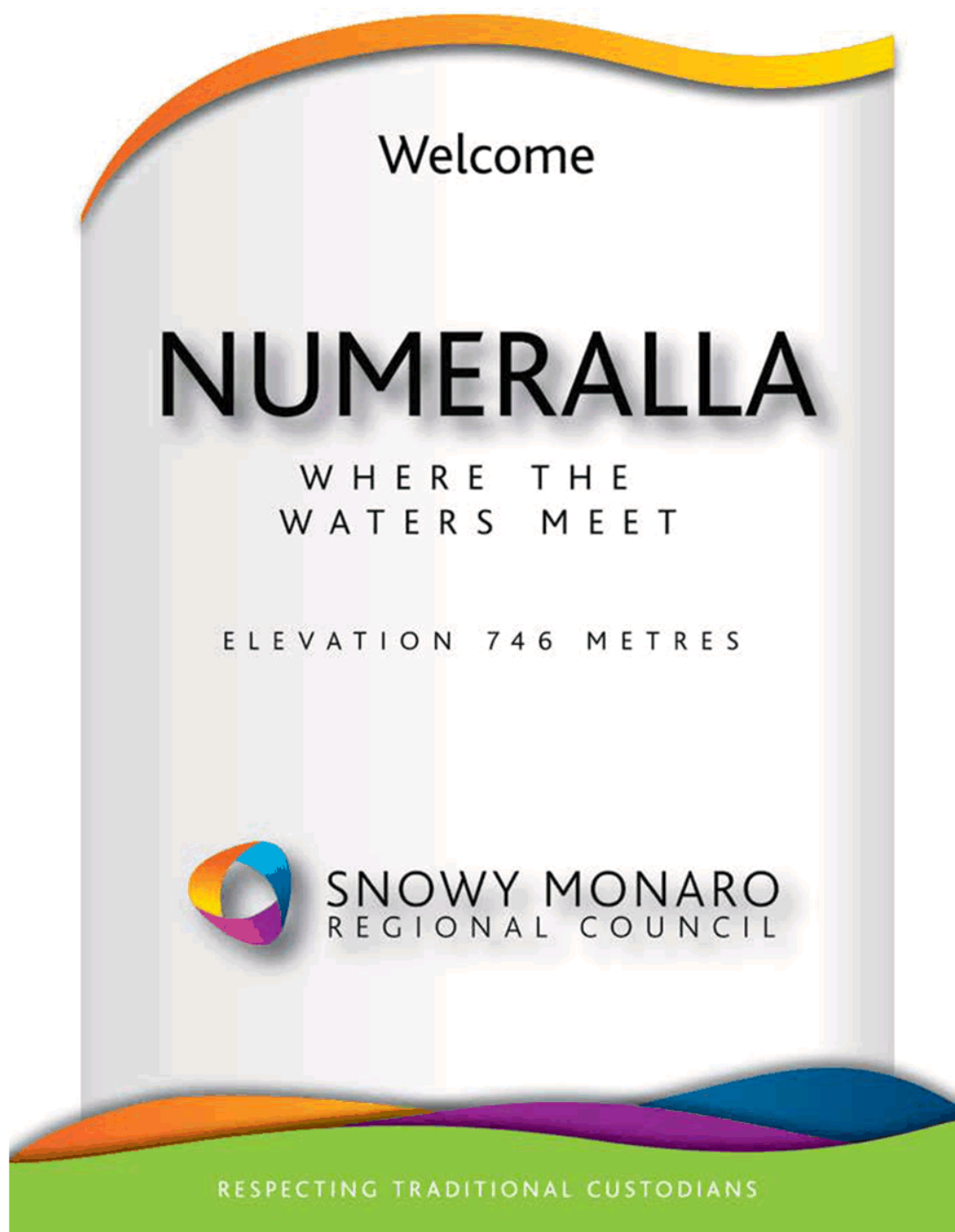




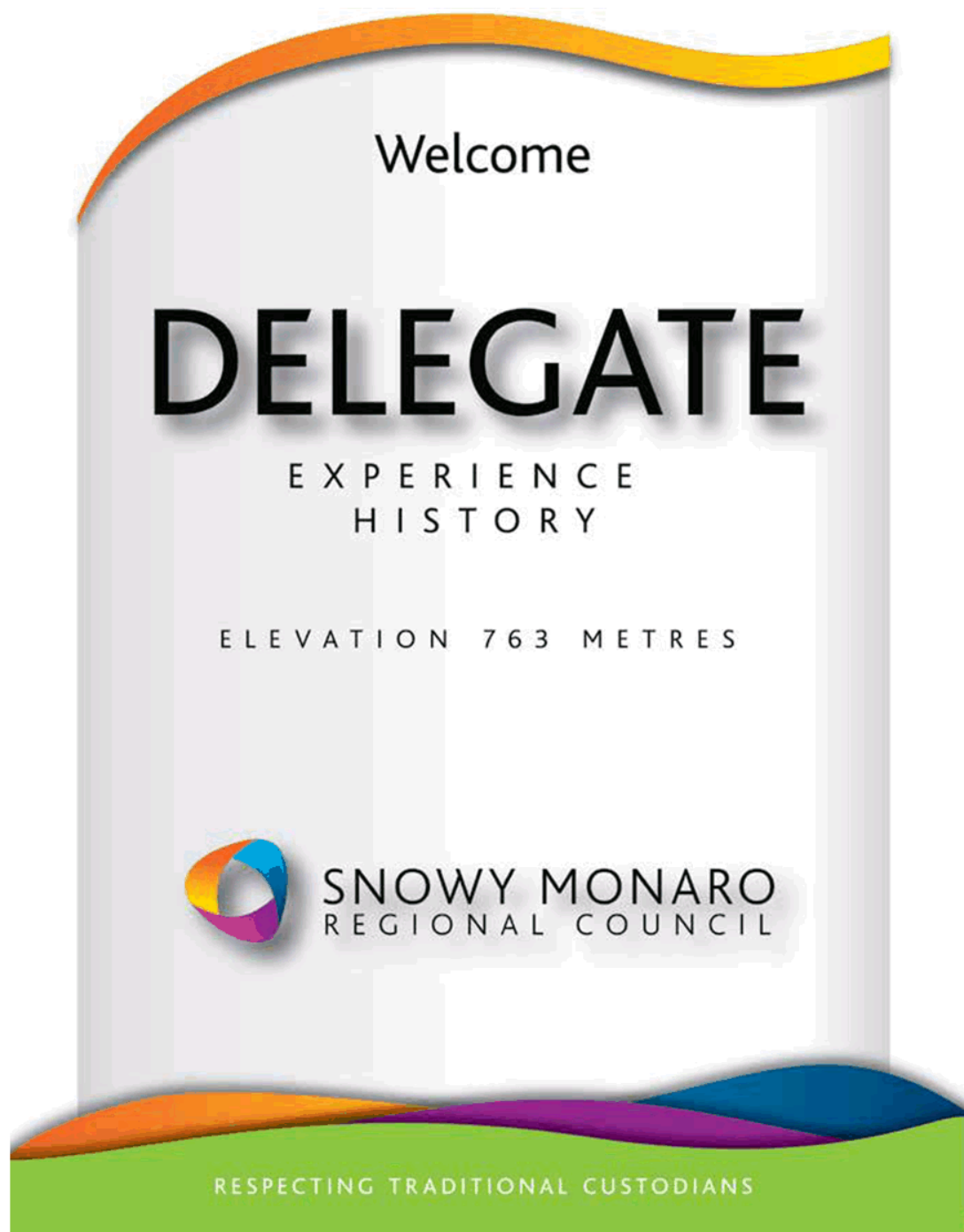














REPORT TO ORDINARY COUNCIL MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 22 FEBRUARY 2017

Page 1

12.1 REGIONAL AND TOWN SIGNAGE

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant to the Administrator
Key Direction: 3. Strengthening Our Local Economy
Delivery Plan Strategy: DP3.2 Take full advantage of the unique assets and character of our towns and villages.
Operational Plan Action: OP3.5 Enhance entrances to all Regional towns and villages.
Attachments: 1. Town and Regional Signage Concept
2. Town and Regional Signage - Community Consultation Results
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council has identified new signage as a priority in their operational plan (OP3.5 Enhance entrances to all regional towns and villages). Creative Alliance was engaged to design a selection of signs that would be appropriate for the area. After staff selected their preferred option, this concept was presented to the local aboriginal groups, Chambers of Commerce and Progress Associations for their consideration and feedback.

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

OFFICER'S RECOMMENDATION

That Council

- A. Replace town and shire signage with Snowy Monaro Regional Council including approved tag lines;
- B. Release Expressions of Interest for qualified tradespeople to carryout creation and installation of the signs;
- C. Note that Nimmitabel be excluded as the community wish to retain current heritage signs;
- D. Commence development of a regional marketing strategy; and
- E. Allocate a budget from the Merger Implementation Fund;

BACKGROUND

On May 12 2016, Snowy River Shire Council, Bombala Council and Cooma-Monaro Shire Council merged by proclamation to form Snowy Monaro Regional Council. As a result of the amalgamation, Council has been allocated funds for new town and village signage, as well as regional signage. Council has identified new signage as a priority in their operational plan (OP3.5 Enhance entrances to all regional towns and villages).

