



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting  
18 October 2018**

## **CONFLICTS OF INTEREST**

A conflict of interest arises when the Mayor 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 Mayor or staff member who considers they may have a conflict of interest should read Council Policy.

The responsibility of determining whether or not the Mayor 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 Mayor 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 Mayor, 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 Mayor 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 Mayor 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 Country**

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Walgalu, Ngunnawal and Bidjahal people and their Ancestors past and present.

### **Webcasting**

*Council meetings are recorded and live streamed to the internet for public viewing. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded and streamed on Councils website [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au)*



**ORDINARY COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA NSW  
2630**

**ON THURSDAY 18 OCTOBER 2018  
COMMENCING AT 5.00PM**

**BUSINESS PAPER**

**1. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**

**2. CITIZENSHIP CEREMONY**

**3. PRESENTATIONS**

3.1 ARIC & Internal Audit Presentation

3.2 NPWS - NPWS Relationship with Council

**4. PUBLIC FORUM**

4.1 Upper Snowy Landcare Network – DA 10.2015.498.3 Bunyan Quarry

4.2 Sue Wallace - DA 10.2015.498.3 Bunyan Quarry

**5. DISCLOSURE OF INTEREST**

(Declarations also to be made prior to discussions on each item)

**6. MATTERS DEALT WITH BY EXCEPTION**

**7. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING**

7.1 Ordinary Council Meeting held on 4 October 2018

**8. DELEGATE'S REPORT (IF ANY)**

**9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**

9.1 Minutes of Meeting for Bredbo Hall Section 355 Committee 6 September 2018 4

**10. CORPORATE BUSINESS - KEY THEME 1. COMMUNITY**

10.1 Monthly Funds Management Report - September 2018 9

10.2 Donations and Sponsorship - Changes to Evaluation 15

**11. CORPORATE BUSINESS - KEY THEME 2. ECONOMY**

11.1 Request for Council approval to temporarily close Denison Street, Adaminaby to hold the Annual Pub Ball Fundraiser at the Snow Goose Hotel, Adaminaby on 20th October 2018. 19

11.2 Request for Council approval to temporarily close the Jindabyne Town Centre Lower Car Park, Jindabyne to hold Brocktober on 20th October 2018. 57

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<i>Item 18.1 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
18.2 Management Contract for the Bombala Swimming Pool	
<i>Item 18.2 is confidential in accordance with s10(A)(2)(dii) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
18.3 Tender Approval for Dalgety Showground Sheep Pavilion Demolish and Construction	
<i>Item 18.3 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
18.4 Tender Evaluation for the Award of Contract 040/2018 " Concrete Rubble Processing".	
<i>Item 18.4 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
18.5 Tender Evaluation for the Award of Contract 039/2018 "Green Waste	

## Processing"

*Item 18.5 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

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## 9.1 MINUTES OF MEETING FOR BREDBO HALL SECTION 355 COMMITTEE 6 SEPTEMBER 2018

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Property Officer
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action:	OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity
Attachments:	1. Minutes of Bredbo Hall Section 355 Committee 6 September 2018
Cost Centre	Bredbo Hall 1570
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

A copy of the Meeting Minutes of Bredbo Hall Section 355 Committee held on 6 September 2018 is attached for Council's information.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Bredbo Hall Section 355 Management Committee held on 6 September 2018.

### BACKGROUND

A copy of the Meeting Minutes of Bredbo Hall Section 355 Management Committee held on 9 August 2018 is attached for Council's information.

The recommendations from the minutes are as follows: (NB: responses within the brackets are for information only)

#### Section 355 Committee, Bredbo Hall's Recommendation:

- A. Internal Walls need repairing – gaps between boards and allows heat out and is therefore not making the heating of the hall economical. **(To be part of Councils 5 year Repair and Maintenance Schedule);**
  - B. The Hall is in need of painting – inside and out – including roof. **(To be part of Councils 5 year Repair and Maintenance Schedule);**
-

- C. The kitchen door needs repairing (an awning over the door) as rain is damaging the door and enters the kitchen – including the kitchen tiles as water is damaging this area. This can also be a hazard if someone trips on these tiles that are lifting. **(To be part of Councils 5 year Repair and Maintenance Schedule);**
- D. Heat lamps / heating needs an upgrade – very old and expensive system – maybe due to the state of the gaps in the walls that makes the heating expensive. **(This upgrade will be sourced through Grant Funding and with Councils 5 year Repair and Maintenance Schedule);**
- E. Downpipes need upgrading due to water eroding the soil below. **(To be part of Councils 5 year Repair and Maintenance Schedule);**
- F. Concertina doors at back of stage have been damaged – a tradesman has suggested could be due to stumps moving under stage. **(To be part of Councils 5 year Repair and Maintenance Schedule);**
- G. Solar Panels installed to assist with power consumption. **(This upgrade will be sourced through Grant Funding).**
- H. Wheel chair access to back supper room – suggestion a ramp off existing ramp to back door of supper room. **(This upgrade will be sourced through Grant Funding).**

Continued maintenance and repair works for the Bredbo Hall have been provided for in Halls 1550 Cost Centre in Project Number 150245 in the 2018 Budget and the sourcing of grant funding. The works program will be on risk priority basis.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council meets its social obligations by attaining the objectives of Key Direction Four of the Community Strategic Plan Delivery Program by supporting volunteer groups for Section 355 Committees.

### **2. Environmental**

The Bredbo Hall Management Committee assists in enhancing the visual impact for hall users, the community and visitors to the township.

### **3. Economic**

Continued maintenance and repair works for the Bredbo Hall have been provided for in Halls 1550 Cost Centre in Project Number 150245 in the 2018 Budget and the sourcing of grant funding. The works program will be on risk priority basis.

### **4. Civic Leadership**

This Section 355 Committee is a Management Committee.

Advisory Committees provide recommendations to Council. The facilities are managed by Council including bookings, repairs, purchasing and financial accounts.

Management Committees manage the facility themselves for example bookings, repairs, purchasing and financial accounts.

Council is demonstrating leadership by assisting in the improvement and enhancement of our Shire's Community Facilities with the assistance of Section 355 Committees and Community Volunteers.

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**Minutes**  
**Section 355 Committee, Bredbo Hall, 6<sup>th</sup> September 2018**

**Present:** Muriel Stockheim, Louise Barron, Louise Bowerman, Helen Kuiper

<b>Position</b>	<b>Member</b>
Chairperson	Scherie McMillan - President
Deputy Chairperson	Jason Green - Vice President
Secretary	Muriel Stockheim
Treasurer	Muriel Stockheim
Council Representative	
Committee Member-Hall Bookings	Anuschka Green

**1. Opening of the Meeting**

The Chair, Muriel Stockheim, opened the meeting at 7:40pm.

**2. Apologies**

Scherie McMillan, Jason Green, Philippa Dodds, Ineke Kuiper, Jenny Lawlis, Juha, TJ, Sue Turner, Deb Menzies, Anuschka Green, Racquel Thomas, Mathew Thomas,

**3. Adoption of Previous Minutes**

Minutes of the meeting held on 9<sup>th</sup> August are confirmed as a true and accurate record of proceedings.

*Moved: Louise Bowerman*

*Seconded: Helen Kuiper*

**4. Business Arising from Previous Minutes**

Received information from Lorraine at Council re 355 Committee procedures etc and Mark Nesbitt has our Hall Finance Books.

**5. Correspondence**

In: Emails from Council (Lorraine) re S355 Committee and Septic upgrade

Out: Emails to Council re S355 and Septic

**6. Business Arising from Correspondence**

- Lorraine mentioned that other Hall committees receive \$1000. Bredbo are happy to accept this amount to help with expenses.
  - Lorraine also mentioned we could meet with the Councils Maintenance Officer and prioritise works required at the Hall. We could also have access to Council funds for painting and repairs as required.
  - Question raised as to how long the toilets will be out of order while upgrade is being completed – waiting for Council reply. Muriel to follow up on all issues and will organise meeting with Maintenance Officer.
  - Lorraine also suggested we try to prioritise our tasks and see if we have tradesman in the village who could help with some of the works which some of the costing could come out of the Councils budgets.
  - Louise Barron felt the heaters worked well, need to look at gaps in walls and ensuring when heaters are in use, doors and windows are closed.
-

## 7. Treasurer's Report (Management Committee Only)

Muriel reported a balance of \$1,837.50.

## 8. Work Health and Safety Issues and Hazard Reporting

Nil to report

## 9. Management Committee Activity Timetable - Need advice in regard to this heading

## 10. Other Business

Our Hall Booking Officer (Anuschka Green) would like to be replaced due to work commitments, so will advertise for a replacement in the next issue of the Bredbo Bulletin.

It was suggested and approved that we install a lockable mail box for groups hiring the hall to deposit their hall hire fees into this due to work commitments and unavailability of Hall Booking officer at the moment.

Jason is also going to install another keybox outside the hall for groups hiring the hall to have their own code and be able to collect the keys due to work commitments and unavailability of Hall Booking officer at the moment.

Was mentioned re wheelchair access to back supper area. Suggestion was a ramp off existing ramp to back supper room door.

## 11. Items for Council Action

Bredbo Hall Committee would like to advise Council that Bredbo Hall Committee is a very small group of volunteers and work very closely with the Bredbo Progress. Our Hall and Progress meetings are held at the same time. We are a new committee and are open to any advice or suggestions from Council so we all can have a good working relationship. We have listed quite a few recommendations below in order of priority.

- A question was raised if we need to have a 5 year plan in place?

The following Section 355 Committee's recommendation is submitted for Council's consideration.

### Section 355 Committee, Bredbo Hall's Recommendation:

That Council:

- Internal Walls need repairing – gaps between boards and allows heat out **and is therefore not making the heating of the hall economical.**
- The Hall is in need of painting – **inside and out – including roof.**
- The kitchen door needs repairing (an awning over the door) as rain is damaging the door and enters the kitchen – **including the kitchen tiles as water is damaging this area. This can also be a hazard if someone trips on these tiles that are lifting.**
- Heat lamps / heating needs an upgrade – very old and expensive system – **maybe due to the state of the gaps in the walls that makes the heating expensive.**
- Downpipes need upgrading due to water eroding the soil below.
- Concertina doors at back of stage have been damaged – a tradesman has suggested could be due to stumps moving under stage.
- Solar Panels installed to assist with power consumption.
- Wheel chair access to back supper room – suggestion a ramp off existing ramp to back door of supper room.

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**12. Date of next Meeting**

The next meeting will be held at 7:30pm on Thursday 7<sup>th</sup> February 2019 at Bredbo Hall. If any urgent business arises in the meantime, we will call a meeting or discuss at Progress meeting.

**Close of Meeting**

There being no further business the meeting concluded at 9:05pm

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**CHAIRPERSON**

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**DATE**

*(The minutes are to be signed and dated here by the Chairperson at the next meeting, certifying the above as a correct record.)*



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## 10.1 MONTHLY FUNDS MANAGEMENT REPORT - SEPTEMBER 2018

Record No:

Responsible Officer: Chief Financial Officer  
Author: Finance 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: OP7.18 Effective management of Council funds to ensure financial sustainability.  
Attachments: Nil  
Cost Centre 4010 Financial Services  
Project Funds Management  
Further Operational Plan Actions: OP7.2 Completion of reporting requirements in accordance with legislation.

### EXECUTIVE SUMMARY

The following report details the funds management position for the reporting period ending 30 September 2018.

Cash and Investments are \$84,240,968.

### Certification

I, Matt Payne, Responsible Accounting Officer of Snowy Monaro Regional Council hereby certify, as required by Regulation 212 of the Local Government (General) Regulation 2005, that investments as detailed in the attached listings were invested in accordance with Section 625 of the Local Government Act 1993, the Regulations and Council's Investment Policy.

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

### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report indicating Council's cash and investments position as at 30 September 2018; and
- B. Receive and note the Certificate of the Responsible Accounting Officer.

### BACKGROUND

#### Council's Cash and Investments 30 September 2018:

Cash at Bank	Investments	Total
677,967	83,563,001	84,240,968

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Total Cash and Investments are available to provide services and infrastructure to the community in accordance with the 2019 budget, Council resolutions and other external restrictions.

### **2. Environmental**

It is considered the recommendations contained herein will not have any environmental impacts.

### **3. Economic**

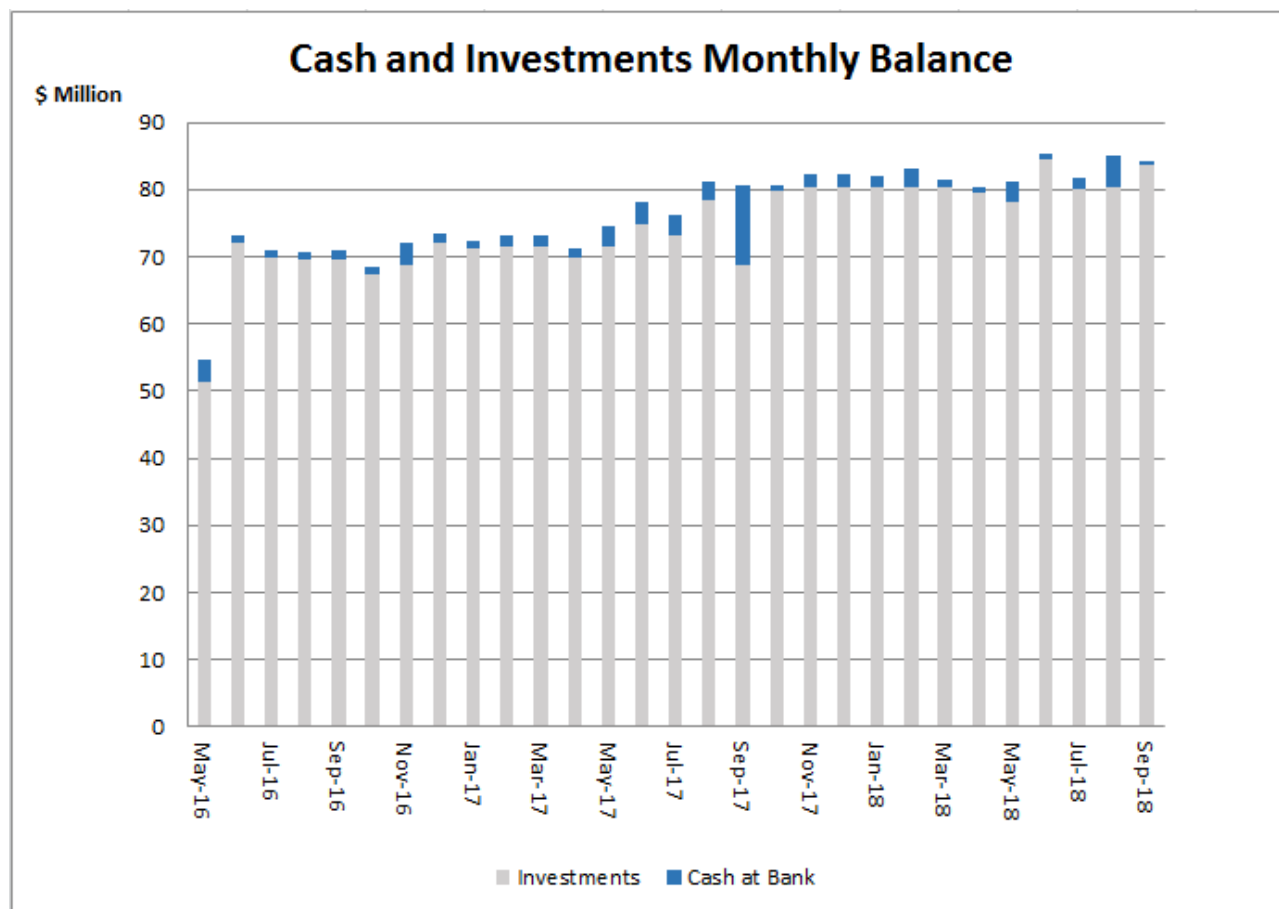
Total investments for Snowy Monaro Regional Council were \$83,563,001 on 30 September 2018.

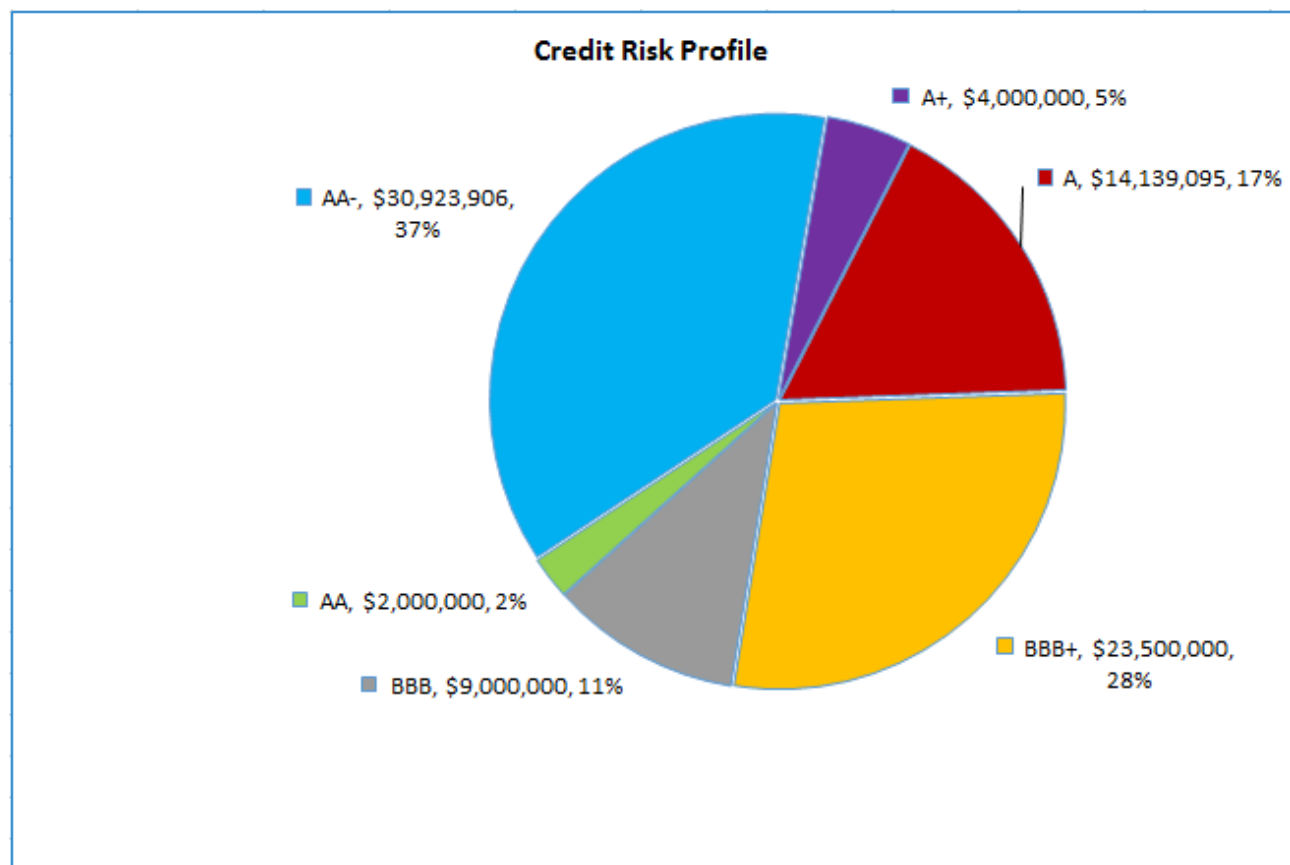
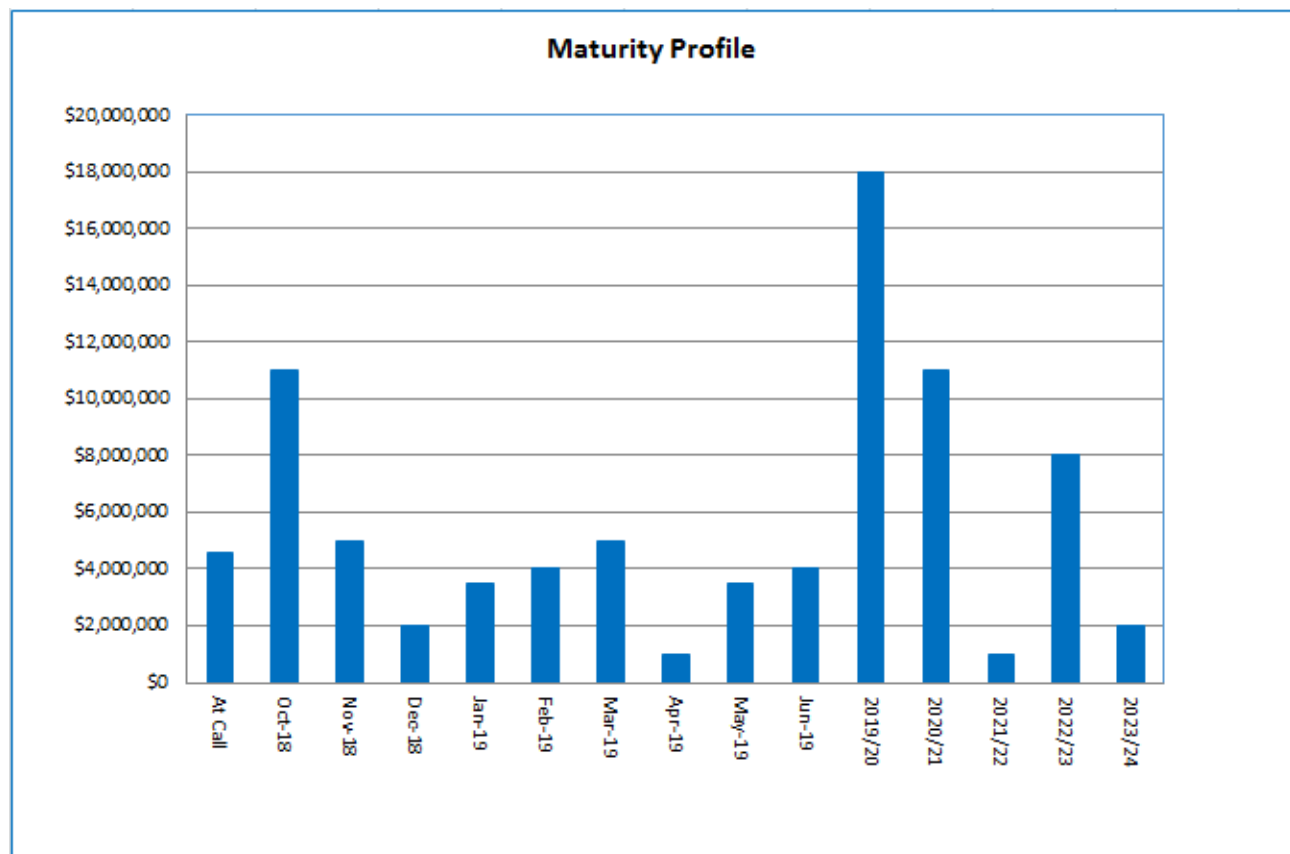
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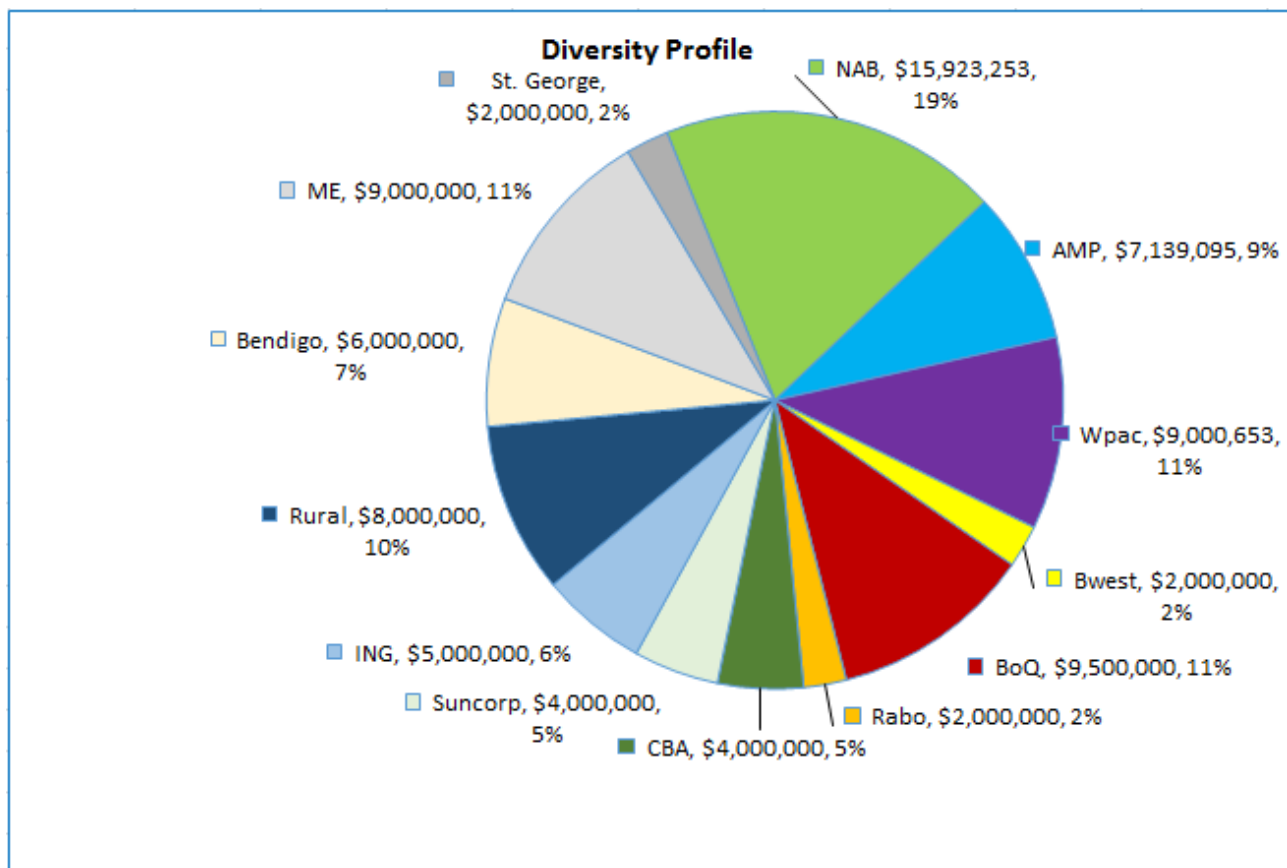
**Investment Register – 30 September 2018:**

DATE INVESTED	FINANCIAL INSTITUTION	Short-Term Rating	Long-Term Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	National Australia Bank - At Call*	A1+	AA-	At Call	2,041,341	1.10%	At Call
n/a	National Australia Bank - At Call*	A1+	AA-	At Call	1,381,912	1.10%	At Call
n/a	AMP Bank - At Call	A1	A	At Call	28,860	1.80%	At Call
n/a	Westpac Bank - At Call	A1+	AA-	At Call	653	0.70%	At Call
n/a	AMP Bank - 31 days Notice Account	A1	A	31 days	1,110,235	2.30%	31 days
16-Sep-15	Bank of Queensland	A2	BBB+	TD	1,000,000	3.20%	17-Sep-19
23-Mar-16	ING Bank	A1	A	TD	1,000,000	3.66%	22-Mar-21
23-Jun-16	Commonwealth Bank	A1+	AA-	TD	4,000,000	3.04%	23-Jun-21
22-Feb-17	Westpac Bank	A1+	AA-	TD	2,000,000	2.80%	22-Feb-19
21-Mar-17	Bank of Queensland	A2	BBB+	TD	1,000,000	3.15%	20-Mar-20
09-Jun-17	Rural Bank Limited	A2	BBB+	TD	4,000,000	2.75%	07-Jun-19
19-Jun-17	Bendigo and Adelaide Bank	A2	BBB+	TD	2,000,000	2.75%	19-Dec-18
26-Jun-17	Bank of Queensland	A2	BBB+	TD	4,000,000	3.30%	25-Jun-21
24-Aug-17	ING Bank	A1	A	TD	3,000,000	2.75%	27-Aug-19
29-Aug-17	Westpac Bank	A1+	AA-	TD	4,000,000	2.89%	29-Aug-22
15-Sep-17	Westpac Bank	A1+	AA-	TD	1,000,000	2.91%	15-Sep-21
23-Oct-17	Bank of Queensland	A2	BBB+	TD	1,000,000	2.55%	23-Oct-18
10-Nov-17	National Australia Bank	A1+	AA-	TD	2,000,000	2.52%	09-Nov-18
23-Feb-18	AMP Bank	A1	A	TD	1,000,000	2.65%	21-Nov-18
28-Feb-18	Westpac Bank	A1+	AA-	TD	2,000,000	2.60%	28-Feb-19
06-Mar-18	ING Bank	A1	A	TD	1,000,000	2.86%	06-Mar-20
09-Mar-18	St. George Bank Limited	A1+	AA-	TD	2,000,000	2.60%	08-Mar-19
13-Mar-18	Rural Bank Limited	A2	BBB+	TD	4,000,000	2.80%	12-Mar-20
20-Mar-18	ME Bank	A2	BBB	TD	2,000,000	2.55%	20-Mar-19
10-Apr-18	Bankwest	A1+	AA	TD	1,000,000	2.65%	10-Apr-19
20-Apr-18	Bankwest	A1+	AA	TD	1,000,000	2.70%	19-Oct-18
08-May-18	National Australia Bank	A1+	AA-	TD	1,000,000	2.65%	08-May-19
28-May-18	AMP Bank	A1	A	TD	2,000,000	2.75%	26-Nov-18
04-Jun-18	Suncorp Bank	A1	A+	TD	1,000,000	2.65%	01-Mar-19
18-Jun-18	Bank of Queensland	A2	BBB+	TD	1,500,000	2.80%	14-Jan-19
26-Jun-18	Bendigo and Adelaide Bank	A2	BBB+	TD	4,000,000	2.90%	25-Jun-20
29-Jun-18	National Australia Bank	A1+	AA-	TD	4,000,000	2.96%	29-Jun-23
02-Jul-18	Suncorp Bank	A1	A+	TD	1,000,000	2.65%	02-Oct-18
09-Jul-18	Bank of Queensland	A2	BBB+	TD	1,000,000	2.73%	09-Oct-18
12-Jul-18	Suncorp Bank	A1	A+	TD	2,000,000	2.70%	08-Jan-19
16-Jul-18	ME Bank	A2	BBB	TD	7,000,000	2.70%	15-Oct-18
08-Aug-18	AMP Bank	A1	A	TD	1,000,000	2.85%	08-Aug-19
10-Sep-18	National Australia Bank	A1+	AA-	TD	3,000,000	2.75%	10-Sep-19
11-Sep-18	RaboDirect	A1	A	TD	2,000,000	3.33%	08-Sep-23
13-Sep-18	AMP Bank	A1	A	TD	2,000,000	2.85%	14-Sep-20
17-Sep-18	National Australia Bank	A1+	AA-	TD	2,500,000	2.70%	15-May-19
					<b>83,563,001</b>		

**Cash and Investments Charts:**







#### 4. Civic Leadership

In accordance with Regulation 212 of the Local Government (General) Regulation 2005, a report setting out details of money invested must be presented to Council in the following month.

Council's Fund Management Reporting exceeds minimum regulatory requirements and demonstrates a commitment to accountability and transparent leadership. It provides the Council, Executive and Community with timely, accurate and relevant reports on which to base decisions.

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## 10.2 DONATIONS AND SPONSORSHIP - CHANGES TO EVALUATION

Record No:

Responsible Officer:	Group Manager Governance
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	12.3 Our community is empowered and supported in facilitating community outcomes
Delivery Program Objectives:	12.3.1 Community organisations and individuals have the capacity to apply for a range of grants funding opportunities
Attachments:	
Cost Centre	3120

### EXECUTIVE SUMMARY

Council adopted the Sponsorships and Donations Policy in February 2018. Following the first round of sponsorships in the 2019 Financial Year, Councillors provided feedback requesting that an evaluation process be included in the following round to allow Councillors the opportunity to consider and score submissions with additional time for consideration.

This report outlines a revised process and timetable to undertake round 2 of Sponsorship submissions in the 2019FY.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Authorise the timeline in Part A for the next round of donations.
- B. Authorise using the evaluation method as proposed in Part B.
- C. Authorise the value limit on submissions of \$1,000, as per Part C; and
- D. Resolve to cease all recurring donations that were approved prior to amalgamation, with recipients to reapply under the new amalgamated Council.

### BACKGROUND

In February 2018 Council resolved a new way of administering the Donations and Sponsorships program. This involved running two (2) Donations and Sponsorships rounds per year, one to cover January to June and a second to cover July to December.

The inaugural round was run in July this year and proved to be popular with a total of 44 requests. Feedback was received from Councillors at the time that they would like more time to assess the submissions in order to perform a complete evaluation.

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## Part A: Proposed Timeline

Date	Action
22 October 2018	Advertising Commences (internet, radio, flyers, newspaper) Advertising will continue for the entire 4 weeks that submissions are open
22 October 2018	Submission Open (for a 4 week period)
16 November 2018	Submission Close
19-23 November 2018	Staff to assemble an evaluation pack containing all submissions
26 November 2018	Councillors to receive evaluation pack of submissions
6 December 2018	Councillor evaluation packs to be returned to Governance for analysis
20 December 2018	Workshop prior to Council meeting to discuss the analysis and recommendations Report to the Council meeting.

## Part B: Adopting a process developed for the Boco Rock Community Enhancement Fund

Having recently successfully completed a round of funding for the Boco Rock Community Enhancement Fund, Governance proposes that the same evaluation process be utilised for the evaluation of Donation and Sponsorship submissions.

This involved:

- putting together a pack for each of the Committee members with all submissions,
- an overall summary and evaluation sheet provided for each of the submissions
- Committee members were given approximately a week to do their evaluations and
- Governance collated submissions from all members
- the analysis of these evaluations was taken back to the members for discussion and final decisions.

## Part C: Value Limit on Submissions

Following the July round of submissions it was raised by Councillors that it may be appropriate to place of value limit on requests for Donations and Sponsorships. It was suggested that this limit be \$1,000 per application. This would allow for a greater number of groups around the region to share in the funding available. If agreed this would also be communicated in the advertising and communication material to the Community.

## Part D: Standing Resolutions

It has become apparent since the adoption of the new Donations and Sponsorships Policy that there were many standing resolutions from the three former Councils in relation to ongoing payments of donations.

These were typically rates payments for non-Council assets such as community halls and buildings.

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There is no consolidated list of these recipients and most are only coming to light as they are discovered or reported. Many of these resolutions appear to be very longstanding, 20 years or more with no cessation date.

To manage the budgeting of Donations and Sponsorships appropriately all Donations and Sponsorships would be required to go through the new process. For this to occur Council would need these organisations to apply for donations on a yearly basis with all other community groups.

For this to occur Council will need to resolve that all current agreements are null and void and earlier Council resolutions made by the former Councils with regards to Donations and Sponsorships are revoked. This would then be advertised to the Community along with details on how to apply for the donation and any maximum values imposed.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

This process has been developed to ensure that the LGA invests in events that have the potential to raise economic, social or cultural benefits to our community. All requests made will be considered by formal resolution of Council

### **2. Environmental**

Most organised events are covered by a development consent therefore any environmental impacts are dealt with through that process

### **3. Economic**

The agreed donation value will be sourced from Donations and Sponsorships account number 10.3120.1001.63160

### **4. Civic Leadership**

This process has been developed to ensure that the LGA invests in events that have the potential to raise economic, social or cultural benefits to our community. All requests made will be considered by formal resolution of Council.

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## Donations and Sponsorship Submission Evaluation Matrix



**SNOWY MONARO**  
REGIONAL COUNCIL  
Stronger together Better together

**Submission Number and Description:**

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**Please score each submission 1-5, with 5 being the highest score.**

Evaluation Criteria	Score	Additional Comments
Is the group a not for profit?		
Is the applicant a resident in the Snowy Monaro Regional Council area?		
Is Donations and Sponsorships the most appropriate funding source? I.e. Could the project be better funded from elsewhere, such as a Grant or Commercial Sponsorship?		
Does the project fit within Council's Values and Visions?		
<b>Total</b>		

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**11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET, ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL, ADAMINABY ON 20TH OCTOBER 2018.**

Record No:

Responsible Officer: Acting General Manager

Authors: Development Engineer  
Roads Safety Officer

Key Theme: 2. Economy Outcomes

CSP Community Strategy: 6.2 Encourage and promote vibrant towns and villages, acknowledging and celebrating the unique heritage and character of each town

Delivery Program Objectives: 6.2.3 Council celebrates, supports and promotes the uniqueness and heritage characteristics of each town and village

Attachments: 1. Snow Goose - Pub Ball Fundraiser

Cost Centre

Project Snowy Monaro Local Traffic Committee

**EXECUTIVE SUMMARY**

A request has been received from the Snow Goose Hotel to hold the Annual Pub Ball fundraiser in Denison Street, Adaminaby on 20<sup>th</sup> October 2018 between the hours of 6pm and 11:59pm. The event organiser has provided an overview of the event, a traffic control plan, a risk assessment, \$20M public liability insurance and notification and agreement of the affected businesses.

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

**OFFICER'S RECOMMENDATION**

That Council approves the temporary road closure of the north-bound lane of Denison Street, Adaminaby on 20 October 2018 from 6pm until 11:59 pm for the "Annual Pub Ball Fundraiser", subject to submission of a satisfactory traffic control plan updated to remove all road closures outside the nominated area, as indicated above.

**BACKGROUND**

As the Snowy Monaro Local Traffic Committee (SMLTC) meeting was not held on 27<sup>th</sup> September, 2018 due to insufficient committee representatives being available and the event organiser proposes to hold the event before the next SMLTC meeting, this request can now 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.

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- 11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET, ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL, ADAMINABY ON 20TH OCTOBER 2018.
- 

The RMS advice is as follows:

Hey Graham,

As discussed, I am happy with the below recommendations to Council. My only comment is that the Snow Goose Hotel need a current and approved TCP prior to their event.

Thanks,

Jesse Fogg

A/Senior Guidance and Delineation Officer

Traffic Engineering Services

Technical & Project Services

T: 4221 2566 (62566)

[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:

Hi Graham,

Annual Pub Ball Fundraiser, Adaminaby, 20th October, 2018.

Police Support the proposed TCP for the event.

Run for Louie, Cooma, 20th October, 2018.

Police support the proposed TCP for the event.

Mick Hartas

A/Sergeant

THPC Cooma

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There should only be minimal impact upon the community with the temporary closure of Denison Street

### **2. Environmental**

**The adoption of the recommendation should have no negative impact upon the environment. 3. Economic**

There will be no impact upon Council's budget as a request for financial assistance has not been requested.

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- 11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET, ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL, ADAMINABY ON 20TH OCTOBER 2018.
- 

#### **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.

**TRAFFIC MANAGEMENT PLAN  
- ON ROAD EVENTS**

**SPECIAL EVENT DETAILS**

*Overwrite words in blue italics. Create new pages rather than wrap around.*

<b>Name of Event:</b>	<i>Annual Pub Ball Fundraiser</i>
<b>Event Organiser:</b>	<i>Nicola MacDonald</i>
<b>Sponsor:</b>	

<b>Requested Date:</b> <i>20 October 2018</i>
<b>Requested Times:</b> <i>1800h – 2359h 20 October 2018</i>

**CONTACT DETAILS**

**Contact Name:** *Nicola MacDonald, Snow Goose Hotel*  
**Phone No.:** *02 6454 2202*  
**Fax No.:** *NIL*  
**Mobile No.:** *0447 452 130*  
**E-mail:** *lachlans.reach@gmail.com*

**AGENCY CONTACT INFORMATION**

**Council:** *Snowy Monaro Regional Council*  
**Police:** *Matthew Jacob, Adaminaby Police Station*  
**RMS:** *Cooma Branch*

**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the RMS Traffic Control Manual.

Signed:   
Name : *Nicola MacDonald*

Date: *07/08/2018*  
Contact No. *(02) 6454 2202*

## **TRAFFIC MANAGEMENT PLAN**

**Location:** *2 Denison St, Adaminaby NSW 2629*

**Date and Time:** *1800h 20 Oct 18 to 2359h 20 Oct 18*

**Sponsored by:**

**Event Organiser:** *Nicola MacDonald*

**TMP Version:** *Version 1*      **Revision Date:**

**Document Author:** *Nicola MacDonald*

**This Traffic Management Plan is approved by:**

*Nicola MacDonald*

Event Organiser

*Mathew Jacobs*

Police

Council

Roads and Traffic Authority

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RMS and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

**In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.**

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
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**PLANNING**

**Contact Names:**

**Event Organiser:** *Nicola MacDonald*

Phone: *02 6454 2202*

Fax: *NIL*

Mobile: *0447 452 130*

E-mail: *lachlans.reach@gmail.com*

**Police (LAC):** *Monaro LAC*

Phone:

Fax:

Mobile:

E-mail:

**Council:** *Snowy Monaro Regional Council*

Phone:

Fax:

Mobile:

E-mail:

**Roads and Maritime Services:**

Phone:

Fax:

Mobile:

E-mail:



### **SITUATION ANALYSIS**

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

#### **Mission**

The mission is a concise statement about the objectives of the TMP.

- *During the event of our Annual Pub Ball Fundraiser to raise funds for Drought Relief.*
- *The event brings large crowds to the town and boosts the local economy.*
- *Road closure is for the safety of event goers.*

### **EXECUTION**

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

#### **General Outline**

- *Close off the divided, one way, section of Denison St North and South bound around the Town Square.*

#### **The Route**

This section is mandatory.

Describe the route, showing distances and directions as required. Also include a map of the route.

*Map attached.*

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11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
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**Physical Survey of Route**

Item	Verified	Action Taken
All one way streets are described	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block access to local business	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Ambulance /Fire Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Hospital Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Local Resident	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Public Facility (oval etc)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Public Transport Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Conflict with local construction	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Distance measured is correct	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Estimate of 300m
Lane widths and numbers checked to ensure safety of participants and public	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Restricted Turns / Movements Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Road Signage / Restrictions Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Tidal Flows Relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

### TRAFFIC CONTROL PLAN

This section is mandatory.

The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

- *See attached Traffic Control Plan (add TCP attachments)*

**THE TRAFFIC CONTROL PLAN (TCP) IS A COMPULSORY ATTACHMENT TO THIS DOCUMENT**

#### **Responsibilities**

<b>Event Organiser</b>	<i>Develop and implement TCP</i>
<b>Police</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Other</b>	

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### CONTINGENCY PLANS

This section is mandatory.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

#### Contingency Plan Checklist

Issues/Risks	Applicable		Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Cancellation of closure</i>
Poor Lighting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard at parking area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking during Wet Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bush fire Hazard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Accident on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Breakdown on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Absence of Marshal / Volunteer	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Absence of Event Signage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Blockage to Public Transport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Delayed Event	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Cancellation of Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Cancellation of closure</i>
Security of Participants	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<i>Security hire</i>
Security of VIP's	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<i>(Other)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>(Other)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

#### Responsibilities

<b>Event Organiser</b>	<i>Develop and implement Contingency Plan</i>
<b>Police</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Others</b>	<i>Set out agreed responsibility</i>

**PREPARE TRAFFIC SIGNAL DATA**

This Section ☒ Applies  
☐ Does not apply

**The RMS charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at fill cost to the Event Organiser.**

**Responsibilities**

<b>Event Organiser</b>	<i>To be discussed with Snowy Monaro Regional Council</i>
<b>Police</b>	<i>Set out agreed responsibility</i>
<b>Councils</b>	<i>Set out agreed responsibility</i>
<b>RTA</b>	<i>Set out agreed responsibility</i>
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

**RMS PERSONNEL REQUIRED**

This Section ☒ Applies  
☐ Does not apply

Requirements are;

*Subject to Council's requirements and discussions between RMS and Snowy Monaro Regional Council*

**SPECIAL EVENT CLEARWAYS**

This Section ☒ Applies  
☐ Does not apply

**The RMS can organise special event clearways in certain circumstances if required**

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The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

**Responsibilities**

<b>Event Organiser</b>	<i>Not Applicable</i>
<b>Police</b>	<i>Set out agreed responsibility</i>
<b>Councils</b>	<i>Set out agreed responsibility</i>
<b>RMS</b>	<i>Set out agreed responsibility</i>
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

**ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS**

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RMS and local Councils.

*Set out Advertising Arrangements Here. Attach copies of newspaper bromides as applicable and discussed with the RMS in the planning process.*

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Event Organiser	Nicola MacDonald
Others	

**VOLUNTEERS AND EVENT MARSHALS**

This Section ☒ Applies  
☐ Does not apply

**Volunteers**

*(Duties of Volunteers – SES, Marshalls, security, drivers, paramedics, doctors, nurses etc...)*

**Responsibilities**

Event Organiser	Produce locations and lists of traffic control duties for event marshals. Produce contingency lanes for personnel who fail to show on the day.
Others	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility

**NOTE:**

- **EVENT MARSHALS WHO CARRY OUT TRAFFIC CONTROL DUTIES MUST HOLD AN RTA TRAFFIC CONTROLLERS TICKET.**
- **ANY PERSON WHO SETS OUT TRAFFIC CONTROL SIGNAGE FOR THE EVENT MUST HOLD A TRAFFIC CONTROL AT WORKSITES TICKET.**

**PUBLIC SAFETY – POLICE**

This section is mandatory.

This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.



2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.
8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
9. Organisers must provide sufficient marshals to control participants in the event.
10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.
11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
13. Participants MUST NOT ride more than 2 abreast on multi lane roads.
14. Participants MUST ride in single file on single lane roads.
15. Participants to obey traffic lights and comply with "STOP" - "GIVE WAY" and "DON'T WALK" signs during the event.
16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
17. Participants MUST wear suitable reflective clothing when cycling upon a road.
18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on



the carriageway to other road users. Escort vehicles must not be larger than a Toyota Hi Ace type vehicle.

19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner.
23. On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants:
24. This vehicle shall display a sign directed to the front of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS FOLLOWING", so as to provide advance warning to oncoming motorists and other road users. ( Select appropriate wording )
25. A warning escort vehicle shall be positioned about 300 Metres to the rear of the last group of participants warning motorists of cyclists on the road ahead.
26. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS AHEAD" so as to provide advance warning to overtaking vehicles. ( Select appropriate wording )
27. Warning signs referred to above shall be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.
28. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and MUST have the hazard and warning lights operating at all times whilst performing escort duty.
29. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

In addition the Police also require;

30. The organiser MUST monitor road traffic. In the event of traffic built up, the cyclists MUST clear the road and allow traffic to pass.

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31. Under no circumstances must support vehicles be used as escort vehicles.

32. Cyclists must travel in single file on all sections of roadway where road works are in progress.

**Responsibilities**

<b>Event Organiser</b>	Take out public liability insurance for a minimum of \$20 million
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>

**PUBLIC TRANSPORT**

This Section ☒ ~~Applies~~  
☐ Does not apply

(Public Transport requirements to be shown in detail if this section applies)

**Responsibilities**

<b>Event Organiser</b>	As required, negotiate with Transport Companies to arrange <ul style="list-style-type: none"><li>• Provision of extra buses for the event spectators and ensure normal services continue to operate efficiently</li><li>• Provision of extra trains for the event spectators and ensure normal services continue to operate efficiently</li></ul>
<b>Police</b>	<i>As agreed with Police Service</i>
<b>Councils</b>	<i>As agreed with council</i>
<b>RMS</b>	<i>As agreed with RMS</i>
<b>Others</b>	<i>As agreed / set out here</i>

**EVENT SIGNS**

This Section ☒ Applies  
☐ ~~Does not apply~~

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

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This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

*The following is an example of these signs*

<b>ROAD CLOSURE</b> <b>FRIDAY 2<sup>ND</sup> FEBRUARY 4PM –</b> <b>SATURDAY 4TH FEBRUARY 12AM</b> <b>NORTH AND SOUTH BOUND LANES DENISON</b> <b>ST (CIRCUIT)</b> <b>CLOSED BETWEEN:</b> <b>INTERSECTION OF SNOWY MOUNTAINS</b> <b>HWY AND DENISON ST TO INTERSECTION</b> <b>OF DRUITT ST AND DENISON ST</b>
---

*We are happy to facilitate the signage suggested and required.*

**VARIABLE MESSAGE SIGNS**

This Section ☒ ~~Applies~~  
☐ Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

**NOTE: THE RTA MUST APPROVE PLACEMENT OF THESE SIGNS.**

**Responsibilities**

<b>Event Organiser</b>	<i>We have followed previous locations with RTA and Council on the suggested locations. Council will be providing the VMS.</i>
<b>Police</b>	<i>To be consulted in planning process</i>
<b>RMS</b>	<i>To be consulted in planning process</i>
<b>Council</b>	<i>To be consulted in planning process</i>
<b>Other</b>	

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**ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND  
EMERGENCY VEHICLES**

This Section ☒ Applies  
☐ Does not apply

**Local Resident Access**

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RMS & Local Council requirements, advising of the traffic arrangements.

**Emergency Vehicle Access**

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

**Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

**PARKING**

This Section ☐ Applies  
☐ Does not apply

Sufficient parking for cars and buses should be identified and listed, including locations for any essential or emergency vehicles. These may include participants, officials, spectators, media, and marshals.

**Responsibilities**

<b>Event Organiser</b>	<i>Organise all parking</i>
<b>Police</b>	<i>Organiser to consult</i>

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<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>
<b>Others</b>	

**HEAVY VEHICLE ALTERNATIVE ROUTES**

This Section ☒ Applies  
☐ Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

**Responsibilities**

<b>Event Organiser</b>	<i>Organise with Police &amp; RMS in planning process</i>
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>
<b>Others</b>	

**COUNCIL – SPECIAL CONDITIONS**

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
ADAMINABY ON 20TH OCTOBER 2018.

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Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RMS. This is usually done directly with the Local Police Traffic Services Officer and the RMS Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

*Overwrite event specific details here.*

**Local Council Consulted was** *Snowy Monaro Regional Council*

**Council Officer Consulted was** *Volker Georgi*

**Date of traffic Meeting at Council**

**Special Conditions Imposed / Requested by Council were;**

**OTHER CONSIDERATIONS**

This Section ☒ ~~Applies~~  
☐ Does not apply

**Television**

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

**Responsibilities**

<b>Event Organiser</b>	<i>Once approval is granted we will then have television producer/director attend to locate camera positions etc.</i>
<b>Police</b>	<i>List as agreed</i>
<b>Councils</b>	<i>List as agreed</i>
<b>RMS</b>	<i>List as agreed</i>
<b>Others</b>	<i>List as agreed</i>
	<i>List as agreed</i>
	<i>List as agreed</i>

**ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS**

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	<i>Nicola MacDonald</i>	<i>0447 452 130</i>
2	Police		<i>Matt Jacobs</i>	
3	RMS			
4	Marshals			
5	Parking			
6	Event Signs			
7	Barriers / cones /delineation			
8	Media Liaison			
9	Confirm all marshals in position			
10	Advise NSW Ambulance Service			
11	Insurance			

**COMMAND & 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 staging 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 to the Police / Ambulance as required.

**Command Post Location**



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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.....

.....

.....

ORGANISATION	CONTACT NAME	CONTACT NO:
Event Organiser	<i>Nicola MacDonald</i>	<i>0447 452 130</i>
Police	<i>Matt Jacobs</i>	
RMS		
SES		
Council		
Media Liaison		
St John Ambulance		

**ATTACHMENTS**

Attachments should include:

1. Map of the route
2. Pictorial Traffic Control Plan (May be overlaid on the map.)
3. Table of Anticipated Travel Times, including 1<sup>st</sup> Participant and Last Participant arrival times at significant check points
4. Any other information that may assist in the assessment of the Road Occupancy Application.



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET, ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL, ADAMINABY ON 20TH OCTOBER 2018.

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## Schedule 1 - Notice of Intention to Hold a Public Assembly

### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

<b>1</b>	<p>I Nicola MacDonald..... (name) of 2 Denison St Adaminaby NSW 2629..... (address) on behalf of Snow Goose Hotel ..... (organisation) notify the Commissioner of Police that on the ....20... (day) of ...October... (month), .2018. (year), it is intended to hold <b>either:</b></p> <p>(a) .....a public assembly, <b>not</b> being a procession, of approximately .....300. (number) persons, which will assemble at Adaminaby Town Centre, Adaminaby (Place) at approximately ..1800 h 20 October 2018, and disperse at approximately 2359 20 October 2018.</p> <p><b>or</b></p> <p>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</p> <p>..... ..... .....</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>
<b>2</b>	<p>The purpose of the proposed assembly is.....</p> <p>To disperse crowds that gather at the Snow Goose Hotel during the Annual Pub Ball Fundraiser. It is believed that allowing more space for patrons to gather will increase safety for patrons and this road closure is in aid of this end.</p>

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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<b>3</b>	<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 ..0.. <i>(number)</i> of vehicles and/or.....0..... <i>(number)</i> of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(II) There will be 2..... <i>(number)</i> 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>
<p>I take responsibility for organising and conducting the proposed assembly.</p>	
<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>2 Denison St Adaminaby .....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No. ...02 6454 2202.....</p>	
<p>Signed .: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> .....</p> <p>Capacity/Title Nicola MacDonald, Event Organiser ...</p> <p>Date 07/08/2018.</p>	

## Check List for Special Event Transport Management Plan

### 1 Event details

#### 1.1 Event summary

Event Name: Annual Pub Ball Fundraiser .....

Event Location: 2 Denison St Adaminaby.....

Event Date: 20 Oct18 ..... Event Start Time: 1800 h..... Event Finish Time: 2359 h.....

Event Setup Start Time: 1800 h ..... Event Packdown Finish Time: 2359 h.....

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

#### 1.2 Contact names

Event Organiser\* Snow Goose Hotel/ Nicola MacDonald .....

Phone:02 6454 2202 Fax: ..... Mobile: 0447 452 130 E-mail:  
lachlans.reach@gmail.com

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)

Gathering of people during the Annual Pub Ball Fundraiser 20 October 2018.

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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2	<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	<b>Risk Management - Traffic</b>	
		<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. Copy of Policy attached.
		<b>2.3 Police</b>	
		<input type="checkbox"/>	Police written approval obtained
		<b>2.4 Fire Brigades and Ambulance</b>	
		<input type="checkbox"/>	Fire brigades notified
		<input type="checkbox"/>	Ambulance notified
3	<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	<b>Traffic and transport management</b>	
		<b>3.1 The route or location</b>	
		<input checked="" 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 1	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
Class 1	Class 2	<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 1	Class 2	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
		<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" 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	<b>4.2 Advertise traffic management arrangements</b>
		<input checked="" 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	<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
Class 1	Class 2	<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
Class 1	Class 2	<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

## 5 Approval

TMP Approved by: ..... Event Organiser ..... Date

Regulation of Traffic Approved by: ..... RTA ..... Date

or: ..... Council ..... Date

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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**RISK ASSESSMENT AND CONTROL PLAN (NON COUNCIL EVENTS ON COUNCIL LAND)**  
**Annual Ball Fundraiser**



SNOWY RIVER SHIRE COUNCIL

Host Name	Snow Goose Hotel	Main Activity	Gathering of Patrons
Activity Date	20/10/18 – 20/10/18	Activity Covered	
Host Safety Contact Number	02 6454 2202	Persons Consulted	
Number of Volunteers	0	Partners In Project:	
DATE OF ASSESSMENT	07/08/18	Location	2 Denison St, Adaminaaby

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: ____ / ____ / ____


11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
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ASSESSMENT

INDIVIDUAL ACTIVITY	POTENTIAL HAZARDS and RISK IDENTIFICATION	Pre Assessment Risk Rating	Post Assessment Risk Rating	CONTROL MEASURES and PERSON RESPONSIBLE
Dancing	Tripping	2C L		Extra lighting, staff patrolling the area and surveying for trip hazards. Staff being aware of individuals alcohol consumption and adhering to their RSA responsibilities
Alcohol consumption	Violence Damage community property	2C L		Hire of security Staff patrolling the area and being aware of individuals alcohol consumption and adhering the their RSA responsibilities. Making appropriate calls when to cut off a person's consumption

<b>Risk Matrix</b>		 SNOWY RIVER SHIRE COUNCIL	
<b>Risk Matrix</b>	<b>CONSEQUENCE (see examples below)</b>	The risk rating of an incident is based on a combination of	

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



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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	(1) Catastrophic	(2) Moderate	(3) Insignificant	Consequence and Likelihood.
	* Death or Severe Injuries * Loss \$100,001 or more * Complete loss of services * Toxic release or contamination off site	* Injuries requiring Medical Treatment * \$ Loss \$5,001 - \$100,000 * Major loss of services * Off site release or contamination with no detrimental effects	* No injury or medical attention * \$ loss < \$5,000 * No loss of service * No environmental contamination	<p><b>Consequence + Likelihood = Risk Rating</b></p> <p>All risks need to be made safe immediately and final corrective action taken within the High Medium or Low time frames below</p> <p>Managers and Supervisors are responsible for Corrective Action</p> <p><b>H = HIGH RISK</b>  <b>STOP WORK IMMEDIATELY</b>  <b>DO NOT COMMENCE WORK UNTIL RISK IS CONTROLLED</b>  <b>and NO LONGER RED</b>            Requires first priority            Senior Management to be advised.  <b>IMMEDIATE action required</b></p> <p><b>M = MEDIUM RISK</b>  <b>PROCEED WITH CAUTION</b>            Requires second priority            Management responsibility must be specified.  <i>Permanent control required within one - three months to lower risk to Green where possible</i></p> <p><b>L = LOW RISK</b>  <b>CARRY OUT WORK</b>            Requires third priority            Responsibility to be recorded  <b>To be monitored to ensure risk does not increase</b></p>
LIKELIHOOD (see examples)				
(A) Almost Certain Is expected to occur at most times	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:    /    /

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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Cooma Ambulance Station,  
Bombala Street,  
COOMA NSW 2630

To whom it may concern.

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Annual Pub Ball Fundraiser 20 October 2018. The road closure is for the safety of the public attending the event.

The North bound lane of the one way divided section of Denison St will be closed from the intersection with Baker St through to the intersection at the north end of the town square where the road merges back into two lanes.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St.

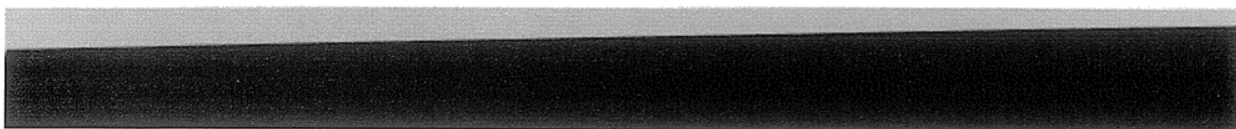
Specific timing of the Road Closure is as follows:

1800 h Saturday 20 October 2018  
through to  
2359 h Saturday 20 October 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.

Sincerely,

Andrew Smith  
Publican



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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Adaminaby Rural Fire Service,  
Druitt Street,  
ADAMINABY NSW 2629

Dear Mr Adrian Butters,

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Annual Pub Ball Fundraiser 20 October 2018. The road closure is for the safety of the public attending the event.

The North bound lane of the one way divided section of Denison St will be closed from the intersection with Baker St through to the intersection at the north end of the town square where the road merges back into two lanes.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St.

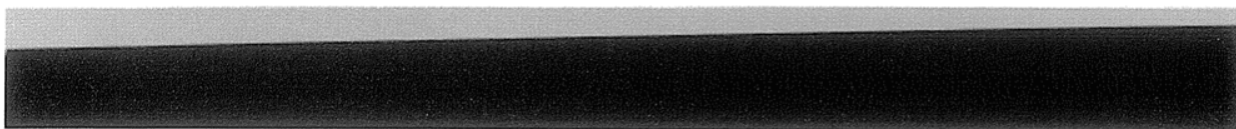
Specific timing of the Road Closure is as follows:

1800 h Saturday 20 October 2018  
through to  
2359 h Saturday 20 October 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.

Sincerely,

Andrew Smith  
Publican



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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Adaminaby Police Station,  
Denison Street,  
ADAMINABY NSW 2629

Senior Constable Matt Jacob,

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Annual Pub Ball Fundraiser 20 October 2018. The road closure is for the safety of the public attending the event.

The North bound lane of the one way divided section of Denison St will be closed from the intersection with Baker St through to the intersection at the north end of the town square where the road merges back into two lanes.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St.

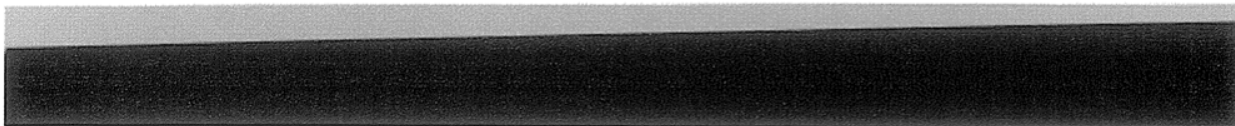
Specific timing of the Road Closure is as follows:

1800 h Saturday 20 October 2018  
through to  
2359 h Saturday 20 October 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.

Sincerely,

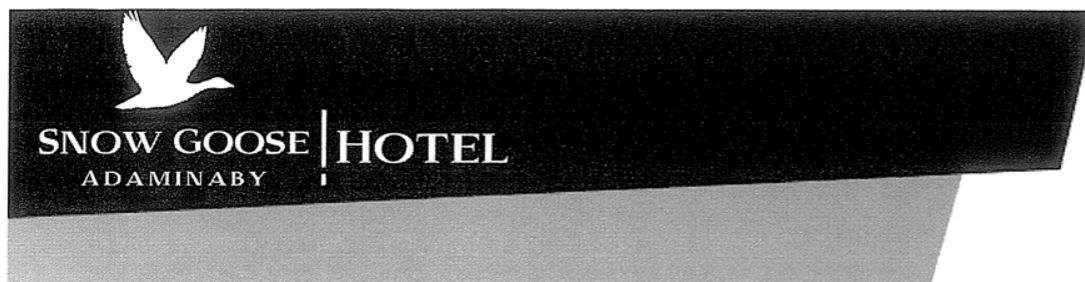
Andrew Smith  
*Publican*



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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New South Wales State Emergency Services  
Southern Highlands Region  
56-58 Knox St  
Goulburn NSW 2580

To Whom it may concern,,

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Annual Pub Ball Fundraiser 20 October 2018. The road closure is for the safety of the public attending the event.

The North bound lane of the one way divided section of Denison St will be closed from the intersection with Baker St through to the intersection at the north end of the town square where the road merges back into two lanes.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St.

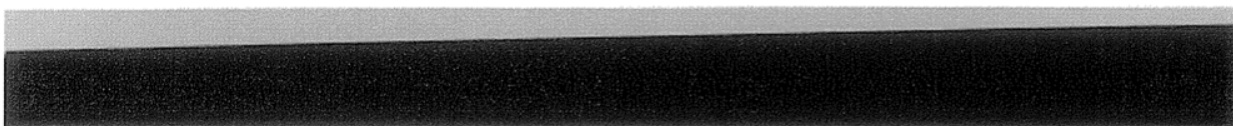
Specific timing of the Road Closure is as follows:

1800 h Saturday 20 October 2018  
through to  
2359 h Saturday 20 October 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.

Sincerely,

Andrew Smith  
*Publican*



11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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New South Wales State Emergency Services  
Southern Highlands Region  
56-58 Knox St  
Goulburn NSW 2580  
To Whom it may concern,,

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Snowy Mountains Trout Festival Presentation Day 09 November 2018. The road closure is for the safety of the public attending the event.

Denison street will be closed from the intersection with Snowy Mountains Highway through to the intersection with Druitt St.

The section of Baker Street between its two intersections with Denison St will also be effected by the closure.

Druitt St will not be effected by the closure.

The Snowy Mountains Highway will not be effected by the closure.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St and Cosgrove St.

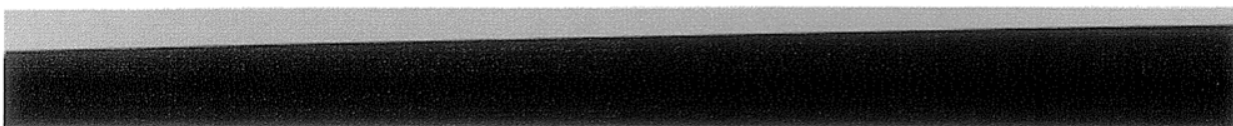
Specific timing of the Road Closure is as follows:

1000 h Friday 09 November 2018  
through to  
1400 h Friday 09 November 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.


Sincerely,

Andrew Smith  
Publican





- 11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET, ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL, ADAMINABY ON 20TH OCTOBER 2018.



SNOW GOOSE

ADAMINABY

HOTEL

Business Name	Business Address	Business Owner	Agrees with Road Closure

11.1 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE DENISON STREET,  
ADAMINABY TO HOLD THE ANNUAL PUB BALL FUNDRAISER AT THE SNOW GOOSE HOTEL,  
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## Adaminaby Road Closure Notice

Please be advised that there will be a partial closure of Denison St and Baker Street for the duration of the Annual Pub Ball Fundraiser 20 October 2018. The road closure is for the safety of the public attending the event.

The North bound lane of the one way divided section of Denison St will be closed from the intersection with Baker St through to the intersection at the north end of the town square where the road merges back into two lanes.

Traffic will be able to circumnavigate the village via Chalker St, Druitt St.

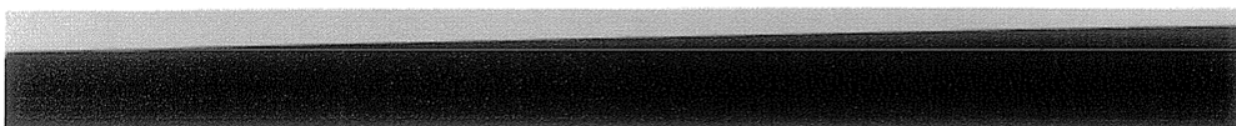
Specific timing of the Road Closure is as follows:

1800 h Saturday 20 October 2018  
through to  
2359 h Saturday 20 October 2018

The road closure is essential to the safety of event goers and we will endeavour to reduce impacts on residents and local businesses wherever possible. If you require further information please contact the Snow Goose Hotel on 6454 2202.

Sincerely,

Andrew Smith  
*Publican*





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**11.2 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE THE JINDABYNE TOWN CENTRE LOWER CAR PARK, JINDABYNE TO HOLD BROCKTOBER ON 20TH OCTOBER 2018.**

Record No:

Responsible Officer:	Acting General Manager
Authors:	Development Engineer Roads Safety Officer
Key Theme:	2. Economy Outcomes
CSP Community Strategy:	6.2 Encourage and promote vibrant towns and villages, acknowledging and celebrating the unique heritage and character of each town
Delivery Program Objectives:	6.2.3 Council celebrates, supports and promotes the uniqueness and heritage characteristics of each town and village
Attachments:	1. Brocktober
Cost Centre	1505 Asset Management and Engineering Services
Project	Snowy Monaro Local Traffic committee

**EXECUTIVE SUMMARY**

A request has been received from the Brock Commodore Owners' Association of Australia to hold a "Show and Shine" at the Jindabyne Town Centre lower car park on 20<sup>th</sup> October 2018 between the hours of 10am and 1pm. The event organiser has provided an overview of the event, \$20M public liability insurance and a risk assessment. The event organiser will still need to provide copies of a satisfactory Traffic Control Plan and notification to affected businesses.

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

**OFFICER'S RECOMMENDATION**

That Council approves the temporary closure of the Jindabyne Town Centre Lower Car Park to enable the Brock Commodore Owners' Association of Australia Show and Shine to be held on Saturday 20 October 2018 from 10am until 1pm subject to a satisfactory TCP being submitted.

**BACKGROUND**

As the Snowy Monaro Local Traffic Committee (SMLTC) meeting was not held on 27<sup>th</sup> September, 2018 due to insufficient committee representatives being available and the event organiser proposes to hold the event before the next SMLTC meeting, this request can now 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.

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11.2 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE THE JINDABYNE TOWN CENTRE LOWER CAR PARK,  
JINDABYNE TO HOLD BROCKTOBER ON 20TH OCTOBER 2018.

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The RMS advice is as follows:

Hey Graham,

As discussed, I am happy with the below recommendations to Council. My only comment is that the Delegate Heritage Weekend needs a current and approved TCP prior to their event.

Thanks,

Jesse Fogg

A/Senior Guidance and Delineation Officer

Traffic Engineering Services

Technical & Project Services

T: 4221 2566 (62566)

[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:

Hi Graham,

Re, Brocktober, Jindabyne 20th October, 2018.

Police support the proposed TCP for the event.

Re, Delegate Heritage Weekend, 28th October, 2018

Police support the proposed TCP for the event.

Mick Hartas

A/Sergeant

THPC Cooma

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There should only be minimal impact upon the community with the temporary closure of the Jindabyne Town Centre Lower Car Park.

### **2. Environmental**

The adoption of the recommendation should have no negative impact upon the environment.

### **3 Economic**

There will be no impact upon Council's budget as a request for financial assistance has not been requested.

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- 11.2 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE THE JINDABYNE TOWN CENTRE LOWER CAR PARK,  
JINDABYNE TO HOLD BROCKTOBER ON 20TH OCTOBER 2018.
- 

#### **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.

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**TRAFFIC MANAGEMENT PLAN  
- ON ROAD EVENTS**

**SPECIAL EVENT DETAILS**

Name of Event:	BROCKTOBER
Event Organiser:	BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA (INC).
Sponsor:	NIL.
Requested Date:	20 TH OCTOBER 2018
Requested Times:	10.00 A.M TO 13.00 P.M

**CONTACT DETAILS**

Contact Name: ANDREW BOND  
Phone No.: 03 5968 9347  
Fax No.:  
Mobile No.: 0422 164 700  
E-mail:  president@bcoaa.com

**AGENCY CONTACT INFORMATION**

Council: SNOWY MONARO REGIONAL COUNCIL  
Police: JINDABYNE POLICE STATION  
RMS:

**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the RMS Traffic Control Manual.

Signed:  Date: 21/09/2018  
Name: ANDREW BOND Contact No. 0422 164 700

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## **TRAFFIC MANAGEMENT PLAN**

**Location:**

**Date and Time:** SATURDAY OCTOBER 20TH 2018 - 10.00 A.M TO 13.00 P.M

**Sponsored by:** BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA (INC)

**Event Organiser:** AS ABOVE (ANDREW BOND)

**TMP Version:**                      **Revision Date:**

**Document Author:** AS ABOVE

**This Traffic Management Plan is approved by:**

Event Organiser

Police

Council

Roads and Traffic Authority

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RMS and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

**In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.**

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**PLANNING**

**Contact Names:** ANDREW BOND

**Event Organiser:** AS ABOVE ON BEHALF OF BCOAA (INC).

**Phone:** (03) 5968 9347

**Fax:** N/A

**Mobile:** 0422 164 700

**E-mail:** president@bcoaa.com

**Police (LAC):** JINDABYNE POLICE STATION

**Phone:** (02) 6456 2244

**Fax:**

**Mobile:** N/A

**E-mail:**

**Council:** Snowy Monaro Regional Council

**Phone:** (02) 6451 1107

**Fax:** (02) 6456 3337

**Mobile:**

**E-mail:** snowymonaro.nsw.gov.au

**Roads and Maritime Services:**

**Phone:**

**Fax:**

**Mobile:**

**E-mail:**

### SITUATION ANALYSIS

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

#### **Mission**

The mission is a concise statement about the objectives of the TMP.

THREE TO FOUR VEHICLES AT A TIME DEPART RYDGES  
RESORT - KOSCIUSZKO ROAD (15-20 VEHICLES EXPECTED)  
TRAVEL EASTERNLY TO LOWER LEVEL CAR PARK - 3-20  
KOSCIUSZKO ROAD SHOPPING CENTRE FOR THE PURPOSE OF  
A CAR DISPLAY (STATIONARY). BEGINNING DEPARTURE AT  
APPROXIMATELY 9.30 A.M SATURDAY OCTOBER 20TH.

### EXECUTION

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

#### **General Outline**

#### **The Route**

This section is mandatory.

Describe the route, showing distances and directions as required. Also include a map of the route.

DISSEMBARK RYDGES SNOWY MOUNTAIN RESORT @ APPROXIMATELY  
9.40 A.M SATURDAY OCTOBER 20TH. TRAVEL APPROXIMATELY  
EIGHT HUNDRED + FIFTY METRES ALONG KOSCIUSZKO ROAD IN AN  
EASTERNLY DIRECTIONS (MAP ATTACHED).

11.2 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE THE JINDABYNE TOWN CENTRE LOWER CAR PARK, JINDABYNE TO HOLD BROCKTOBER ON 20TH OCTOBER 2018.

ATTACHMENT 1 BROCKTOBER





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**Physical Survey of Route**

Item	Verified	Action Taken
All one way streets are described	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block access to local business	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Ambulance /Fire Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Hospital Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Local Resident	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Public Facility (oval etc)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Block Public Transport Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Conflict with local construction	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
Distance measured is correct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lane widths and numbers checked to ensure safety of participants and public	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Restricted Turns / Movements Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Road Signage / Restrictions Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Tidal Flows Relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

### TRAFFIC CONTROL PLAN

This section is mandatory.

The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

**THE TRAFFIC CONTROL PLAN (TCP) IS A COMPULSORY ATTACHMENT TO THIS DOCUMENT**

#### **Responsibilities**

Event Organiser	BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA
Police	JINDABYNE POLICE STATION
Councils	SNOWY MONARO REGIONAL COUNCIL.
RMS	NOT REQUIRED.
Other	

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## CONTINGENCY PLANS

This section is mandatory.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

### Contingency Plan Checklist

Issues/Risks	Applicable		Action Taken
Heavy/Bad Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Poor Lighting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard at parking area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking during Wet Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bush fire Hazard	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DEPENDANT ON LOCAL EMERGENCY SERVICES.
Accident on route	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DEPENDANT ON LOCAL EMERGENCY SERVICES.
Breakdown on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	APPROPRIATE CONTACT NUMBERS PROVIDED.
Absence of Marshal / Volunteer	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	APPROPRIATE CONTACT NUMBERS PROVIDED.
Absence of Event Signage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NOT REQUIRED.
Blockage to Public Transport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Delayed Event	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Cancellation of Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	ALL PARTIES WILL BE NOTIFIED.
Security of Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Security of VIP's	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### Responsibilities

Event Organiser	ANDREW BOND	0422 164700
Police		
Councils		
RMS		
Others		

#### **PREPARE TRAFFIC SIGNAL DATA**

This Section ☐ Applies  
☐ Does not apply

The RMS charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at full cost to the Event Organiser.

#### **Responsibilities**

Event Organiser	
Police	
Councils	
RTA	
Others	

#### **RMS PERSONNEL REQUIRED**

This Section ☐ Applies  
☒ Does not apply

Requirements are;

#### **SPECIAL EVENT CLEARWAYS**

This Section ☐ Applies  
☐ Does not apply

The RMS can organise special event clearways in certain circumstances if required

The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

Responsibilities

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Event Organiser	ANDREW BOND 0922 164 700
Police	
Councils	
RMS	
Others	

#### ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RMS and local Councils.

*Set out Advertising Arrangements Here. Attach copies of newspaper brochures as applicable and discussed with the RMS in the planning process.*

Event Organiser	BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA (Inc)
Others	N/A

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### VOLUNTEERS AND EVENT MARSHALS

This Section

- ☐ Applies  
☒ Does not apply

#### **Volunteers**

#### **Responsibilities**

<b>Event Organiser</b>	Produce locations and lists of traffic control duties for event marshals. Produce contingency lanes for personnel who fail to show on the day.
<b>Others</b>	<i>NOT REQUIRED.</i>

#### **NOTE:**

- **EVENT MARSHALS WHO CARRY OUT TRAFFIC CONTROL DUTIES MUST HOLD AN RTA TRAFFIC CONTROLLERS TICKET.**
- **ANY PERSON WHO SETS OUT TRAFFIC CONTROL SIGNAGE FOR THE EVENT MUST HOLD A TRAFFIC CONTROL AT WORKSITES TICKET.**

### PUBLIC SAFETY – POLICE

This section is mandatory.

This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.
8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
9. Organisers must provide sufficient marshals to control participants in the event.



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10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.
11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
13. Participants MUST NOT ride more than 2 abreast on multi lane roads.
14. Participants MUST ride in single file on single lane roads.
15. Participants to obey traffic lights and comply with "STOP" - "GIVE WAY" and "DON'T WALK" signs during the event.
16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
17. Participants MUST wear suitable reflective clothing when cycling upon a road.
18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Escort vehicles must not be larger than a Toyota Hi Ace type vehicle.
19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner.
23. On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants:
24. This vehicle shall display a sign directed to the front of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS FOLLOWING", so as to provide advance warning to oncoming motorists and other road users. ( Select appropriate wording )
25. A warning escort vehicle shall be positioned about 300 Metres to the rear of the last group of participants warning motorists of cyclists on the road ahead.
26. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS AHEAD" so as to provide advance warning to overtaking vehicles. ( Select appropriate wording )
27. Warning signs referred to above shall be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.
28. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and MUST have the hazard and warning lights operating at all times whilst performing escort duty.
29. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

In addition the Police also require;

30. The organiser MUST monitor road traffic. In the event of traffic built up, the cyclists MUST clear the road and allow traffic to pass.
31. Under no circumstances must support vehicles be used as escort vehicles.
32. Cyclists must travel in single file on all sections of roadway where road works are in progress.

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#### Responsibilities

<b>Event Organiser</b>	Take out public liability insurance for a minimum of \$20 million
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>

#### PUBLIC TRANSPORT

This Section

- ☐ Applies  
☒ Does not apply

#### Responsibilities

<b>Event Organiser</b>	As required, negotiate with Transport Companies to arrange <ul style="list-style-type: none"> <li>• Provision of extra buses for the event spectators and ensure normal services continue to operate efficiently</li> <li>• Provision of extra trains for the event spectators and ensure normal services continue to operate efficiently</li> </ul>
<b>Police</b>	<i>As agreed with Police Service</i>
<b>Councils</b>	<i>As agreed with council</i>
<b>RMS</b>	<i>As agreed with RMS</i>
<b>Others</b>	<i>As agreed / set out here</i>

#### EVENT SIGNS

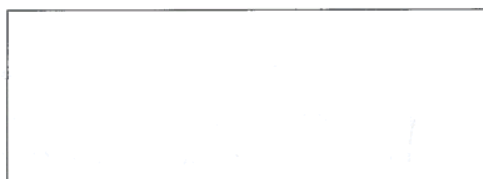
This Section

- ☐ Applies  
☒ Does not apply

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.





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### VARIABLE MESSAGE SIGNS

This Section ☐ Applies  
☒ Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

NOTE: THE RMS MUST APPROVE PLACEMENT OF THESE SIGNS.

#### Responsibilities

<b>Event Organiser</b>	<i>We have followed previous locations with RTA and Council on the suggested locations. Council will be providing the VMS.</i>
<b>Police</b>	<i>To be consulted in planning process</i>
<b>RMS</b>	<i>To be consulted in planning process</i>
<b>Council</b>	<i>To be consulted in planning process</i>
<b>Other</b>	

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

This Section ☐ Applies  
☒ Does not apply

#### Local Resident Access

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RMS & Local Council requirements, advising of the traffic arrangements.

#### Emergency Vehicle Access

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

#### Responsibilities

<b>Event Organiser</b>	<i>BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA</i>
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

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### PARKING

This Section ☐ Applies  
☒ Does not apply

Sufficient parking for cars and buses should be identified and listed, including locations for any essential or emergency vehicles. These may include participants, officials, spectators, media, and marshals.

#### **Responsibilities**

<b>Event Organiser</b>	<i>Organise all parking</i>
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>
<b>Others</b>	

### HEAVY VEHICLE ALTERNATIVE ROUTES

This Section ☐ Applies  
☒ Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

#### **Responsibilities**

<b>Event Organiser</b>	<i>Organise with Police &amp; RMS in planning process</i>
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>
<b>Others</b>	

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### COUNCIL – SPECIAL CONDITIONS

Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RMS. This is usually done directly with the Local Police Traffic Services Officer and the RMS Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

Local Council Consulted was

Council Officer Consulted was

Date of traffic Meeting at Council

Special Conditions Imposed / Requested by Council were;

### OTHER CONSIDERATIONS

This Section ☐ Applies  
☒ Does not apply

#### Television

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

#### Responsibilities

Event Organiser	BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA.
Police	
Councils	
RMS	
Others	

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## ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	ANDREW BOND	0422 164 700
2	Police		JINDABYNE POLICE STATION	(02) 6456 2244
3	RMS			
4	Marshals	PROVIDED BY CWS	ANDREW BOND	0422 164 700
5	Parking	AT PROPOSED VENUE.		
6	Event Signs			
7	Barriers / cones /delineation			
8	Media Liaison			
9	Confirm all marshals in position			
10	Advise NSW Ambulance Service			
11	Insurance	PAPERWORK ALREADY PROVIDED.		

## COMMAND & 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 staging 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 to the Police / Ambulance as required.

### Command Post Location

AT PROPOSED VENUE - LOWER CAR PARK SNOWY  
MOUNTAIN PLAZA 3 KOSIUSZKO ROAD JINDABYNE.

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ORGANISATION	CONTACT NAME	CONTACT NO:
Event Organiser		
Police		
RMS		
SES		
Council		
Media Liaison		
St John Ambulance		

### ATTACHMENTS

Attachments should include:

1. Map of the route
2. Pictorial Traffic Control Plan (May be overlaid on the map.)
3. Table of Anticipated Travel Times, including 1<sup>st</sup> Participant and Last Participant arrival times at significant check points
4. Any other information that may assist in the assessment of the Road Occupancy Application.

## Schedule 1 - Notice of Intention to Hold a Public Assembly

### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I ANDREW BOND.....(name)  
of 500 WOORI VALLOCK ROAD NANGANA VICTORIA.....(address)  
on behalf of BROCK COMMODORE OWNERS ASSOCIATION OF AUSTRALIA.....(organisation)  
notify the Commissioner of Police that  
on the ..... (day) of ..... (month), ..... (year), it is intended to hold  
**either:**

- (a) ..... a public assembly, **not** being a procession, of approximately  
..... 50..... (number) persons,  
which will assemble at 3 KOSIVSZIKO ROAD JINDABYNE.....(Place)  
at approximately 10:00 am/pm,  
and disperse at approximately 1:00 am/pm.

**or**

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.)

2

The purpose of the proposed assembly is CLUB MEMBERS  
CAR DISPLAY- FOR APPROXIMATELY 15-20  
SPECIAL INTEREST MOTOR CARS - FOR THE  
PURPOSE OF A SHOW 'N' SHINE.



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 20 (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

EARLY MODEL HOLDEN COMMODORES AND  
HOLDEN STATESMAN VARIANTS

- (II) There will be 0 (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:

NONE

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

VEHICLES ON DISPLAY

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:

500 WOORI YALLOCK ROAD  
NANGANA  
VICTORIA Postcode: 3781

Telephone No. (03) 5968 9347

Signed

Capacity/Title PRESIDENT

Date 20TH SEPTEMBER 2018

## Check List for Special Event Transport Management Plan

### 1 Event details

#### 1.1 Event summary

Event Name: BROCKTOBER CLUB DISPLAY SHOW 'N' SHINE  
Event Location: CARPARK (LOWER) 3 KOSEIUSZKO ROAD JINDABYNE  
Event Date: 20/10/18 Event Start Time: 10:00 AM Event Finish Time: 12:00 PM  
Event Setup Start Time: 9:30 AM Event Packdown Finish Time: 12:45 PM  
Event is ☒ off street ☐ on street - moving ☐ on street non-moving  
☐ held regularly throughout the year (calendar attached)

#### 1.2 Contact names

Event Organiser\* ANDREW BOND

Phone: (03) 5968 9347 Fax: ..... Mobile: 0422164700 E-mail: president@bcoa.com

Event Management Company (if applicable) N/A

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)



CLASS 1 CLASS 2 CLASS 3	<b>2 Risk Management - Traffic</b>
	<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. Copy of Policy attached.
	<b>2.3 Police</b>
	<input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b>
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified
CLASS 1 CLASS 2 CLASS 3	<b>3 Traffic and transport management</b>
	<b>3.1 The route or location</b>
	<input checked="" type="checkbox"/> Map attached
	<b>3.2 Parking</b>
	<input checked="" type="checkbox"/> Parking organised - details attached
	<input 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 1	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 1	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b> <input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	Class 2	<b>4.2 Advertise traffic management arrangements</b> <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 checked="" type="checkbox"/> No road closures or special event clearways - advertising not required
		<b>4.3 Special event warning signs</b> <input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input checked="" 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

## 5 Approval

TMP Approved by: ..... Event Organiser ..... Date

Regulation of Traffic Approved by: ..... RMA ..... Date

or: ..... Council ..... Date

# **RISK ASSESSMENT AND CONTROL PLAN (NON COUNCIL EVENTS ON COUNCIL LAND) Name of event**



SNOWY RIVER SHIRE COUNCIL

Host Name		Main Activity		
Activity Date		Activity Covered		
Host Safety Contact Number		Persons Consulted		
Number of Volunteers		Partners In Project:		
DATE OF ASSESSMENT		Location		

## 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 Monaro Regional Council	Risk Assessment and Control Plan	Document Number:	
Page 1 of 3	Version Number / Issue No: 5 / 2	Date of Issue: ____/____/____	Review Date: ____/____/____

11.2 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE THE JINDABYNE TOWN  
CENTRE LOWER CAR PARK, JINDABYNE TO HOLD BROCKTOBER ON 20TH OCTOBER 2018.