REPORT TO ORDINARY COUNCIL MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 22 FEBRUARY 2017

Page 2

12.1 REGIONAL AND TOWN SIGNAGE

Creative Alliance was engaged to develop some signage options for Council's consideration. Their brief was to provide a range of signage designs that reflected the locality and traditional owners of the land, as well as promoting tourism and covering themes of identity, and unity of the new Local Government Area. Council was presented with 12 options that were considered and staff chose an option that would be easy for installation and fits with the local geography. This design was also chosen due to the ability of many of these signs being able to be placed over existing signs, there for allowing the existing rock plinths to be utilised to assist savings on Council's budget.

Please see attached document titled Town and Regional Signage Concepts.

Community Consultation

Extensive community consultation was carried out with:

- Michelago and Region Community Association
- Bredbo Progress Association
- Numeralla District and Activities Inc.
- Nimmitabel Advancement Group
- Bombala and District Chamber of Commerce
- Delegate Progress Association
- Berridale Chamber of Commerce
- Dalgety Chamber of Commerce
- Jindabyne Chamber of Commerce
- Lake Eucumbene Chamber of Commerce

Cooma Chamber of Commerce was provided with a copy of the attached documentation, however as no changes were to be made to their tag line they were not met with.

Nimmitabel Advancement Group advised that they would not like current signs covered, and therefore will not be receiving a sign.

Council also met with the Local Representative Committees for their feedback.

The proposed concept was supported by all other organisations. Consultation with these community organisations identified how they would like to see the different elements for their signs produced – see attached document titled Town Signage Options - Community Consultation Results.

Aboriginal Liaison

Local aboriginal community groups were met and consulted with. Their feedback was that that while the generic "Respecting Our Traditional Custodians" was progress, it would be more respectful to acknowledge the specific groups. Two options were discussed:

- 1) Listing all of the various groups on each sign (potentially three to four groups), or
 - 2) Listing groups specific to each town/village
-

REPORT TO ORDINARY COUNCIL MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 22 FEBRUARY 2017

Page 3

12.1 REGIONAL AND TOWN SIGNAGE

The second method was preferred, with the majority of locations listing the Ngarigo people and a few locations towards the edges of the region, such as Adaminaby and Delegate, listing other groups. It was identified that these other groups would need to be clarified around the boundaries. The region entry and exit signs would list the generic statement 'Respecting Traditional Custodians'. It was also advised that any artwork on that section of the sign be either created by an Ngarigo artist or left off entirely.

Due to the sensitivity and internal politics within the indigenous community, Council feels that it would be best to use the generic tagline on all signs. Once the local indigenous groups have thoroughly completed their research about the localised groups and decided what they would like placed on the signs, they will have the opportunity to individualise the signage at a later date.

Tag Lines

The following taglines were agreed upon for the following regional and town/village entrance signs:

Regional:

- Welcome Snowy Monaro Region – Australia's High Country

Town/village:

- Michelago – Gateway to the Monaro
- Bredbo – Village of Poplars
- Cooma – Capital of the Snowy Mountains
- Numeralla – Where the Waters Meet
- Bombala – Australia's Platypus Country
- Delegate – Where History Begins
- Berridale – Heart of the Snowies
- Dalgety – On the Banks of the Snowy River
- Jindabyne – Australia's Alpine Playground
- Adaminaby – Big Trout Country

Traditional Owners:

- Respecting Traditional Custodians

Other Signs

Due to nature of the three former Council areas, there is signage in the area that can be used as extra promotional material. It has been thought that these signs have the potential to be used as:

- Pictorials
- Notice Boards
- Advertising for local events

This option is to be further explored.

REPORT TO ORDINARY COUNCIL MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 22 FEBRUARY 2017

Page 4

12.1 REGIONAL AND TOWN SIGNAGE

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Updating and replacing the existing town entry signage and regional signage will increase the community's sense of pride and place, and improving perception of Snowy Monaro Regional Council area as a whole, for both the residents and visitors. Tourism benefits may be seen as signage may increase visitor awareness of each town they enter, and the region as a whole.

2. Environmental

Minimal impact will be seen on the environment as Council will merely be replacing existing structures, with the structures streamlines for a more cohesive look and feel that will fit in with our landscape.

3. Economic

Quotes have not yet been obtained, however it may be suitable to have local tradespersons prepare the signage.

4. Civic Leadership

Updating the signage will show that Council has a sense of pride for the Shire it manages while working with budget constraints to achieve desired outcomes.

Council has identified new regional and town signage to significant benefits to the region from a tourism perspective that will coincide with current promotional strategies.