ATTACHMENT 1 BROCKTOBER


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ASSESSMENT

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

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

# Risk Matrix



SNOWY MONARO  
 REGIONAL COUNCIL  
Stronger together. Smarter together.

## Risk Matrix

### CONSEQUENCE (see examples below)

(1) Catastrophic	(2) Moderate	(3) Insignificant
* Death or Severe Injuries * Loss \$100,001 or more * Complete loss of services * Toxic release or contamination off site	* Injuries requiring Medical Treatment * \$ Loss \$5,001 - \$100,000 * Major loss of services * Off site release or contamination with no detrimental effects	* No injury or medical attention * \$ loss < \$5,000 * No loss of service * No environmental contamination

The risk rating of an incident is based on a combination of **Consequence and Likelihood**.

Refer to the SRSC Risk Matrix for suggestions

- Consider the Consequence
- Consider the Likelihood
- Where 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 low or 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)	CONSEQUENCE (see examples below)		
	(1) Catastrophic	(2) Moderate	(3) Insignificant
	* Death or Severe Injuries * Loss \$100,001 or more * Complete loss of services * Toxic release or contamination off site	* Injuries requiring Medical Treatment * \$ Loss \$5,001 - \$100,000 * Major loss of services * Off site release or contamination with no detrimental effects	* No injury or medical attention * \$ loss < \$5,000 * No loss of service * No environmental contamination
(A) Almost Certain Is expected to occur at most times	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

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### **11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.**

Record No:

Responsible Officer:	Acting General Manager
Authors:	Development Engineer Roads Safety Officer
Key Theme:	2. Economy Outcomes
CSP Community Strategy:	6.2 Encourage and promote vibrant towns and villages, acknowledging and celebrating the unique heritage and character of each town
Delivery Program Objectives:	6.2.3 Council celebrates, supports and promotes the uniqueness and heritage characteristics of each town and village
Attachments:	1. Run For Louie
Cost Centre	1505 Asset Management and Engineering Services
Project	Snowy Monaro Local Traffic committee

#### **EXECUTIVE SUMMARY**

A request has been received from Monaro High School "Leo Club" to hold a fundraising event from Nijong Oval along Hawkins Street and then back to Nijong Oval on 28<sup>th</sup> October 2018 between the hours of 8:30am and 10:30am. The event organiser has provided an overview of the event, \$20M public liability insurance and a risk assessment. The event organiser will still need to provide copies of a satisfactory Traffic Control Plan and the agreement of affected residents to temporarily close the road.

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

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

That Council approves the temporary road closure of Hawkins Street Cooma, from Crisp Street to the end of the road to enable the "Run for Louie" event to be held on the 28 October 2018 from 8:30am until 10:30am subject to:

- A. Submitting a satisfactory Traffic Control Plan and
- B. Agreement of the temporary road closure from the residents along the affected road.

#### **BACKGROUND**

As the Snowy Monaro Local Traffic Committee (SMLTC) meeting was not held on 27 September, 2018 due to insufficient committee representatives being available and the event organiser proposes to hold the event before the next SMLTC meeting, this request can now 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.

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11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

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The RMS advice is as follows:

Hey Graham,

As discussed, I am happy with the below recommendations to Council. My only comment is that the Delegate Heritage Weekend needs a current and approved TCP prior to their event.

Thanks,

Jesse Fogg

A/Senior Guidance and Delineation Officer

Traffic Engineering Services

Technical & Project Services

T 02 4221 2566

[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:

Hi Graham,

Annual Pub Ball Fundraiser, Adaminaby, 20th October, 2018.

Police Support the proposed TCP for the event.

Run for Louie, Cooma, 20th October, 2018.

Police support the proposed TCP for the event.

Mick Hartas

A/Sergeant

THPC Cooma

Ph: 02 62980555 | E/net: 81531 | Fax: 02 62980511 |

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There should only be minimal impact upon the community with the temporary closure Hawkins Street, Cooma as the road closure is for a period of two hours.

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11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

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## **2. Environmental**

The adoption of the recommendation should have no negative impact upon the environment.

## **3. Economic**

There may be an impact upon Council's budget as a request for financial assistance (provide assistance with traffic controllers) has been requested, however, this may be the subject of another report.

## **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.

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**TRAFFIC MANAGEMENT PLAN  
- ON ROAD EVENTS**

**SPECIAL EVENT DETAILS**

<b>Name of Event:</b>	<i>MHS Leo Club 'Run for Louie'</i>
<b>Event Organiser:</b>	<i>Lee Riley</i>
<b>Sponsor:</b>	<i>Monaro High School Leo Club</i>
<b>Requested Date:</b> <i>Sunday 28 October 2018</i>	
<b>Requested Times:</b>	<i>0830-1030</i>

**CONTACT DETAILS**

**Contact Name:** *Lee Riley*

**Mobile No.:**

**E-mail:**

**AGENCY CONTACT INFORMATION**

**Council:** *Snowy- Monaro Regional Council*

**Police:** *Cooma Police*

**RMS:** *N/A*

**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the RMS Traffic Control Manual.

Signed:  
Name *Lee Riley*

Date: *21/09/2018*  
Contact No. *0427368350*

## **TRAFFIC MANAGEMENT PLAN**

**Location:** *Hawkins St, Cooma*

**Date and Time:** *Sunday 28 October 2018*

**Sponsored by:** *Monaro High School Leo Club*

**Event Organiser:** *Lee Riley*

**TMP Version:**                      **Revision Date:** *September 21, 2018*

**Document Author:** *Lee Riley*

### **This Traffic Management Plan is approved by:**

*Lee Riley*

*September 21, 2018*    Event Organiser

Police

Council

Roads and Traffic Authority

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RMS and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

**In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.**

**PLANNING**

**Contact Names:**

**Event Organiser:** *Lee Riley*

Mobile:

E-mail:

**Police (LAC):** *Cooma LAC*

Phone: *02 64520099*

Fax: *02 64520022*

Mobile: *TBA*

E-mail: *TBA*

**Council:** *Snowy-Monaro Regional Council*

Phone: *02 6455 1810*

Fax: *02 6455 1799*

Mobile: *TBA*

E-mail:

**Roads and Maritime Services:** *N/A*

### **SITUATION ANALYSIS**

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

#### **Mission**

The mission is a concise statement about the objectives of the TMP.

- *To allow for safe participation in the 'Run for Louie' fundraising event that will take place on Sunday 28 October 2018 between the hours of 8:30am and 10:30am.*
- *It will commence at Nijong Oval, following the cycle path to Norris park, cut through Norris Park and onto Hawkins St. the 2.5 km course will turn left at the cul-de-sac on Hawkins street and head back to Nijong oval and the 5km course will turn right and continue along the entirety of Hawkins street before returning back to Nijong Oval.*
- *The event is being sponsored by Monaro High School Leo Club and Cooma Athletics Inc. All Proceeds will be donated to the Louie Mould Fund to aid the recovery of Louie Mould following his spinal injury.*
- *Snowy Monaro Regional Council Staff will manage the closure of Hawkins street with signage for the period of the run.*
- *The back marker will be a Marshall wearing high-vis clothing and will indicate to Council staff when the road may be re-opened.*

### **EXECUTION**

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

#### **General Outline**

- *Snowy Monaro Regional Council Staff will manage the closure of Hawkins street with signage for the period of the run.*
- *The back marker will be a Marshall wearing high-vis clothing and will indicate to Council staff when the road may be re-opened.*

#### **The Route**

This section is mandatory.

Describe the route, showing distances and directions as required. Also include a map of the route.

- *It will commence at Nijong Oval, following the cycle path to Norris park, cut through Norris Park and onto Hawkins St. the 2.5 km course will turn left at the cul-de-sac on Hawkins street and head back to Nijong oval and the 5km course will turn right and continue along the entirety of Hawkins street before returning back to Nijong Oval.*

*A minimum of 6 Marshalls will be supplied by the MHS Leo Club/ Cooma Lions/Cooma Athletics to direct participants along the route. They will be stationed at:*

- the Cycle path near the Massie street causeway to direct participants through Norris Park,*
- the corner of Crisp and Hawkins street to ensure participants stay off Crisp st and make the left hand turn into Hawkins Street.*
- the cul-de-sac where Hawkins Street makes a sharp right hand turn to direct 2.5km participants back to Nijong Oval and 5km participants along Hawkins St.*
- the end of Hawkins street.*

*The route will be highlighted by signage and marker cones at several points along the way.*

*Marshalls be identified by High-Vis vests and will be equipped with mobile phones to communicate with organisers based at Rotary Oval.*

11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

ATTACHMENT 1 RUN FOR LOUIE

**Physical Survey of Route**

Item	Verified			Action Taken
All one way streets are described	Yes	No	N/A	
Block access to Church on Sunday	Yes	No	N/A	
Block access to local business	Yes	No	N/A	
Block Ambulance /Fire Access	Yes	No	N/A	
Block Heavy Vehicle Access	Yes	No	N/A	
Block Hospital Access	Yes	No	N/A	
Block Local Resident	Yes	No	N/A	Residents to be notified in advance of the temporary road closure.
Block Police Vehicle Access	Yes	No	N/A	
Block Public Facility (oval etc)	Yes	No	N/A	
Block Public Transport Access	Yes	No	N/A	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes	No	N/A	
Conflict with local construction	Yes	No	N/A	
Distance measured is correct	Yes	No	N/A	
Lane widths and numbers checked to ensure safety of participants and public	Yes	No	N/A	
Restricted Turns / Movements Checked	Yes	No	N/A	
Road Signage / Restrictions Checked	Yes	No	N/A	
Route Impeded by Traffic Calming Devices?	Yes	No	N/A	
Signalised Intersections Checked for event requirements / restrictions	Yes	No	N/A	
Tidal Flows Relevant	Yes	No	N/A	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes	No	N/A	

#### **TRAFFIC CONTROL PLAN**

This section is mandatory.

The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

- *See attached Traffic Control Plan*

**THE TRAFFIC CONTROL PLAN (TCP) IS A COMPULSORY ATTACHMENT TO THIS DOCUMENT – WILL BE COMPLETED BY CMSC STAFF**

#### **Responsibilities**

<b>Event Organiser</b>	<i>Implement TCP</i>
<b>Police</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Councils</b>	<i>Develop and implement TCP</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Other</b>	

### CONTINGENCY PLANS

This section is mandatory.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

#### Contingency Plan Checklist

Issues/Risks	Applicable		Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Event may be cancelled or postponed
Poor Lighting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Event may be cancelled or postponed
Flood Hazard at parking area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking during Wet Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bush fire Hazard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Event may be cancelled or postponed
Accident on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Breakdown on route	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Absence of Marshal / Volunteer	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Replacement to be supplied
Absence of Event Signage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Blockage to Public Transport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Back marker MHS Leo/Cooma Lion
Delayed Event	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Cancellation of Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	reschedule
Security of Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Security of VIP's	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

#### Responsibilities

<b>Event Organiser</b>	<i>Develop and implement Contingency Plan</i>
<b>Police</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Others</b>	<i>Set out agreed responsibility</i>

### PREPARE TRAFFIC SIGNAL DATA

This Section Does not apply



The RMS charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at full cost to the Event Organiser.

**Responsibilities**

Event Organiser	
Police	
Councils	
RTA	
Others	

**RMS PERSONNEL REQUIRED**

This Section Does not apply

Requirements are

*Subject to Council's requirements and discussions between RMS and Cooma Monaro Shire Council*

**SPECIAL EVENT CLEARWAYS**

This Section Does not apply

The RMS can organise special event clearways in certain circumstances if required

The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

**Responsibilities**

Event Organiser	
Police	
Councils	
RMS	
Others	

**ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS**

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RMS and local Councils.

Event Organiser	We are working with Snowy Monaro Regional Council to advertise the event and the subsequent road closures. There will be Press and Radio advertising of the event 2 weeks prior to event taking place.  There will be strong publicity with our associated supporters and partners, e.g. (Newspaper/ Radio/ Television/ Internet).
Others	

### **VOLUNTEERS AND EVENT MARSHALS**

This Section Applies

#### **Volunteers**

*Duties of Volunteers – Marshalls at various points along the path of the run.*

#### **Responsibilities**

*To make sure that runners stay on the supplied route and do not vary the course.  
To advise the organisers if any emergency situation arises.*

Event Organiser	<i>Produce locations of control duties for event marshals. Produce contingency plans for personnel who fail to show on the day.</i>
Snowy Monaro Regional Council	<i>Place Road closure barriers and signage prior to the start of the event and remove when back marker has passed through all checkpoints.</i>

### **PUBLIC SAFETY – POLICE**

This section is mandatory. This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.

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2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.
8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
9. Organisers must provide sufficient marshals to control participants in the event.
10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities
11. Communication equipment is to be provided to marshalls to enable communication between them and the organisers. Communication is to be maintained at all times during the course of the event.

**Responsibilities**

<b>Event Organiser</b>	Public liability insurance for a minimum of \$20 million provided
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>N/A</i>

**PUBLIC TRANSPORT**

This Section Does not apply

(Public Transport requirements to be shown in detail if this section applies)

**Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

### **EVENT SIGNS**

This Section Does not apply

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

### **VARIABLE MESSAGE SIGNS**

This Section Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

### **Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>RMS</b>	
<b>Council</b>	
<b>Other</b>	

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

This Section Applies

### **Local Resident Access**

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RMS & Local Council requirements, advising of the traffic arrangements.

### **Emergency Vehicle Access**

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

### **Responsibilities**

<b>Event Organiser</b>	<i>To distribute written material to all residents affected by the road closure 2 weeks prior to the</i>
------------------------	--

	<i>event.</i>
<b>Police</b>	
<b>Council</b>	
<b>RMS</b>	<b>Plan for and provide emergency vehicle access (if required)</b>
<b>Others</b>	

#### **PARKING**

This Section Applies

Sufficient parking for cars is available at the start/finish site at Nijong Oval.

#### **Responsibilities**

<b>Event Organiser</b>	<i>Web site, advertising, flyers</i>
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

#### **HEAVY VEHICLE ALTERNATIVE ROUTES**

This Section Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

#### **Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

#### **COUNCIL – SPECIAL CONDITIONS**

Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RMS. This is usually done directly with the

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Local Police Traffic Services Officer and the RMS Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

**Local Council Consulted was** *Snowy Monaro Regional Council*

**Council Officer Consulted was** *Graham Hope*

**Date of traffic Meeting at Council**

**Special Conditions Imposed / Requested by Council were:** *Traffic Management Plan to be submitted.*

**OTHER CONSIDERATIONS**

This Section Does not apply

**Television**

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

**Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	
<b>Others</b>	

**ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS**

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	<i>Lee Riley</i>	
2	Police	Nil		64520099
3	RMS	Nil		
4	Marshals	List compiled prior to event	<i>Lee Riley</i>	 secondary #'s to

15

				<i>be provided closer to event date</i>
5	Parking	N/A	N/A	N/A
6	Event Signs	Council staff		tba
7	Barriers / cones /delineation	N/A	n/a	
8	Media Liaison	N/A	n/a	
9	Confirm all marshals in position	Lee Riley	Lee Riley	<input type="text"/>
10	Advise NSW Ambulance Service	Lee Riley	Lee Riley	<input type="text"/>
11	Insurance	Lee Riley	Lee Riley	<input type="text"/>

### COMMAND & 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 staging 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 to the Police / Ambulance as required.

#### **Command Post Location**

Gazebo at Nijong Oval (oval booked for event)

ORGANISATION	CONTACT NAME	CONTACT NO:
Event Organiser	Lee Riley	<input type="text"/>
Police		6452 0099
RMS	TBA	TBA
NSW Ambulance	TBA	
Council		64551810
Media Liaison	Lee Riley	<input type="text"/>
SES	TBA	TBA

### ATTACHMENTS

Attachments should include:

1. Map of the route
2. Pictorial Traffic Control Plan (May be overlaid on the map.)

Council will be providing the maps of the road closures for this plan.

### Schedule 1 - Notice of Intention to Hold a Public Assembly

#### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Lee Margaret Riley ..... (name) of 13 Commissioner St Cooma NSW 2630 ..... (address) on behalf of Moanro High School Leo Club ..... (organisation) notify the Commissioner of Police that on the ...28..... (day) of .....October. (month), .2018.. (year), it is intended to hold</p> <p><b>either:</b></p> <p>(a) a public assembly, not being a procession, of approximately 250. (number) persons, which will assemble at Nijong Oval, Cooma. at approximately 8.00 am, and disperse at approximately 11.00am</p> <p><b>or</b></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 to register to conduct the MHS Leo Club 'Run for Louie' which will commence at 8:30 am and then follow the cycle path from Nijong Oval to the end of the path at Norris Park then travel along Hawkins Street. This will necessitate the closure of Hawkins St.</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</p>



	<p>traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be 0 (<i>number</i>) of vehicles and/or 0 (<i>number</i>) of floats involved. The type and dimensions are as follows: ..... ..... .....</p> <p>(ii) There will be 1-2 (<i>number</i>) 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: Nil ..... .....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows: ..... .....</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>Lee Margaret Riley 13 Commissioner Street Cooma NSW 2630 Telephone No. 0427 368 350</p>
6	<p>Signed ..... Capacity – Leo Club Advisor Date 21 September 2018</p>

11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

ATTACHMENT 1 RUN FOR LOUIE





11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.



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**Sharon Thompson**

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**From:** Lee Riley <lee.riley@live.com.au>  
**Sent:** Tuesday, 18 September 2018 8:24 PM  
**To:** Sharon Thompson  
**Subject:** RE: HP TRIM Authority Document : 18/17007 : Events Enquiry Response Letter - Run for Louie - MHS Leo Club Fun Run - 28 October 2018  
**Attachments:** Course\_Maps.zip; 2018 Run for Louie letter re road closure.pdf

Hi Sharon

I am currently following up your letter regarding the Run for Louie event. I have been trying to ring to speak to you or organise a meeting but haven't been able to get past the automated system.

The Cooma Lions Club is in the process of renewing the public liability insurance, so I will forward this to you as soon as I receive it along with the risk assessment worksheet.

I have noticed that your letter does not make any note about the road closures necessary for this event. I have attached a map of the course and a letter requesting council supply staff to close the road as an in-kind donation to the event. When we last ran a fun run, we had to have a meeting with the council's traffic control team, can you advise if this will be necessary?

Please let me know if there is anything else we need to do. Please contact me by return email or phone me on 0427 368 350.

Thank you for your assistance

Lee Riley  
Leo Adviser, Cooma Lions Club  
For: Monaro High School Leo Club

Sent from Mail for Windows 10

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**From:** Sharon Thompson <Sharon.Thompson@snowymonaro.nsw.gov.au>  
**Sent:** Thursday, August 23, 2018 10:35:06 AM  
**To:** Lee Riley <lee.riley@live.com.au> (lee.riley@live.com.au)  
**Subject:** HP TRIM Authority Document : 18/17007 : Events Enquiry Response Letter - Run for Louie - MHS Leo Club Fun Run - 28 October 2018

Hi Lee

Please find attached a letter for Notice of Intention to hold Run for Louie on 28 October 2018 at Nijong Oval

-----Safe Stamp-----

Your Anti-virus Service scanned this email. It is safe from known viruses.  
For more information regarding this service, please contact your service provider.



## MONARO HIGH SCHOOL LEO CLUB

Lee Riley  
Monaro High School Leo Club  
Monaro High School  
Mittagang Rd  
Cooma NSW 2630

General Manager  
Snowy Monaro Regional Council  
Commissioner Street  
Cooma NSW 2630

18 September 2018

Dear Sir

RE: 'Run for Louie', Sunday 29 October 2018

The 'Run for Louie' event is to be held by the Monaro High School Leo Club on Sunday 29 October 2018 and will raise money for local boy Louie Mould to assist with the costs associated with his spinal injury from a freak accident late last year. The event will also be promoting health and fitness in the local community. The Leo club are supported in this venture by the Cooma Lions Club and the Cooma Athletics Association.

The run will consist of two events; a 2.5km run/walk and 5km run. Runners and walkers will register at Nijong Oval Cooma from 08:30; the 5km event will commence at 0900 and the 2.5km event shortly after.

We are requesting temporary road closure of Hawkins St for the duration of the run from 8:30am to 10.30am to enable safe travel along the route by runners.

We request that council donate the use of council staff to close the road and manage traffic during that period.

We appreciate your consideration in this matter. If you have any queries please do not hesitate to contact me on 0427 368 350.

Yours Sincerely

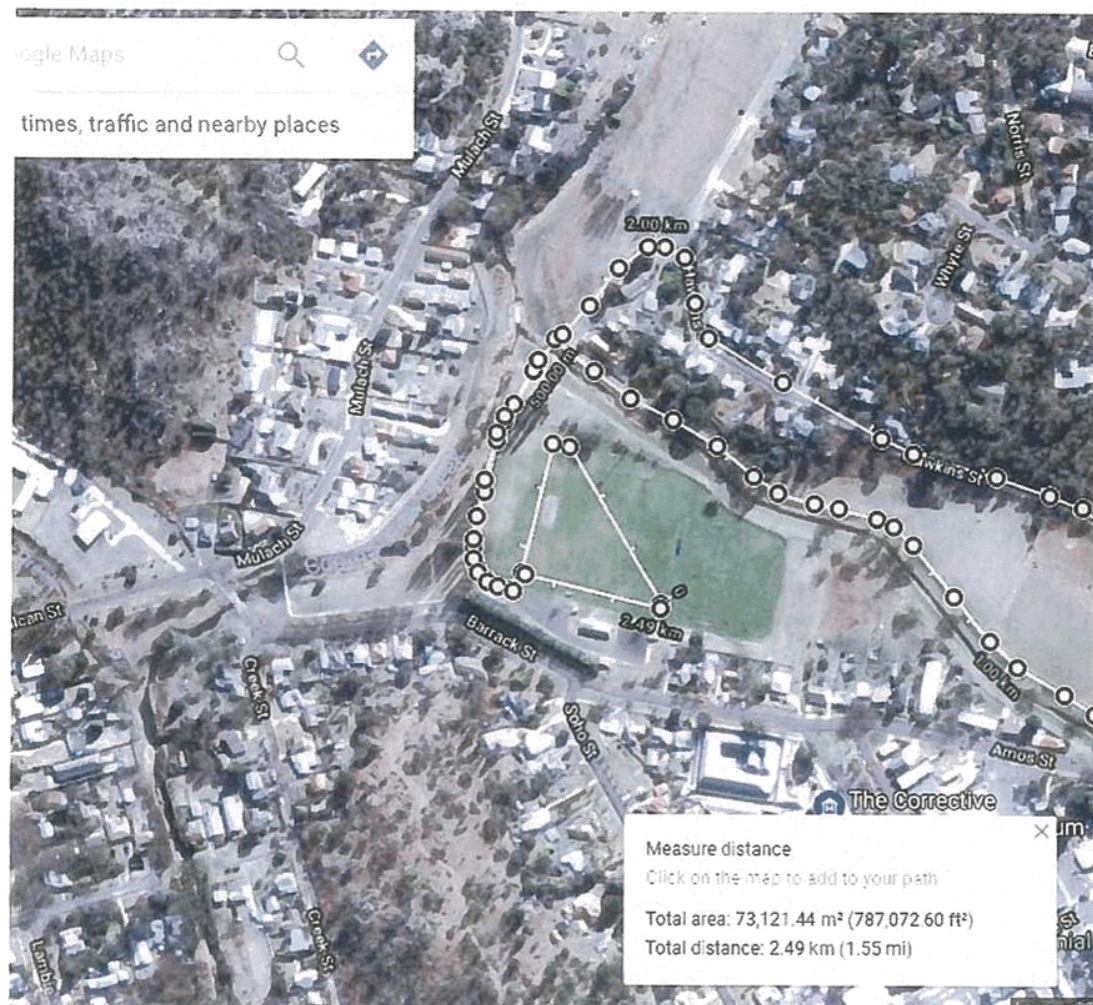
Lee Riley  
Leo Advisor  
Cooma Lions Club  
On behalf of Monaro High School Leo Club



## ATTACHMENT 1 RUN FOR LOUIE

Page 110

**From:** Sharon Thompson  
**Sent:** Wednesday, 19 September 2018 8:21 AM  
**To:** Sharon Thompson  
**Subject:** Sent from Snipping Tool



**Sharon Thompson**  
Administration Assistant Building Certification



PO Box 714

Direct 02 6455 1915

11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO  
HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

ATTACHMENT 1 RUN FOR LOUIE

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COOMA NSW 2630

Phone 1300 345 345

Fax 02 6455 1799

[snowymonaro.nsw.gov.au](http://snowymonaro.nsw.gov.au)

Think of the environment, please don't print this email unless you really need to

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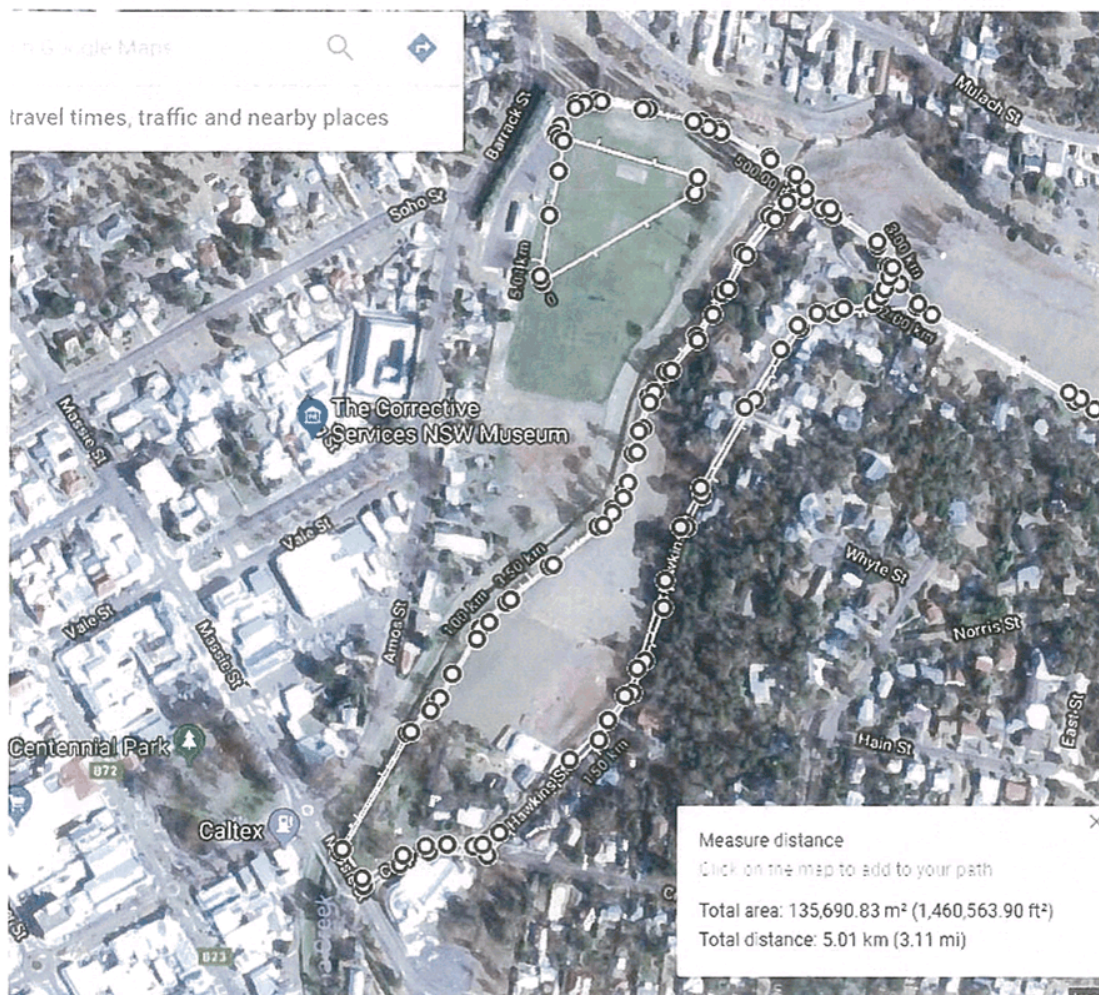
11.3 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE HAWKINS STREET, COOMA TO HOLD THE "RUN FOR LOUIE" ON 28TH OCTOBER 2018.

ATTACHMENT 1 RUN FOR LOUIE

Page 112

Sharon Thompson

**From:** Sharon Thompson  
**Sent:** Wednesday, 19 September 2018 8:21 AM  
**To:** Sharon Thompson  
**Subject:** Sent from Snipping Tool



Sharon Thompson  
Administration Assistant Building Certification



PO Box 714  
COOMA NSW 2630

Direct 02 6455 1915  
Phone 1300 345 345



Enquiries Sharon Thompson  
Service Planning – Cooma Office  
Our Ref 110.2018.1112.  
Your Ref



22 August 2018

Monaro High School Leo Club  
C/- Monaro High School  
Mittagang Road  
COOMA NSW 2630

Dear Sir/Madam

**Proposed Event – Run for Louie - MHS Leo Club Fun Run - 28 October 2018 - 28/10/2018 to 28/10/2018**

Council has reviewed your Notice of Intention to Organise an Event, and based on the information provided on your form, the following information is provided and/or approvals will be required and must be obtained prior to the event.

Please note this letter assumes the information provided by you provides accurate details of the proposed event. If there are additional aspects to your event that have not been highlighted on the form, please contact Council again to determine if the additional information would change the content of this letter of advice.

**Facility booking**

Booking is confirmed - reference number 3555.

**Council requirements**

The Applicant must provide evidence of \$20 million (minimum) Public Liability Insurance to indemnify Council for any incident arising from this event and in accordance with Council policy, prior to the event taking place.

To ensure all risks associated with the event have been addressed, the Applicant must provide a Risk Assessment to Council 14 days prior to the event taking place. A Risk Assessment form is available to download on Council's website at [www.cooma.nsw.gov.au](http://www.cooma.nsw.gov.au).

For any enquires associated with public liability insurance and/or risk assessment please contact Council's Recreation and Property Division on 6455 1841.

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**11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN  
DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.**

Record No:

Responsible Officer:	Acting General Manager
Authors:	Development Engineer Roads Safety Officer
Key Theme:	2. Economy Outcomes
CSP Community Strategy:	6.2 Encourage and promote vibrant towns and villages, acknowledging and celebrating the unique heritage and character of each town
Delivery Program Objectives:	6.2.3 Council celebrates, supports and promotes the uniqueness and heritage characteristics of each town and village
Attachments:	1. Delegate Heritage Weekend
Cost Centre	1505 Asset Management and Engineering Services
Project	Snowy Monaro Local Traffic committee

**EXECUTIVE SUMMARY**

A request has been received from the Delegate Progress Association to hold a March from the Delegate Cemetery along Craigie Range Road, Rutherford Street, Victoria Parade and Bombala Street on 28<sup>th</sup> October 2018 between the hours of 11:15am and 2:30pm to celebrate the 100<sup>th</sup> anniversary of the Snowy River March. The event organiser has provided an overview of the event, \$20M public liability insurance, notification to emergency services and a risk assessment. The event organiser will still need to provide copies of a satisfactory Traffic Control Plan.

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

**OFFICER'S RECOMMENDATION**

That Council approves the temporary road closures associated with the Delegate Heritage March to be held on Sunday 28 October 2018 from 11:15 am until 2:30 pm. The roads to be closed are Craigie Range Road, Rutherford Street, Victoria Parade and Bombala Street, Delegate.

**BACKGROUND**

As the Snowy Monaro Local Traffic Committee (SMLTC) meeting was not held on 27 September, 2018 due to insufficient committee representatives being available and the event organiser proposes to hold the event before the next SMLTC meeting, this request can now 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.

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11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

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The RMS advice is as follows:

Hey Graham,

As discussed, I am happy with the below recommendations to Council. My only comment is that the Delegate Heritage Weekend needs a current and approved TCP prior to their event.

Thanks,

Jesse Fogg

A/Senior Guidance and Delineation Officer

Traffic Engineering Services

Technical & Project Services

T 02 4221 2566

[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:

Hi Graham,

Re, Brocktober, Jindabyne 20th October, 2018.

Police support the proposed TCP for the event.

Re, Delegate Heritage Weekend, 28th October, 2018

Police support the proposed TCP for the event.

Mick Hartas

A/Sergeant

THPC Cooma

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

There should only be minimal impact upon the community with the temporary closure of Craigie Range Road, Rutherford Street, Victoria Parade and Bombala Street, Delegate.

### **2. Environmental**

The adoption of the recommendation should have no negative impact upon the environment.

### **3. Economic**

There will be no impact upon Council's budget as a request for financial assistance has not been requested.

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11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

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#### **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.

**TRAFFIC MANAGEMENT PLAN  
- ON ROAD EVENTS**

**SPECIAL EVENT DETAILS**

*Overwrite words in blue italics. Create new pages rather than wrap around.*

<b>Name of Event:</b>	<i>Delegate Heritage Weekend</i>
<b>Event Organiser:</b>	<i>Delegate Progress Association</i>
<b>Sponsor:</b>	<i>(Name)</i>
<b>Requested Date:</b> <i>Sunday 28<sup>th</sup> October 2018</i>	
<b>Requested Times:</b>	<i>11.15am-2.30pm</i>

**CONTACT DETAILS**

**Contact Name:** *Ian Sellers Delegate Progress Association*  
**Phone No.:**   
**Fax No.:** *02 ???? ???? ?*  
**Mobile No.:**   
**E-mail:** *ian.sellers@landmark.com.au*

**AGENCY CONTACT INFORMATION**

**Council:** *Snowy Monaro 1300345 345*  
**Police:** *Sam Morabito moralsal@police.nsw.gov.au*  
**RMS:** *(Local RMS Contact)*

**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the RMS Traffic Control Manual.

Signed: \_\_\_\_\_ Date: *05/09/2018*  
Name : *Ian Sellers* Contact No. *(02 64588004)*

## **TRAFFIC MANAGEMENT PLAN**

**Location:** Delegate- Craigie Range Road, Victoria Pde, Bombala St

**Date and Time:** Sunday 28<sup>th</sup> October 2018

**Sponsored by:**

**Event Organiser:** Delegate Progress Association

**TMP Version:** (Version 1) **Revision Date:** (DD/MM/YYYY)

**Document Author:** Ian Sellers

### **This Traffic Management Plan is approved by:**

(Name)	(DD/MM/YYY) Event Organiser
(Name)	(DD/MM/YYY) Police
(Name)	(DD/MM/YYY) Council
(Name)	(DD/MM/YYY) Roads and Traffic Authority

### **Authority of the Traffic Management Plan**

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RMS and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

**In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.**

**PLANNING**

**Contact Names:**

**Event Organiser:** *(Delegate Progress Association*

Phone:

Fax: *02 ???? ???? ?*

Mobile: *0428984485*

E-mail: *ian.selleres@landmark.com.au*

**Police (LAC):** *Cooma LAC)*

Phone: *02 ???? ???? ?*

Fax: *02 ???? ???? ?*

Mobile: *04?? ??????*

E-mail: *name@police.nsw.gov.au*

**Council:** *Snowy Monaro regional Council      Graham Hope*

Phone: *02 64511101*

Fax: *02 ???? ???? ?*

Mobile: *04?? ??????*

E-mail: *Graham.Hope @snowymonaro.nsw.gov.au>*

**Roads and Maritime Services:** *(Name)*

Phone: *02 ???? ???? ?*

Fax: *02 ???? ???? ?*

Mobile: *04?? ??????*

E-mail: *Name@rms.nsw.gov.au*

### **SITUATION ANALYSIS**

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

#### **Mission**

The mission is a concise statement about the objectives of the TMP.

- *The Delegate Heritage Weekend is a two day event 27<sup>th</sup>-28<sup>th</sup> October 2018. Sunday 28<sup>th</sup> of October will see a march from the Delegate Cemetery to the Delegate School of Arts to celebrate the return of First World War soldiers to the town*
- ***We have local federal member Mike Kelly and Local State MLA John Barilaro attending***

### **EXECUTION**

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

#### **General Outline**

- *The march will take place on Sunday using minor roads joining the main street of Delegate at the southern end of Bombala St. The local RSL sub branch assisted by Dr Mike Kelly will hold a short service and unveiling.*
- *The assembly will then move in a northerly direction along Bombala st to the new School of Arts forecourt to listen and watch as John Barilaro unveils two plaques*

#### **The Route**

This section is mandatory.

Describe the route, showing distances and directions as required. Also include a map of the route.

At 11.15 am the procession will commence at the Delegate cemetery and shall proceed using the track through the Green Creek stock reserve (700m) to access the Delegate/Cragie Rd (1.2km) then use Rutherford St through the town common (900m) and join Victoria Pde down to the monument at the junction of Victoria Pde and Bombala St (2.2Km) (approx 1 hr)

The procession will halt for approx 20 mins then proceed (12.35pm) up Bombala St to the Delegate School of Arts (800m) number increasing in the procession to approx 250 The procession will terminate at the School of Arts with a further 50 persons awaiting the arrival of the procession total distance 5.7 km



Because of the expected larger numbers we would like to close Bombala st from Vic  
Victoria Pde to Hayden st this means putting Barriers with Marshalls at the PUB lane  
CAMPBELL st LANDMARK lane and both side of CHURCH St when the march has  
reached to School of Arts (12.45pm) Bombala st at Church st would have barriers and a  
fire truck in put in place. The balance of Bombala st would be reopened and the barriers  
removed, the Marshalls manning these barriers would then go on a ½ hr roster at the  
Hayden st and Church st barriers .....

11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

ATTACHMENT 1 DELEGATE HERITAGE WEEKEND

**Physical Survey of Route**

Item	Verified			Action Taken
All one way streets are described	Yes	No	N/A ✓	<i>Insert Comment as Applicable</i>
Block access to Church on Sunday	Yes	No ✓	N/A	
Block access to local business	Yes	No ✓	N/A	
Block Ambulance /Fire Access	Yes	No ✓	N/A	
Block Heavy Vehicle Access	Yes	No ✓	N/A	
Block Hospital Access	Yes	No ✓	N/A	
Block Local Resident	Yes ✓	No ✓	N/A	All affect door knocked and letterboxed 5 days prior
Block Police Vehicle Access	Yes	No ✓	N/A	
Block Public Facility (oval etc)	Yes	No ✓	N/A	
Block Public Transport Access	Yes	No ✓	N/A	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes ✓	No	N/A	Rutherford St from Craigie range road to Victoria Pde is unmade
Conflict with local construction	Yes	No	N/A	
Distance measured is correct	Yes ✓	No	N/A	
Lane widths and numbers checked to ensure safety of participants and public	Yes ✓	No	N/A	
Restricted Turns / Movements Checked	Yes ✓	No	N/A	
Road Signage / Restrictions Checked	Yes ✓	No	N/A	
Route Impeded by Traffic Calming Devices?	Yes	No ✓	N/A	
Signalised Intersections Checked for event requirements / restrictions	Yes ✓	No	N/A	
Tidal Flows Relevant	Yes	No	N/A ✓	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes	No	N/A ✓	

### **TRAFFIC CONTROL PLAN**

This section is mandatory.

The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

- *See attached Traffic Control Plan (add TCP attachments)*

**THE TRAFFIC CONTROL PLAN (TCP) IS A COMPULSORY ATTACHMENT  
TO THIS DOCUMENT**

### **Responsibilities**

<b>Event Organiser</b>	<i>Develop and implement TCP</i>
<b>Police</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Other</b>	

### CONTINGENCY PLANS

This section is mandatory.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

#### **Contingency Plan Checklist**

<b>Issues/Risks</b>	<b>Applicable</b>	<b>Action Taken</b>
Heavy/Bad Weather	Yes✓ No	Cancel Event
Poor Lighting	Yes No ✓	
Flood Hazard on route	Yes No ✓	
Flood Hazard at parking area	Yes No ✓	
Parking during Wet Weather	Yes ✓ No	Move inside cancel march, park in street
Bush fire Hazard	Yes ✓ No	Cancel Event
Accident on route	Yes ✓ No	Cancel event
Breakdown on route	Yes ✓ No	Have NRMA on standby
Absence of Marshal / Volunteer	Yes ✓ No	Reserve list
Absence of Event Signage	Yes ✓ No	Senior Marshall checks 3 days prior
Blockage to Public Transport	Yes No ✓	
Slow Participants	Yes ✓ No	Pickup support vehicles
Delayed Event	Yes ✓ No	Country attitude no worries
Cancellation of Event	Yes ✓ No	No signage or road closures
Security of Participants	Yes ✓ No	Police presence
Security of VIP's	Yes ✓ No	Police presence- security detail?
Bridge Crossing Problems	Yes No ✓	
(Other)	Yes No	
(Other)	Yes No	

#### **Responsibilities**

<b>Event Organiser</b>	<i>Develop and implement Contingency Plan</i>
<b>Police</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>RMS</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Others</b>	<i>Set out agreed responsibility</i>

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**PREPARE TRAFFIC SIGNAL DATA**

This Section ☐ Applies  
☒ Does not apply

The RMS charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at full cost to the Event Organiser.

**Responsibilities**

<b>Event Organiser</b>	<i>To be discussed with (Name) City Council</i>
<b>Police</b>	<i>Set out agreed responsibility</i>
<b>Councils</b>	<i>Set out agreed responsibility</i>
<b>RTA</b>	<i>Set out agreed responsibility</i>
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

**RMS PERSONNEL REQUIRED**

This Section ☐ Applies  
☒ Does not apply

Requirements are;

*Subject to Council's requirements and discussions between RMS and (Name) City Council*

**SPECIAL EVENT CLEARWAYS**

This Section ☐ Applies  
☒ Does not apply

The RMS can organise special event clearways in certain circumstances if required

The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

### Responsibilities

Event Organiser	(Application Submitted / Not Applicable)
Police	Set out agreed responsibility
Councils	Set out agreed responsibility
RMS	Set out agreed responsibility
Others	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility

### ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RMS and local Councils.

Local newspapers and radio stations, Tourism NSW Snowy Monaro Council website ,facebook

Event Organiser	We are working with Snowy Monaro Council and Tourism NSW to advertise the event and the subsequent road closures. A large advertising promotion of the event will be undertaken and will be supported by our organisation.  There will be strong publicity with our associated supporters and partners, e.g. (Newspaper/ Radio/).
Others	

### VOLUNTEERS AND EVENT MARSHALS

This Section ☒ Applies  
Does not apply

#### Volunteers

(Duties of Volunteers – SES, Marshalls, security, drivers, paramedics, doctors, nurses etc...)

### Responsibilities

<b>Event Organiser</b>	Produce locations and lists of traffic control duties for event marshals. Produce contingency lanes for personnel who fail to show on the day.
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

### NOTE:

- EVENT MARSHALS WHO CARRY OUT TRAFFIC CONTROL DUTIES MUST HOLD AN RTA TRAFFIC CONTROLLERS TICKET.
- ANY PERSON WHO SETS OUT TRAFFIC CONTROL SIGNAGE FOR THE EVENT MUST HOLD A TRAFFIC CONTROL AT WORKSITES TICKET.

### PUBLIC SAFETY – POLICE

This section is mandatory.

This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.

7. Any breach of these conditions may result in the event being halted by the NSW Police.
  8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
  9. Organisers must provide sufficient marshals to control participants in the event.
  10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.
  11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
  12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
  13. Participants MUST NOT ride more than 2 abreast on multi lane roads.
  14. Participants MUST ride in single file on single lane roads.
  15. Participants to obey traffic lights and comply with "STOP" - "GIVE WAY" and "DON'T WALK" signs during the event.
  16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
  17. Participants MUST wear suitable reflective clothing when cycling upon a road.
  18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Escort vehicles must not be larger than a Toyota Hi Ace type vehicle.
  19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
  20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
  21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
  22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner.
-



23. On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants:
24. This vehicle shall display a sign directed to the front of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS FOLLOWING", so as to provide advance warning to oncoming motorists and other road users. ( Select appropriate wording )
25. A warning escort vehicle shall be positioned about 300 Metres to the rear of the last group of participants warning motorists of cyclists on the road ahead.
26. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS/RUNNERS AHEAD" so as to provide advance warning to overtaking vehicles. ( Select appropriate wording )
27. Warning signs referred to above shall be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.
28. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and MUST have the hazard and warning lights operating at all times whilst performing escort duty.
29. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

In addition the Police also require;

30. The organiser MUST monitor road traffic. In the event of traffic built up, the cyclists MUST clear the road and allow traffic to pass.
31. Under no circumstances must support vehicles be used as escort vehicles.
32. Cyclists must travel in single file on all sections of roadway where road works are in progress.

#### Responsibilities

<b>Event Organiser</b>	Take out public liability insurance for a minimum of \$20 million
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RMS</b>	<i>Organiser to consult</i>

### PUBLIC TRANSPORT

This Section ☐ Applies  
☒ Does not apply

(Public Transport requirements to be shown in detail if this section applies)

#### **Responsibilities**

<b>Event Organiser</b>	As required, negotiate with Transport Companies to arrange <ul style="list-style-type: none"><li>• Provision of extra buses for the event spectators and ensure normal services continue to operate efficiently</li><li>• Provision of extra trains for the event spectators and ensure normal services continue to operate efficiently</li></ul>
<b>Police</b>	<i>As agreed with Police Service</i>
<b>Councils</b>	<i>As agreed with council</i>
<b>RMS</b>	<i>As agreed with RMS</i>
<b>Others</b>	<i>As agreed / set out here</i>

### EVENT SIGNS

This Section ☐ Applies  
☒ Does not apply

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

*The following is an example of these signs*

SPECIAL EVENT WEDNESDAY , 07 MARCH 2001 6.30AM TO 4.30PM WYONG RD TUGGERAH CLOSED BETWEEN TONKISS & GAVENLOCK
---

*We are happy to facilitate the signage suggested and required.*

**VARIABLE MESSAGE SIGNS**

This Section                      Applies  
   ☒ Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

NOTE: THE RTA MUST APPROVE PLACEMENT OF THESE SIGNS.

**Responsibilities**

<b>Event Organiser</b>	<i>We have followed previous locations with RTA and Council on the suggested locations. Council will be providing the VMS.</i>
<b>Police</b>	<i>To be consulted in planning process</i>
<b>RMS</b>	<i>To be consulted in planning process</i>
<b>Council</b>	<i>To be consulted in planning process</i>
<b>Other</b>	

**ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND  
EMERGENCY VEHICLES**

This Section                      ✓ Applies  
   Does not apply

**Local Resident Access**

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RMS & Local Council requirements, advising of the traffic arrangements.

**Emergency Vehicle Access**

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

**Responsibilities**

<b>Event Organiser</b>	<i>Ian Sellers</i>
<b>Police</b>	
<b>Councils</b>	
<b>RMS</b>	

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Others	

#### **PARKING**

This Section ☒ Applies  
Does not apply

Sufficient parking for cars and buses should be identified and listed, including locations for any essential or emergency vehicles. These may include participants, officials, spectators, media, and marshals.

#### **Responsibilities**

Event Organiser	<i>Bill Guthrie</i>
Police	<i>Organiser to consult</i>
Councils	<i>Organiser to consult</i>
RMS	<i>Organiser to consult</i>
Others	

#### **HEAVY VEHICLE ALTERNATIVE ROUTES**

This Section ☐ Applies  
☒ Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

#### **Responsibilities**

Event Organiser	<i>Organise with Police &amp; RMS in planning process</i>
Police	<i>Organiser to consult</i>
Councils	<i>Organiser to consult</i>
RMS	<i>Organiser to consult</i>
Others	

**COUNCIL – SPECIAL CONDITIONS**

Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RMS. This is usually done directly with the Local Police Traffic Services Officer and the RMS Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

*Overwrite event specific details here.*

**Local Council Consulted was** *(Sample) City Council*

**Council Officer Consulted was** *(Name)*

**Date of traffic Meeting at Council** *(DD/MM/YYYY)*

**Special Conditions Imposed / Requested by Council were;** *(Conditions)*

**OTHER CONSIDERATIONS**

This Section ☐ Applies  
☒ Does not apply

**Television**

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

**Responsibilities**

<b>Event Organiser</b>	<i>Once approval is granted we will then have television producer/director attend to locate camera positions etc.</i>
<b>Police</b>	<i>List as agreed</i>
<b>Councils</b>	<i>List as agreed</i>
<b>RMS</b>	<i>List as agreed</i>
<b>Others</b>	<i>List as agreed</i>
	<i>List as agreed</i>

	<i>List as agreed</i>
--	-----------------------

### **ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS**

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	<i>Ian Sellers</i>	<i>0428 984485</i>
2	Police		<i>(Name)</i>	<i>Insert contact details</i>
3	RMS		<i>(Name)</i>	<i>Insert contact details</i>
4	Marshals		Lana Jamieson Kayla Jamieson Terry Newton Mark Reed	<i>Insert contact details</i>
5	Parking		Bill Guthrie	<i>Insert contact details</i>
6	Event Signs		Mark Reed Kim Templeton	<i>Insert contact details</i>
7	Barriers / cones /delineation		Mark Reed Russell Buckman	<i>Insert contact details</i>
8	Media Liaison		Robin Guthrie Sharon Buckman	<i>Insert contact details</i>
9	Confirm all marshals in position		<i>Ian sellers</i>	<i>Insert contact details</i>
10	Advise NSW Ambulance Service		<i>Ian Sellers</i>	<i>Insert contact details</i>
11	Insurance		<i>Sharon Buckman</i>	<i>Insert contact details</i>

### **COMMAND & 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 staging 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 to the Police / Ambulance as required.

#### Command Post Location

Delegate School of

Arts.....  
.....  
.....

ORGANISATION	CONTACT NAME	CONTACT NO:
Event Organiser	<i>Ian Sellers</i>	<i>Insert contact details</i>
Police	<i>Insert contact details</i>	<i>Insert contact details</i>
RMS	<i>Insert contact details</i>	<i>Insert contact details</i>
SES	<i>Insert contact details</i>	<i>Insert contact details</i>
Council	<i>Insert contact details</i>	<i>Insert contact details</i>
Media Liaison	<i>Insert contact details</i>	<i>Insert contact details</i>
St John Ambulance	<i>Insert contact details</i>	<i>Insert contact details</i>

#### ATTACHMENTS

Attachments should include:

1. Map of the route
2. Pictorial Traffic Control Plan (May be overlaid on the map.)
3. Table of Anticipated Travel Times, including 1<sup>st</sup> Participant and Last Participant arrival times at significant check points
4. Any other information that may assist in the assessment of the Road Occupancy Application.



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2 July 2018

Delegate Progress Association Inc.  
66 Bombala Street  
DELEGATE NSW 2633

**NEW BUSINESS**  
**02.07.2018 - \$225.00**

Dear Sharon

**Re: Liability Insurance**  
**Period: 02.07.2018 to 02.07.2019**  
**Insurer: Allianz Australia Insurance**

We thank you for the opportunity to provide you with terms for the above insurance programme.

We are pleased to enclose our New Business terms for your Liability Insurance and in addition to the enclosed documents and general policy conditions we would like to draw particular attention to the following items;

**Cover placed with**  
Allianz Australia Ltd

**Premium**  
\$225.00

**Documents Enclosed**  
Invoice, Policy Wording, Coverage Summary, General Advice

**Summary**  
Insured - Delegate Progress Association  
Business - One off event  
Liability - \$20,000,000

#### **PAYMENT**

Payment options available:

1. BPAY – from savings or cheque account (see enclosed statement for further details)
2. Post Billpay – pay in person at any Australia Post outlet using cash, cheque or EFTPOS
3. Credit Card – phone our office or drop in and pay via credit card (administration charges apply to all transactions; VISA/MasterCard 1.5% (inc. GST), Amex/Diners 3.5% (inc. GST))
4. Mail – post your cheque to PO Box 414, BEGA NSW 2550. Cheques are to be made out to "MGA Insurance Brokers Pty Ltd"
5. In Person – pay in person at any Australia Post Office or at your local office.
6. Premium Funding – please contact our office should you wish to discuss payment by way of monthly instalments.


It is imperative that you review the information contained in the documentation to ensure that it accurately reflects your circumstances. If you require any changes to be made, please contact us immediately.




11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE  
TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

ATTACHMENT 1 DELEGATE HERITAGE WEEKEND

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1720 Corrowong Rd.....
Delegate NSW.....
.....2633..... Postcode.
Telephone No. 0428 984 485
Signed 
Capacity/Title Heritage Weekend March Coordinator.
Date 5/9/2018 .....

<b>RISK ASSESSMENT AND CONTROL PLAN (NON COUNCIL EVENTS ON COUNCIL LAND)</b> <b>Delegate Heritage Weekend</b>		 <b>SNOWY RIVER SHIRE COUNCIL</b>
--	--	---

Host Name	Delegate Heritage weekend March	Main Activity	March from cemetery to School of Arts
Activity Date	28 <sup>th</sup> October	Activity Covered	Walk on minor roads
Host Safety Contact Number	0428 984 485	Persons Consulted	Police Snowy Monaro Council
Number of Volunteers	35	Partners In Project:	Tourism NSW Snowy Monaro Council
DATE OF ASSESSMENT		Location	Delegate

**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:	
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11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

ATTACHMENT 1 DELEGATE HERITAGE WEEKEND

ASSESSMENT

INDIVIDUAL ACTIVITY	POTENTIAL HAZARDS and RISK IDENTIFICATION	Pre Assessment Risk Rating	Post Assessment Risk Rating	CONTROL MEASURES and PERSON RESPONSIBLE
Walking from Delegate Cemetry to Delegate School of Arts	Snake bite	2CL		Escort vehicle drivers check and clear, first aid officers in attendance
	Heat exhaustion/ dehydration	2CL		All participants issued water, support vehicles carry water and first aid officers and pick up distressed marchers
	Oncoming /through traffic	1CL		Fire brigade/SES Escort vehicle with flashing lights and signage, local police also acting as escort
Speeches and unveiling of plaques at monument and School of Arts	Heat exhaustion/ dehydration	2CL		All participants advised water available , support vehicles carry water and first aid officers tend to distressed participants
	Lightning Strike	2CL		If stormy weather move inside
	Traffic through barriers	1CL		Fire Trucks parked to block road behind barriers, Marshalls on constant duty roster

 SNOWY RIVER SHIRE COUNCIL	
<b>Risk Matrix</b>	<b>Risk Matrix</b>
CONSEQUENCE (see examples below)	
The risk rating of an incident is based on a combination of	

Snowy River Shire Council		Risk Assessment and Control Plan		Document Number:	
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## ATTACHMENT 1 DELEGATE HERITAGE WEEKEND

LIKELIHOOD (see examples)		(1) Catastrophic	(2) Moderate	(3) Insignificant	Consequence and Likelihood.
(A) <b>Almost Certain</b> Is expected to occur at most times	1A H	2A H	3A M	* Death or Severe Injuries * Loss \$100,001 or more * Complete loss of services * Toxic release or contamination off site	<p><b>Consequence + Likelihood = Risk Rating</b></p> <p>All risks need to be made safe immediately and final corrective action taken within the High Medium or Low time frames below</p> <p>Managers and Supervisors are responsible for Corrective Action</p> <p>H = HIGH RISK</p> <p><b>STOP WORK IMMEDIATELY</b></p> <p><b>DO NOT COMMENCE WORK UNTIL RISK IS CONTROLLED</b></p> <p>and NO LONGER RED</p> <p>Requires <b>first priority</b></p> <p>Senior Management to be advised.</p> <p><b>IMMEDIATE action required</b></p> <p>M = MEDIUM RISK</p> <p><b>PROCEED WITH CAUTION</b></p> <p>Requires <b>second priority</b></p> <p>Management responsibility must be specified.</p> <p>Permanent control required within one - three months to lower risk to Green where possible</p> <p>L = LOW RISK</p> <p><b>CARRY OUT WORK</b></p> <p>Requires <b>third priority</b></p> <p>Responsibility to be recorded</p> <p>To be monitored to ensure risk does not increase</p>
(B) <b>Possible</b> Will possibly occur at most times	1B H	2B M	3B L	* Injuries requiring Medical Treatment * \$ Loss \$5,001 - \$100,000 * Major loss of services * Off site release or contamination with no detrimental effects	
(C) <b>Rare</b> Might occur at some time	1C M	2C L	3C L	* No injury or medical attention * \$ loss < \$5,000 * No loss of service * No environmental contamination	

Snowy River Shire Council	Risk Assessment and Control Plan	Document Number:	
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## Schedule 1 - Notice of Intention to Hold a Public Assembly

### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I Ian Alexander Sellers ..... (name)  
of 1720 Corrowong rd Delegate NSW 2633..... (address)  
on behalf of Delegate Progress Association ..... (organisation)  
notify the Commissioner of Police that  
on the ...28..... (day) of .....October.... (month), ...2018..... (year), it is intended  
to hold

**either:**

- (a) ..... a public assembly, **not** being a procession, of approximately  
...300..... (number) persons,  
which will assemble at School of Arts Bombala St Delegate ..... (Place)  
at approximately .....12.45 /pm,  
and disperse at approximately ..2.30..... /pm.

This assembly will require the section of Bombala St between Church St  
and Hayden st to be closed off with barriers and Marshalls with Fire  
Trucks behind the barriers between 12pm amd 3 pm

**or**

a public assembly, being a procession of approximately  
.....50..... (number) persons,  
which will assemble at approximately ..10..... am/, and at  
approximately ....11.15..... am the procession will commence at the  
Delegate cementary and shall proceed using the track through the Green  
Creek stock reserve to access the Delegate/Cragie Rd then use  
Rutherford St through the town common and join Victoria Pde moving  
down to the the monument at the junction of Victoria Pde and Bombala St  
(approx 1 hr)

The procession will halt for approx 20 mins then proceed (12.35pm) up  
Bombala St to the Delegate School of Arts number increasing in the  
procession to approx 250 The procession will terminate at the School of  
Arts with a futher 50 persons awaiting the arrival of the procession .....

I have an application in with Snowy Monaro Regional Council to close  
Bombala St between Victoria Pde and Church St from 12 pm to 1.15pm  
28/10/18 with an extended closure of Bombala St between Church St and  
Hayden St between 12pm and 3pm the procession will stop at 12.45pm  
and the event will disperse at 2.30 .....

(Specify route, any stopping places and the approximate duration of any  
stop; and the approximate time of termination. A diagram may be

attached.)	
2	<p>The purpose of the proposed assembly is</p> <p>This assembly is carrying on from the re enactment of First World War route marches staged in November 2015. One of these marches The Men From Snowy River started in Delegate.</p> <p>We are remembering and re enacting the return of the survivors of The Men From Snowy River .....</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 .....6.. (<i>number</i>) of vehicles involved. The type and dimensions are as follows: 4x4 Dual cab Fire support/ SES x 2 displaying signage walkers ahead/ walkers following ..... 4 support vehicles to pick up those who find the going to hard or start to tire ..... .....</p> <p>(II) There will be ...0.... (<i>number</i>) 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: The Bemboka light horse troop will provide 4 horses and riders ..... .....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows: ..... .....</p> <p>I take responsibility for organising and conducting the proposed assembly.</p> <p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p>

11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE  
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1720 Corrowong Rd .....
Delegate NSW.....
.....2633..... Postcode.
Telephone No. ....
Signed .....
Capacity/Title Heritage Weekend March Coordinator
Date 5/9/2018 .....

## Check List for Special Event Transport Management Plan

### 1 Event details

#### 1.1 Event summary

Event Name: Delegate Heritage Weekend .....

Event Location: Delegate NSW 2633 .....

Event Date: 28<sup>th</sup> Oct 2018 Event Start Time: 11.15 am..... Event Finish Time: 2.30pm.....

Event Setup Start Time: 10 am ..... Event Packdown Finish Time: 3.0 pm .....

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

#### 1.2 Contact names

**Event Organiser\* Delegate Progress Association** .....

Phone: 64588388 Fax: ..... Mobile: ...0428984485 E-  
mail: ian.sellers@landmark.com.au .....

**Event Management Company (if applicable)** .....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

**Police Cooma Command** .....

Phone: ..... Fax: ..... Mobile: ..... E-  
mail: mora1sal@police.nsw.gov.au .....

**Council Snowy Monaro** .....

Phone: 1300345345 ..... Fax: ..... Mobile: .....  
E-mail: Graham.Hope@snowymonaro.nsw.gov.au .....

**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)



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The Delegate Heritage Weekend is a two day event 27<sup>th</sup>-28<sup>th</sup> October 2018. 28<sup>th</sup> of October will see a march from the Delegate Cemetery to the Delegate School of Arts to celebrate the return of First World War soldiers to the town

<b>2</b>	<b>Risk Management - Traffic</b>	
<div style="display: flex; justify-content: space-around;"> <div style="background-color: red; width: 10px; height: 100px; margin: 0 5px;"></div> <div style="background-color: yellow; width: 10px; height: 100px; margin: 0 5px;"></div> <div style="background-color: green; width: 10px; height: 100px; margin: 0 5px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: 8px; margin-top: 5px;"> <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> </div>	<div style="background-color: #f0f0f0; padding: 2px;"><b>2.1 Occupational Health &amp; Safety - Traffic Control</b></div> <div>✓ Risk assessment plan (or plans) attached</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>2.2 Public Liability Insurance</b></div> <div>✓ Public liability insurance arranged. Copy of Policy attached.</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>2.3 Police</b></div> <div><input type="checkbox"/> Police written approval obtained</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>2.4 Fire Brigades and Ambulance</b></div> <div>✓ Fire brigades notified</div> <div><input type="checkbox"/> Ambulance notified</div>	
	<b>3</b>	<b>Traffic and transport management</b>
	<div style="display: flex; justify-content: space-around;"> <div style="background-color: red; width: 10px; height: 100px; margin: 0 5px;"></div> <div style="background-color: yellow; width: 10px; height: 100px; margin: 0 5px;"></div> <div style="background-color: green; width: 10px; height: 100px; margin: 0 5px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: 8px; margin-top: 5px;"> <div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div> </div>	<div style="background-color: #f0f0f0; padding: 2px;"><b>3.1 The route or location</b></div> <div>✓ Map attached</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.2 Parking</b></div> <div>✓ Parking organised - details attached</div> <div><input type="checkbox"/> Parking not required</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.3 Construction, traffic calming and traffic generating developments</b></div> <div><input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached</div> <div>✓ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.4 Trusts , Authorities or Government Enterprises</b></div> <div><input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached</div> <div>✓ This event does not use a facility managed by a trust, authority or enterprise</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.5 Impact on/of Public transport</b></div> <div><input type="checkbox"/> Public transport plans created - details attached</div> <div>✓ Public transport not impacted or will not impact event</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.6 Reopening roads after moving events</b></div> <div>✓ This is a moving event - details attached.</div> <div><input type="checkbox"/> This is a non-moving event.</div> <div style="background-color: #f0f0f0; padding: 2px;"><b>3.7 Traffic management requirements unique to this event</b></div> <div><input type="checkbox"/> Description of unique traffic management requirements attached</div> <div>✓ There are no unique traffic requirements for this event</div>


Class 1	Class 2	<b>3.8 Contingency plans</b>	✓ Contingency plans attached	
		<b>3.9 Heavy vehicle impacts</b>	<input type="checkbox"/> Impacts heavy vehicles - RTA to manage ✓ Does not impact heavy vehicles	
		<b>3.10 Special event clearways</b>	<input type="checkbox"/> Special event clearways required - RTA to arrange ✓ Special event clearways not required	
<b>4 Minimising impact on non-event community &amp; emergency services</b>				
Class 1	Class 2	Class 3	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>	✓ 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>	✓ 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
			<b>4.3 Special event warning signs</b>	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s ✓ 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 ✓ 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 ✓ 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

<b>Delegate Progress Association Inc.</b>		
President: Robin Guthrie Ph: 02 64588249		RTC/ Progress Association 66A Bombala Street Delegate NSW 2633 Ph: 02 6458 8388 Fax: 02 6458 8374
Secretary: Toni McLeish		
Treasurer: Sharon Buckman		
Vice Presidents: N. Armstrong		
ABN: 95 086 359 627		
E-mail: dpaoffice@bigpond.com		

### PROPOSED ROAD CLOSURES FOR 28<sup>th</sup> OCTOBER, 2018

Main Street: The main to be closed between Hayden Street and the Monument 12noon and 3pm except for the Eastern section between Victoria Parade and Church Street which will open again after the service at the Cenotaph say 1pm.

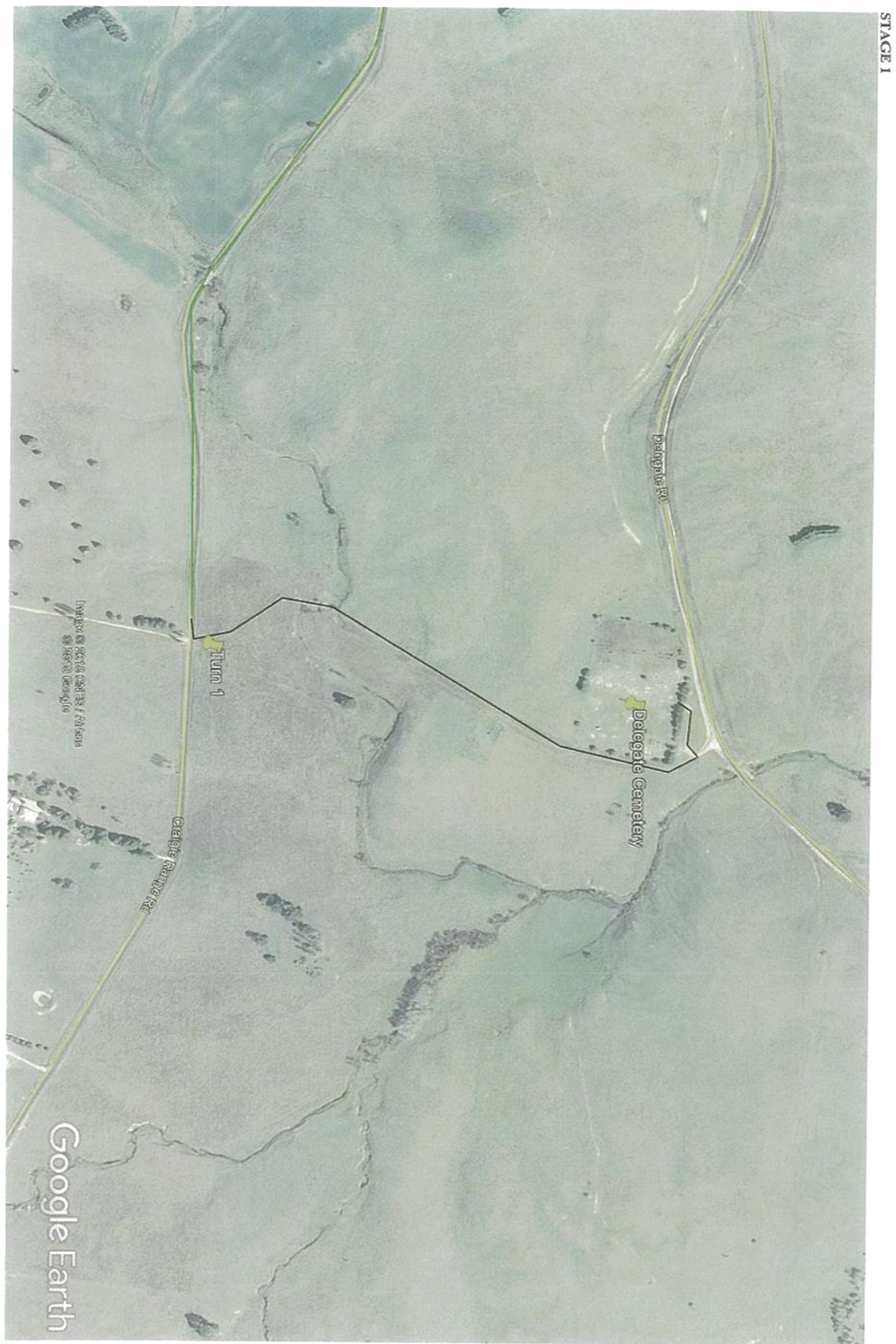
Rolling Road Closure between 11.30am and 12.30pm Victoria Parade to Monument.



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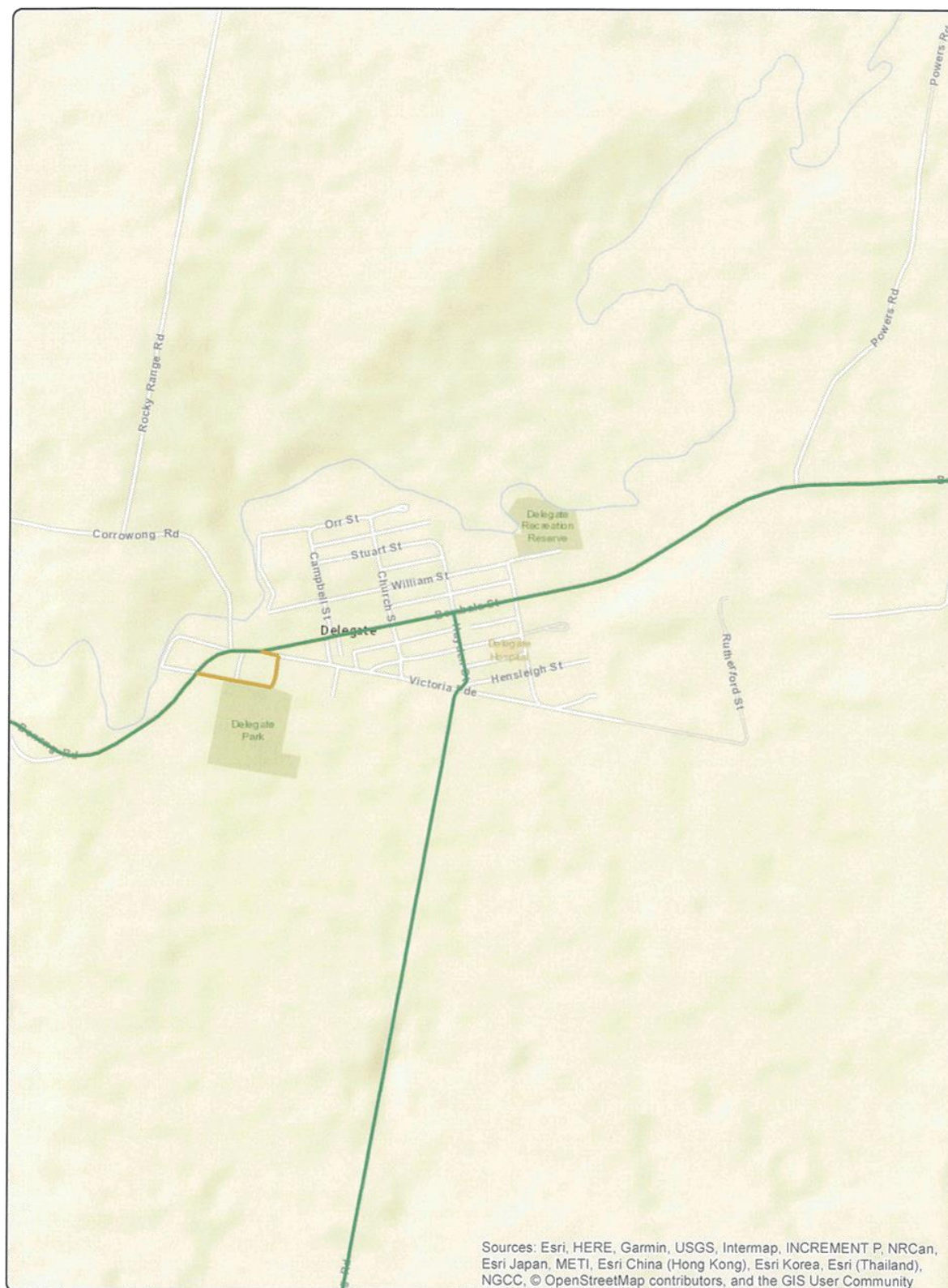




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# 11.4 REQUEST FOR COUNCIL APPROVAL TO TEMPORARILY CLOSE PUBLIC ROADS IN DELEGATE TO HOLD THE "DELEGATE HERITAGE WEEKEND" ON 28TH OCTOBER 2018.

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## 12.1 MOD4026/2017 EXTEND OPERATIONAL TIME FOR EXTRACTIVE INDUSTRY

Record No:

Responsible Officer:	Director Environment & Sustainability
Author:	Manager Development Assessment
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	8.1 Plan for rural, urban and industrial development that is sensitive to the region's natural environment and heritage
Delivery Program Objectives:	8.1.3 Development assessment processes are streamlined to support regional development and growth
Attachments:	<ol style="list-style-type: none"><li>1. Draft modified conditions of consent</li><li>2. Submissions</li><li>3. Plans and associated documents from original DA106/1999</li><li>4. Application Form</li><li>5. Owners Consent</li></ol>

Application Number:	MOD4026/2017
Applicant:	Jindabyne Sand And Gravel
Owner:	Mrs Rosalie Suthern
DA Registered:	25/10/2016
Property Address	Lot 23 DP 709058 Rockwell Road Berridale NSW 2628
Property Description:	Lot 23 DP 709058 Ph Coolamatong
Property Number:	100415
Zone:	R5 – Large Lot Residential
Current Use:	Agriculture and extractive industry
Approved Development	Extractive Industry
Modification Proposed	Extend operational time frame for extractive industry
Permitted in Zone:	Yes under State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007
Recommendation:	That the application be approved and the consent modified to allow for five (5) years additional time for extraction of material.

### EXECUTIVE SUMMARY

The purpose of this report is to seek approval for a modification of DA106/1999 being MOD4026/2017. MOD4026/2017 is the third modification of DA106/1999 and requests the modification of condition 2 of the consent for an extension in time for quarrying operations.

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## RECOMMENDATION

That

- A. Pursuant to section 4.55 (2) of the *Environmental Planning and Assessment Act 1979 (as amended)* it is recommended that the consent to amend DA106/1999 to allow for an extended operational time frame for extractive industry on Lot 23 DP 709058 Ph Coolamatong, Rockwell Road Berridale NSW 2628 be granted subject to conditions attached.
- B. Any person who made a submission is notified according to the regulations.

## BACKGROUND

The original consent provided three (3) years for the extraction of not more than 30,000 cubic metres of material from the site to occur. All subsequent modifications have sought to have this three (3) year time frame extended as the amount extracted has never reached the 30,000 cubic metre limit. On each occasion Council has approved the modifications and allowed a further three (3) years of operation.

This modification seeks to increase the three (3) year timeframe to up to 10 years. Upon assessment it is considered reasonable to allow for an extension of time to more than three (3) years however due to the quantity of material being limited to 30,000 cubic metres it is considered that a five (5) year extension is appropriate with conditions that require that no more than 10,000 cubic metres are extracted in a year and that evidence is provided to Council as to the amount of material being extracted each year. This will ensure that the quantum of material does not exceed that which was approved and Council has a record on the progress of the extraction.

The application was notified to adjoining land owners and subsequently three (3) objections were received. The objections were centred on the permissibility of the development as it has not been operating for a number of years (the last consent required that extraction was not to continue past 2009), that the land is zoned R5 and extractive industry is not permitted in the zone and the environmental and social impacts of continued use of the quarry.

A full assessment and consideration of the submissions is carried out in the body of the report. Changes have been proposed to the existing conditions of consent to limit the operating times of the extractive industry to mitigate impacts on neighbouring properties.

It is considered that the extension of time is appropriate to be granted and it is recommended that the modification be approved with amended conditions of consent.

The subject quarry is located approximately 5km from Berridale along the Rockwell Road.





#### **Location of the existing approved extractive industry on lot 23**

The land uses surrounding the property are predominately agricultural in nature with dwellings situated to the north, south and south west. DA106/99 was lodged for an extractive industry on the above property in 1999. According to notes on the property file, the gravel pit had been in operation for a number of years preceding the lodgement of the development application. The original applicant sought the removal of not more than 30,000 cubic metres of material from the site with no more than 10,000 cubic metres to be extracted per year. The resultant pit was to be added to an existing dam on the property increasing it to approximately 1665 sq.m. in size. No screening, crushing or processing of materials was to occur on site however material would be stockpiled for later collection.

The application was approved in April 1999 with a condition (Condition 2) imposing a three (3) year timeframe for extraction which would be in line with the maximum to be extracted (10,000 cubic metres) each year taking into consideration the total proposed to be removed being 30,000 cubic metres.

Condition 2 in the original development consent read as follows:

*"In accordance with the plans and details submitted with the application Council advises that the development is approved for the extraction of a maximum of 10,000 cubic metres per year of material for a maximum of three (3) years. The consent will lapse on 31 December 2003 and all excavation equipment must be removed from the site and the site is to be fully landscaped (to comply with the provisions of the Environmental Planning and Assessment Act 1979)."*

Since the approval the amount of material extracted has not yet reached that which was proposed to be removed and as a result the applicant has applied to Council twice (in 2003 and 2006) to extend the time period for additional three (3) year time periods. The last of these modifications extended the extraction timeframe for the operation of the quarry until 2009. The current

modification is proposing to again amend Condition 2 to allow for additional time to extract the material from site.

The modification does not seek to increase the amount of extraction, the rate of extraction or size of the land to be quarried it merely seeks to extend the allowable time period to operate the quarry so as to extract the approved 30,000 cubic metres of material from the property. As such it is considered that the resulting development (after the modification is approved) is substantially the same as that which was approved in 1999.

Whilst it may appear that Condition 2 has the effect of causing the existing consent to lapse this is not the case. There is no power under the Environmental Planning and Assessment Act ("EPA Act") to impose a condition that has the effect of causing the consent itself to cease to be in force. The EPA Act can impose a condition that limits the time that the consent can operate and this is the case in this instance. Therefore Condition 2 of the consent can be amended to allow for additional time for the development to operate.

It is noted that the land on which the development was approved is now zoned R5 – Large Lot Residential, being a change from the rural zone that applied in 1999. R5 prohibits extractive industry under the Snowy River LEP 2013 (SRLEP 2013) to be carried out in the zone.

This does not however make the quarry an "existing use" as defined under the EPA Act. Section 4.65 of the EPA Act defines an existing use as:

- (a) the use of a building, work or land for a lawful purpose immediately before the coming into force of an environmental planning instrument which would, but for this Division, have the effect of prohibiting that use, and*
- (b) the use of a building, work or land:*
  - (i) for which development consent was granted before the commencement of a provision of an environmental planning instrument having the effect of prohibiting the use, and*
  - (ii) that has been carried out, within one year after the date on which that provision commenced, in accordance with the terms of the consent and to such an extent as to ensure (apart from that provision) that the development consent would not lapse.*

In the case of the subject development application it cannot be considered an existing use for the following reasons:

1. There is an active consent on the land which has not lapsed as it was commenced within the original three year timeframe given in 1999 and Condition 2 does not have the effect of lapsing a consent but merely to limit the time frame in which the development can operate. Allowing s4.55 of the EPA Act to be used to modify the condition and allow for the use to development to continue.
2. Under Part 2 Clause 7(3)(a) State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007 (Mining SEPP), extractive industries are permitted with consent on the property as the zone allows for different types of agricultural uses with and without development consent

*Part 2 Clause 7(3) (a) Extractive industry (Mining SEPP) – states:*

*Development for any of the following purposes may be carried out with development consent:*

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***(a) extractive industry on land on which development for the purposes of agriculture or industry may be carried out (with or without development consent),***

In the R5 Zone in the SRLEP 2013 the following uses are permitted with and without consent:

Permitted without consent

**Extensive agriculture;** Home occupations

Permitted with consent

**Agricultural produce industries;** Animal boarding or training establishments; Bed and breakfast accommodation; Boat launching ramps; Boat sheds; Building identification signs; Business identification signs; Cellar door premises; Charter and tourism boating facilities; Centre-based child care facilities; Community facilities; Dual occupancies; Dwelling houses; Eco-tourist facilities; Emergency services facilities; Environmental facilities; Environmental protection works; Exhibition homes; Farm buildings; Farm stay accommodation; Flood mitigation works; Forestry; Garden centres; Home-based child care; Home businesses; Home industries; Information and education facilities; **Intensive plant agriculture;** Jetties; Mooring pens; Moorings; Recreation areas; Respite day care centres; Roads; Rural workers' dwellings; Secondary dwellings; Veterinary hospitals; Water recreation structures

However to acknowledge the change to the zoning from the time when the development was original approved Condition 8 of the consent is also recommended to be modified to limit the hours of operation of the site to reflect current requirements for these types of use in areas where there are also residential uses permitted.

It is also proposed that Condition 2 be further amended for better clarification and oversight of the extractive industry operating on the site. The conditions are proposed to be reworded to ensure that no more than 30,000 cubic meters of extractive material is taken from the site in the life of the quarry and that details of the amount of material extracted is to be provided to Council for monitoring.

## **ASSESSMENT**

### **Statutory Considerations and Assessment**

#### **Section 4.55 Environmental Planning and Assessment Act**

In determining this development application, Council as the consent authority has taken into consideration the matters raised in Section 4.55(2) of the Environmental Planning & Assessment Act (the Act), which states that:

*(2) Other modifications: A consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if:*

*(a) it is satisfied that the development to which the consent as modified relates is substantially the same development;*

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**Assessing Officer Response:** The applicant is seeking to have more time to extract the amount of material approved under the original consent. The quarry will not increase in size nor will additional material be extracted over that which was approved in 1999. As such having regard to the nature, scale, character, magnitude and type of amendments proposed in this Section 4.55 (2) application, it is considered the development to which the consent as modified relates is substantially the same development.

*(b) it has consulted with the relevant Minister, public authority or approval body in respect of a condition imposed as a requirement of a concurrence to the consent or in accordance with the general terms of an approval proposed to be granted by the approval body and that Minister, authority or body has not, within 21 days after being consulted, objected to the modification of that consent;*

**Assessing Officer Response:** Not relevant to the consideration of this application as no conditions were imposed by bodies other than Council when the application was approved in 1999.

*(c) it has notified the application in accordance with the regulations, and*

*(d) it has considered any submissions made concerning the proposed modification within the period prescribed by the regulations*

**Assessing Officer Response:** The application was notified, in accordance with the Snowy River Development Control Plan 2013 and the relevant statutory regulations. Notification letters were sent out to adjoining landowners with a period of 14 days for receipt of submissions. Three (3) objections were received to the development application and these are considered below.