11.1 COMMUNITY ENGAGEMENT STRATEGY

Record No:

Responsible Officer:	Director Special Projects Office
Author:	Administration Special Projects Office
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.13 Coordinate and initiate community engagement processes that facilitate participation in Council activities and decision making, and keep residents informed on local events, issues and planning
Operational Plan Action:	OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.
Attachments:	1. Community Engagement Strategy (<i>Under Separate Cover</i>) ➡
Cost Centre	3130
Project	Community Engagement Strategy
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The purpose of this community engagement strategy is to establish standard processes for community engagement. Community engagement is a planned process with the specific purpose of working with a diverse range of groups covering;

- Consultation
- Extension
- Communication
- Education
- public participation
- participative democracy
- Stakeholder partnerships

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

OFFICER'S RECOMMENDATION

That the Administrator

- Adopts the Community Engagement Strategy
- Endorses the commencement of community engagement to develop the Draft Community Strategic Plan *immediately* and additional resources are provided to complete this either through engagement of a consultant or contractor

BACKGROUND

The linking of the term community to engagement serves to broaden the scope, shifting the focus of this exercise from the individual to the collective, with the associated implications for inclusiveness to ensure consideration is made of the diversity that exists within our community.

This document details how Council will communicate with all stakeholders as we work together to co-design the future of the Snowy Monaro Regional Council (SMRC). Effective community engagement enables a council to make informed decisions about planning for the future and determining community needs, expectations and aspirations. The Community Engagement Strategy aims to build on previous consultation and ensure that as many individuals and groups as possible around the regional council area can be involved in the first ever region wide Community Strategic Plan. It is Council's ambition to ensure long term sustainability and viability set the tone for the newly established Council area.

Snowy Monaro Regional Council believes that the best way to achieve this is by doing the planning and implementation together. Effective, meaningful engagement with our community can develop a comprehensive Communication Engagement Strategy providing positive outcomes;

- Community input into the Statement of Local Benefits
 - New Ideas generated by community workshopping
 - Identifying Potential Candidates for 2017 Councillor Elections
 - As community involvement increases, information about resources, opportunities, operations and projects will circulate more widely through stakeholder networks
 - Relationship building promotes stakeholders monitoring each other's commitment to achieve community outcomes. They are able to gather valuable information and hold each other accountable for intended progress
 - Positive behavioural change of community interactions with council
 - Input from a broader cross section of stakeholders
 - Funding opportunities brought to Council attention by Community interaction
 - A positive environment created by residents who are invested in shaping their community
 - Providing a platform of strength from which to manage any critical point
 - Attracting new business and residents to the area
 - Creating a new visual identity
 - Community input into the Draft Community Strategic Plan
 - Conflict prevention due to upfront involvement of key stakeholders
 - Building a positive reputation between community partners
 - Improving customer satisfaction levels
 - Improving staff morale and job satisfaction by providing statements of vision and priorities
-

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Community engagement is the means to link Council with the community. It is critical in the successful development and implementation of community engagement, that Council is responsive to the needs of the community within its resources.

Responsiveness increases the likelihood that;

- Projects or solutions will be widely accepted
- Creates more effective solutions
- Improves community knowledge and skills in problem solving
- Empowers and integrates people from different backgrounds
- Creates local networking opportunities for all community members
- Creates opportunities for discussing concerns
- Increases community trust for the Council
- Working together promotes communication and understanding hopefully minimising and mitigating future conflicts

2. Environmental

Community Engagement is the driver of change when it comes to minimising environmental Impacts. Engaging the community is important to the success of a collaborative approach to tackle the causes and effects of environmental sustainability within the regional area. While seeking consultation, Council will have the ability to understand and access issues from multiple perspectives.

Council will aim to provide significant differences within our community through our commitment to protect our environment by encouraging practices that reduce negative impacts. As a part of our environmental conservation efforts online engagement will minimise our environmental footprint.

Centralisation of community engagement will allow the organisation to become streamlined and more productive, so too will the mean by which we use resources to undertake our engagement.

Online engagement allows facilitators and participants to interact at their leisure, anywhere, anytime. Reducing travel throughout our geographically large region, lowering both the environmental and financial costs associated with hosting face to face consultation sessions.

3. Economic

One of the advantages to centralise community engagement is the reduction in costs through a central point of coordination which not only streamlines the consultation development process to save time and money, it also ensures that consultation is scheduled to maximise effectiveness, reduce fatigue and enhance participation.

The proposal includes Council expanding upon our online engagement which will come at a cost. The implementation of online engagement tools may initially cost the Council a significant amount of money, however evidence suggests that once implemented into the organisation online

engagement tools will facilitate opportunities to capture quantitative and qualitative community feedback at a substantially less cost in comparison to external consultancy.

Once these processes have been scoped a further report will be presented to the Executive Team for their consideration. All methods of community engagement come with a cost. Be that face to face meetings with community members or through software platform licences. As part of the IPR community engagement appropriate budget allocation will be required.

4. Civic Leadership

Council recognises that community engagement and participation processes are a vital part of local democracy. Effective engagement is good business practice and critical to good governance.

A robust strategy with a centralised approach will provide support, guidance and skills to departments that require input from the community to deliver services or infrastructure that best suit our ever changing region. The strategy will influence the development of our engagement material, selecting the most meaningful medium/s to consult upon, analysing data, updating the community throughout the process or facilitating discussion with communities.