### **Submission 1**

*Submission 1 is accompanied by correspondence from Navado Legal and Financial Group, as such these two documents will be considered together.*

Issue Raised	Assessing Officer Consideration
Zoning of the land – The land is zoned R5 – Large lot residential, the activity described in the application is not permitted in the zone	Extractive industries are permitted in the R5 Zone under the Mining SEPP in which extractive industries are permitted with consent on land in which agricultural uses are permitted either with or without consent. In the SRLEP 2013 agricultural uses are permitted both with and without consent in the R5 zone.
The development is situated close to three homes which will be impacted by the development	An assessment using aerial photographs determined that the dwellings on adjoining properties were between 340m and 800m from the subject quarry. The quarry was approved under DA106/99 and has not yet extracted the

	<p>amount of material approved under that consent. This modification does not seek to extend the amount of material or increase the size of the approved operation.</p> <p>To reflect the change to the zoning from when the original application was approved and the potential for more dwellings in close proximity of the pit it is considered appropriate to amend the conditions relating hours of operation and these will be reduced to mitigate the impact of the development on surrounding properties.</p>
Development has not been continuous in nature, no revegetation has occurred since ceasing of use	<p>The development on site is approved and the condition limiting the time for operation (like a condition limiting hours of operation) can be amended. It is not considered that the use has “ceased” under the meaning of the EP&amp;A Act, therefore conditions required to be completed at cessation of use are not yet applicable.</p>
Access, safety and maintenance of roads	<p>The development has access to a public road and road upgrades were required as part of the development consent. When in operation the operator is required to place signage on the road to notify that trucks are entering and leaving the site. An inspection of the site in 2006 by Council officers deemed that the development was being carried out in accordance with the development consent. A letter on file from this time in relation to an inspection carried out by NSW DPI Mines Safety Officer attests that the quarry was found to “not have issues” on the date of inspection.</p> <p>The application currently before Council is not to increase the output of the quarry but to allow for additional time to operate within the approved consent. Traffic and safety issues were dealt with under the original assessment and this modification does not change the impacts assessed at that time.</p>
Not positive for Community and decision should be determined by Council	<p>The applicant is a local business.</p> <p>The application is being presented to Council for determination (refer comments in Civic Leadership section).</p>
Wrong Application given	<p>When the submitter requested the most recent development approval for the site they were given MOD0006/2007, as this is the last modification to the</p>

	original consent and has the most recent changes to the application. All documents have been provided to those who have requested them.
Abandonment of existing use and the permissibility of the modification	<p>As discussed above the use is not considered an “existing use” under the provisions of the EPA Act as ‘extractive industry’ is a permitted use under the Mining SEPP in this zone and under the provisions of s4.53 of the Act the consent has not lapsed as it was physically commenced within the time period given by the original approval in 1999.</p> <p>Condition 2 does not have the effect that the consent has ceased to be in force. The effect of Condition 2 is simply that after the ‘lapsing date’ referred to in the condition the development could not continue to be carried out.</p> <p>This does not prevent Condition 2 from being modified under s4.55 of the EPA Act as the consent remains in force.</p> <p>There is case law to the effect that where a condition of consent provides that development cannot be carried out after a certain period of time, then after that period of time the consent remains in force and can be modified under s4.55 to permit the development to recommence (Ref. <i>Kendall Street Developments Pty Ltd v Byron Shire Council (No 2)</i>[2004] NSWLEC 530)</p> <p>The development cannot continue after that date but the consent remains in force. Therefore in this case the consent remains in force but no work can be carried out in relation to the consent unless the modification is approved.</p>
<b><u>Submission 2</u></b>	
<b>Issue Raised</b>	<b>Assessing Officer Consideration</b>
No opportunity given to comment on past application	The current modification was notified in accordance with the provisions of the SRDCP 2013 and associated Regulations which furnished the submitter with the ability to comment on this application. No comment can be offered in relation to the processes undertaken in past modifications.
Lapsing of consent	As discussed above the consent is not deemed to have lapsed and can be modified under the provisions s4.55 (2)

	of the EPA Act.
Zoning of the land and permissibility of the use	As discussed above the zoning of the land R5 allows for the approval of extractive industries, however this is not required as the consent has not lapsed and condition 2 can be amended.
<p>Safety and Environmental Issues</p> <p>Concerns with truck movements and impact on road network including both private and public roads</p>	<p>The modified development application does not seek to increase the quarry in size or scope. It will not allow for additional material to be extracted merely giving more time for the material to be removed from the site. The impact of the development including access, truck movements and environmental issues were assessed at the time of the original approval and the consent conditioned accordingly. This application does not increase these impacts.</p> <p>Condition 2 is proposed to be amended to not only provide for more time for extraction but for the operator to provide to Council evidence of the material removed from the site each year (including the requirement if deemed necessary to provide survey data) to ensure that they are operating within the bounds of the consent and no more than the approved amount material is being removed.</p>
Application should be determined by Council	The owner of the subject property is related to a member of staff from the Jindabyne office. In accordance with Council's Code of Conduct the staff member involved has made a declaration of interest and has had no dealings with the assessment of the modified DA. As such it was considered appropriate for the modification to be determined by Council rather than under delegated authority. Refer also to comments in the 'Civic Leadership' section.
<b><u>Submission 3</u></b>	
<b>Issue Raised</b>	<b>Assessing Officer Consideration</b>
The development application relies on "existing use rights"	As discussed above the development does not need to rely on "existing use rights" for approval as the consent has not lapsed and the use is permissible in the zone under the provisions of the Mining SEPP.
The development is located in	The dwellings referred to in the submission were erected

proximity to dwellings	prior to the original approval of the development application for the quarry in 1999. No additional works outside of that which was approved in 1999 are proposed in this application.
Visual impact of Quarry	Upon completion of the approved extraction rehabilitation is required by condition of consent.
Access, safety and maintenance of roads	<p>The development has access to a public road and road upgrades were required as part of the development consent. When in operation the operator is required to place signage on the road to notify that trucks are entering and leaving the site. An inspection of the site in 2006 by Council officers deemed that the development was being carried out in accordance with the development consent. A letter on file from this time in relation to an inspection carried out by NSW DPI Mines Safety Officer attests that the quarry was found to “have not issues” on the date of inspection.</p> <p>The application currently before Council is not to increase the output of the quarry but to allow for additional time to operate within the approved consent. Traffic and safety issues were dealt with under the original assessment and this modification does not change the impacts assessed at that time.</p>
Location of the quarry in relation to Berridale. The land will not be a buffer between urban and rural land if approved.	The use is permitted in the R5 zone under the provisions of the Mining SEPP. The location of the quarry is some 5km from Berridale and a small quarry extracting not more than 10,000 cubic metres in a year could not be considered to cause adverse impacts to the residents within Berridale township.
Haulage Trucks are not appropriate for Rockwell Road.	The use of heavy vehicles on Rockwell Road will not be increased over that which was considered reasonable under the original approval from the extractive industry. The use of vehicles such as those used in this development are not inconsistent with other heavy vehicles that use Rockwell Road (a public road) currently and will continue in the future. Road users (including pedestrians) need to be aware at all times of the different vehicles that use public roads, including heavy vehicles, bicycles, motorbikes, cars and smaller trucks.

In determining this development application, Council as the consent authority has taken into consideration the matters raised in Section 4.55(3) of the Environmental Planning & Assessment Act (the Act), which states that:

*In determining an application for modification of a consent under this section, the consent authority must take into consideration such of the matters referred to in section 4.15 (1) as are of relevance to the development the subject of the application. The consent authority must also take into consideration the reasons given by the consent authority for the grant of the consent that is sought to be modified.*

#### **ASSESSMENT UNDER SECTION 4.15 OF EP&A ACT**

The following report is an assessment of development application having regard to those matters to be considered under section 4.15 of the EPA Act which are:

- (a)(i) the provisions of any environmental planning instrument
- (a)(ii) the provision of any draft environmental planning instrument
- (a)(iii) an development control plan
- (a)(iia) any planning agreement or draft planning agreement
- (a)(iv) any matters prescribed by the regulations
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality
- (c) the suitability of the site for the development
- (d) any submissions made in accordance with this Act or the regulations
- (e) the public interest

#### **State Environmental Planning Policies**

The proposal has been assessed against the provisions of all known SEPP's and the development has been found to achieve an acceptable level of compliance. The SEPP's examined include:

<b><i>State Environmental Planning Policies</i></b>	<b><i>Compliance/Relevance</i></b>
SEPP (Rural Lands) 2008	The development is not considered to impact on the use of the surrounding land for the purposes of agricultural. The proposed modification does not change the scope of the approved development merely allowing more time to extract the approved amount of material from the site.
SEPP (Mining, Petroleum Production and Extractive Industries) 2007	Extractive industry is permissible with consent under the provisions of Part 2 Clause 7(3) (a) Extractive industry (Mining SEPP). However as this is a modification to an existing approved extractive industry

	which does not increase the amount of material to be extracted or the size of the quarry the provisions of the SEPP do not specifically apply in this case.
--	---

### **Snowy River Local Environmental Plan 2013 (SRLEP 2013)**

The proposed modifications are considered to be consistent with the aims and objectives of the plan and they are also permissible within the subject land's present zoning.

- The subject land is zoned: R5 – Large Lot Residential
- Schedule 1 Definition under LEP: Extractive Industry
- The proposal is not permitted under the Snowy River LEP 2013 however the use is permitted under the provisions of SEPP (Mining, Petroleum Production and Extractive Industries) 2007. The application however is not seeking a new use of the land but to continue an approved use through the modification of a condition restricting the operational timeframe of the development.
- The proposal is considered to be consistent with the aims and objectives of the plan.

The proposal has been examined in detail against the provisions of the SRLEP 2013 and has been found to achieve an acceptable level of compliance. The following specific provisions are of relevance to this assessment

7.3 Riparian land and watercourses	The lot on which the quarry is situated has on it a mapped watercourse and as such the provisions of this clause apply to the land. As the subject application is not changing the nature of the extractive industry in size or amount of material to be removed it is considered that this application does not impact on the water course or water quality. The original approval assessed the impact of the development on riparian environments and conditions of consent regarding sediment and erosion control were imposed to mitigate these impacts.
------------------------------------	--

### **Proposed Environmental Planning Instruments**

There are no other proposed environmental planning instruments applying to this site which are relevant to the proposed development.

### **Snowy River Development Control Plan 2013 (SRDCP 2013)**



The proposal has been examined in detail against the provisions of the SRDCP 2013 and has been found to achieve an acceptable level of compliance. The following provisions are of relevance to this assessment

Provision	Response/Acceptable Solution
<b>A3 Public Notification</b>	The development was notified in accordance with requirements.
<b>C3 Car Parking, traffic &amp; Access</b>	The modification as proposed does not increase traffic generation or access above that which was assessed under the existing approval.
<b>C8 Environmental Management</b>	The existing approval includes conditions that relate to the maintenance of sediment and erosion control measures on site during operation of the extractive industry.

### **Planning Agreements**

There are no planning agreements or draft planning agreements in place in relation to the proposed development.

### **Any matters prescribed by the regulations**

The application generally complies with the *EP&A Regulation 2000*.

### **Impacts of the Development – Environmental, Social & Economic**

The likely impacts of the development have been appropriately considered as part of this modified development application. The development has been approved and the modification proposed does not seek to change any aspect of the operation of the consent other than to extend the time period for extraction of material from the site. No additional material or additional land is to be impacted by this modification.

### **The suitability of the site for the development**

As the current proposal is for a modification to an existing approved use of the land for extractive industry the suitability of the site is considered to have been established with the original development assessment. This modification is not seeking change any aspect of the approved development other than to extend the time for the extraction of material from the site. The amount of material approved for extraction is not increasing nor is the site area of the approved gravel pit.

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## **Submissions**

Matters raised through submissions received are discussed above.

## **The public interest**

The proposal is not contrary to the public interest, as it complies with the Council's standards and will not contribute to creating an undesirable precedent.

## **Assessment under section 4.55 (4) of the EPA Act**

*"the modification of a development consent in accordance with this section shall not be construed as the granting of development consent under this Division but a reference in this or any other Act to a development consent shall be a reference to the development consent so modified".*

**Assessing Officer Response:** The current Section 4.55 proposal is not seeking development consent to any additional uses or activities not already approved or consented to on the land.

## **CONCLUSION**

It is considered that the proposed development generally complies with the relevant provisions of Sections 4.55 and 4.15 of the Act, LEP, DCPs, Codes and Policies.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council has received submissions on planning issues associated with the development. Upon assessment of the items raised in these submissions a condition has been amended to limit the hours of operation of machinery on the site so that they are now in line with current limits imposed on such development when there are residents' concerns.

### **2. Environmental**

No further environmental impact will be generated over and above that which was assessed under the original development application. This modification is merely to allow for the continued extraction of material within the boundary of the original consent.

### **3. Economic**

The modification will have minimal economic impact on Council as the use is not changing but merely continuing so that extraction of the material approved can continue.

### **4. Civic Leadership**

The owner of the subject property is related to a member of staff from the Jindabyne office. In accordance with Council's Code of Conduct the staff member involved has made a declaration of interest and has had no dealings with the assessment of the modified DA. To avoid any doubt regarding the application of Council's 'Referral of Development Applications to Council' Policy as adopted at the February 2018 Council meeting, it was considered appropriate for the modification to be determined by Council rather than under delegated authority.

---

## Reasons for Decision

Pursuant to Schedule 1 cl 20(2)

The reasons for the decision were:

1. The proposed modification adequately satisfies the provisions and objectives of the Snowy River LEP 2013 and the Snowy River DCP 2013
2. The proposed development adequately satisfies the relevant State Environment Planning Policies including SEPP (Mining, Petroleum Production and Extractive Industries) 2007.
3. The proposed modification is substantially the same development as that which was approved under DA106/1999 and the modified condition below, will not have unacceptable adverse impacts on the natural or built environments.
4. The application was notified to adjoining landowners and in accordance with the Snowy River DCP 2013 and the relevant statutory regulations. The proposal received three (3) submissions.
5. In consideration of conclusions 1 – 4 above it is considered the proposed development is a suitable and planned use of the site and approval of the modification is in the public interest.

## Conditions

### A. Development carried out in accordance with the application.

**Amended Condition:**

1. The developer is to ensure that the development complies fully with Development application 106/1999 as submitted to Council on the 4 March 1999, the first section 96 application as submitted to council on the 18 September 2003, with supporting documentation including the Subdivision Plan as stamped by the Snowy River Shire Council and the second section 96 application (MOD0006/2007) as submitted to council on the 2 August 2006 and the third modification MOD4026/2017 as submitted to Council 25/10/2016, except where amended by the following conditions of consent: (To facilitate the development)

**Amended Condition:**

2. In accordance with the plans and details submitted with the application, Council advises that the development is approved for the extraction of not more than of 10,000 cubic metres per year of material for a maximum of five (5) years (with no more than 30,000 cubic metres to be extracted within this time period). If the maximum material has not been extracted within this time period then a further application to modify this condition will be required to be submitted to Council under 4.55 of the Environmental Planning and Assessment Act 1979.
-

- 2b** The developer shall ensure that no more than 30,000 cubic meters of material is extracted from the site for the life of the extractive industry. Records shall be furnished to Council at the end of each financial year to attest to the amount of material extracted to ensure that the amount does not exceed that which has been approved. Council may at any time direct the operator to provide a survey of the site to ensure compliance with this condition.
- 2c** Within three (3) months of the time of completion of quarrying works (when all material permitted to be extracted has been taken from the site) all excavating equipment and stockpiles must be removed and the site is to be fully landscaped. *To comply with the provisions of the Environmental Planning and Assessment Act 1979).*
3. No building works are to be commenced without obtaining a Construction Certificate. *(To comply with the Environmental Planning and Assessment Act, 1979.)*

**B. Prior to release of Construction Certificate.**

Nil

**C. Conditions that apply during construction.**

4. That appropriate erosion and siltation control measures are undertaken around the excavation site. Appropriate erosion control measures are to include the placement of hay bales staked in the ground or the erection of geofabric filter fencing at the bottom of all areas where cut and fill is carried out and within any existing drainage areas from those cut and fill areas. All disturbed areas are to be revegetated at the completion of site works using a suitable grass mix with complete fertiliser. *(To reduce any erosion and sediment loss during construction).*
5. Any builder's sheds, including temporary sanitary closets, must be:-
- located wholly within the site.
  - properly constructed and maintained to Council's satisfaction
  - shall be securely anchored to the ground
  - removed upon completion of the project
- (To comply with the Environmental Planning and Assessment Act 1979)*
6. All excavations must be properly guarded and protected to prevent them from being a danger to life or property. *(To comply with the Environmental Planning and Assessment Act 1979)*
7. A person considering the use of explosives during construction must-
- be an operator licensed by the Department of Industrial Relations
  - notify the local police and persons likely to be affected by the blasting
  - obtain the necessary public liability insurance; and
-

- use approved and serviceable blasting mats.

*(To comply with the Environmental Planning and Assessment Act 1979)*

**Amended Condition**

8. All persons working on a building site must not exceed the following hours of operation for all power tools.

**Electrical Motors**

Mon - Sat 7.00am to 6.00pm

Sunday 8.00am to 1.00pm

Public Holidays no work to occur

**Electrical Power Tools**

Mon - Sat 7.00am to 6.00pm

Sunday 8.00am to 1.00pm

Public Holidays no work to occur

**(To comply with the Environmental Planning & Assessment Act 1979.)**

9. A sign must be erected in a prominent position on any work site. This sign is to contain the following information:-
- the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
  - a statement that unauthorised entry to the work site is prohibited
  - this sign to be removed when the work has been completed

*(To comply with the Environmental Planning and Assessment Act 1979.)*

**D. Prior to occupation of a building**

Nil

**E. Prior to release of subdivision certificate.**

Nil

**F. General Conditions.**

10. An unsealed type BAL/BAR intersection, as specified within the RTA Road Design guide (details attached) shall be provided at the intersection of the access road to the development and the Rockwell Road. Prior to commencement of works, the developer shall lodge with Council plans of the proposed intersection works for approval by Council's Traffic engineer.
-

(To ensure traffic safety on the Rockwell Road)

11. Haulage trucks are not permitted to move along the section of Rockwell Road to the south of the access road to the development. An exemption to comply with this condition shall apply where delivery of material is required to properties located on the Rockwell, Bulgundara and Werralong (Winery) Roads. The attached map indicates the direction of haulage routes.  
(To minimise adverse traffic impacts).
12. Prior to commencement of works, the applicant is to demonstrate that the development site has coincidental legal and practical. Coincidental legal and practical access means that there is a road / right of carriageway / right of way or similar legal thoroughfare that connects your site to a public road. (To ensure the development has appropriate access rights)



RECEIVED  
- 3 OCT 2017

①

BY: .....

General Manager  
Snowy Monaro Regional Council  
PO Box 714  
Cooma NSW 2630  
30<sup>th</sup> September 2017

Dear General Manager

**Re: Development Application Number MOD4026/2017**

[REDACTED] Berridale strongly object to this proposal on grounds outlined in the letter below. As our property is less than 500 meters away from the proposed development it will strongly negatively impact on us and our surrounds.

**1. Zoning of Land**

We purchased our property just over 12 months ago after falling in love with the area as a place of beauty and strong community. Our goal has always been to relocate to this region and we have invested all our efforts and savings to achieve that goal. We currently live on the property part time with the intention to move fully from Sydney as we transition our employment. Our conveyancer confirmed for us at purchase that the property and surrounding land is zoned **rural and residential**.

The proposed development is located on land zoned **R5 "Large lot residential"**. A stated objective of this zone is "to provide residential housing in a rural setting while preserving and minimising impacts on, environmentally sensitive locations and scenic quality." (Snowy River Local Environmental Plan). The type of activity described in development application MOD4026/2017 is not listed in the permitted activities in this zone and arguable negatively impacts on scenic quality.

The development is situated close to three homes, all of which will be impacted by this type of development in a rural and residential zone. It would



negatively impact the residents and local communities' **safety, outlook** from their homes, **noise** levels and **lifestyles**.

2. **Quarry usage, current state and observation of past lack of environmental care**

The development has not been in active use in at least the 12 months we have been on the property. We do not consider it appropriate if the Development Application is "extending" an existing operational time frame. Use of the area has **not** been continuous in nature.

It also is observable at the existing site that no revegetation has been done and seems the intention at the time of ceasing use of the site was not to restore any impact on the land used.

3. **Safety (Access and suitability of public and private roads)**

**Public roads and safety of users**— the public roads accessing the site are not appropriate for large vehicle access. Already for two vehicles who cross path a significant degree of care must be taken.

**Private roads and safety of users** — Given the zoning of 'rural and residential', it is understandable that a lifestyle goal of residents is for families to have an outdoor lifestyle. Children and adults on bikes and foot often use the area — they are appropriately supervised but large trucks coming and going will add significant danger to all traffic on these access roads — foot, bike and vehicle. These private roads are also designed and maintained for standard vehicles and not large vehicle/trucks and other machinery.

4. **Maintenance of access roads**

Traffic from trucks accessing the quarry will negatively impact the condition of public roads and in turn will impact on all traffic using **Rockwell Road**. Rockwell Road is already not fully bitumen and the condition of dirt sections can deteriorate rapidly.

Private access roads are required for use to access the site. These are maintained at the expense and time of residents of nearby properties. Trucks using these roads will damage them significant, particularly in the wet. It is an unreasonable burden to place on residents maintaining these roads.

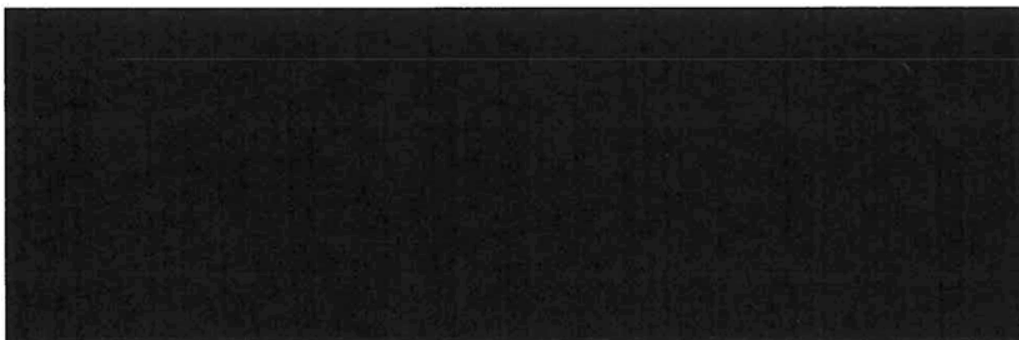
We have so far enjoyed being part of the Berridale community as we transition to living here full time. We have enjoyed introducing our friends to the area - who now have in their calendars many of the local events such as the Berridale Fair, La Tape, October Fest and a range of festivities the area offers. We support the success of Berridale's small businesses and encourage the land around Berridale to be valued for its rural and residential value. We shop locally when we can and as an example our friends now all shop at Berridale for their ski gear on the way to the snow.

We value the Berridale community and work to ensure its growth and success in positive and sustainable ways.

The development proposal has negative and significant impacts for local residents who have no social or economic gain from the proposed development - and indeed stand to lose a lot - not the least of which is a safe and comfortable environment in which to live.

In addition to our strong objection to the development we wish to flag our request for full consideration of the vested interests of the people determining the outcome of this decision. We request the matter be dealt with through a transparent decision making process and early declaration of any conflicts of interest be sort. We request Council directly provide due consideration to our objections.

Thank you for giving due consideration to these serious issues. We strongly object to the proposal.



Associated with  
Submission 1.

RECEIVED  
- 3 NOV 2017

BY: .....



**Navado**<sup>TM</sup>  
Legal & Financial Group

1 November 2017

Our Ref: PGZ:PP:4203

Your Ref: Applications Co-ordinator

Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

**Attn:** Joseph Vescio, General Manager  
John Rooney, Mayor  
Sophie Ballinger, DA Manager

**By post and email:** council@snowymonaro.nsw.gov.au

Dear Sir/Madam

**RE: DEVELOPMENT PROPOSAL TO EXTEND OPERATION TIME FRAME FOR  
EXTRACTIVE INDUSTRY  
MOD4026/2017 – LOT 23 DP 709058 – ROCKWELL RD, BERRIDALE, NSW, 2628**

1. [REDACTED]  
Rockwell Road, Berridale, NSW, 2628 and refer to the above development proposal for which,  
we have been informed, Sophie Ballinger is responsible for assessing.
2. Whilst we understand that the period for submissions for the modification application have  
now expired, we wish to raise some concerns.

**Sydney (Head Office):** Level 10, 309 Pitt Street

**Telephone:** + 61 2 9233 4048

**Facsimile:** + 61 2 9233 4049

**Offices also in Parramatta**

**Email:** info@navado.com.au

**Website:** www.navado.com.au

**All Correspondence to Head Office:** GPO BOX 4404, SYDNEY NSW 2001 or DX 404 SYDNEY

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#### **Notice of Development Application**

3. Our client received a Notice of Development Application dated 22 September 2017. However, upon enquiring with the Snowy Monaro Regional Council ("the Council") to inspect the application, a previous application, "MOD0006/2007", was provided. This does not meet the requirements of the Council's Development Control Plan 2013 ("DCP") and reg. 115 of the *Environmental Planning and Assessment Regulation 2000* ("the Regulation").
4. We trust that the failure to provide modification application "MOD4026/2017" was an oversight and request the application be made available for inspection as soon as practicable and that a further 14 days be allowed from the receipt of the application for submissions to be made.

#### **Modification Application "MOD0006/2007"**

5. As referred to above, we have been provided with a copy of application "MOD0006/2007", Notice of Determination – Modification of Consent. This application was endorsed on 21 August 2006 and extended the consent until 31 December 2009. This application cannot form the basis of the determination of "MOD4026/2017" and, as already requested above, we seek a copy of the most recent modification application as soon as practicable.

#### **Abandonment of Existing Use**

6. We are instructed that the site where the gravel pit is proposed to (re)commence operation has not been in use since 2009. This is a period of about 7 years. Pursuant to s 107 of the *Environmental Planning and Assessment Act 1979* ("the Act"), "*a use is to be presumed, unless the contrary is established, to be abandoned if it ceases to be actually so used for a continuous period of 12 months.*"
7. There has been a great deal of case law on this topic and we do not wish to cover that in this correspondence, but we note in particular the decision of *Earle Cameron Constructions Pty Ltd v Parramatta City Council* (1981) 46 LGRA 130, where McClelland J said that:

*"The fact that...[the development company] may have had some intention of preserving existing use rights is insufficient to preserve them..."*

8. In such circumstances, we are of the view that any existing use rights that may have once existed have now well and truly been abandoned. Should the applicant wish to commence an extractive industry in the location proposed, a fresh development application should be made. We formally object to the application and in our view, any grant of consent to the proposed modification in such circumstances would be an error and invalid for the abovementioned reasons.
9. Finally, we request that the application be placed on the agenda of the Council Meeting for determination, and that our client be notified of the time and date of the meeting. We look forward to your prompt response.



Yours Faithfully,  
**Navado Lawyers & Solicitors**  
**Peter Zada**  
Principal Solicitor

**Contact Solicitor: Patrick Pagin**

General Manager  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

RECEIVED  
6 OCT 2017

(2)

Cc: Mayor John Rooney  
Councillor Peter Beer  
Councillor John Last

06/10/2017

Dear Sir

**Submission in relation to Development Application MOD4026/2017**

*Property:* ..... Rockwell Road, Berridale NSW 2628  
*Legal Description:* ..... Lot 23 DP 709058 Ph Coolamatong  
*Property Number:* ..... 100415  
*Development Proposal:* ... Extend operational time frame for extractive industry  
*Notification Period:* ..... 14 days – expiring 4:30pm on 06/10/2017

We would like it noted that we bought our property approx 17 years ago and this is the first Notice of Development Application (DA) sent to us regarding this quarry site. It is very disappointing that following a meeting at the Jindabyne Council Office on 29/09/2017 it was discovered there have been previous DA's for the site. By exclusion, we are lacking adequate or sufficient information and were not consulted nor given an opportunity to consider or make comment about each of the DA proposals at the time.

In addition, we have twice emailed Council ([council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au); copy to [sophie.ballinger@snowymonaro.nsw.gov.au](mailto:sophie.ballinger@snowymonaro.nsw.gov.au)) requesting an extension to the Notification Period for this DA. To date we have not received an acknowledgement of the emails nor a response to our request.

**This is a submission to oppose the above referenced DA MOD4026/2017 for the following reasons:**

**1. Lapsing of consent**

From documents provided by Council on 29/09/2017 it appears the most recent development consent for 'operational time frame for extractive industry' lapsed on 31/12/2009. It is understood a development consent lapses 5 years after the date from which it operates (EP&A Act 1979 Part 4 Div 7 Sec 95).

A DA for this site should only be assessed against current Quarry Standards; Council's current Local Environment Plan; the EP&A Act; other applicable legislation and approved government policy; and not permitted to rely on continuous/existing use.

## **2. Zoning**

The quarry site is located in Zone R5 – Large Lot Residential.

The DA is lacking any sympathy with its surrounds. By omission within the Zoning clauses of '*Permitted without consent*' and '*Permitted with consent*', this quarry development is prohibited. We request you respect the land zoning to ensure the objectives are achieved.

## **3. Safety and Environmental Issues**

We must use the access road to reach our property and would be directly impacted by the increase in traffic, noise, pollution, and a degradation of the natural environment.

The sheer size of the large tonnage trucks represents immediate hazards on the very basic access road which follows the contours of the hills, includes blind spots and where the road condition is made worse by wet weather. The access road is not suitable for heavy vehicle traffic and would have an impact on the road's stability and on the integrity of the narrow one lane road. There is only 6.6 metres between the fence and the approx 7 metre drop into the dam or the base of the quarry (fence to edge of access road is 1.6 metres; access road width is 2.8 metres; edge of access road to the 7 metre drop into the dam or quarry is 2.2 metres).

Weather will impart additional safety issues including high levels of dust, wet weather affecting the condition of the road and access for 2 wheel drive vehicles due to damage caused from heavy vehicles. In 2016 trucks using the quarry damaged parts of the access road during wet weather leaving it inaccessible by 2 wheel drive vehicles and it was left to the existing residents to repair the road.

It is unclear if a current Site Assessment Report has been conducted, that would advise outcomes for:

- current safety standards (identifying any provisions to significantly improve the single lane access road to accommodate heavy vehicles used in the operation; and any safety measures to mitigate risks and address hazards);
- relevant reporting and accountabilities for monitoring and compliance of site activity (for example site signage; maintenance and availability of quarry excavation log book; site layout plans including markers establishing the total surface area to be disturbed by excavating extractive material; etc); and
- the detailed analysis of environmental impacts (including erosion control; bank stability; effect on the creek and natural water course; rehabilitation of the site; etc).

It is unclear if Council has an official record of compliance to date that demonstrates the amount of extraction already removed from the site. From documents provided by Council on 29/09/2017 it appears the file photos are dated 1999.

#### 4. Delegated Decision

We request any conflicts of interest to be declared and disclosed up front of parties involved.

To avoid any real or perceived pecuniary interest (Local Government Act 1993 Chpt 14 Part 2 Div 1 Sec 442) and to uphold the probity of Council's decision-making process we request the DA is not dealt with by the officers under delegated powers, rather it is referred to a Council committee so it can be properly debated and a determination made.

We request written acknowledgement from Council of this submission.

To confirm again, we oppose the DA.

Thank you for taking our objections seriously.

Regards

A large black rectangular redaction box covering the signature area.

*Note: electronic copies sent to Cc recipients and hard copies delivered in person to Snowy Monaro Regional Council, Head Office – 81 Commissioner St, Cooma on Friday 06/10/2017 for the General Manager and Cc recipients.*



3

Mayor John Rooney  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

RECEIVED  
4 OCT 2017

29 September 2017

BY: .....

Dear John,

**RE: DEVELOPMENT APPLICATION MOD4026/2017; EXTEND OPERATIONAL TIME  
FRAME FOR EXTRACTIVE INDUSTRY**

It would appear that the above-mentioned Development Application is relying on existing use rights, in its proposal to 'Extend operational time frame for extractive industry'. The Development Application should not be permitted to rely on continuous/existing use:

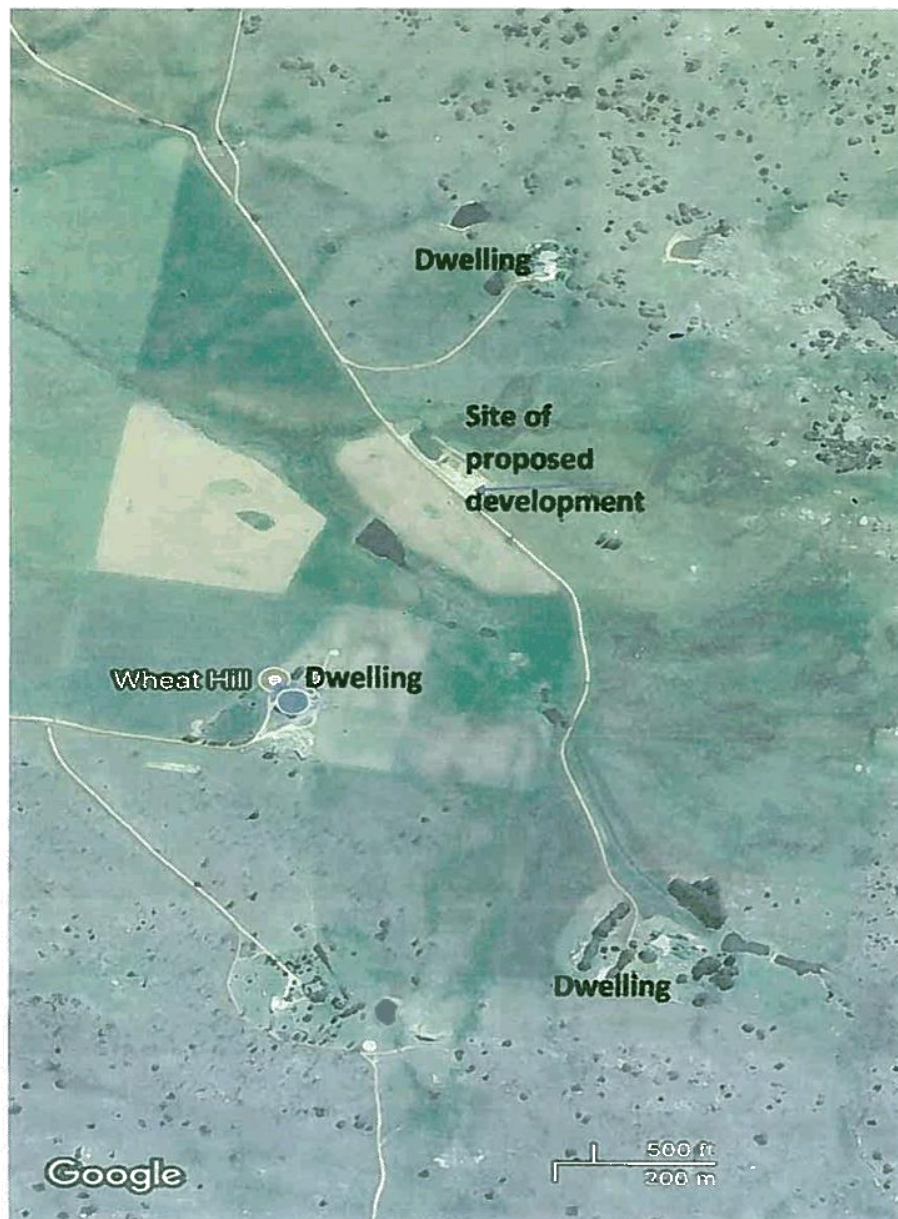
- The quarry was abandoned several years prior to the change in zoning by the Snowy River Local Environmental Plan 2013.
- The quarry did not operate as an existing development for a continuous 12 months after the change in zoning.
- We are aware of it being used once by McMahon's Earthmoving since it was abandoned, that was for a few days in winter 2016. It was wet, and the trucks damaged the private access road which required repairing by residents (not associated with the development).
- The quarry has not been used continuously for the last 12 months or longer.

The Development Application should be assessed against the current Local Environmental Plan and Quarry Standards.

The quarry is located in Zone R5 Large Lot Residential (see attached map), the objective of the zone is to provide residential housing in a rural setting while preserving, and minimising impacts on environmentally sensitive locations and scenic quality:

- The quarry is located close to three dwellings, which are not associated with the proposed development; Our dwelling is one of two dwellings less than 500 meters; the third is 800 meters from the site of the proposed development.

Map showing distance of dwellings from proposed extractive industry:



- Further enlargement of the quarry would increase its current visibility. This would cause a substantial visual impact for current residents and future generations.

- Given the near proximity to dwellings and a dirt access road, the development has the capacity to affect air quality, cause vibration and noise for residents.

The safety of residents near the position of the proposed development would be impacted if the Application was approved:

- Access to one dwelling is along the edge of the pit. Material previously extracted has created a narrow egress. If the quarry was to operate, there is no alternative access available, to ensure occupants can safely reach their dwelling.
- Quarry operations would increase traffic flow on a privately maintained dirt road. Heavy machinery and trucks traveling along the road and operating at its edge, is a major safety concern to local residents.



Access road past quarry.

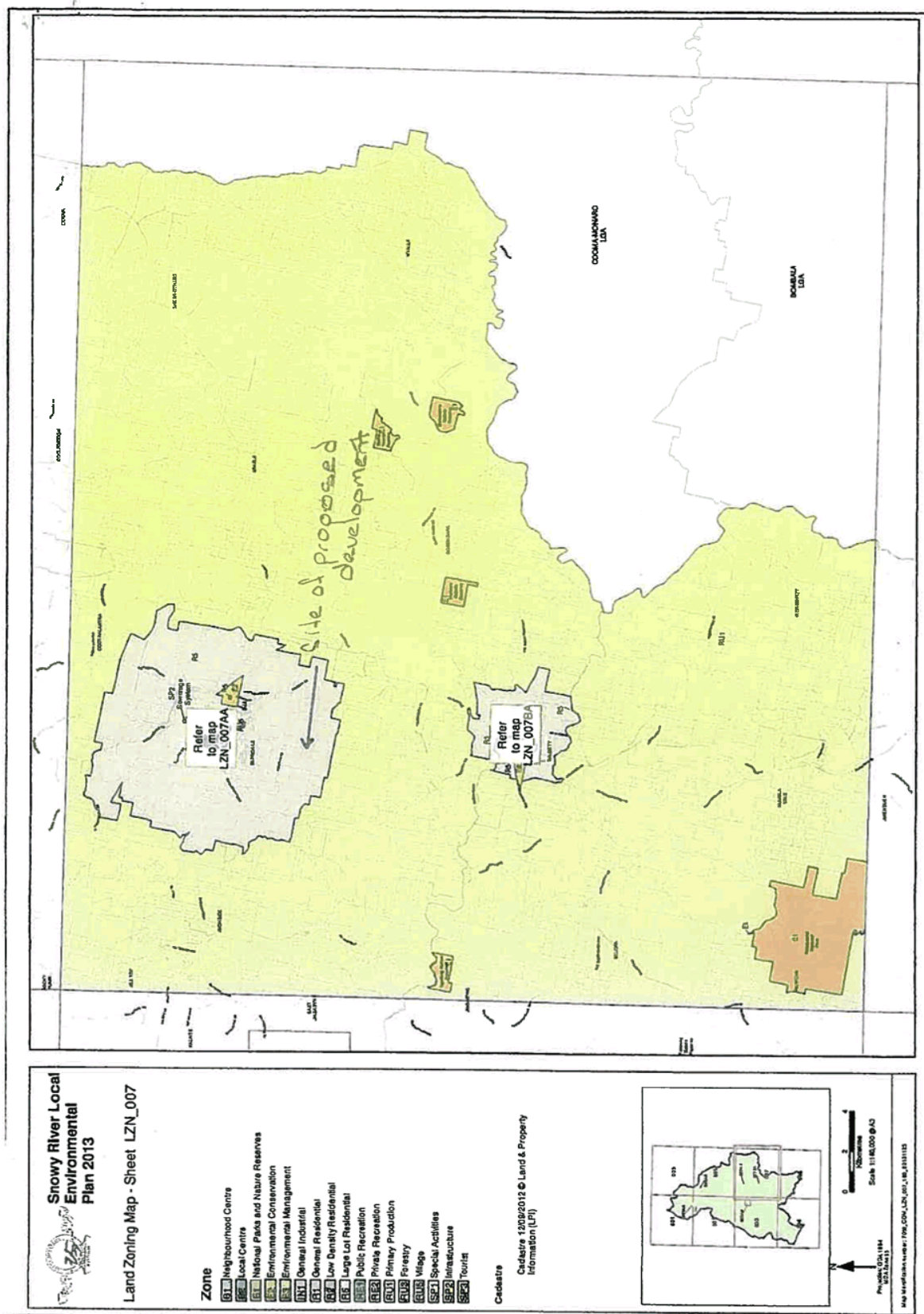
Further objectives of Zone R5 Large Lot Residential is to minimise the conflict between land uses within this zone and land uses within adjoining zones and to provide a buffer between urban development and broad acre rural and environmental areas:

- Extractive industry is listed as being permitted with consent in Zone RU1 Primary Production, it is not listed in Zone R5 Large Lot Residential. This proposed development is less than 5km from the town of Berridale (Urban zone). It would affect the buffer between areas if allowed.
- People living in Berridale use Rockwell Road for recreational activities such as bike riding, walking and running. A short, sealed section of Rockwell Road road joins Boundary Street the remainder of Rockwell Road is dirt. Haulage trucks, a component of an Extractive Industry, travelling on this road would cause dust, noise and deterioration to the road surface, affecting the activities for all users of Rockwell Road.

We oppose the Development Application due to the aforementioned reasons.