Community consultation will provide a higher quality service to both our external and internal customers, minimising conflict and contributing to successful achievement of our vision to be a trusted community partner.

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:

11.2 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Record No:

Responsible Officer: General Manager

Author: Acting Executive Assistant to the Administrator

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 Provide timely, accurate and relevant information to Council to enable informed decision making.

Attachments: 1. Human Resources (HR) Report For Period Ending 28 February 2017 [↓](#)

Cost Centre 6010 Human Resources

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Please see the attached report.

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

OFFICER'S RECOMMENDATION

That Council receive and note the attached report.

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:

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY MONARO
REGIONAL COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017

Page 1

0.0 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments: 1. Human Resources Report
Cost Centre 6010 Human Resources
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Please see the attached report

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

OFFICER'S RECOMMENDATION

That the LRC
A. Receive and note the attached report.

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017 Page 1

8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant

Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments: Nil
Cost Centre 6010 Human Resources
6020 Corporate Training
Project Operational Activities
Further Operational Plan Actions: OP7.17 Improve organisation wide Risk Management through use of ISO 31000 principles.
OP7.26 Council will maintain effective personal management systems that ensure the organisation is sustainable.
OP7.27 Develop and implement WHS policies, procedures and resources for managers and workers.

EXECUTIVE SUMMARY

This monthly report is provided for the information of the Executive and details the activities undertaken by the Human Resources Department period to 28 February 2017 in accordance with the 2014-2017 Delivery Program and 2017 Operational Plan.

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

OFFICER'S RECOMMENDATION

That the LRC receive and note the monthly report regarding progress against the Delivery Program and Operations Plan for the Human Resources Department for the period ending 28 February 2017.

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 Page 2

BACKGROUND

This report is the first iteration collated from the three former Council's systems and is based on previous monthly HR activity reports from the former Snowy River Shire Council. The three systems do not have like for like activity data in all areas. The information is gathered and collated manually. It is expected that the report will develop and improve. Significant change will occur with the introduction of a harmonised HR information system.

OP7.25 *Ensure Council attracts retains and develops a capable workforce that delivers positive outcomes.*

Current Workforce as at 28 February 2017	Number
Permanent Full Time	235
Permanent Part Time	79
Temporary Full Time	3
Temporary Part Time	3
Trainees/Apprentices/Cadets	4
Sub Total	324
Casual Staff	103
Total	427

Terminations – Planned – (temporary/casual positions)	Report period
Total	2
Terminations – Unplanned - (permanent positions)	Report period
Total	1
Resigned	1
Other	-

Appointments	Reporting Period
Casual	1
Temporary	2
Permanent	5
Total	8
Internal Staff Appointments: (change in position or status)	Report period
Total for reporting Period	3
Environmental Health Officer – permanent	
Community Transport Coordinator – permanent	
Home Support Coordinator - permanent	

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 Page 3
 8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

New Staff Appointments: (Permanent, Temporary and Casual)	Report period
Total for reporting Period	3
Trainee Records Assistant – temporary Heavy Plant Operator - temporary Pool Attendant/Lifeguard - casual	

Probation	Report period
Probation Reviews completed during the period	-
Number of staff on probation	6

Vacant Positions	FTE	Status
Town Planner	1	Recruitment in progress
Respite Coordinator	0.8	Recruitment in Progress
Home Care Packages Coordinator	0.8	Awaiting new structure
Governance Officer	0.8	Awaiting new structure
Manager Regulation and Compliance	1	Awaiting new structure
Compliance Officer	1	Awaiting new structure
Regulation and Compliance Administration Trainee	1	Awaiting new structure
Manager Community and Strategic Planning	1	Awaiting new structure
Construction Worker/Truck Driver	6	Back fill with Labour Hire whilst awaiting new structure
Pools Coordinator	1	Awaiting new structure
Management Accountant	1	Awaiting new structure
Water Billing Officer	1	Awaiting new structure
Plant Operator	1	Awaiting medical
Apprentice Mechanic	1	Awaiting medical
Water and Waste Water trainee	1	Advertised to commence. NB Advertised three times.
Water and Waste Water Labourer	0.5	Applications close 10 March 2017
Engineering Administration support		Meeting with applicant

Approval for recruitment requests submitted to the Executive Team meeting each week remains on a case by case basis. During the period of restructure all recruitment of non-senior staff roles is conducted internally in the first instance in accordance with the LG Act as it refers to Councils following amalgamation.