## **STATEMENT OF ENVIRONMENTAL EFFECTS**

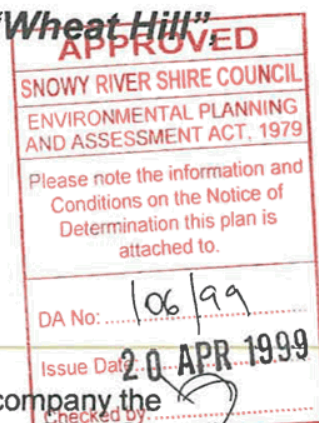
### ***Proposed Extractive Industry on "Wheat Hill", Berridale.***

#### **PROPOSAL:**

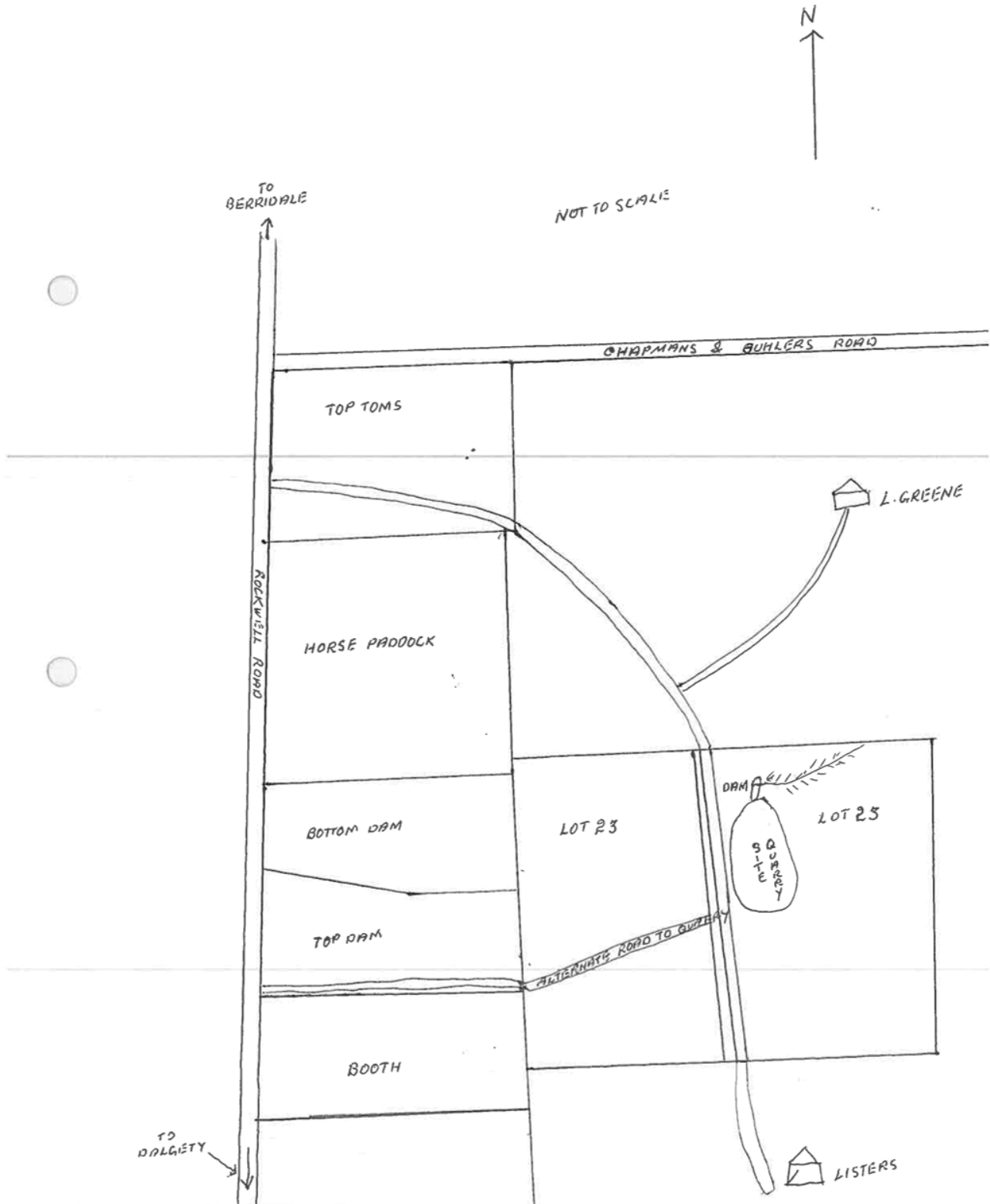
This Statement of Environmental Effects is to accompany the Development Application submitted to Snowy River Shire Council by Mr A M Suthern. The Development Application is for the enlargement of an existing agricultural dam and the removal and sale off-site of the excavated material.

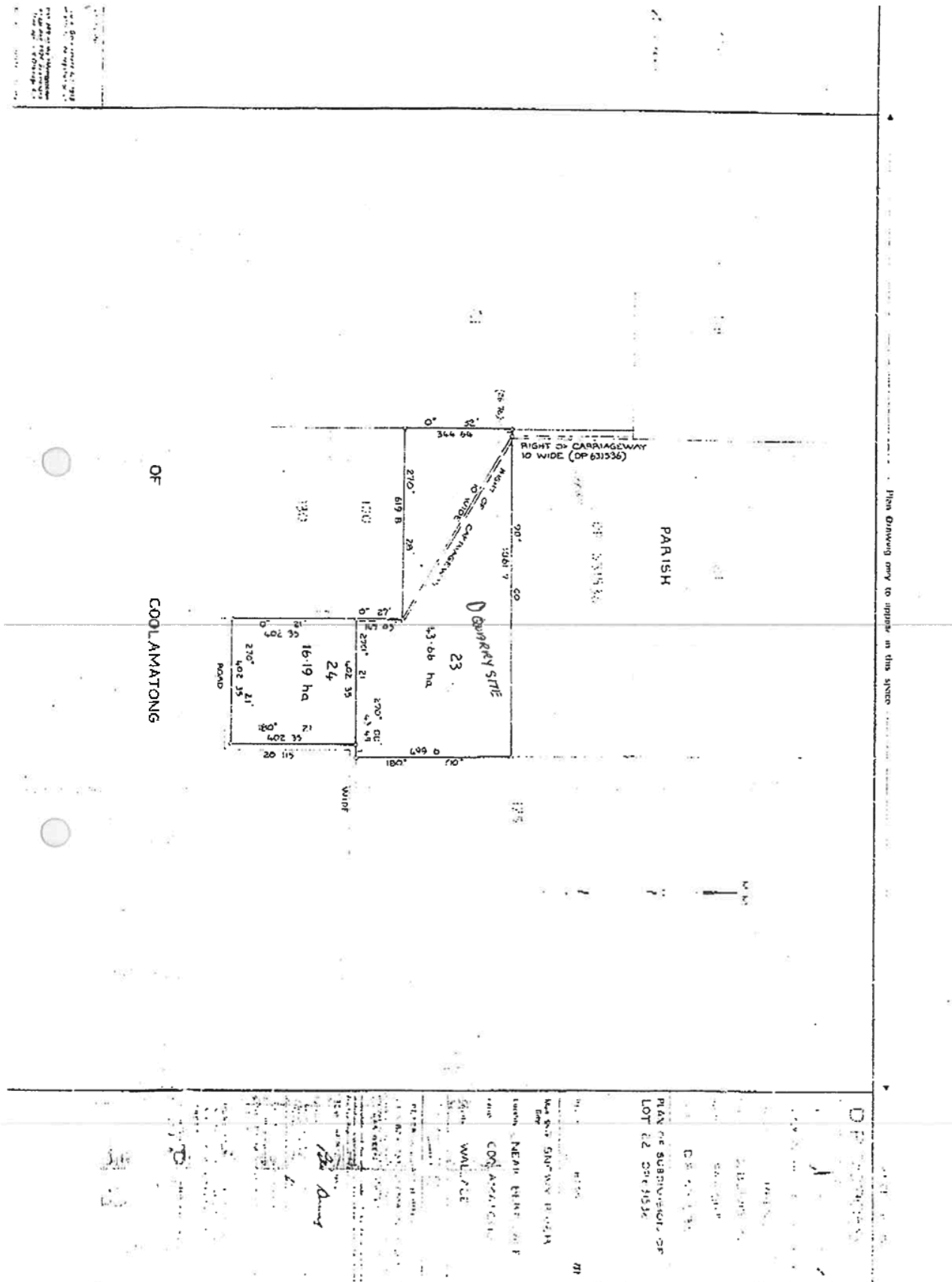
#### **LOCATION:**

The subject land is formally known as "Wheat Hill", Berridale and comprises an overall area of 254.5 hectares which encompasses portions 3, 37, 50, 81, 100 and Lot 23 DP709058, in the Parish of Coolamatong. The existing dam and proposed works are to occur on Lot 23, DP709058, Parish of Coolamatong.



**Figure 1 - Location Plan.**







## **Proposal**

It is proposed to excavate approximately 30,000 cubic metres of material over a three year period (ie a maximum of 10,000 cubic metres per year). The overall surface area of the dam is to increase to approximately 1665 square metres. The material to be excavated is to be sold and used for landscaping, driveway and construction, tennis court surfaces and other sports arenas, and comprises a fine gravel quartz.

No secondary processing of the extracted material is to occur on the site (ie screening, crushing or sorting).

Prior to commencing excavation, all topsoil will be stripped and stockpiled for use in the future re-vegetation works. The stockpiles will be shallow-mounded to a maximum height of 1.5 metres and will be located clear of drainage paths. The existing dam, which is located down stream of the excavation area is to act as a sediment trap.

Drainage diversion banks will be provided to ensure surface flows are diverted from the area to be excavated.

The excavation of the gravel is to be undertaken initially using conventional earthmoving plant (ie small excavator). The excavated material will then be stockpiled awaiting loading onto trucks by bobcat.

The proposal is not a "designated development " as defined under the E P & A Act as:

1. Less than 30,000 m<sup>3</sup> of material per year is to be excavated.
2. Less than 2 hectares of land will be disturbed.
3. The quarry area is not located within 40 metres of a natural waterbody, wetland or environmentally sensitive area.
4. No acid sulphate or contaminated soils are present on the site.

5. The land does not slope more than 18 degrees and no blasting is proposed.
6. Is not located within 500 metres of another extractive industry operated in the last 5 years.

The area of disturbed soil will be kept to a minimum at all times as each stage of completed excavation on the site will be progressively rehabilitated with each stage being rehabilitated before a new stage is commenced.

All runoff from within the excavated area will be directed to the existing dam that is to act as a sedimentation pond. The dam/pond will be regularly cleared of sediment to ensure it continues to operate satisfactorily. The sediment and debris will be removed from the dam/pond when it is approximately 60% full. The sediment will be spread on suitable areas within the site.

Following completion of excavation of each stage, the area shall be rehabilitated in the following manner:

1. Where practical, batter slopes shall be graded to a maximum slope of 1:3.
2. Batter slopes and all disturbed surfaces shall be dressed using topsoil previously stockpiled, and seeded with a suitable grass mix.



### **Details of Proposed Works**

It is proposed to enlarge an existing agricultural dam by excavating material from its southern edge. The existing dam is located approximately in the middle of a paddock on relatively flat ground. An existing unsealed access road lies to the east of the dam that connects directly to Rockwell Road. Mr Suthern owns the portions of land directly to the east and west of the dam site. The lands directly to the south and north are held in different ownership.



**Photograph 1 - Existing Dam**





**Photograph 3 - Site of Proposed Works**

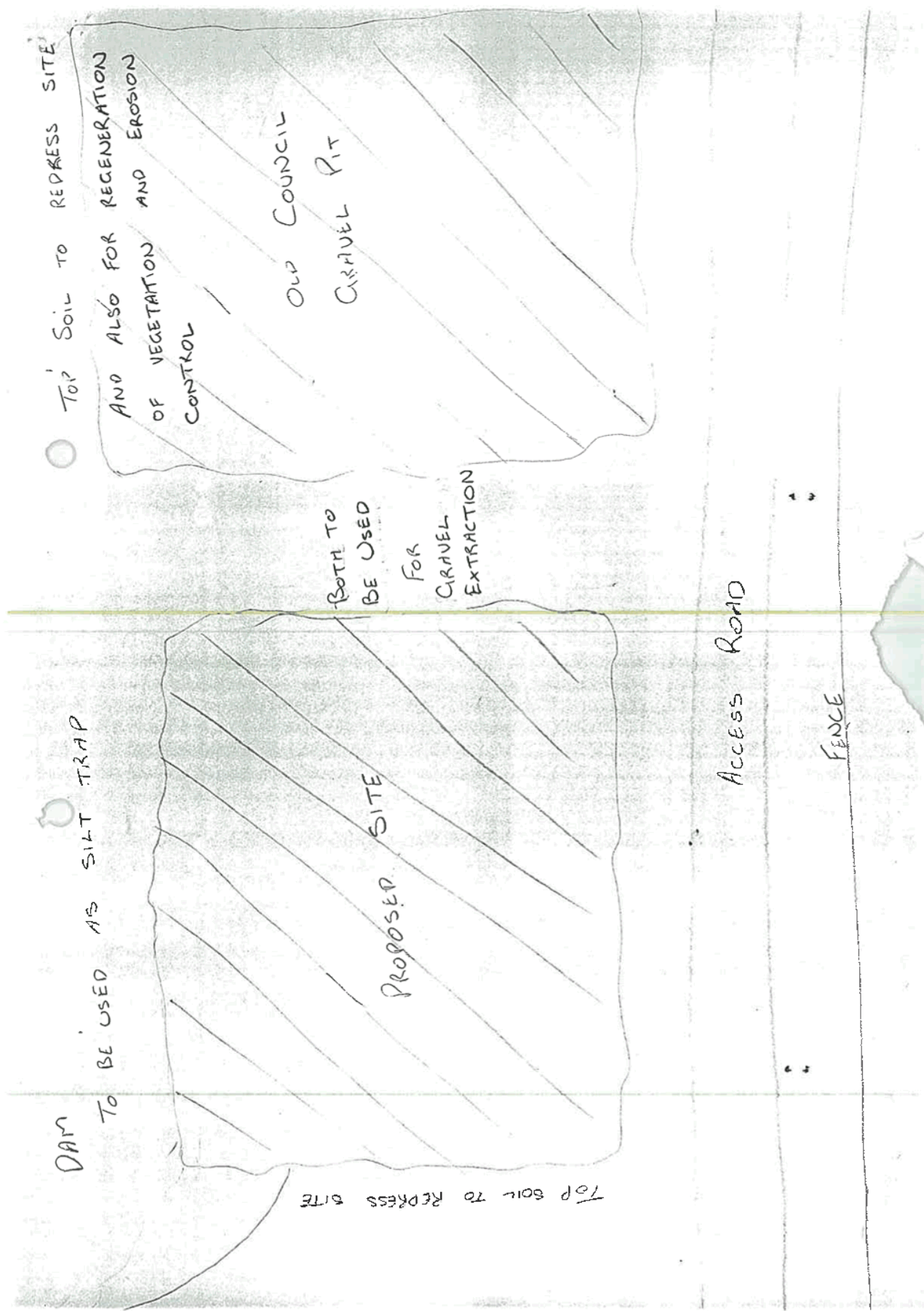


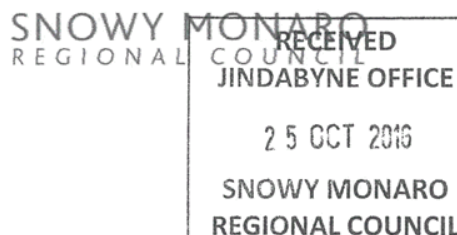
**Photograph 4 - Site of Proposed Works**

**Photograph 5 - Site of Proposed Works (see 1)**









## Application to Modify an Approval

Development Consent, Construction Certificate, Complying Development Certificate or Section 68 Approval

Office Use Only

Number MOD4026/2017

MODIFICATION	
<input checked="" type="checkbox"/> Development Application	<input type="checkbox"/> Section 68 Approval
<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Complying Development Certificate
Application Number: MOD0006/2007	Issued Date: 21/08/2006
Description of Development: Extractive Industry	
Note: It may also be necessary to modify the corresponding Construction Certificate approval (if one has been issued). Please contact Council's Town Planning Section if any clarification is required.	

APPLICANT	
Name/Company: JINDABYNE SAND & GRAVEL PTY LTD	Phone: 0264541142
Contact Name (if Company): RACHEL McMAHON	Fax:
Postal Address: PO BOX 898	Mobile: 0427017512
Town: JINDABYNE	State: NSW
Postcode: 2627	Email: rachmcmahon@bigpond.com

OWNER	
Name/Company: Rosalie Southern	Phone:
Contact Name (if Company):	Fax:
Postal Address: 330 Cootralantra Rd	Mobile:
Town: Cootralantra	State: NSW
Postcode: 2628	Email:
Is the subject land Crown Land <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> → Please attach Authority	
OFFICE USE ONLY	NAR Numbers

LAND TO BE DEVELOPED (Please attach additional sheet if inadequate space provided)					
No:	Street: Rockwell Rd				Town:
Lot: 23	Section:	DP/SP: 709058	Lot:	Section:	DP/SP:
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
OFFICE USE ONLY	Parcel Numbers				

COST (including materials and labour)	
This is the estimated total cost of any construction, internal fit-out and demolition, including GST and labour. Council checks your estimate against current building cost indices. Developments with no construction work such as subdivisions or change of uses have a separate standard fee and no estimated cost is required.	
COST (including materials and labour) :	\$ 0

DESCRIPTION OF PROPOSED MODIFICATION	
For Development Applications Only (See Note 1):	
<input type="checkbox"/> To correct a minor error, mis-description, or miscalculation [Sec 96(1)] <input type="checkbox"/> Minimal environmental impact [Sec 96(1A)] <input checked="" type="checkbox"/> Other Modification [Sec 96(2)]	

DESCRIPTION OF EXPECTED ENVIRONMENTAL IMPACTS OF THE MODIFICATION

As per original DA



POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT [Sec 147(4) EP&A Act]		
<p>Have you or any person with a financial interest in this development application made a political donation or gift within the last 2 years?</p> <p><input checked="" type="checkbox"/> No      <input type="checkbox"/> Yes – please complete and attach a Political Donations and Gifts Disclosure Statement (available from Council's website).</p>		
<p>Applicants Signature</p> <div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<p>Name</p> <p>RACHEL McMAHON</p>	<p>Date</p> <p>25-10-16</p>
CONSENT OF ALL OWNERS		
<p>All owners must sign this application form or provide written authority for the lodgement of the application.</p> <p><b>Note: Company Ownership</b></p> <p>In the case of a company ownership, in accordance in s127 of the Corporations Act 2001, please state in the signature/name area the authority of each signatory (Director/Secretary etc) (eg as Director of ABC Holdings Pty Ltd) OR attach further documentation as required.</p> <p><input type="checkbox"/> Owners consent attached OR ↓</p>		
<p>As the owner/s of the above property described in this application I/we consent to its lodgement. I/we hereby permit any duly authorised officer of Snowy Monaro Regional Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration the Act(s), Regulations, or Planning Instruments. We advise that as landowners we are not aware of any known hazards that may be of harm to officers visiting the site.</p>		
Signature	Name	Date
Signature	Name	Date
DECLARATION AND SIGNATURE OF APPLICANT		
<p>- Provide an undertaking that the development (as to be modified) will remain substantially the same development as was originally approved.</p> <p>In providing the following signatures the applicant/s certifies that the development as modified will remain substantially the same development.</p> <p>- I/we the undersigned hereby apply for approval of the development proposal as described and as per the plans and specifications and documents accompanying the Application. I/we undertake to develop in accordance with any approval granted by Council and conform with the provisions of the relevant Act(s), Regulations, codes and the Local Environmental Plan. I/we further undertake to pay any fee or charge assessed by Council in connection with development and indemnify Snowy Monaro Regional Council against all claims arising from negligence (or otherwise) resulting from work carried out in connection with the development within the road reserve.</p>		
Signature	Name	Date
Signature	Name	Date
Signature	Name	Date
Signature	Name	Date
SITE WORKS MUST NOT COMMENCE WITHOUT COUNCIL APPROVAL		
<p>Construction materials purchased/work done/arrangements made prior to consent are at the owner/applicants' risk.</p>		

**Note 1 What type of Modification am I applying for?**

Section 96 of the Environmental Planning & Assessment Act 1979 allows for a development consent to be modified under certain circumstances. The following information provides clarification on the type of Modification you are applying for:

- **Modifications involving minor error, misdescription or miscalculation [Sec 96(1)]**  
This type of Modification would mean that the form of the development and notification would not be required. For example:
  - typing errors
  - changes to a condition of consent where Council has made an error
  - incorrect plan numbers
- **Modifications involving minimal environmental impact [Sec 96(1A)]**  
This type of Modification would be used for minor amendments where there was no impact on privacy, height, overshadowing or scale of the building and notification would not be required. For example:
  - internal design changes

- amendments to external features such as landscaping or drainage design

- **Other modifications [Sec 96(2)]**

This type of Modification would where an environmental impact is possible and would require re-notification of neighbours. For example:

- changes that involve the external design (eg window placement)
- changes to floor levels or building heights
- changes to roof designs

**Note 2 Neighbour Notification**

Applications for modification may be renotified in accordance with Council's DCP unless the modification sought is only for a correction of a minor error, misdescription or miscalculation.

**Note 3 Existing Conditions**

Applicants should note that Council may, as a result of its considerations of Section 79C of the Act, delete or amend any existing conditions of consent, and/or include additional conditions, as may be necessary, following the required assessment.

'Crieve Hill'  
330 Cootralantra Rd  
COOTRALANTRA NSW 2628  
12 August 2016-08-12

Snowy Monaro Regional Council  
2 Myack St  
BERRIDALE NSW 2628

Dear Sir/Madam

Re: Recommencement of Use – Gravel Pit

As owner of Lot 23 DP 709058 Parish Cootralantra I give permission for Richard McMahon to lodge a Development Application for the continued use of the Gravel Pit previously approved.

I also give permission for Richard to access Council property files and copy any relevant documents in support of the application.

Yours faithfully



ROSALIE SUTHERN

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### 13.1 RESOLUTION ACTION SHEET UPDATE

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Secretary Council & Committees
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.7 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	1. Resolution Action Sheet - In Progress
Cost Centre	3120 Governance
Project	
Further Operational Plan Actions:	

#### EXECUTIVE SUMMARY

In order to provide Councillors with updates on resolutions of Council, a report has been generated with a summary of action that are current and have recently been completed, for the period ending September 2018.

SMRC Resolution Action Sheet – In Progress is attached to this report.

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

<b>OFFICER'S RECOMMENDATION</b>
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That Council receive and note the SMRC Resolution Action Sheet – In Progress.
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
1	19 October 2017	227/17	18.1	<b>Notice of Motion for Rail Trail Feasibility Study</b> That Council fund a feasibility study for the opening of a Monaro Rail Trail from Queanbeyan to Bombala during the 2019 Financial year; A. Either by obtaining Grant Funding from the NSW Government; or B. Allocate \$75 000 in the 2019 Financial Year Council Budget in the event grant funding is unavailable.	Peter Bascomb			N
2	19 October 2017	251/17	22.2	<b>Purchase of Property in Maybe Street Bombala for Public Toilets</b> That Council A. Accept the vendor's asking price of \$40,000 for 60m <sup>2</sup> of land to be subdivided from Lot 1 DP 164034 B. Engage the services of a surveyor to create a plan of subdivision including an easement for the vendor to service his air conditioner and to arrange for an 88B Instrument C. Authorise the General Manager and/or the Mayor to sign any documents associated with the purchase of part Lot 1 DP 164034.	Lyn Bottrill	03 Oct 2018 - 9:07 AM - Lyn Bottrill Final check of title to land revealed a lease registered on title. Waiting on landowner to release the notation on the title. 27 Aug 2018 - 12:44 PM - Lyn Bottrill Issue with terms of sale of the property and expected date of construction of the toilets. This is currently being sorted out by Council's solicitor. 02 Aug 2018 - 2:07 PM - Lyn Bottrill	30 June 2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Contracts have been exchanged and plan has been lodged. 23 Jul 2018 - 4:02 PM - Lyn Bottrill Plan of subdivision has been lodged for registration. Contracts have been exchanged. 11 Jul 2018 - 1:09 PM - Lyn Bottrill Contracts have been exchanged. Plan of subdivision has been lodged with the LRS.</p> <p>21 Jun 2018 - 10:17 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 30 Jun 2018 To: 30 Aug 2018 21 Jun 2018 - 9:41 AM - Lyn Bottrill Contracts were exchanged on 15/6. Plan has been lodged for registration. Vendors solicitor has been notified to produce CTs. 04 Jun 2018 - 8:21 AM - Lyn Bottrill Waiting on vendor's solicitor to agree to special condition of contract. Subdivision Certificate has been issued today and plan to</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>be lodged as soon as contract has been executed.  <i>23 Apr 2018 - 12:17 PM - Lyn Bottrill</i>                      Revised Target Date changed by:                      Lyn Bottrill From: 20 Nov 2017 To: 30 Jun 2018</p> <p><i>23 Apr 2018 - 11:50 AM - Lyn Bottrill</i>                      Council resolved to purchase the property in Maybe Street. Contracts are expected to exchange in the next couple of days.</p> <p>Delay due to additional special conditions the vendor wanted added to the contract which were perceived to affect Council's liability. Legal opinion was sought and received and passed to the Special Projects team. The special conditions were then passed to Public Works and Council staff are currently waiting for the go-ahead to exchange contracts. The vendor is keen to exchange asap.</p>		
3	14 December 2017	295/17	12.1	<b>Bombala Commercial Precinct Painting</b> That Council A. Note the previous resolution ADA96/16	Director Environment &	<i>8/10/18 – a follow up email has been sent to the Bombala Chamber of Commerce asking for</i>	15/01/2018	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>adopted by the Administrator;</p> <p>B. Authorise the expenditure and allocate an amount of \$10,000 in the 2017/2018 Financial Year Budget with funding to be provided from internal restrictions to the Bombala and District Chamber of Commerce;</p> <p>C. Authorise the expenditure subject to the Bombala and District Chamber of Commerce providing evidence of completion of the project and supporting documentation provided;</p> <p>D. Note that the funds are only to be used for heritage colour paint in accordance with the advice provided by the heritage advisor and not preparation works.</p>	Sustainability / EA to Director Environment & Sustainability	<p><i>an update on the project. The Chamber advised that they have received an extra \$10,000 from the State Government. They have not commenced the project as yet.</i></p> <p><i>08 May 2018 - 11:54 AM - Erin Donnelly</i> A report will go to the 21 June Council meeting.</p> <p><i>20 Apr 2018 - 4:25 PM - Katherine Miners</i> Chamber of Commerce will be given money as invoices are recieved. Please refer to Peter Cannizzaro for updates.</p> <p><i>19 Jan 2018 - 9:53 AM - Katherine Miners</i> Bank account details received.</p> <p><i>11 Jan 2018 - 11:55 AM - Katherine Miners</i> Have advised Bombala Chamber of Commerce and asked for their bank account details.</p>		
4	14 December 2017	299/17		<p><b>Interagency Shared Trail Proposal-Gaden to Hatchery Bay Jindabyne</b> That Council</p> <p>A. Receive and note the update on the interlinking shared trail project;</p> <p>B. Agree to proceed with taking ownership of</p>	Director Environment & Sustainability / Recreation Planner	<p>Refer to Council Resolution 275/18 Council meeting 16 August 2018</p> <p><i>26 Jul 2018 - 10:24 AM</i></p>		Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>the Crown road reserve named Gaden Road once the National Parks and Wildlife Service have committed to funding and constructing their section of the linking trail;</p> <p>C. Agree to continue negotiation with landholders for amendment of the registered Crown road reserve and mitigation measures to reduce impact on land and farming enterprises; and</p> <p>D. Note the expenditure of approximately \$1000 for the Crown road amendment from the 2018 Financial Year Budget with funding to be provided from Recreation Planning budget.</p>		<p><i>A report will be provided to Council on 17 August 2018.</i></p> <p><i>17 May 2018 - 11:05 AM</i></p> <p><i>The request for transfer of Gaden road has been submitted to Crown Lands. It is anticipated that Crown Lands will complete the transfer by mid June.</i></p> <p><i>24 Apr 2018 - 4:07 PM</i></p> <p><i>NPWS have recently secured funds for the bridge construction. Council's Recreation Planner will now advise the Department of Crown Lands. The transfer of the Crown Road Reserve is likely to take 2-3 weeks.</i></p> <p><i>The project is ongoing in partnership with NPWS. Funds are yet to be secured to cover the cost of works required for the trail link between the bridge at gaden trout hatchery to Hachery Bay. The includes a pedestrian underpass at Kosciusko road. NPWS will work with Council to ensure the project can be complete.</i></p>		
5	14 December 2017	305/17	15.5	<p><b>Request for Conclusion of the Tyrolean Village Voluntary Planning Agreement</b></p> <p>That Council</p>	Sophie Ballenger	<p><i>13 Sep 2018 - 2:23 PM - Katherine Miners</i></p> <p>Please note the following:</p>		N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. Accept the payment monies in lieu of works required under the Voluntary Planning Agreement between Snowy River Shire Council and Tyrolean Pty Ltd (dated October 2015) facilitating the handover of reserve land to Council prior to the original agreed upon timeframes thereby concluding the agreement.</p> <p>B. The developer be advised that should the development not be completed by the end of April 2018 further costs for weed management may be payable for the reserve land in accordance with the 12 month maintenance period agreed upon in the Voluntary Planning Agreement.</p>		<p>a) Money has been received to finalise the handover</p> <p>b) Handover to be completed through conveyancing process and due for completion by the end of the year. 10 Aug 2018 - 10:20 AM - Sophie Ballinger</p> <p>Revised Target Date changed by: Sophie Ballinger From: 15 Jan 2018 To: 01 Sep 2018 Reason: Waiting on completion of subdivision for the money to be paid 10 Aug 2018 - 10:18 AM - Sophie Ballinger</p> <p>Waiting on confirmation from engineering that required works have been completed and then the applicant will pay the money owing on the VPA 03 May 2018 - 10:22 AM - Katherine Miners</p> <p>Still to be arranged as advised by Sophie Ballinger on 23 April 2018.</p>		
6	14 December 2017	313/17	16.8	<p><b>Beyond the Social Plan: Integrating Social Planning Objectives into the Integrated Planning and Reporting Framework</b></p> <p>1. That Council receive and note the information in the report about the integration of social</p>	Meghan Quinn	<p>Please note the following: 3. A working document has been created which is essentially condensed publicly available data from ABS and our Profile ID tool. It's a primitive version of what the</p>	15/01/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>planning into Council's Integrated Planning and Reporting documents.</p> <p>2. That staff resources be directed into incorporating social planning objectives into the Integrated Planning and Reporting suite, including the Community Strategic Plan currently under development.</p> <p>3. That staff prepare a Social Demographic Profile for the information of Council and the community.</p> <p>4. That the Integrated Planning and Reporting suite, supported by the Social Demographic Profile, take the place of a stand-alone Social Plan.</p>		<p><i>Social Demographic Profile would look like. This plan is to be reported to Council</i>  <i>26 Jul 2018 - 10:27 AM - Katherine Miners</i>                      Community Services Officer will be preparing the Social Demographic Profile. A and B have been completed.  <i>04 May 2018 - 4:15 PM - Meghan Quinn</i>                      Cooma Community Development Planner Kristy Harvey is working on the Social Demographic Profile. Both Community Development Planners worked with consultant Rhonda Skelton to ensure social planning objectives were included in the Community Strategic Plan.</p> <p>We will also undertake a thorough review of the Delivery and Operational Plans when those drafts become available to staff. During this review, we will provide feedback to ensure that social objectives, including the Disability Inclusion Action Plan, are included. It is critical that the relevant actions are allocated to the right departments (roads, for instance) to ensure delivery.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
7	15 February 2018	13/18	12.1	<p><b>Request from SMEC to contribute to cost of study for Fluids Lab</b></p> <p>That Council</p> <p>A. Receive and note the report;</p> <p>B. Authorise the expenditure and allocate an amount of \$20,000 in the 2017/18 Financial Year Budget with funding to be provided from Other Internal Reserves for a feasibility study of the Fluid Lab with SMEC; and</p> <p>C. Endorse the Draft MOU for negotiation with SMEC and bring a further report to Council once the negotiations have been completed.</p>	Joseph Vescio	<p>23 May 2018 - 4:06 PM - Erin Donnelly</p> <p>Part B: Purchase Order has been raised PU013329.</p> <p>Part C: SMEC has asked that the MOU negotiations be deferred whilst the study is undertaken.</p> <p>09 May 2018 - 10:34 AM - Janine Hudson</p> <p>SMRC have appointed an architect for a feasibility study. SMEC has asked that MOU negotiations be deferred whilst study is undertaken.</p> <p>24 Apr 2018 - 12:33 PM - Janine Hudson</p> <p>Purchase order will be raised once a project number is received from Finance area.</p> <p>MOU is in progress</p>	19/03/2018	N
8	15 February 2018	22/18	15.6	<p><b>MOD4009/2018 Amendments to Stage 7 Highview Estate Subdivision Jindabyne</b></p> <p>That Council</p> <p>A. Pursuant to section 96(2) of the <i>Environmental Planning and Assessment Act 1979 (as amended)</i> it is recommended that MOD4009/2018 being an amendment to DA0079/2007 on Lots 11 &amp; 12 DP1216242 and Lot 32 DP1118132 be approved subject to amended conditions attached:</p>	Sophie Ballinger	<p>13 Sep 2018 - 2:21 PM - Katherine Miners</p> <p>A letter is being sent to the objectors asking if they still wish to proceed with a meeting.</p> <p>25 Jul 2018 - 2:29 PM - Katherine Miners</p> <p>MOD4009/2018 has been released and a meeting is being organised with the objectors as per the</p>	19/03/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>B. Advise those persons who made a submission to MOD4009/2018 of Councils decision; and</p> <p>C. Arrange a face to face meeting with the objectors to explain the report MOD4009/2018 Amendments to Stage 7 Highview Estate Subdivision Jindabyne.</p>		<p>resolution. This will be scheduled in the next couple of weeks.</p> <p>28 May 2018 - 4:03 PM - Katherine Miners</p> <p>DAs have not been resolved and meeting still to be arranged.</p> <p>03 May 2018 - 10:24 AM - Katherine Miners</p> <p>Advised by Sophie Ballinger on 23 April 2018 that the developer needs to be contacted again. To be followed up.</p>		
9	15 February 2018	49/18	22.5	<p><b>Extension of Contract 2014/002 for the Provision of Street, Shopping Centre &amp; Toilet Cleaning Services in Jindabyne</b></p> <p>That Council</p> <p>A. Approve the extension of the current contract with Crystal Lake Cleaning for street, shopping centre and public toilets in Jindabyne for a further 12 months until 28 February 2019 for the amount of \$117,581.88 incl. GST;</p> <p>B. Authorise the General Manager to execute an Addendum to the Contract to extend the period under the same terms and conditions; and</p> <p>C. Receive a report on the review of contracts for cleaning across the Snowy Monaro Regional Council LGA once completed.</p>	Lyn Bottrill	<p>10/08/18 – 08:32AM Glen Hines</p> <p>No external consultant to be engaged – To be undertaken internally. Scope for all cleaning contracts has been consolidated into spread sheet. Land and Property officer to create contract document. Land and Property</p>	28/09/2018	N

SMRC Resolution Action Sheet – In Progress

					<p><i>Manager to review scopes for suitability.</i>  <i>03 Oct 2018 - 9:07 AM - Lyn Bottrill</i>  Contracts being finalised.  <i>27 Aug 2018 - 12:43 PM - Lyn Bottrill</i>  Group Manager Facilities is dealing with this matter.  <i>02 Aug 2018 - 2:06 PM - Lyn Bottrill</i>  Glen Hines seeking services of a contractor.  <i>23 Jul 2018 - 3:31 PM - Lyn Bottrill</i>  Currently seeking appropriately qualified firm to carry out investigation into all Council cleaning contracts and adjust the terms to be the same in all contracts.</p> <p>It is anticipated that a report will be presented to Council in November 2018  <i>04 Jun 2018 - 8:18 AM - Lyn Bottrill</i>  Group Manager facilities will organise contractor to carry out investigation into all Council cleaning contracts and make a recommendation to Council.  <i>23 Apr 2018 - 12:15 PM - Lyn Bottrill</i>  Revised Target Date changed by:  Lyn Bottrill From: 19 Mar 2018 To: 28 Sep 2018  <i>23 Apr 2018 - 12:10 PM - Lyn Bottrill</i></p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						Group Manager Facilities to continue with having the cleaning contracts for each of the former Councils standardised.		
10	15 February 2018	50/18		<p><b>Potential Joint Project with the Department of Education – Cooma</b></p> <p>That Council endorse the continued pursuit of this project with a view to potentially entering into a binding joint use project agreement with the Department of Education in due course, but on the proviso that Council is successful in its grant application to the Regional Sports Infrastructure Fund to cover the cost of its portion of capital expenditure on the project.</p>	Mark Adams	<p>13 Sep 2018 - 4:56 PM - Katherine Miners Council was unsuccessful in receiving a grant for the indoor sports centre. Clrs have been advised by email by Group Manager Economic Development and Tourism.</p> <p>26 Jul 2018 - 10:30 AM - Katherine Miners Staff are still awaiting grant outcomes. Fortnightly meetings are being held with the project group. The group are looking at starting to talk about details of the Joint Use Agreement for a regional performing arts centre.</p> <p>28 May 2018 - 5:15 PM - Katherine Miners Business case has been lodged for the Regional Sports Infrastructure fund and an Expression of Interest for the Federal Regional Growth Fund. Awaiting outcomes</p>	19/03/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
11	15 March 2018	60/18	10.1	<p><b>Bombala Airport Terminal Building</b> That Council</p> <p>A. Approve demolition and associated cost of the existing Terminal building and rehabilitate the site at the Bombala Airport at a cost of \$2000; and</p> <p>B. Approve the cost of \$1000 to relocate the neighbouring resident's telephone line at the Bombala Terminal building.</p> <p>C. Authorise the expenditure to be allocated in the 2018 Financial Year Budget with funding to be provided from Other Internal Reserves.</p>	Lorraine Thomas	<p>08 Oct 2018 Waiting on Telstra for the relocation of the Telstra cable for Mr Wrenford. 02 Sep 2018 - 10:58 AM - Lorraine Thomas Revised Target Date changed by: Lorraine Thomas From: 31 Jul 2018 To: 03 Sep 2018 02 Sep 2018 - 10:43 AM - Lorraine Thomas Council's Facilities Department has demolished the Bombala Airport Terminal building. Council has contacted Telstra for the relocation of the Telstra cable for Mr Wrenford and is waiting to hear back from Telstra. 02 Aug 2018 - 3:28 PM - Erin Donnelly Council is waiting on a quotation from Telstra for the relocation of the Telstra cable at the Bombala Airport. 18 Jul 2018 - 3:32 PM - Lorraine Thomas Revised Target Date changed by: Lorraine Thomas From: 16 Apr 2018 To: 31 Jul 2018 18 Jul 2018 - 3:19 PM - Lorraine Thomas Council's Facilities Department has demolished the Bombala Airport</p>	3/09/2018	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Terminal building. Telstra has inspected the site and Council is waiting on a quotation from Telstra for the relocation of the Telstra cable for Mr Wrenford. <i>29 May 2018 - 9:24 AM - Lorraine Thomas</i> Council's Facilities Team have included the demolishing and removing the Bombala Airport Terminal Building in their Works Program. Council is waiting on Telstra to relocate the telephone line for the neighbouring residence. <i>20 Apr 2018 - 2:35 PM - Lorraine Thomas</i> Council's Facilities Team in the process of demolishing and removing the Bombala Airport Terminal Building.</p>		
12	15 March 2018	<b>64/18</b>		<p><b>Creation of road reserve over Jerangle Road through lot 6 DP 754888 at Jingerale</b> That Council A. Accept the quotation from Bradley Surveying and Design Pty Ltd in the amount of \$9,500 B. Agree to the expenditure of an additional estimated \$2,000 to include the closure of the corresponding section of Crown reserve road passing through lots 5 and 6 in the survey plan.</p>	Lyn Bottrill	<p><i>03 Oct 2018 - 9:06 AM - Lyn Bottrill</i> Waiting on landowner's solicitor to lodge the plan. <i>27 Aug 2018 - 12:42 PM - Lyn Bottrill</i> Email sent to surveyor and solicitor asking for update on</p>	30/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>C. Authorise the General Manager to execute the necessary documents, including the Transfer of the closed section of Crown reserve road to the landowner in compensation.</p> <p>D. Apply to the Department of Primary Industries to take the sections of Crown reserve road within Jerangle Road into Council's public road assets register.</p> <p>E. Gazette the entire length of Jerangle Road as a Council public road.</p>		<p>progress of registration of the plan. 02 Aug 2018 - 2:05 PM - Lyn Bottrill</p> <p>Plan has been lodged. Email sent to solicitor acting for the other party asking for an update. 23 Jul 2018 - 3:30 PM - Lyn Bottrill</p> <p>Waiting on registration of plan of subdivision 11 Jul 2018 - 1:07 PM - Lyn Bottrill</p> <p>Documents returned to surveyor.for lodgement with the LPI 21 Jun 2018 - 10:16 AM - Lyn Bottrill</p> <p>Revised Target Date changed by: Lyn Bottrill From: 30 Jun 2018 To: 30 Sep 2018 21 Jun 2018 - 10:02 AM - Lyn Bottrill</p> <p>All documents have been executed by Council and sent back to the surveyor for lodgement at the LPI 04 Jun 2018 - 8:18 AM - Lyn Bottrill</p> <p>Currently waiting on Subdivision Cert. 23 May 2018 - 10:34 AM - Lyn Bottrill</p> <p>Application has been submitted to Council for Subdivision Certificate. When the Certificate is issued it</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>will be sent along with the plan and Administration sheet to the landowners surveyor for lodgement at the LRS</p> <p><i>23 Apr 2018 - 12:16 PM - Lyn Bottrill</i></p> <p>Revised Target Date changed by: Lyn Bottrill From: 16 Apr 2018 To: 30 Jun 2018</p> <p><i>23 Apr 2018 - 12:12 PM - Debbie Constance</i></p> <p>Surveyor has been contacted and is proceeding with survey of road.</p> <p>The Administration sheet and the plan have been sent to Cooma office by the surveyor. When they are received Council staff will progress the matter. - Ongoing</p>		
13	15 March 2018	68/18	15.1	<p><b>DA Best Practice Guideline and Processing Times</b></p> <p>That Council defer the report DA Best Practice Guideline and Processing Times pending a workshop to discuss the Development Assessment Best Practice Guide</p>	Peter Smith	Report scheduled for 1 November 2018	16/04/2018	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>13 Sep 2018 - 2:22 PM - Katherine Miners Report to Council rescheduled to 25 October meeting.</p> <p>08 Aug 2018 - 10:28 AM - Peter Smith report scheduled for 20 September Council meeting</p> <p>28 May 2018 - 4:35 PM - Katherine Miners Workshop held with councillors. Recommendations from attending councillors to be included in DA Best Practice Guidelines and reported back to council.</p> <p>09 May 2018 - 3:17 PM - Peter Smith Workshop confirmed for Wednesday 23 May, meeting invitations arranged by EA to Mayor and Councillors</p> <p>20 Apr 2018 - 12:34 PM - Peter Smith Workshop planned for May, invitations to be sent to Councillors by Mayor/Councillor EA.</p> <p>26 Mar 2018 - 4:47 PM - Peter Smith Workshop to be arranged with Councillors</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
14	15 March 2018	71/18	15.3	<p><b>Lake Wallace Dam - Access to reservoir for fishing</b></p> <p>That Council:</p> <p>A. Do not allow public access to the Lake Wallace site as the risk to the water quality provided to the Nimmitabel community for human consumption is unmanageable;</p> <p>B. Confirms that the Lake Wallace site is to continue to be managed as a Conservation Area under the approved Offset Management Plan and Conservation Property Vegetation Plan;</p> <p>C. Develop a Management Plan for the reservoir, including review of consideration of establishing a refuge for aquatic threatened species with all relevant authorities; and</p> <p>D. Develop information and interpretive signage for the Conservation Area to be installed at Lake Williams, in Nimmitabel Township.</p>	Jane Kanowski	<p>03 Sep 2018 - 1:21 PM - Jane Kanowski</p> <p>A quote from Stockl Signs has been received. Another quote is required.</p> <p>20 Aug 2018 - 4:55 PM - Jane Kanowski</p> <p>Contacted NGH - awaiting advice from them and obtaining quotes for signage</p> <p>28 Jun 2018 - 1:46 PM - Glen Hines</p> <p>Jane Kanowski requested to contact NGH Environmental for interpretive signage subject matter</p> <p>28 Jun 2018 - 1:41 PM - Glen Hines</p> <p>Action reassigned to Jane Kanowski by: Glen Hines</p> <p>21 May 2018 - 11:53 AM - Debbie Constance</p> <p>Action reassigned to Glen Hines by: Debbie Constance</p> <p>11 Apr 2018 - 2:28 PM - Debbie Constance</p> <p>Noted: Meeting arranged with DOI to handover actions.</p> <p>D) to be actions in the new financial year.</p> <p>Group Manager Facilities and Project Manager are meeting on Thursday 14 August to discuss</p>	16/04/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						Lake Wallace issues. Signs for Lake Williams will also be discussed.		
15	15 March 2018	89/18		<b>Notice of Motion Cr Castellari - Update on Money for Roads</b>  That Council resolve that the Mayor provide regular updates on progress implementing the motion passed at the February 2018 council meeting, to approach State and Federal government for improved ongoing road funding in Snowy Monaro region.	Sarah Cleverley	Mayor scheduled to meet with Minister Pavey, Minister for Roads on 2 May to discuss funding	16/04/2018	N
16	05 April 2018	118/18		<b>Proposed Road Closure &amp; Sale of old Lions Park at Bombala</b> That Council; A. Approve the partial road closure on the corner of High Street and Stephen Street Bombala so that the fence line becomes the boundary of lot 9 DP 995614; B. Engage the services of a land surveyor to provide a plan for the boundary adjustment; C. Authorise the General Manager to execute any documents necessary to complete the boundary adjustment and sale of the property; D. Readvertise the property on the open market for auction with an appropriate reserve; and E. Make the Report public once the matter is settled.	Lyn Bottrill	<i>5 Oct 2018 – Janine Hudson Letters have been sent to adjoining landowners with notification of the proposed closure and notification letters to the authorities are being prepared. The advertisement has been placed in the Monaro Post for 11 October and 25 October. The 28 day period for submissions ends on 8 November. Submissions will be</i>	30/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p><i>reviewed and the correct process followed.</i></p> <p><i>03 Oct 2018 - 9:05 AM - Janine Hudson</i></p> <p>Action reassigned to Janine Hudson by: Janine Hudson</p> <p><i>03 Oct 2018 - 8:59 AM - Lyn Bottrill</i></p> <p>Notifications sent out to commence road closing.</p> <p><i>27 Aug 2018 - 12:40 PM - Lyn Bottrill</i></p> <p>Plan has been received. There are issues with a previous resumption which has not been registered on title. When these issues are sorted out and the notification period for road closing has expired, and the resumption issues have been resolved then the plan will be registered and the land will be listed for sale.</p> <p><i>02 Aug 2018 - 2:04 PM - Lyn Bottrill</i></p> <p>Spoke to surveyor this week and he has promised to get the plan to me within the week.</p> <p><i>23 Jul 2018 - 3:39 PM - Lyn Bottrill</i></p> <p>Still waiting on plan for boundary adjustment.</p> <p><i>11 Jul 2018 - 1:05 PM - Lyn Bottrill</i></p> <p>Still waiting on plan from surveyor. Contact with the surveyor</p>		



SMRC Resolution Action Sheet – In Progress

					<p>revealed that there were issues with the road alignment and he was working on it. <i>21 Jun 2018 - 10:16 AM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 30 Jun 2018 To: 30 Sep 2018 <i>21 Jun 2018 - 10:03 AM - Lyn Bottrill</i> Surveyor has confirmed that Council will receive the plan etc. in about two weeks <i>04 Jun 2018 - 8:17 AM - Lyn Bottrill</i> Currently waiting on survey plan for road closing . <i>23 May 2018 - 4:24 PM - Lyn Bottrill</i> 23/5 Waiting on plan <i>23 Apr 2018 - 12:16 PM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 16 Apr 2018 To: 30 Jun 2018 <i>23 Apr 2018 - 12:14 PM - Lyn Bottrill</i> Surveyor has been engaged to provide a plan for boundary adjustment and road closure will commence as soon as a plan is available.</p> <p>14/5 - Waiting on plan.</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
17	19 April 2018	131/18	10.1	<b>Tender for Dalgety Showground Sheep Pavilion Demolish and Construction</b> That Council approve a Tender to be advertised for the Demolition and Construction Works at Dalgety Showground Sheep Pavilion.	Lorraine Thomas	<p>08 Oct 2018 - Lorraine Thomas A report to Council meeting 18 October 2018 for Council Approval for a successful Tender for Dalgety Showground Sheep Pavilion.</p> <p>02 Sep 2018 - 10:57 AM - Lorraine Thomas</p> <p>Revised Target Date changed by: Lorraine Thomas From: 31 Jul 2018 To: 03 Sep 2018</p> <p>02 Sep 2018 - 10:46 AM - Lorraine Thomas</p> <p>Vendor Panel Tender process with Tender closing in 25 September 2018. Evaluation Report to be sent to October 2018 Council Meeting for approval of successful Tenderer.</p> <p>02 Aug 2018 - 3:25 PM - Lorraine Thomas</p> <p>Tender process through Vendor Panel with Tender closing in September 2018. Evaluation Report to be sent to Council</p>	3/09/2018	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Meeting in October 2018 for approval of successful Tenderer.  <i>18 Jul 2018 - 3:31 PM - Lorraine Thomas</i></p> <p>Revised Target Date changed by:  Lorraine Thomas From: 21 May 2018 To: 31 Jul 2018  <i>18 Jul 2018 - 2:43 PM - Lorraine Thomas</i></p> <p>Tender process through Vendor Panel with Tender closing in August 2018. Evaluation Report to be sent to Council Meeting in September 2018 for approval of successful Tenderer.  <i>29 May 2018 - 9:41 AM - Lorraine Thomas</i></p> <p>Council Resolution 131/18 to move forward with the advertising of the Tender for the Dalgety Showground to demolish and construct the Sheep Pavilion.</p>		
18	19 April 2018	133/18		<p><b>Proposed Transfer of the Bombala Tafe Campus at 8-12 Wellington Street, Bombala to Snowy Monaro Regional Council</b>  That Council</p> <p>A. Rescind resolution 294/17 dated 14 December 2017;  B. Accept the offer to transfer ownership of lots 11 and 13 DP 871424 (TAFE Bombala Wellington Street) to Council;</p>	Lyn Bottrill	<p><i>8 Oct 2018 – 11.26 AM</i>  Waiting for confirmation from TAFE NSW that transfer of property has been approved by State Government Property Oversight Committee. This should</p>	31/12/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>C. Upon transfer of the property to classify Lots 11 and 13 DP 871424 as Community Land under the provisions of the Local Government Act 1993;</p> <p>D. Seek the advice of Council's Heritage Adviser with respect to any work which may be required to ensure the building is legislatively compliant and suitable for use by the community;</p> <p>E. Authorise the expenditure of \$150,000 towards the upgrade of the building plus a further \$50,000 to engage the services of a project manager to co-ordinate the project to be funded from Internal Restricted Reserves Bombala;</p> <p>F. Approve the inclusion of the upgrade of the property through the Stronger Country Communities Fund to the value of \$250,000; and</p> <p>G. Note that the ownership of lots 11 and 13 DP 871424 will place continued maintenance requirements which need to be captured in asset management plans and future operational expenditure budgets.</p>		<p><i>be received within the next two weeks</i>  03 Oct 2018 - 8:57 AM - Lyn Bottrill  We are expecting to hear from TAFE NSW on decision of State Government Parliamentary Committee within the next two weeks.  27 Aug 2018 - 12:38 PM - Lyn Bottrill  Waiting on confirmation of consent from the Parliamentary Property Committee on transfer of property to Council.  02 Aug 2018 - 2:03 PM - Lyn Bottrill  Council has been promised that they will have a firm answer by October after the matter has been through the State Government Property Overview Committee.  23 Jul 2018 - 3:40 PM - Lyn Bottrill  The transfer of State property has to pass through several State Government Committees prior to being approved by the Minister. We are waiting on the proposal to pass through the various Committees.  11 Jul 2018 - 1:03 PM - Lyn Bottrill  Spoke to Paul Anderson on Monday 9/7. He said that we</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>should expect a final answer by October.</p> <p>21 Jun 2018 - 10:15 AM - Lyn Bottrill</p> <p>Revised Target Date changed by: Lyn Bottrill From: 21 May 2018 To: 31 Dec 2018</p> <p>21 Jun 2018 - 10:04 AM - Lyn Bottrill</p> <p>This matter is with the Minister for signing off.</p> <p>04 Jun 2018 - 8:16 AM - Lyn Bottrill</p> <p>This matter is currently with the Minister</p> <p>23 May 2018 - 10:31 AM - Lyn Bottrill</p> <p>TAFE NSW have received a copy of the Council resolution and we are now waiting on formal notification of the process and anticipated timeframe</p> <p>01 May 2018 - 3:38 PM - Debbie Constance</p> <p>Copy of Council resolution sent to Paul Anderson of TAFE NSW. He responded to say that he would be in contact to let me know the anticipated timeframe for the process. - Ongoing</p>		
19	19 April 2018	147/18	16.9	<b>Compulsory Acquisition of Lot 13 DP 239506 - Access to Jindabyne Sewerage Treatment Plant, Jindabyne Landfill and Sewer Pump Station 6</b>	Lyn Bottrill	Lyn Bottrill - Council has been notified by Public Works that OLG has approved acquisition and we	21/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>That Council</p> <p>A. Rescind resolution 131/14 of 26 August 2014</p> <p>B. Proceed to acquire Lot 13 Deposited Plan 239506 by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Roads Act 1993 for the purposes of providing legal access to the Jindabyne Sewer Treatment Works, Jindabyne Landfill and Sewer Pump Station 6.</p> <p>C. Dedicate the land as Public Road in accordance with the Roads Act 1993</p> <p>D. Note minerals are to be excluded from this acquisition</p> <p>E. Note this acquisition is not for the purpose of resale</p> <p>F. Make the necessary applications to the Minister for Local Government and the Governor</p> <p>G. Authorise the Common Seal be affixed to all documentation required to be sealed to give effect to this resolution.</p>		<p>are currently waiting on gazettal and notification from the Valuer General for the cost.</p> <p><i>03 Oct 2018 - 8:58 AM - Lyn Bottrill</i></p> <p>Waiting on Valuer General's valuation of the land.</p> <p><i>27 Aug 2018 - 12:39 PM - Lyn Bottrill</i></p> <p>This matter is still waiting on consent from the OLG</p> <p><i>02 Aug 2018 - 2:04 PM - Lyn Bottrill</i></p> <p>This matter is still with the Governor.</p> <p><i>23 Jul 2018 - 3:28 PM - Lyn Bottrill</i></p> <p>Waiting on reply from the OLG.</p> <p><i>11 Jul 2018 - 1:04 PM - Lyn Bottrill</i></p> <p>Application is with the OLG and we should receive word from the Valuer General within the next</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>month with respect to purchase price</p> <p><i>21 Jun 2018 - 10:15 AM - Lyn Bottrill</i></p> <p>Revised Target Date changed by: Lyn Bottrill From: 21 May 2018 To: 21 Oct 2018</p> <p><i>21 Jun 2018 - 10:04 AM - Lyn Bottrill</i></p> <p>Application has been sent to OLG for consent.</p> <p><i>04 Jun 2018 - 8:16 AM - Lyn Bottrill</i></p> <p>This matter has been submitted to the Dept of Local Gov. for consent.</p> <p><i>23 May 2018 - 10:33 AM - Debbie Constance</i></p> <p>Application has been submitted to the Dept of Local Government for consideration. - Ongoing</p> <p><i>01 May 2018 - 3:39 PM - Lyn Bottrill</i></p> <p>Dept Finance notified of Council resolution and as soon as the Mayor signs the page of the Minutes containing the resolution it will be sent to Dept of Finance to follow up with Application to the Minister and the Governor.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
20	07 May 2018	162/18	11.1	<p><b>Proposal to Realign the Barry Way Jindabyne and to Address Issues with the Intersections of Barry Way with Eagle View Lane and Bungarra Lane</b></p> <p>That Council</p> <p>A. Approve the proposal to realign The Barry Way over the constructed road from the intersection with MR286 to the boundary of the national park.</p> <p>B. Approve the proposal to apply to the Crown to transfer those sections of The Barry Way which are Crown reserve road to Council.</p> <p>C. Authorise staff to negotiate with landowners for acquisition of the constructed Barry Way and, where possible, to offer to close corresponding sections of paper road and to dedicate the land to the landowner in compensation.</p> <p>D. To engage the services of a surveyor to identify those sections of the Barry Way which are not on line with the constructed road.</p> <p>E. To acquire any Crown land upon which the Barry Way has been constructed through the process of the Land Acquisition (Just Terms Compensation) Act 1991 through the authority of the Roads Act 1993.</p> <p>F. Authorise the General Manager to execute any documents necessary to complete the project.</p> <p>G. Authorise the expenditure and allocate an amount of \$135,000 in the 2018/19 year Budget with funding to be provided from</p>	Lyn Bottrill	<p>03 Oct 2018 - 8:57 AM - Lyn Bottrill Kleven Spain engaged to carry out survey.</p> <p>27 Aug 2018 - 12:38 PM - Lyn Bottrill Surveyor selected and work to progress shortly.</p> <p>07 Aug 2018 - 8:47 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2019 To: 31 Dec 2019</p> <p>02 Aug 2018 - 1:55 PM - Lyn Bottrill Call for expressions of interest from local land surveyors. Submissions currently being considered.</p> <p>23 Jul 2018 - 3:38 PM - Lyn Bottrill No EOI s received by due date. All surveyors were contacted and were given an extension of time to submit their EOI. Closing date is 27/7</p> <p>11 Jul 2018 - 1:02 PM - Lyn Bottrill Specification sent to three surveyors requesting that they</p>	31/12/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Stronger Communities Project PP-219 (Undertake project to align the road with road reserves).		submit expressions of interest. Due by cob 13/7 <i>21 Jun 2018 - 10:14 AM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2018 To: 06 Jun 2019 <i>21 Jun 2018 - 10:05 AM - Lyn Bottrill</i> Draft specification with Group Manager Transport and Infrastructure for approval. <i>04 Jun 2018 - 8:15 AM - Lyn Bottrill</i> The specification is currently been developed for the work to be carried out by the surveyor. Council will call for expressions of interest to carry out the work. <i>23 May 2018 - 10:29 AM - Lyn Bottrill</i> Specification being developed to seek quotations from suitably qualified land surveyors.		
21	17 May 2018	190/18	15.2	<b>Planning Proposal to amend Bombala Local Environmental Plan 2013 to introduce Zone SP2 – Infrastructure</b> That Council: A. Note the Alteration to Gateway Determination and covering letter provided by the Department of Planning and Environment; B. Note the outstanding issues affecting the Planning Proposal and its process thus far,	Adam Wood	<i>13 Sep 2018 - 4:53 PM - Katherine Miners</i> Officer is considering how to progress the LEP following rejection of the officer's	18/06/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>including those previously raised in submissions to the process (attached);</p> <p>C. Collaborate with NSW Department of Primary Industries – Water on planning for Bombala water supply including development of Integrated Water Cycle Management (IWCM) Plan;</p> <p>D. Consult Government agencies on outstanding items, and report back to Council estimated cost of proceeding, and;</p> <p>E. Funding to be allocated from Bombala Reserves.</p>		<p>recommendation on 16 August 2018.</p> <p><i>06 Aug 2018 - 1:57 PM - Peter Smith</i></p> <p>Further report to Council 16 August 2018</p> <p><i>26 Jul 2018 - 10:42 AM - Katherine Miners</i></p> <p>A report will be presented back to Council with some further estimated costings. Information requested in C &amp; D will be incorporated in this report.</p> <p><i>28 May 2018 - 5:00 PM - Katherine Miners</i></p> <p>Further report to be provided listing reports that are required to satisfy other agencies and costs of each additional report.</p>		
22	07 June 2018	<b>216/18</b>	12.1	<p><b>Progress Report - Investigation of Potential Caravan / RV Parking Sites in Cooma</b></p> <p>That Council</p> <p>A. Receive and note the officers report on the progress of identifying caravan parking and RV parking opportunities; and</p> <p>B. Authorise staff to prepare a preliminary concept design and costings for addition of caravan parking and RV parking in the Council owned Carpark at 117 Commissioner St Cooma</p>	Glen Hines	<p>10 Oct – 08:52 AM</p> <p>Glen Hines – Met with CMCA regarding potential CMCA / RV operated facility in Cooma. Operational land in Hawkins St a potential location with excellent proximity to CBD. CMCA to present a proposal to Council at a date TBA</p>	9/07/2018	N

SMRC Resolution Action Sheet – In Progress

					<p><i>31 Aug 2018 - 1:39 PM - Glen Hines</i> Price estimate received for incorporating caravan / rv parking at Nijong Oval along Barrack St - \$540K including \$92 K in drainage which may or may not be necessary. Still waiting for concept plans from Public Works</p> <p><i>09 Aug 2018 - 3:50 PM - Glen Hines</i> Nijong design / cost estimates due from Public Works Monday 13th Aug. Commissioner St carpark designs/costs on hold pending Vale St Civic Centre masterplan</p> <p><i>24 Jul 2018 - 9:14 AM - Erin Donnelly</i> Designs and estimates are still with Public Works. Enquiry has been made as to when these will be available.</p> <p><i>28 Jun 2018 - 2:03 PM - Glen Hines</i> Public Works have been engaged to provided concept and pricing estimates to redevelop/refurbish Commissioner St carpark inclusive of caravan / rv parking bays. Concepts and pricing have been added to the Nijong oval design brief to Public Works via Major Projects.</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
23	07 June 2018	221/18	18.2	<p><b>Notice of Motion - Skate Park</b></p> <p>That Council</p> <p>A. Support the Jindabyne Skate Park Association's bid to expand and redevelop the Jindabyne Skate Park to a world class venue, by providing seed funds of \$10,000 from the Jindabyne reserves (or elsewhere as council sees fit), to enable a professional park design to be developed, and</p> <p>B. Once the design is completed, partner with the Jindabyne Skate Park Association to apply for grants from appropriate State and/or Federal funding programs to redevelop the park.</p>	Mark Adams	<p><i>Concept plan finalised and money almost completely expended. This project is nearly completed.</i></p> <p><i>30 Jul 2018 - 11:29 AM - Katherine Miners</i></p> <p>Council officers have been liaising with the Skate Park Association and potential designers. One designer has been recommended. We are awaiting funds to be transferred but will proceed with a design in the meantime.</p>	9/07/2018	N
24	07 June 2018	224/18	22.1	<p><b>Lease - Council from Kalev Holdings Pty Ltd - Mt Roberts Radio Tower</b></p> <p>That Council</p> <p>A. Approve the lease over Lot 23 DP 858510 (Mt Roberts radio tower) for a further period of 5 years;</p> <p>B. Explore the option to purchase lot 23 DP 858510;</p> <p>C. Write to the landowner requesting a complete list of the beneficiaries of the right of carriageway;</p> <p>D. Negotiate with the beneficiaries of the right of carriageway to enter into an Agreement for regular maintenance of the right of</p>	Lyn Bottrill	<p><i>8 Oct 2018 – 11:38 AM – Lyn Bottrill Waiting on solicitors to exchange lease and return of lease to Council.</i></p>	31/08/2018	N

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				<p>carriageway and proportionate sharing of the costs; and</p> <p>E. Authorise the General Manager to execute the lease.</p>		<p>03 Oct 2018 - 8:56 AM - Lyn Bottrill Exchange of lease imminent.</p> <p>27 Aug 2018 - 12:37 PM - Lyn Bottrill Waiting on amended lease being returned to Council for execution.</p> <p>07 Aug 2018 - 8:47 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 09 Jul 2018 To: 31 Aug 2018</p> <p>02 Aug 2018 - 1:54 PM - Lyn Bottrill Waiting on response from Lessor's solicitor with respect to amendment of the lease to reflect the reduced term.</p> <p>23 Jul 2018 - 3:36 PM - Lyn Bottrill Still waiting on amended lease. (Term to be amended) Council's solicitor was asked to write to the Lessor's solicitor to seek amendment of the term.</p> <p>11 Jul 2018 - 1:01 PM - Lyn Bottrill Still waiting on reply from lessor's solicitor with respect to term.</p> <p>21 Jun 2018 - 10:11 AM - Lyn Bottrill Letter to lessor's solicitor requesting that term be amended. Letter to lessor requesting</p>		

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						complete list of beneficiaries of the row.		
25	07 June 2018	226/18	22.3	<p><b>More Than a Library: Supporting a Joint-Use Facility for Jindabyne</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>A. Endorse the attached letter, affirming that the \$2 million is subject to grant funding plus addressing parking is a reasonable contribution to the proposed joint use project with the Department of Education at the Jindabyne Central School.</li> <li>B. Organise a meeting with the local member, candidates in the upcoming state election and Jindabyne Connect regarding the site of the school.</li> </ul>	Mark Adams	<p>Item 19.3 Council meeting 16 August 2018. Grant application lodged</p> <p><i>13 Sep 2018 - 5:00 PM - Katherine Miners</i> Council is applying for a grant under the Regional Cultural Fund which is due on 21 September. Discussions are continuing with the Department of Education.</p> <p><i>06 Aug 2018 - 1:55 PM - Peter Smith</i> further report to Council August</p> <p><i>26 Jul 2018 - 10:49 AM - Katherine Miners</i> Letter has been sent.</p> <p>A meeting with the local member, candidates in the upcoming state election and Jindabyne Connect has been put on hold after the workshop was held. A notice of motion was put to the 5 July Council Meeting which was defeated. The Department of Education have been advised of the outcome of the 5 July Council Meeting and their informal advice</p>	9/07/2018	N



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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>was that the Department would be withdrawing from the Joint Use Proposal if Council cannot guarantee the funding. Once formal advice has been received a report will be put to Council.</p> <p><i>13 Jul 2018 - 9:41 AM - Katherine Miners</i></p> <p>Workshop held with 4 Councillors in attendance. A notice of motion will be presented to Council meeting to determine guarantee of \$2 million contribution. Council may be able to apply to the Regional Cultural Fund for grant assistance.</p> <p><i>26 Jun 2018 - 8:54 AM - Peter Smith</i></p> <p>Workshop to be held with Councillors on 26 June</p>		
26	21 June 2018	237/18	11.1	<p><b>Local Government NSW Annual Conference 2018</b></p> <p>That Council</p> <p>A. Authorise the Mayor and the General Manager to attend the Local Government NSW Annual Conference in October 2018;</p> <p>B. Authorise two nominated Councillors Castellari and Councillor Beer to attend as the remaining voting members;</p> <p>C. Authorise the expenditure and allocate an approximate amount of \$4,000.00 in the 2018 Financial Year Budget with funding to be</p>	Sarah Cleverley	<p><i>06 Aug 2018 - 1:28 PM - Erin Donnelly</i></p> <p>Action reassigned to Sarah Cleverley by: Erin Donnelly</p> <p><i>03 Jul 2018 - 11:44 AM - Janine Hudson</i></p> <p>Accommodation has been booked and Registrations are to take place mid July as per LGNSW advice.</p>	23/07/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				provided from Mayor and Councillor Conferences, and; D Requests Councillors to forward any proposed motions, to be tabled at the Local Government NSW Annual Conference, to the General Manager which will be presented to Council for consideration in August 2018.				
27	21 June 2018	238/18		<b>University of Canberra ' Tourism Governance Strategy'</b> That Council: A. Forms a regional tourism committee based on the UC report recommendation; B. Resolve to support Tourism Snowy Mountains as recommended in the UC report to market and promote the Snowy Mountains brand; C. Support Tourism Snowy Mountains by providing \$40,000 this financial year (already in budget from previous Councils contributions) and \$60,000 per year (included in draft 2018/19 budget) on an ongoing basis for the remainder of the Council term (last allocation in 2020/21 financial year); D. Not set up the district tourism committees contrary to the recommendation of the UC report; E. Note that an SMRC Destination Management Plan/Visitor Economy Strategy will now be prepared in conjunction with the Office of	Donna Smith	13 Sep 2018 - 5:02 PM - Katherine Miners Please note the following:  a) The final charter has been prepared for the committee and are awaiting the governance team to endorse the document.  e) The consultants have been appointed and preparation of the Destination Management Plan is beginning. A meeting was held with the consultants yesterday.  30 Jul 2018 - 11:11 AM - Katherine Miners Please note the following:  A. The Regional Tourism Committee is to be formed and a committee charter is being prepared.	23/07/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>Regional Development and as required by the South East and Tablelands Regional Plan;</p> <p>F. Note that Economic Development and Tourism staff will continue to build links with external agencies such as Destination NSW, Destination Network Southern NSW, Visit Canberra, Tourism Snowy Mountains and the CBRJO tourism working group, and;</p> <p>G Explore with TSM and NSW Government through its various agencies the means by which ongoing significant funding for promotional activities by TSM may be generated.</p>		<p>B, C, D have been noted and completed in accordance with the resolution.</p> <p>E. A request for quotes will be sent to the consultants this week.</p> <p>F, G have been noted and completed in accordance with the resolution.</p>		
28	21 June 2018	248/18		<p><b>Notice of Motion Cr Old - Jindabyne Pool renaming</b></p> <p>That Council</p> <p>A. Place the proposal to rename the Jindabyne Pool the 'Judy Cummins Memorial Pool' on public exhibition for a period of fourteen (14 days); and</p> <p>B. Proceed with the renaming of the Jindabyne Pool to the 'Judy Cummins Memorial Pool' if no objections are received.</p>	Lorraine Thomas	<p>08 Oct 2018 - 7:43 AM - Lorraine Thomas</p> <p>Action completed by: Lorraine Thomas</p> <p>Report to Council for approval</p> <p>08 Oct 2018 - 7:40 AM - Lorraine Thomas</p> <p>A report was taken to Council in regard to Council's survey for the Renaming of the Jindabyne Indoor</p>	3/09/2018	Y

SMRC Resolution Action Sheet – In Progress

					<p>Swimming Pool with submissions received from the community. <i>02 Sep 2018 - 10:57 AM - Lorraine Thomas</i> Revised Target Date changed by: Lorraine Thomas From: 23 Jul 2018 To: 03 Sep 2018 <i>02 Sep 2018 - 10:50 AM - Lorraine Thomas</i> Council's survey for the Renaming of the Jindabyne Indoor Swimming Pool has closed and a number of submissions have been received and will be reported to Council. <i>02 Aug 2018 - 3:22 PM - Lorraine Thomas</i> Council's Commercial Land Officer has consulted with Council's Communications Team to send out a survey through Council's web page, face book page and local paper for the Renaming of the Jindabyne Indoor Swimming Pool. Once the survey has been completed a report will come to Council with information from the Community Consultation. <i>18 Jul 2018 - 2:05 PM - Lorraine Thomas</i> In the process of moving forward with Council's Communication Team to invite and consult with the Community by using Council's 'Your Say Snowy Monaro' on Council's Website and arranging a community consultation meeting</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						in Jindabyne for interested Community members. <i>29 Jun 2018 - 10:43 AM - Glen Hines</i> Action reassigned to Lorraine Thomas by: Glen Hines		
29	21 June 2018	253/18	22.3	<b>Council Property - Town View, Waterworks Hill, Bombala</b>  That Council A. Approve the proposal to demolish the residence located on lot 1 DP 1216130 B. Serve notice on the tenant to vacate the premises in accordance with the Residential Tenancy Act. C. Engage the services of a suitably qualified contractor to demolish the residence, clear the site and dispose of any asbestos in accordance with the EPA Act; and D. Authorise the expenditure and allocate an amount in the 2018 Financial Year Budget with funding to be provided from the Former Bombala LGA Reserve.	Lyn Bottrill	<i>8 Oct 2018 – 11:41 AM – Lyn Bottrill Enquiries currently being made to Southern Cross Housing re consideration of tenant at Waterworks cottage for disadvantaged housing at either Bombala or Delegate.</i> <i>03 Oct 2018 - 8:51 AM - Lyn Bottrill</i> Looking into disadvantaged housing for tenant in either Bombala or Delegate. <i>27 Aug 2018 - 12:28 PM - Lyn Bottrill</i> Enquiries made of real estate agents if they have any properties for rent in Bombala. Emailed	29/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>tenant details to access assistance with rental bond.  <i>02 Aug 2018 - 1:52 PM - Lyn Bottrill</i>                      Currently working with tenant to find suitable alternative accommodation.  <i>23 Jul 2018 - 3:54 PM - Lyn Bottrill</i>                      Revised Target Date changed by: Lyn Bottrill From: 23 Jul 2018 To: 29 Sep 2018  <i>23 Jul 2018 - 3:29 PM - Lyn Bottrill</i>                      Still waiting on tenant finding new premises. Council has supplied a letter saying that he has always paid his rent on time.  <i>11 Jul 2018 - 12:25 PM - Lyn Bottrill</i>                      Tenant has been notified and is looking for new premises.                      Council resolution not to proceed to demolish the cottage until tenant has found new tenancy.</p>		
30	21 June 2018	255/18		<p><b>Request to Purchase Council Land in Percy Harris Street Leesville</b>                      That Council</p> <p>A. Approve the release of proposed lots 14, 15 and 16 at Leesville Industrial Estate</p> <p>B. Engage the services of an independent valuer to value the three properties</p> <p>C. Advertise the sale of lots 14, 15 and 16</p>	Lyn Bottrill	<p><i>03 Oct 2018 - 8:56 AM - Lyn Bottrill</i>                      Waiting on plan  <i>27 Aug 2018 - 12:29 PM - Lyn Bottrill</i>                      Awaiting plan from surveyor. As soon as plan is received expressions of interest will be sought from real estate agents in order to select a real estate agent</p>	31/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				through local real estate agents and Council's website, and; D. Authorise the expenditure and allocate an amount of \$42,000 in the 2019 Financial Year Budget with funding to be provided from Property Reserves		to place the properties on the open market. <i>07 Aug 2018 - 8:47 AM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 23 Jul 2018 To: 31 Oct 2018 <i>02 Aug 2018 - 1:53 PM - Lyn Bottrill</i> Waiting on valuation of land from valuer. <i>23 Jul 2018 - 3:52 PM - Lyn Bottrill</i> Surveyor has been requested to produce plan for registration of lots 14, 15, and 16. Still waiting on valuation from valuer. <i>11 Jul 2018 - 12:59 PM - Lyn Bottrill</i> Surveyor has been requested to prepare plan of subdivision to enable the plan to be registered.  Valuer has been asked to provide sales prices for the three blocks.		
31	05 July 2018	269/18	18.1	<b>Councillor John Castellari - Flying of the Aboriginal Flag</b>  That Council demonstrate its respect for the indigenous community by flying the Aboriginal flag wherever and whenever it flies the Australian flag on SMRC buildings and facilities.	Lorraine Thomas	<i>08 Oct 2018 Lorraine Thomas</i> <i>Flag poles for Berridale, Bombala and Cooma Offices have been ordered through Goldspar and should be arriving at Berridale Store this week. Once delivered Council Land and Property Maintenance Officers will install</i>	3/09/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p><i>the flag poles. Aboriginal Flags are in Council's Berridale Store</i>  <i>02 Sep 2018 - 10:57 AM - Lorraine Thomas</i>                      Revised Target Date changed by:                      Lorraine Thomas From: 06 Aug 2018 To: 03 Sep 2018  <i>02 Sep 2018 - 10:54 AM - Lorraine Thomas</i>                      Flag poles for Berridale, Bombala and Cooma Offices have been ordered through Goldspar. Once delivered Council Land and Property Maintenance Officers will install the flag poles. Aboriginal Flags are in Council's Berridale Store.  <i>02 Aug 2018 - 2:36 PM - Glen Hines</i>                      Staff have procured Aboriginal flags. Currently scoping additional flag poles for Bombala, Cooma and Berridale offices.</p>		
32	19 July 2018	<b>218/18</b>	10.3	<b>Resolution 222/18 Report on Pool Charges</b> That Council waive swimming pool fees for the 2018-2019 swim season at the Bombala, Berridale and Aaminaby facilities and transfer equal revenue amount from reserves to operational budgets	Kelly Heffernan	<p><i>21 Aug 2018 - 11:30 AM - Kelly Heffernan</i>                      Communications have been promoting this to the community</p>	20/08/2018	Y



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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						via the Facebook page. No other further action at this stage <i>24 Jul 2018 - 12:34 PM - Glen Hines</i> Staff have commenced the process of promoting free entry tho the three pools to the community via Communications Team		
33	19 July 2018	<b>219/18</b>	10.1	<b>Proposal for Future of Council Offices in Cooma</b> That Council A. Authorise the engagement of an architect to perform a detailed needs analysis and develop an initial concept design for a new multi-storey head office building to be situated on properties at 55, 57 and 59 Vale Street, Cooma in accord with Council's Procurement policy; B. Allocate a budget of \$75,000 from other internal reserves to engage an architect and assess any additional budget requirements following the receipt of initial quotations from the service providers that may quote for this work; and C. Receive a report from the architect showing the initial concept design for a new multi-storey head office building.	Glen Hines	<i>03 Oct 2018 - 8:52 AM - Janine Hudson</i> Action reassigned to Glen Hines by: Janine Hudson <i>27 Aug 2018 - 12:23 PM - Lyn Bottrill</i> Awaiting response from interested parties. <i>02 Aug 2018 - 1:49 PM - Lyn Bottrill</i> EOI sent to Jindabyne and Cooma firms. Closing date is 23/8	20/08/2018	N
34	19 July 2018	<b>237/18</b>	21.2	<b>Sewerage service agreement for Discovery Holiday Park and other private dischargers in to Council's reticulated sewerage system (all areas of former Snowy River Shire)</b>	Michael Broder	08 Oct 18 – Agreements have been sent to the businesses, no response to date. Staff are following up	20/08/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>That Council approve</p> <ol style="list-style-type: none"> <li>1. The report be received and adopted by Council.</li> <li>2. The Sewerage Services agreement be executed between Snowy Monaro Regional Council and Discovery Holiday Parks Pty. Ltd and other listed businesses.</li> <li>3. As part of the agreement the sum of \$5,000 be the bond in the form of a Bank Guarantee for these businesses that require a Sewerage Services Agreement, excluding the Sailing Club, the Aaminaby Bowling Club and the Snowy Museum.</li> </ol>				
35	02 August 2018	250/18	12.1	<p><b>RV Friendly Status for Bombala</b></p> <p>That Council</p> <ol style="list-style-type: none"> <li>A. Receive and note the information in the report on the status of Bombala becoming an RV Friendly town; and</li> <li>B. Receive a further report on the works required and the status of Bombala becoming an RV Friendly town.</li> </ol>	Mark Adams	Further report to be provided. Details regarding other towns will be assessed through the tourism Destination Management Plan process.	3/09/2018	Y
36	02 August 2018	253/18	12.4	<p><b>Bombala CBD Prioritisation</b></p> <p>That Council confirm the priority of works to be completed with the available funding under the Stronger Communities Fund Major Project Program for the Bombala CBD works are:</p>	Linda Nicholson		3/09/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. Area 5: Forbes and Maybe Street – Streetscape – Construction works;</p> <p>B. Area 4: Forbes and Maybe Street – Streetscape – Vegetation upgrade;</p> <p>C. Area 2: Therry Street - Streetscape and Pool car park; and</p> <p>D. Investigate relocating the platypus viewing platform and reusing the materials in the Bombala region.</p>				
37	02 August 2018	254/18	13.1	<p><b>Naming of Roads</b> That Council</p> <p>A. Endorses the following road names for consultation and advertising prior to the gazettal process:</p> <ul style="list-style-type: none"> <li>• Carawatha Road</li> <li>• Bairds Crossing Road</li> <li>• Penderlea Hill Road</li> </ul> <p>B. Endorses the road names Lucerne Lane and Woolshed Lane where no consultation is required</p> <p>C. Once the road names are concurred by the Geographical Names Board, Council gazettes these road names.</p>	Joanna Clarke		3/09/2018	N
38	02 August 2018	256/18	15.1	<p><b>Notice of Motion - John Castellari - Delegate and Regional Townships</b> That council considers the submission from Delegate resident Jane Love concerning the following requests:</p>	Mark Adams	Youth Development Officers have been in discussion with NSW Police regarding Police Citizen Youth Clubs, looking at a location in either Bombala or Berridale.	3/09/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<ul style="list-style-type: none"> <li>That Council liaise with NSW Police and the Youth Council to explore the viability of Police Citizen Youth Clubs in each of our regional townships;</li> <li>That Council develop sealed bike park facilities in Delegate and other townships that do not have them; and</li> <li>That Council develop these resources as part of a program of shared community resources.</li> </ul>		<p>The Monaro Superintendent has advised that funding for an extra 2 officers is needed and has reached out to the Premier.</p> <p>Youth Development Officers have looked at the existing bike tracks in Delegate and Bombala and have noted that they are in a significant state of disrepair. An estimate of \$250,000 has been quoted to restore the tracks. For ongoing maintenance it has been estimated that \$30,000 would need to be allocated each year.</p> <p>Staff will be in contact with Jane Love to discuss.</p>		
39	02 August 2018	258/18	19.1	<p><b>Container Deposit Scheme Revenue Share Arrangements</b></p> <p>That Council</p> <p>A. Acknowledge the significant impact that the China National Sword Policy has had on the Recycling Processing Industry in Australia and the effects on Local Government Recycling contracts;</p> <p>B. Authorise an application to be made to the NSW Recycling Relief Fund for financial assistance to offset the increased cost of recycling;</p> <p>C. Authorise the continuation of negotiations with current providers, to obtain the best</p>	Patrick Cannon	<p>Report to come to 18 October Council meeting. Email update provided to Councillors on 28/9/18</p> <p><i>2 Oct 2018</i> <i>An Interim Container Deposit Revenue Share agreement has been entered into after complex negotiations had been undertaken between the relevant parties. A report will be presented at the 18 October Ordinary Council Meeting</i></p>	3/09/2018	Y

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>possible outcome for Snowy Monaro Regional Council;</p> <p>D. Receive and consider a further report regarding the proposed Revenue Share Agreement following receipt of advice through the Office of Local Government negotiation support assistance program;</p> <p>E. Resolve not to require tenders for the Revenue Sharing Agreement pursuant to Section 55(3)(i) of the Local Government Act, due to the Re.Group facility being the nominated Materials Recycling Facility in the existing waste and recyclables contract; and</p> <p>F. Consider the impacts on adopted budgets through the Quarterly Budget Review process.</p> <p>G. Receive the contract.</p>		<p><i>Seeking Council approval for a long term agreement. Peter Smith informed the Councilors of the interim agreement on Friday 28 September via email.</i></p> <p><i>SMRC was advised on Friday 28 September 2018 that council was successful in obtaining Recycling Relief Grant Funding. The funding will be used to offset any increases in the processing fee attributed to the impacts of the China Sword policy, which effect the MRF between April 2018 and July 2018.</i></p> <p><i>10 Sep 2018 - 12:32 PM - Patrick Cannon</i></p> <p>Negotiation Assistance Advice has been recieved from the Office of Local Goverment.</p> <p>Negotiations continue with the relevant parties. The MRF contractor has been advised that SMRC cannot enter into the proposed agreement due to our current contractual arrangements.</p> <p>SMRC has sought advice from the ACT government if a three party CDS agreement can be entered</p>		

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					<p>into, with SMRC noted as an interested party. SMRC is yet to receive details back on this request.</p> <p>Senior Council staff have meet with REMONDIS to discuss contractual responsibilities and the options moving forward. REMONDIS have acknowledge their responsibilities and want to ensure that SMRC receives the best outcome possible.</p> <p>SMRC is waiting on further advice from the ACT before continuing with negotiations.</p> <p><i>15 Aug 2018 - 4:36 PM - Katherine Miners</i></p> <p>Please note the following information:</p> <p>B. The application for funding assistance has commenced and will be submitted by 30 August 2018</p> <p>C/E. Negotiations are continuing with the relevant parties. SMRC is still to receive the final recommendations from the Office of Local Government. Once received SMRC will go back to the relevant parties with a revised set of conditions.</p>		
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						G Councillors have been provided a copy of the contract.		
40	02 August 2018	260/18	19.2	<b>Snowy River Health Centre Jindabyne</b> That Council A. Receive and note this report; B. Note the options presented on page 4 of this report and adopt Option 2 subject to paragraph D below; C. Subject to approval by the Department of Health Council enter into a lease on terms and conditions outlined in Option 2; D. Authorise the Mayor and General Manager to execute the lease of Level 2 Snowy River Health Centre under Council seal; and E. Advise the current lessee of Council's decision outlined in in B above.	Nicholine Wong	14 Aug 2018 - 3:54 PM - Nicholine Wong Actioned - letter written to Jindabyne Medical Practice. Contact made with lawyers to have new lease document drawn up.	3/09/2018	N
41	02 August 2018	261/18	19.3	<b>Council's Property at 204 Maybe Street Bombala</b> That Council A. Retain and approve the expenditure of \$ 46,848.90 in accordance with the quotations B. Approve an additional \$25,000 to paint the residence inside and out C. To authorise the General Manager to approve further funding for electrical works if the	Kelly Heffernan	<i>Two quotes have now been received. A third quote has been promised by a local builder with no response after a number of reminders. The two quotes will be assessed and renovations will commence once this has been decided shortly</i>	3/09/2018	N