New Staff Induction	Report period
Online induction	5

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017 Page 4
8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

In addition to the one on one induction processes carried out by operational managers as a matter of course, new office based staff are provided access to the Local Government Professionals Association Online Induction program. The program takes approximately 3 to 3 ½ hours to complete is self-paced and may be done so in intervals. It is a 13 module course designed specifically for the Local Government environment the modules are:

- Module 1 : Introduction to Federal Government
- Module 2 : Introduction to State Government
- Module 3 : Introduction to Local Government
- Module 4 : Roles, Responsibilities and Relationships
- Module 5 : Council Operations
- Module 6 : Community Engagement
- Module 7 : Planning and Reporting
- Module 8 : Financial Management
- Module 9 : Governance
- Module 10 : Human Resources
- Module 11 : Work, Health and Safety
- Module 12 : Council Meetings
- Module 13 : Acronym Directory

A further face to face induction program will be introduced following the resolution of the current restructuring. The program will include

- SMRC specific information
- Vision and Values
- Code of Conduct (including Conflict of interest)

Staff Demographics

Age Range	Number of Staff	% of Workforce
<25	21	5
25-34	62	15
35-44	73	17
45-54	132	31
55-64	94	22
>65	45	11

Male/Female	% of Workforce
Male	51
Female	49

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 **Page 5**
 8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Recruitment KPI's:

Position	Applicants	Interviewed	Advertising	Funding	Time Frame
Environmental Health Officer	2	2	Internal Only	General Fund	12 weeks
Community Transport Coordinator	1	1	Internal Only	General Fund	12 weeks
Home Support Coordinator	3	2	Internal Only	General Fund	14 weeks
Trainee Records Assistant	1	1	Local	General Fund	20 weeks
Apprentice Mechanic	4	4	Facebook, Monaro Post and contact with local schools	General Fund	12 weeks
Plant Operator	3	2	Facebook, Monaro Post	General Fund	12 weeks

* The proclamation declaring the creation of the Snowy Monaro Regional Council was published on 12 May 2016. In accordance with the Local Government Act section 354H as it relates to external advertising of vacant roles during the three year protection period following amalgamation, positions are initially advertised internally through an expression of interest, where there are no suitable internal applicants identified the positions are advertised externally through Local or National advertising.

Recruitment advertising categories

National includes local and internal options with additional options of	Local includes internal options with the addition of	Internal	EOI for casual positions
CareerSpot – Web site Seek – Web site MyCareer – Web site	Council Website Monaro Post Facebook	All Staff Email notice Staff Room Notice Boards and Council website	Expression of Interest as Media Release through Council Website & Facebook

Training Information as at 28 February 2017

ET continues to review training nominations submitted by employees each week.

0.0 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017
 ATTACHMENT 1 HUMAN RESOURCES REPORT

Page 7

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL

HELD ON WEDNESDAY 12 APRIL 2017

Page 6

8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Number of training nominations approved as per status

Training Status	Reporting Period
Essential	3
Professional Development	4
Conference	-
Study Leave	-
ET Recommendation	-
Corporate	-
Total	7

OP7.26 Council will maintain effective personal management systems that ensure the organisation is sustainable (DP7.8)

Payroll KPI's: February 2017	10/02/2017	24/02/2017
Frequency of payment: Fortnightly: 2 for reporting period.	2	
No. of staff paid in pay period 1	423	
No. of staff paid in pay period 2		423
% of submitted timesheets that required correction prior to processing -	45%	50%
Average payroll preparation cost per employee* -	\$13.73	
% of employees paid on time -	100%	100%
Method of payment	Direct Deposit	Direct Deposit
Excessive leave report sent to EMT for inclusion on agenda	nil	nil
Adjustments to award conditions this financial year	3 (% increase LG & Hostel, super salary sacrifice)	

*based on hourly rate of Payroll officer x total hours in payroll production divided by number of staff paid

Absenteeism for February 2017						
Program	Total staff (incl. casual)	No. of staff paid sick leave	Staff sick (%)	Total of all hours paid	Total hours sick leave paid	% of sick leave hours against total hours paid
Tourism	5	1	20.0	339	38.9	11.4

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 Page 7
 8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Regulatory	17	2	11.7	1057	8.5	0.8
Environmental	26	9	34.6	4184	75.0	1.8
RCU	5	1	20.0	79	2.0	2.5
Community Care	42	4	9.5	1856	22.0	1.2
Hostel	54	7	13.0	4953	90.0	1.8
Roads/WS/Parks	130	25	19.2	13673	319.0	2.3
Water Sewer	34	15	44.1	4639	137.5	3.0
Waste	31	5	16.1	3048	60.0	2.0
Corp Services/IT	59	8	13.6	5219	119.4	2.3
Governance	12	4	33.3	1054	53.2	5.0
Finance/IT/HR	7	2	28.5	560	39.2	
EMT	5	0	0			
Total	427	83	19.7%	40661	1003.6	2.47

Provide HR Advice and Support to all Employees

HR staff provide advice and assistance to Council employees on a daily basis. During this reporting period some of the matters discussed with managers and/or employees included:

- Job Evaluations
- Position Descriptions
- Performance Management
- Return to Work Programs
- Workers Compensation Matters
- Enterprise Risk Management procedures
- Health and Safety technical advice
- Recruitment policy and procedures
- Employment conditions
- Advice and support in confidential matters

OP7.16 Improve organisation wide Risk Management through use of ISO 31000 principles. (DP7.5)

Risk Management system status

Enterprise risk management framework remains in draft.

Draft policy was prepared in 2016. Policy was submitted for ARIC comment post 16 October 2016 report to ET. Awaiting feedback from ARIC.

Enterprise Risk Management Procedure endorsed by ET, EMT356/16.

Once feedback is received from ARIC, appropriate modification will be made to the policy and resubmitted for approval of ET to send to Administrator for endorsement. Once endorse Risk Officer to commence training of adopted policy and procedure.

Work on centralization of risk register continues.

Enterprise Risk Management incidents

For the month of February the following incidents were reported:

0.0 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017
ATTACHMENT 1 HUMAN RESOURCES REPORT

Page 9

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
COUNCIL

HELD ON WEDNESDAY 12 APRIL 2017

Page 8

8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

- worker sustained a minor eye injury due to dust;
- worker sustained a head/neck injury while accessing a Council vehicle;
- worker sustained an injury to their hand while operating a cordless drill;
- worker sustained a lower leg injury while using a sledge hammer;
- worker reported a near miss related to home care of a client in their bathroom;
- worker hit a kangaroo damaging plant;
- worker hit member of the public's letterbox while reversing out of driveway;
- labor hire worker reported a hire plant stolen;
- member of the public reported complications with a personal medical issue while attending a school swimming carnival.

Enterprise Risk Management activities

HR staff provided advice to various sections in Council on a range of risk issues and insurance matters including participating in the following risk management activities:

- Jindabyne Landfill Capping Project (RM0004)
- Bombala Landfill Waste Management Plan (RM0009)
- Community Engagement Strategy (RM0007)
- Jindabyne Community Recycling Centre (RM0008)
- Property Asset Review (RM0010)
- SNOPL13005 Adams at Snowy River Shire Council
- LI0028946 Hugo at Snowy Monaro Regional Council
- LI002404 Thom at Snowy River Shire Council

OP7.27 Develop and implement WHS policies, procedures and resources for managers and workers. (DP7.9)

WHS Management system

Injury management, including return to work processes for five injured workers, were also undertaken during the period. During February:

- three new claims were opened;
- two existing claims were closed; and
- no existing claims were finalised.

Note: There is a lag between closure and finalisation of claims. It is not unusual for a claim to be finalised some months after it is closed

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017 Page 9
8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Alcohol and Other Drugs testing

Consistent with Councils Alcohol and Other Drugs Procedure (250.2016.64.1) alcohol testing of staff occurred at Bombala and Cooma worksites.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Best practice human resource management will ensure Council will maintain effective personal management systems that ensure the organisation is sustainable. Demonstrable best practice human resource management will enhance council's reputation in the public domain and be seen to be an employer of choice.

2. Environmental

Maintaining best practice Risk Management frameworks will ensure that principles of sustainability safety and protection are always considered when providing advice and support to business units.

3. Economic

Human Resources Budget

The section continues to operate within the adopted budget of cost centre 6010. The corporate training budget cost centre 6030 is managed by human resources with expenditure approved by the executive management team. Providing training to staff to enable them to perform core tasks that would otherwise be outsourced improves Council's economic bottom line. Responsible management of HR related functions reduces Council's exposure to costly legal issues.

Advice and support is provided with economic sustainability principles considered.

4. Civic Leadership

The HR section continues to play an active role in the local government network through attendance at a number of the Canberra Joint Organisation (CBRJO) meetings and informal collaboration in HR matters on a needs basis.

- 10 February Risk Management Group meeting Bungendore (Risk Officer Chair of this group)

Access and equity principles underpin all human resource activities and are also guided by the adopted Equal Employment Opportunity (EEO) Management Plan. Services delivered by human resources are accessible to all staff at all times.

The Human Resources Department ensures that consultation with all staff is undertaken through the Council's Consultative Committee, Health and Safety Committee and with Union Representatives where appropriate and outcomes recorded within Council's record management system.

HR Report Organisation Health

During the period HR received a request to report on Organisational Health to inform a report back to the DPC, based on the following criteria.

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 Page 10
 8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Have any trends become apparent in terms of increased sick leave, grievances/disputes and/or workers comp claims?

Describe the overall score as a mark out of 10

The response included the following:

Council's current corporate systems are not integrated and gathering current data is problematic. There is a lack of historical data needed to inform a trend. A transition survey was conducted in one of the three Councils prior to merging in May 2016 and the other two afterward in June/ July. The data is therefore skewed. It will be comparable to a follow up survey before July 1 2017.

Absenteeism

Absenteeism for February 2017						
Program	Total staff (incl. casual)	No. of staff paid sick leave	Staff sick (%)	Total of all hours paid	Total hours sick leave paid	% of sick leave hours against total hours paid
Tourism	5	1	20.0	339	38.9	11.4
Regulatory	17	2	11.7	1057	8.5	0.8
Environmental	26	9	34.6	4184	75.0	1.8
RCU	5	1	20.0	79	2.0	2.5
Community Care	42	4	9.5	1856	22.0	1.2
Hostel	54	7	13.0	4953	90.0	1.8
Roads/WS/Parks	130	25	19.2	13673	319.0	2.3
Water Sewer	34	15	44.1	4639	137.5	3.0
Waste	31	5	16.1	3048	60.0	2.0
Corp Services/IT	59	8	13.6	5219	119.4	2.3
Governance	12	4	33.3	1054	53.2	5.0
Finance/IT/HR	7	2	28.5	560	39.2	
EMT	5	0	0			
Total	427	83	19.7%	40661	1003.6	2.47

The closest comparative data is from the former Snowy River system for the period of December 2015 / January 2016.

Absenteeism for Month: December 2015 and January 2016

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017 Page 11
8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

Program	Total Staff (incl. Casual)	No. of Staff paid sick leave	Total of all hours paid	Total hours sick leave paid	% of sick leave hours against total hours paid
Environmental	18	3	4111	38.5	0.9%
RCU	8	2	1990	38.25	1.9%
Community Care	23	3	3416	8.75	0.3%
Hostel	16	3	3057	57.5	1.9%
Roads/WS/Parks	46	15	14014	231.8	1.7%
Water Sewer	13	3	4172	110	2.6%
Waste	14	6	3548	123.5	3.5%
Corp Services/IT	15	6	3312	77.5	2.3%
Governance	7	4	1734	42	2.4%
ET	5	2	1400	21	1.5%
Total hours	165	47	40754	748.80	1.8%

While the data sets are distant (at best) the category of “% of sick leave hours against total hours paid” could best inform some comparison.

A variance of 0.7% suggests that if absenteeism is an indicator of organisational health there no significant downturn in the fortunes of staff in that regard.

Grievance / Disputes

There are no data sets to compare. The disciplinary matters that have been resolved during the May 2016 to March 2017 period have been issues already on foot in the former Councils.

A workplace review in one office is yet to be concluded and originates with staff issues already in play before May 2016.

Council has commenced a monthly staff survey process to gain current and meaningful data in key issues of staff perceptions. The provider anticipates that a number of months data will be required to assess trends.

Conclusion

As far as providing a mark out of ten. Based on solely on absenteeism and the resolution of what appear to be existing disputes we could reasonably give a positive assessment however we know that in light of the current state of workforce restructure anxiety will be naturally high. This question will be better answered when further staff survey results are collated and an integrated corporate system allows for meaningful data collection.

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE
 COUNCIL
 HELD ON WEDNESDAY 12 APRIL 2017 Page 12
 8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

The closest comparative data is from the former Snowy River system for the period of December 2015 / January 2016.

Absenteeism for Month: December 2015 and January 2016					
Program	Total Staff (incl. Casual)	No. of Staff paid sick leave	Total of all hours paid	Total hours sick leave paid	% of sick leave hours against total hours paid
Environmental	18	3	4111	38.5	0.9%

REPORT TO SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY RIVER SHIRE COUNCIL
HELD ON WEDNESDAY 12 APRIL 2017 Page 13
8.1 HUMAN RESOURCES (HR) REPORT FOR PERIOD ENDING 28 FEBRUARY 2017

RCU	8	2	1990	38.25	1.9%
Community Care	23	3	3416	8.75	0.3%
Hostel	16	3	3057	57.5	1.9%
Roads/WS/Parks	46	15	14014	231.8	1.7%
Water Sewer	13	3	4172	110	2.6%
Waste	14	6	3548	123.5	3.5%
Corp Services/IT	15	6	3312	77.5	2.3%
Governance	7	4	1734	42	2.4%
ET	5	2	1400	21	1.5%
Total hours	165	47	40754	748.80	1.8%

While the data sets are distant (at best) the category of “% of sick leave hours against total hours paid” could best inform some comparison.

A variance of 0.7% suggests that if absenteeism is an indicator of organisational health there no significant downturn in the fortunes of staff in that regard.

Grievance / Disputes

There are no data sets to compare. The disciplinary matters that have been resolved during the May 2016 to March 2017 period have been issues already on foot in the former Councils.

A workplace review in one office is yet to be concluded and originates with staff issues already in play before May 2016.

Council has commenced a monthly staff survey process to gain current and meaningful data in key issues of staff perceptions. The provider anticipates that a number of months data will be required to assess trends.

Conclusion

As far as providing a mark out of ten. Based on absenteeism and the resolution of what appear to be existing disputes we can make a first mark of 6 out of 10. This low mark would reasonably be attributed due to the current restructure and uncertainty for all staff as Council progresses through restructure.