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No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>wiring is found to be non-compliant during the refurbishment.</p> <p>D. To authorise the expenditure and allocate \$72,000 to fund the works from the former Bombala LGA Reserves.</p>		<p>21 Aug 2018 - 11:28 AM - Kelly Heffernan</p> <p>Arrangements have been made for a quote on Friday 24.8.2018</p> <p>09 Aug 2018 - 3:34 PM - Kelly Heffernan</p> <p>I have contacted the buiilder who provided the quote for \$46,848.90 to undertake the works. He will get back to me by Friday 10th August with a proposed start and finish date for this project.</p> <p>There are two painters who will be providing a quote for the painting inside and out following inspection over the coming weekend. A third is to be contacted over the coming days.</p> <p>09 Aug 2018 - 3:32 PM - Glen Hines</p> <p>Action reassigned to Kelly Heffernan by: Glen Hines</p>		
42	02 August 2018	264/18	19.6	<p><b>Request to Remove Trees - 57-59 Massie Street Cooma</b></p> <p>That Council</p> <p>A. Receive and note the report Request to Remove Trees – 57 – 59 Massie Street Cooma;</p> <p>B. Note the options presented on page 2 of the report and;</p>	Jane Kanowski	<p>03 Sep 2018 - 1:19 PM - Jane Kanowski</p> <p>A letter has been sent to the owner to notify him of the Council resolution. Liaising with the Communications team to write a</p>	3/09/2018	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<ul style="list-style-type: none"> <li>i. Council remove the trees on Council land;</li> <li>ii. Share the cost of removing the trees that straddle both Council and Mr Mondello's land; and</li> <li>iii. Mr Mondello be responsible for removing the trees solely on his land;</li> <li>iv. Council supply traffic management control provided trees are removed at the same time.</li> </ul> <p>C. Advertise its reasons for removing the trees; and</p> <p>D. Formally advise Mr Mondello of its decision in writing</p>		<p>press release and inform the community of this decision. 08 Aug 2018 - 2:58 PM - Glen Hines</p> <p>Action reassigned to Jane Kanowski by: Glen Hines</p>		
43	16 August 2018	275/18		<p><b>Interagency Shared Trail Proposal- Gaden to Hacthery Bay Jindabyne</b></p> <p>That Council</p> <ul style="list-style-type: none"> <li>A. Agree to proceed with a shared trail connection at the Gaden Picnic Ground instead of at Paddy's Corner as previously resolved at Council's meeting on 14 December 2017.</li> <li>B. Agree to the terms of the Draft MOU and proceed with formalising the document with NSW Fisheries and NPWS</li> <li>C. Agree to continue working in partnership with Crown Lands, NPWS, NSW Fisheries and surrounding landholders throughout the next planning phases</li> </ul>	Alannah Dickson	<p><i>Item B – The MOU has been agreed to and signed, to be returned to Council. Item complete.</i> 13 Sep 2018 - 9:20 AM - Alannah Dickeson</p> <p>Action completed by: Alannah Dickeson</p> <p>Item A is complete and NPWS are proceeding with bridge detail design and construction at Gaden Trout HaTchery 11 Sep 2018 - 1:35 PM - Alannah Dickeson</p> <p>Resolution advised to report author for follow up actions</p>		Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				D. Authorise the expenditure and allocate an amount of \$17 000 in the 2018/19 Financial Year Budget with funding to be provided from Recreation Planning Budget		<p>Item A- NPWS have proceeded with Tender for bridge construction at Gaden Trout Hatchery. Project completion is March 2019.</p> <p>Item C- Both NPWS and NSW Fisheries are both working on getting formal approval of the agreed draft MOU within their organisations.</p> <p>Item D- Funds have been allocated and trail scoped onsite. Construction will not take place until bridge is near completion. This ensures trail design meets bridge entry point.</p> <p>13 Sep 2018 – 9.20 AM Action completed by: Alannah Dickeson</p> <p>Item A is complete and NPWS are proceeding with bridge detail design and construction at Gaden Trout Hatchery</p>		
44	16 August 2018	276/18		<p><b>Lease of Council Operational Land to Cooma Men's Shed</b> That Council</p> <p>A. Resolve to enter into "peppercorn lease" arrangement to a value nominated by Council on Lot 3 of DP 537242 in Mulach St Cooma with the Cooma Men's Shed (AMSA) for a period of Five (5) years (with two (2) optional</p>	Lyn Bottrill	<p>8 October 2018 – 11:44 AM – Lyn Bottrill Waiting on D/A being lodged prior to finalising lease. Environmental Services has been requested to notify Property Officer when D/A is lodged.</p>	17/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				periods of five (5) years each) pending outcome of a development applications B. Authorise the General Manager to negotiate the terms of the lease		03 Oct 2018 - 8:48 AM - Lyn Bottrill Waiting on submission of D/A 31 Aug 2018 - 1:14 PM - Lyn Bottrill Draft lease is currently being prepared in accordance with the resolution. The lease will be finalised upon determination of the development application. 27 Aug 2018 - 12:14 PM - Lyn Bottrill Awaiting outcome of development application. In the meantime draft licence agreement will be drafted. 21 Aug 2018 - 11:18 AM - Glen Hines Action allocated to Lyn Bottrill to assist GM in preparing lease		
45	16 August 2018	278/18		<b>Licence between State Rail Authority of NSW and Council – Jincumbilly</b> That Council terminate the licence with the State Rail Authority of NSW for the Jincumbilly railway station by providing a written notice to the Licensor.		28 Sep 2018 - 9:12 AM - Lyn Bottrill Action completed by: Lyn Bottrill Lease has been relinquished 27 Aug 2018 - 12:15 PM - Lyn Bottrill Letter sent to John Holland's office re relinquishment of lease.		Y
47	16 August 2018	281/18		<b>Recycling Costs Implemented since 30th June</b> That Council A. Receive and Note the Report B. Revise the Commercial Comingled Recyclables charge from \$60/m3 to	Patrick Cannon	13 Sep 2018 - 11:52 AM - Katherine Miners The fee is currently being advertised for a period of 28 days. The advertisement period	17/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>\$40/m3 at Council's Resource and Waste Facilities.</p> <p>C. Advertise the proposed charge reduction in accordance with the Local Government Act for a minimum of 28 days and invite submissions for Council consideration</p> <p>D. In the event that no negative submissions are received, that the reduced fee be applied from the completion of the advertising period.</p>		<p>commenced on 29 August and we have invited submissions from the public for consideration. Once this period has concluded, either a report will be presented to council for or the fee introduced depending on recieved responses.</p> <p>21 Aug 2018 - 11:05 AM - Peter Smith</p> <p>Recommendation adopted by Council 16 August 2018. Proposed fee reduction to be advertised in accordance with Local Government Act.</p>		
48	16 August 2018	283/18		<p><b>Development Application 10.2003.222.2 - Modify Condition 5 to remove s94 fees</b></p> <p>That Council:</p> <p>A. Pursuant to section 4.55(1) of the <i>Environmental Planning and Assessment Act 1979 (as amended)</i> it is recommended that modification to DA 222/03 to amend Condition 5 to remove the requirement to pay Section 94 contribution fees on an additional 3 lots, is refused;</p> <p>B. If Council decides to make a determination other than as included in the recommendation, it must follow the procedure adopted through resolution 18/18 on 15 February 2018; and</p> <p>C. Any person who made a submission is notified according to the regulations.</p>	Peter Smith	<p>10 Sep 2018 - 11:52 AM</p> <p>Action completed by: Peter Smith</p> <p>Application withdrawn by applicant</p> <p>10 Sep 2018 - 11:51</p> <p>Recommendation adopted by Council. Applicant withdrew application.</p>		Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
49	16 August 2018	289/18	19.3	<p><b>Update on the potential Joint Use Projects being explored with the Department of Education</b></p> <p>That Council</p> <p>A. Receive and note the report; Endorse the preparation and submission of a grant application to Round 2 of the request for up to \$3 million grant funding and Council allocation of \$500,000 (using the internal reserve 'former Snowy River LGA'), bringing the total project value to \$3.5m, for a new library/community centre/innovation hub as part of a Joint Use Project with the Department of Education and Training, and upgrade to the car park in Kalkite Street to multi-level to cater for the community parking needs of the development, with design options and refined costings to be provided as the project develops.</p> <p>C. Endorse engagement of a consultant to assist with grant preparation with funds to be provided from re-directed funds under Innovation and Business Development - Project PJ 100069.</p>	Mark Adams	<p>Grant application submitted.</p> <p><i>13 Sep 2018 - 5:09 PM - Katherine Miners</i></p> <p>A grant application is being prepared to be submitted on 21 September under the Regional Cultural Fund.</p>	17/09/2018	N
50	16 August 2018	293/18	19.2	<p><b>Agreement for the Management Contract of the Bombala Swimming Pool</b></p> <p>That Council approve the tendering process for the Management Contract of the Bombala Swimming Pool.</p>	Kelly Heffernan	<p><i>21 Aug 2018 - 11:28 AM</i></p> <p><i>Tender to be advertised as soon as Vendor Panel information has been entered</i></p>	17/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
51	16 August 2018	294/18	19.4	<b>Review of Council owned Residential Aged Care services in the Snowy Monaro region.</b> That Council: A. Approve implementation of the operational observations made for Yallambee Lodge, Cooma as detailed in the attached report; B. Approve implementation of the operational observations made for Snowy River Hostel, Berridale as detailed in the attached report; C. Approve the preferred option to expand residential aged care services and progress with implementation of the stated 14 recommendations as contained in the report.	Bianca Padbury			N
52	16 August 2018	295/18		<b>Motion</b> That Council release the Executive Summary of the report Review of Council Owned Residential Aged Care Services in the Snowy Monaro Region along with the Council decision to the public.	Bianca Padbury		17/09/2018	N
53	16 August 2018	296/18		<b>Corporate Information Systems Project Report</b> That Council resolves: A. To receive and note this report; B. To approve the selection of EUIT for the supply of services to manage the selective tender process for the Corporate Information Systems project;	Nola Brady	21 Aug 2018 - 8:56 AM - Erin Donnelly Action reassigned to Nola Brady by: Erin Donnelly	17/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				C. For the purpose of s.55(3)(i) of the Local Government Act 1993, that a satisfactory result would not be achieved by inviting tenders for the supply of the EUIT services to manage the selective tender process, because EUIT is familiar with and has a working knowledge of Council's corporate systems and services, as EUIT is currently the project manager for the Corporate Information Systems project.				
54	6 September 2018	309/18		<p><b>Transfer of Crown Roads in the Township of Dalgety to Council</b></p> <p>That Council</p> <p>A. Write to the Crown requesting the following roads be transferred to Council:</p> <ul style="list-style-type: none"> <li>• Brierly Street – 400m - Sealed;</li> <li>• Bradley Street – 350m - Unsealed;</li> <li>• Rutherford Street – 350m - Unsealed;</li> <li>• Bloomfield Street – 350m – Sealed/Unsealed;</li> <li>• Wyndeyer Street – 450m - Unsealed;</li> <li>• Hamilton Street – 1.3km – Sealed/Unsealed;</li> <li>• Cooma Street – 400m – Sealed/Unsealed/Unconstructed;</li> <li>• Emma Street – 200m - Unconstructed.</li> </ul> <p>B. Include the roads in Council's roads assets register</p>	Lyn Bottrill	Letter sent to Crown requesting transfer of Crown roads <i>03 Oct 2018 - 8:47 AM - Lyn Bottrill</i> Letter sent to Crown requesting transfer of Crown roads	8/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				C. Provide the budget for the construction and maintenance of the roads				
55	6 September 2018	310/18		<b>Donations and Sponsorships July - Dec 2018 Omitted Submission.</b> That Council A. Determine the value to be allocated for Nimmitabel Chamber of Commerce general submission round 1, included in Attachment 1 : July 2018 Requests for Donation / Sponsorship; B. Authorise any approved expenditure for the Nimmitabel Chamber of Commerce general submission round 1, from the 2019FY Donations Budget.	Belinda Cuzner		8/10/2018	N
56	6 September 2018	311/18		<b>Banner Poles Funds Diversion</b> That Stronger Communities funds not spent on Banner Poles, be redirected into balancing projects in the respective communities. In Bombala, \$47 000 will be put into the Bombala Main Street Balancing Project.	Peter Bascomb		8/10/2018	N
57	6 September 2018	314/18		<b>Proposed Acquisition of Land in Cooma</b> That Council A. Acquire Lots 400 and 434 DP 750535 and lot 461 DP 41999 by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purpose of saleyards.	Lyn Bottrill	Documentation for acquisition currently being prepared. <i>28 Sep 2018 - 8:33 AM - Lyn Bottrill</i> Preliminary investigations are being carried out to commence the compulsory acquisition process.	8/10/2018	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>B. That the land be dedicated as Operational land in accordance with the Local Government Act 1993</p> <p>C. That minerals be included in this acquisition</p> <p>D. That this acquisition is not for the purpose of resale</p> <p>E. That the necessary applications be made to the Minister for Local Government and the Governor.</p> <p>F. That the Common Seal be affixed to all documentation required to be sealed to give effect to this resolution.</p> <p>G. That following the acquisition of the three Crown allotments, the eleven lots comprising the Cooma saleyards be consolidated into a single allotment.</p> <p>H. That this project be funded from the former Cooma Monaro Shire Council reserve fund.</p>				
58	06 September 2018	315/18		<p><b>Work Health and Safety</b></p> <p>That Council:</p> <p>A. Receive and note the report and attachments.</p> <p>B. Agrees to provide a workplace that is safe and protects Council employees along with visitors and members of the public by approving and resolving to withdraw and deny MOPX's access to Council premises at which a Council</p>	Sandra McEwan		8/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>Ordinary meeting is being held on the grounds of MOPX's persistent and unmanageable aggressive, confrontational, intimidating and threatening conduct towards Council employees and also whilst in the midst of visitors and members of the public.</p> <p>C. Monitors MOPX's conduct at other Council premises and work sites and should MOPX's persistent and unmanageable aggressive, confrontational, intimidating and threatening conduct towards Council employees continues, that Council will consider withdrawing or limiting MOPX's access to Council services, as far as practicable, to provide a workplace that is safe and protects Council employees, visitors and members of the public.</p> <p>D. Approve the engagement of a security company to provide a security guard to be present at each Council Ordinary meeting for the duration of the meeting to prevent MOPX from entering the premises at which a Council Ordinary meeting is being held.</p> <p>E. Declare the ante room adjacent to the Council chambers in Cooma to form part of the Council chambers.</p>				

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
59	06 September 2018	316/18		<b>Code of Conduct</b> That Council: A. Receive and note the report and attachments. B. Adopt the recommendations as per the investigator's report.	Sandra McEwan		8/10/2018	N
60	20 September 2018	328/18	10.4	<b>Updated Lease between Council and Dalgety Caravan Park and Camping Ground Reserve Trust to Fabish</b> That Council authorise the General Manager to execute the Lease documents and affix the Council Seal on the Lease documents between Council and Dalgety Caravan Park & Camping Ground Reserve Trust to Fabish.	Janine Hudson	26 Sep 2018 - 8:11 AM - Janine Hudson Action completed by: Janine Hudson Lease document signed and Council Seal affixed 25 September and documents given to solicitor for finalising.	22/10/2018	Y
61	20 September 2018	330/18	12.1	<b>EPA Waste Management Issues Bombala and Delegate Landfill</b> That Council A. Endorse the proposed Program of Works for Bombala and Delegate Landfills B. Provide the proposed Program of Works to the NSW Environment Protection Authority and seek EPA's comments on the proposal.	Mathew Cross	26 Sep 2018 - 2:49 PM - Peter Smith Action completed by: Peter Smith Program submitted to EPA on 24/9/18 in accordance with Council resolution 26 Sep 2018 - 2:48 PM - Peter Smith recommendations adopted. Program submitted to NSW EPA on 24/9/18	22/10/2018	Y
62	20 September 2018	333/18	13.3	<b>Publication Guide</b> That Council adopt the Publication Guide and endorse the guide to be published on Councils website.	Erin Donnelly		22/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
63	20 September 2018	334/18	13.4	<p><b>Meeting Dates and Times of Council Meetings - October 2018 to September 2019 and Councillor Briefing Sessions.</b></p> <p>That Council</p> <p>A. Subject to the right to amend the schedule for any reason from time to time, schedule Council Meetings for the period October 2018 to September 2019, continue to be held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Thursday of the month commencing at 5.00pm and be rotated on the basis of even months in Cooma Council Chambers and on the 3<sup>rd</sup> Thursday of an odd month to rotate between Berridale/Jindabyne (subject to Hall availability) and Bombala (Community Centre), per the schedule in Part A of this report.</p> <p>B. Determine that Council has one meeting in January 2019 only as per the Schedule in Part A of this report.</p> <p>C. Establish Briefing Sessions prior to each Council meeting, with each briefing session to begin at 1:00pm and conclude at 4:00pm on the day of the Council meeting to be followed by a pre Council meeting from 4:00pm – 5:00pm;</p> <p>D. Include Terms of Reference for Briefing Sessions in Council's new Code of Meeting Practice to be developed once the State formally releases its model Code of Meeting Practice;</p>	Nola Brady		22/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>E. Conduct the Briefing Sessions in a manner consistent with the guidelines included as attachments to this report until such time a more complete set of Terms of Reference is established;</p> <p>F. Seek to schedule as many Committee meetings, workshops and other meetings involving Councillors on the days of Council meetings, enabling Councillors to better organise their diaries.</p>				
64	20 September 2018	335/18	13.5	<p><b>Councillor Fees for the 2019 Financial Year</b> That Council</p> <p>A. Pursuant to Section 248 of the Local Government Act 1993, Council fix the annual fee for Councillors for the period 1 July 2018 to 30 June 2019, as the maximum annual amount determined being \$19,790 per councillor payable monthly in arrears as prescribed by the Act;</p> <p>B. Pursuant to Section 249 of the Local Government Act 1993, Council fix the annual fee for the period 1 July 2018 to 30 June 2019, as the maximum annual amount determined being \$43,170, for payment to the Mayor subject to the deduction there from of such amounts calculated on a daily pro-rata basis, to be paid to the Deputy Mayor in respect of those periods of time when the Mayor is prevented, by absence, illness or otherwise, from acting in the Office of Mayor and the</p>	Nola Brady		22/10/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Deputy Mayor is specifically requested to do so by the Mayor. C. Authorise the expenditure in the 2019 Financial Year Budget with funding to be provided from cost centre 3110, backdated to 1 July 2018.				
65	20 September 2018	336/18	13.6	<b>Amendment to 2019 Schedule of Fees and Charges</b> That Council A. Note the submissions received B. Adopt the addition of a fee for Application for Disclosure of Biosecurity Directions and Undertakings at \$30 per holding C. Adopt the addition of a fee for Sale of Compost Grade A (Screened) at \$52.50/Tonne (GST Inc.) and, D. Adopt the amendment of On-Site Sewage Management (OSSM) Renewal Fee at \$25 per renewal.	Ashleigh Pimm		22/10/2018	N
66	20 September 2018	337/18	13.7	<b>2018 Financial Statements to be Referred to External Audit</b> That Council A. Authorise the Mayor, a Councillor, General Manager, and the Responsible Accounting Officer to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2018 General Purpose Financial Statements and 2018 Special Purpose Financial Statements.	Matt Payne	A. Complete – Document signed 21/9/2018 B. Complete – Audit commenced 24/9/2018 C. In-progress – pending receipt of auditors report	22/10/2018	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				B. Authorise the referral of the 2018 Financial Statements to the external auditor. C. Authorise the General Manager to issue the 2018 Financial Statements upon receiving the external auditor's report.				
67	20 September 2018	338/18	13.8	<b>Feasibility Study - Monaro Rail Trail from Queanbeyan to Bombala</b> That Council agree to await the outcome of an initial scoping report from the Monaro Trail Group and to consider the findings therein, prior to progressing with a feasibility study for the Monaro Rail Trail from Queanbeyan to Bombala.	Sandra McEwan		22/10/2018	N

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## 13.2 ANSWERS TO QUESTIONS WITHOUT NOTICE

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Secretary Council & Committees
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.2 Councillors are supported to make informed decisions in the best interest of the community and to advocate on behalf of the community
Attachments:	1. Councillors' Questions - In Progress
Cost Centre	
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

In order to provide Councillors with updates on questions asked by Councillors, a report has been generated with a summary of questions that are current and have recently been completed, for the period ending September 2018.

SMRC Councillors' Questions – In Progress is attached to this report

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

#### OFFICER'S RECOMMENDATION

That Council receive and note SMRC Councillors' Questions – In Progress.

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SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
1	15 March 2018	<p><b>DA's Before Council</b></p> <p><b>Councillor Peter Beer</b></p> <p>Question: Can staff place the following Development proposals before Council for determination:</p> <p>A. DA4127/2018. Reason; the size of the development and future impact on the future planning of Jindabyne area;</p> <p>B. DA4100/2018. Reason; the possible use of ECO Tourism Accommodation when it is not Eco Tourism but a back door method to have tourism accommodation.</p>	Sophie Ballinger	<p>DA 4100/2018 was determined at the Council meeting on 16 August 2018</p> <p><i>13 Sep 2018 - 2:14 PM - Katherine Miners</i> DA4127/2018 - refer to earlier notes. <i>11 Sep 2018 - 1:44 PM - Peter Smith</i> DA 4100/2018 was approved by Council at meeting 16 August 2018 <i>25 Jul 2018 - 2:14 PM - Katherine Miners</i> DA 4127/2018 - This DA will be coming to Council for determination when the assessment is completed. The Development Assessment team is still currently waiting on external referrals to be received. Once they are in, the Manager of Development Assessment will finalise a report for Council.</p> <p>DA4100/2018 - This DA will be coming to council for determination when issues with the bushfire prone land have been attended to. <i>28 May 2018 - 4:27 PM - Katherine Miners</i> DA4127/2018 and DA4100/2018 are not at determination stage. <i>20 Apr 2018 - 12:33 PM - Peter Smith</i> Staff notified and these DA's to be referred to Council</p>	25 July 2018	Y
2	05 April 2018	<p><b>Disability Friendly Premises for Council Meetings</b></p> <p><b>Councillor John Castellari</b></p>	Glen Hines	<p>10 October - 09:21 AM Followed up supplier for quote / proposal for Stair lift. No responses received as yet</p>	31 Aug 2018	N

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		Question: Could Council identify disability friendly premises for our meetings so that we are inclusive of all our population?		<p>31 Aug 2018 - 12:49 PM - Glen Hines Price estimate for installation of wheel chair lift to public entry stairwell requested. Continuing EOI process for new civic centre</p> <p>21 Aug 2018 - 9:22 AM - Glen Hines Council has resolved to investigate a new Civic Centre in Vale St. Call for EOI for master plan and concepts is currently out with suitable architectural firms and two site meetings have been conducted. Interim solution for "accessible" meeting is the use of the library or multi-function centre – neither have available webcasting capabilities. Staff are investigating feasibility of a platform wheelchair lift for the current chambers</p> <p>16 Aug 2018 - 9:55 AM - Debbie Constance Action reassigned to Glen Hines by: Debbie Constance</p> <p>11 Apr 2018 - 2:13 PM - Debbie Constance A report will be presented to Council on changes required to make the existing building compliant and other possible premises under Council's ownership. - Ongoing</p>		
3	05 April 2018	<p><b>Upgrade in Polo Flat area</b></p> <p><b>Councillor Rogan Corbett</b></p> <p>Question When will there be an in-depth review of Polo Flat as the area has potential for expansion. The entrances and drainage problems, and the lay out has to be addressed ASAP.</p>	Mark Adams	<p>14 Sep 2018 - 12:56 PM - Katherine Miners Traffic counts and flood studies are still being undertaken.</p> <p>30 Jul 2018 - 11:34 AM - Katherine Miners Currently we are getting updated traffic counts along Polo Flat Road and the Monaro Highway to a inform a future grant application and strategies. Futher, flood modelling is being done as part of the Cooma Flood Study and Floodplain Risk</p>	30 July 2018	N

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				Management Plan (which is also being done for Michelago, Bredbo and Berridale). <i>28 May 2018 - 5:07 PM - Katherine Miners</i> Staff working with Office of Regional Development on costings and a report is to be provided to Council. <i>13 Apr 2018 - 2:21 PM - Debbie Constance</i> Action reassigned to Mark Adams by: Debbie Constance		
4	19 April 2018	<b>DAs in Jindabyne Area</b> <b>Councillor John Castellari</b>  Question: Could Council please provide a list of all development taking place or currently proposed, for the Jindabyne, East Jindabyne and Moonbah areas?	Sophie Ballinger	Information provided to Clr Castellari on 21 August. Regular updates are now provided to Councillors through Environment & Sustainability Group updates, including DA's received and determined.  <i>13 Sep 2018 - 2:15 PM - Katherine Miners</i> Comprehensive list was provided to Clr Castellari. The list will be provided to all Councillors in the next Environment and Sustainability update. <i>08 Aug 2018 - 1:50 PM - John Gargett</i> Action reassigned to Sophie Ballinger by: John Gargett <i>28 May 2018 - 4:33 PM - Katherine Miners</i> Sought clarification from Clr Castellari. Manager Development Assessment collating and updating information to be reported back to Council		Y
5	07 May 2018	<b>Fire Breaks And Towns Protection</b> <b>Councillor Rogan Corbett</b>	Ashraf Ahamat	<i>18 Jul 2018 - 4:04 PM - Ashraf Ahamat</i> Submissions for the 2018/19 Bush Fire Risk Mitigation Programme closed on 18th May 2018. The proposal for Bredbo and Pig Farm Road, Cooma	6/06/2018	N

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		Question: Could Council look at the fire protection in the area of Bredbo? From the reservoir to the town this needs to be gravel break, as a back burn won't work it is not maintained. As this is a love grass area, this needs urgent attention. Also the same problem on Pig Farm Road in Cooma. There is no protection for the Zalika Heights area.		will be considered for submission in the 2019/20 programme <i>23 May 2018 - 12:24 PM - Gary Shakespeare</i> Action reassigned to Ashraf Ahamat by: Gary Shakespeare <i>23 May 2018 - 12:23 PM - Gary Shakespeare</i> This action has been forwarded to Councils LEMO for inclusion into the 2018/2019 RFS Hazard Reduction Program..		
6	17 May 2018	<b>Staff Satisfaction Survey</b> <b>Councillor Peter Beer</b>  Question: Is the Staff Satisfaction Survey completed and when will Council receive a report on the results?	Bronwyn Burbury	<i>02 Aug 2018 - 2:45 PM - Peter Cannizzaro</i> A second workshop is being scheduled in August 2018 with ELT and Survey Provider to further develop action plans arising from the results of the survey. A report will be presented to Council once the action plans have been developed. <i>03 Jul 2018 - 12:05 PM - Bronwyn Burbury</i> A workshop is being held 4 July 2018 with ELT and Survey Provider to work toward developing an action plan arising from the results of the survey. This will include a communication plan.	18/06/2018	Y
7	17 May 2018	<b>Shipping Containers in Berridale</b> <b>Councillor Peter Beer</b>  Question: Has any progress been made on removing the shipping containers behind the Berridale shops?	John Gargett	Clr Beer has been kept informed of updates with this item through responsible Group Manager	9/10/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		The complex is expanding with a fenced area beside the containers being used as a lawn mower repair station. 3 mowers sighted over the weekend being worked on.		<p>11 Sep 2018 - 1:46 PM - Peter Smith</p> <p>Gina provided further update to Clr Beer via email on 6/9/18</p> <p>05 Sep 2018 - 12:28 PM - Gina McConkey</p> <p>On 3 July 2018 Council corresponded with occupant of caravan requesting a written response in regards to the occupants progress in finding alternate accommodation. Occupant forwarded a letter to Council on 18 July 2018 citing that they have serious ongoing mental health issues and that they are in the process of finding alternate accommodation, however, services had been slower than expected. It is noted that the site has been tidied with possessions stacked in an orderly manner. The service of a notice of intention to serve an order will be prepared once sufficient evidence is obtained in regards to the occupation of a caravan for more than 2 consecutive nights in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005</p> <p>06 Aug 2018 - 4:03 PM - Gina McConkey</p> <p>Escalated correspondence from Council's Environmental Health Officer has been forwarded through to the occupier of the Caravan. Occupant</p>		

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				has contacted the officer to discuss the matter and details of the correspondence. <i>25 Jul 2018 - 12:53 PM - Katherine Miners</i> Correspondence has been entered into with the owner of the land and is in escalation processes. <i>28 May 2018 - 4:43 PM - Katherine Miners</i> Negotiations are ongoing.		
8	17 May 2018	<b>Motorhome Dump Points</b> <b>Councillor John Castellari</b> Question: Can Council please liaise with the Campervan and Motorhome Club of Australia (CMCA) to discuss the possibility of installing dump points in, initially in Jindabyne and elsewhere in the SMRC area?	Glen Hines	<i>31 Aug 2018 - 1:22 PM - Glen Hines</i> No further progress on this. Meeting with Water / Sewer requested 31/8 <i>02 Aug 2018 - 2:26 PM - Glen Hines</i> Information is to be provided to CMCA regarding grant funding. A meeting is to be scheduled with Water and Sewer Group Manager on return from leave to consult with regards to impact on present infrastructure. <i>23 Jul 2018 - 1:32 PM - Glen Hines</i> Facilities staff are currently scoping suitable sites as well as upgrading existing dump points. For additional sites consultation with Water and Sewer will be required to ensure impacts/connection to the sewer system can be managed with a preference that dump points are contained within caravan parks. CMCA have sent through the	18/06/2018	N

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				required documentation for staff to complete to apply for the relevant funding. <i>28 Jun 2018 - 1:53 PM - Glen Hines</i> Contact made with CMCA Sean Constable for meeting late July in Cooma. Will discuss potential overnight sites as well as dump points <i>23 May 2018 - 10:56 AM - Erin Donnelly</i> Action reassigned to Glen Hines by: Erin Donnelly		
9	17 May 2018	<b>SMRC Council Dwelling Queen Street Bombala Councillor Maslin</b>  Question: Regarding Council owned house and flat in Queen Street Bombala, is it the case that the oven / stove in the downstairs flat is not functional due to electricity supply issues?  If this is the case, is this problem easily resolved, so that tenants can cook, and the dwelling is fully fit for purpose?	Glen Hines	10 October 2018 – 9:42 AM Glen Hines - Carpet repairs scheduled house scheduled 11/8, Brick work to be completed this week, painter next week for flat (ceiling and insulation complete), windows being measured next week, waiting on quotes for balustrading MCH. Floor / stairwell works completed  <i>31 Aug 2018 - 1:31 PM - Glen Hines</i> Quotes have been requested for - - Plastering for ceiling fire separation between flat and house - Brick work in flat to close off stairwell between flat and house- fire separation - Ballustrading on house verandah to meet BCA requirment  - Windows to be measured for frame repair / security screen works -Stairwell floor to be filled in house	10/10/2018	Y

SMRC Councillors' Questions – In Progress

				<p>- Properties will remain vacant until these works are complete  <i>02 Aug 2018 - 2:31 PM - Glen Hines</i>            Still waiting for Origin to undertake works connecting power pole to house  <i>24 Jul 2018 - 12:22 PM - Glen Hines</i>            Electricity account has been transferred. Awaiting Origin to attend site and run cable for pole , underground to flat. Following this local electrician will make the connection  <i>18 Jul 2018 - 11:39 AM - Glen Hines</i>            Doctor has moved out of the house and electricity account is being transferred. The electrical work will be completed allowing for the oven to be used and the flat made available for use.  <i>23 May 2018 - 12:37 PM - Glen Hines</i>            "The Council residence, of which a Resident Doctor is a tenant of the upstairs area, is in the process of having the electricity and meters upgraded by Get Switched Electrical due to old electrical wiring and meter.            For this process to be completed the residence upstairs (which Residnet Doctor electrical provider is Red Energy) and the flat downstairs requires the electrical provider to be Origin Energy as Red Energy do not install meters. Resident Doctor has been asked over the past number of months if he would change his electricity provider to Origin and Council would pay for any costs he might incur with this change over.            The resident Dr has finally come back to me yesterday (21/5). In the next 2 to 3 weeks he will</p>		
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SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				be moving out of 63 Queen Street. He advised he is moving as he just wanted a change, nothing to do with the house, and was still staying on in Bombala to work at the surgery and hospital. Once the Resident Doctor has the electricity disconnected from 63 Queen St I will have the electricity account put into Origin Energy so the electrician can progress with the new electricity upgrades"		
10	17 May 2018	<b>Lake Foreshore Beautification Funding</b> <b>Councillor Brian Old</b> Question: The removal of trees from foreshore.	Glen Hines	<p>10 Oct 2018 – 09:45 Glen Hines – Email approval on SMRC plan from Snowy Hydro received 24th September. Staff to arrange quotes for lower level tree removal w/e 12/10/18 and proceed ASAP.</p> <p>31 Aug 2018 - 1:38 PM - Glen Hines Aerial drone images received. Currently marking up and incorporating into draft report for final approval by Snowy Hydro</p> <p>09 Aug 2018 - 3:43 PM - Glen Hines Aerial drone photograpy to be undertaken between 9/8 and 16/8 and included in report to Snowy Hydro.</p> <p>02 Aug 2018 - 2:44 PM - Glen Hines Staff are currently working on plan to be submitted to Snowy Hydro for formal approval.</p> <p>18 Jul 2018 - 12:03 PM - Glen Hines Council Staff met with Snowy Hydro Environmental Staff to discuss scope of tree removal in the Clay Pits area. Verbal agreement has been made on the areas and type of trees that can be removed. A plan</p>	10/10/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				<p>will be developed in the coming weeks reflecting this and will be forwarded to Snowy Hydro for final approval. As per previous note it will be a staged approach commencing at the current low water level in the first instance and will be staged across 2 financial years. Assistance where possible will be sought from Perisher later this year.</p> <p><i>28 Jun 2018 - 1:55 PM - Glen Hines</i></p> <p>Facilities team is currently consulting via site meetings with Snowy Hydro Environmental Officers and Jenny Crowe regarding scope of tree removal at Clay Pits area. A staged approach will be taken, taking into account the current low water levels. Funding to be sourced from Open Space and Recreation 18/19 and 19/20 budgets. Assistance later in the year (November) may be available from Perisher TBC. An additional Construction Worker is to be recruited for the Jindabyne Open Space and Rec team and will be required to undertake foreshore maintenance in addition to works and scope carried out under existing contract</p> <p><i>28 May 2018 - 10:04 AM - Glen Hines</i></p> <p>Meeting scheduled with staff and contractors at foreshore on the 6th June to establish scope and arrange quotations</p> <p><i>24 May 2018 - 9:43 AM - Debbie Constance</i></p> <p>Action reassigned to Glen Hines by: Debbie Constance</p>		

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
11	07 June 2018	<b>Footpath Report</b> <b>Councillor Peter Beer</b> Question: Community concerns have been raised about the following matters. a. When will footpaths be provided from the Highview estate that gives access to the town's services and shopping areas. b. Does Council have any plans to reduce conflict between bikes and walkers on the shared paths around passive park areas? c. Can the concept strategy plans for the development of future and existing trails around East Jindabyne be displayed for public information.	Volker Georgi	21 September 2018 – item c - update provided via email to Cllr Beer. Cllr Beer to visit Jindabyne office and speak with recreation planner to view plans and progress.	9/07/2018	Y

SMRC Councillors' Questions – In Progress

				<p>18 Jul 2018 - 11:56 AM - Glen Hines Action reassigned to Volker Georgi by: Glen Hines 18 Jul 2018 - 11:48 AM - Ashraf Ahamat</p> <p>a. When will footpaths be provided from the Highview estate that gives access to the town's services and shopping areas.</p> <p>Footpaths will be provided after the release of each stage of the development, allowing time for construction works on private properties to be completed, to avoid damage to the footpaths from these private works.</p> <p>b. Does Council have any plans to reduce conflict between bikes and walkers on the shared paths around passive park areas?</p> <p>Council understands the issues around user conflict between walkers and riders. Particularly around our most highly used pathways. Last year Council worked closely with the Jindabyne Trail Stewardship to construct a separate bike trail along the Lake Jindabyne Foreshore path between Claypits and Snowline Caravan Park. This has been successful in reducing the user conflict so we are continuing to look for more areas that will be suitable in providing separate paths</p> <p>c. Can the concept strategy plans for the development of future and existing trails around East Jindabyne be displayed for public information</p> <p>Satff are developing a trail plan for the link</p>		
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SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				between Tyrolean and East Jindabyne. This focuses on a trail design through existing recreation reserve and Snowy Hydro Foreshore. Staff will undertake broader consultation with the community once they have finalised consultation directly with adjoining landholders. There is still some easements yet to be negotiated.		
12	07 June 2018	<b>Pedestrian Crossing for Sharp Street</b> <b>Councillor John Castellari</b> Question: Can Council please liaise with RMS or appropriate agency to facilitate a pedestrian crossing in Sharp Street Cooma? Residents have been approaching me regarding the difficulty of crossing Sharp Street Cooma and Caveat Street Bombala during heavy traffic periods. This is especially difficult for older residents – note that 38% of Cooma's residents are over 60 years and many are much older. I suggest the small amount of traffic slowing caused by a pedestrian crossing is in the interests of shopkeepers and residents.	Suneil Adhikari	<i>15 Jun 2018 - 11:21 AM - Debbie Constance</i> Staff are currently investigating this matter with the RMS as Sharp Street is a classified state road. As Caveat Street is not a Highway through Bombala, the Road Safety Officer is looking into this	9/07/2018	Y
13	07 June 2018	<b>Footpath Report</b> <b>Councillor Rogan Corbett</b> Question: Where are we up to with the footpath report for our Snowy Monaro Council area.	Gary Shakespeare	<i>18 Jul 2018 - 3:29 PM - Gary Shakespeare</i> Footpath data has been collected from Councils three (3) asset management systems and loaded into a single database; these have been mapped and condition rated.  Footpath plans from the Jindabyne Action Plan,	18/07/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				<p>Berridale Beautification Plan and Cooma CBD Plan have been collated and studies are being undertaken to highlight gaps in townships of Bombala, Adaminaby and Michelago.</p> <p>Discussions have taken place with residents of East Cooma, East Jindabyne and Nimmitabel to understand what the public priorities are for footpath construction/maintenance.</p> <p>A holistic Footpath plan for Snowy Monaro Region should be complete by June 2019.  <i>28 Jun 2018 - 2:07 PM - Glen Hines</i>                      Action reassigned to Gary Shakespeare by: Glen Hines</p>		
14	07 June 2018	<p><b>School Bus Routes</b>  <b>Councillor Sue Haslingden</b></p> <p>Question: Can we please put up a "School Bus Route" sign on Mittagang Road to the pumping station in response to the presentation by a concerned citizen?</p>	Volker Georgi	<p><i>16 Aug 2018 - 9:54 AM - Debbie Constance</i>                      Staff are working on a collaborative solution with the RMS as follows:</p> <p>Recommending installation of school bus route signs at intersection of Shannons Flat Road and Jones Plain Rd and also at the Mittagang Road Pumping Station.</p>	9/07/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
15	07 June 2018	<b>Work on Cooma Creek by Prisoners</b> <b>Councillor John Last</b> Question: Where did we get to with work being done on Cooma Creek by Prisoners? Answer: General Manager Following original question the Manager was contacted and message left. Will follow up	Peter Bascomb	<i>15 Jun 2018 - 4:47 PM - Sandra McEwan</i> Contacted Kevin Parry, Manager of Security at the Cooma Correctional Centre on 15 June 2018. He is unavailable for a meeting until the week commencing 25 June 2018. The EA to the General Manager will organise a meeting as soon as convenient to all parties to discuss the progress of this request.	15/06/2018	
16	07 June 2018	<b>Support from Council to approach RMS</b> <b>Councillor Lynley Miners</b> Question: Wanting support from Council to go to RMS in relation to East Jindabyne intersection. There will be an extra influx of heavy vehicles with Snowy 2.0. Currently Aaminaby is 80km/h, believe this should be 60km/h. Nimmitabel is currently 60km/h and believe that this should be 50km/h for safety.	Volker Georgi	Letter was sent to RMS on 13 August supporting proposal  <i>18 Jul 2018 - 3:27 PM - Ashraf Ahamat</i> Council will write a letter to the RMS supporting this proposal.	18/07/2018	Y
17	21 June 2018	<b>Access for Limited Mobility People</b> <b>Councillor John Castellari</b> Question: There has been an issue of access for limited mobility persons. Can we get an update at some point of the progress of the Disability Access review?	Mark Adams	Report presented to Council on 20 September 2018. Action completed.  <i>30 Jul 2018 - 11:25 AM - Katherine Miners</i> A report will be prepared by the Community Services Officer and presented to Council.	23/07/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
18	19 July 2018	<b>Town Clock Cooma CBD</b> <b>Councillor Rogan Corbett</b> Question: Can Council give a report on the progress of the town clock for Cooma CBD and any issues involved in this long process?	Gary Shakespeare	27 Jul 2018 - 10:45 AM - Gary Shakespeare A Report will be submitted to Council in August 2018. 25 Jul 2018 - 12:24 PM - Debbie Constance Action reassigned to Gary Shakespeare by: Debbie Constance	27/07/2018	
19	19 July 2018	<b>Roadside Rubbish</b> <b>Councillor Sue Haslingden</b> Question: What can be done about the rubbish along the Monaro Highway between Bombala and Cooma? The litter on both side of the road is disgraceful. We are a Council that is supposed to care for the environment; so it is urgent that we co-ordinate with relevant agency's to clean up this roadway – a prime tourism road.	Gary Shakespeare	13 Sep 2018 - 12:02 PM - Katherine Miners Litter picking operations between Cooma and Dangelong Road are commencing the week beginning 17 September. Advice has been received that the RMS is the responsible entity for litter to the table drain. Beyond that point, the responsibility lies with Council. 27 Jul 2018 - 1:45 PM - Gary Shakespeare Update from Resource and Waste Operations Manager dated 27 July 2018: We have obtained the roadside occupancy licence and will now schedule the roadside clean-up, as stated before Rex was hoping to have this	13/09/2018	Y



SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				<p>scheduled for the first two weeks in August – I will let you know the actual dates when I have them</p> <p><i>25 Jul 2018 - 9:27 AM - Gary Shakespeare</i></p> <p>Updated provided by the Resource and Waste Operations Officer on Monday 23 July 2018 was as follows:</p> <p>Corrective Services and RMS are in discussions with a proposed clean-up of the roadside by corrective services from Cooma town boundary to Dangelong Road towards Nimmitabel will be within the first 2 weeks in August. An update of the exact clean-up dates will be provided once confirmed.</p>		
20	19 July 2018	<p><b>Tidy up Pine Trees at Adaminaby</b></p> <p><b>Councillor Lynley Miners</b></p> <p>Questions: Can council look at a plan to tidy up the pine trees at Adaminaby on the Scenic Drive side of Snowy Mountains Highway, between the Snowy Museum and Scenic Drive towards the Tumut end – With a report back to Council.</p>	Gary Shakespeare	<p>Group Manager plans to meet with Councillor Miners at Adaminaby to ensure the trees in question and requirement for “tidying-up” are fully understood. Once a meeting has taken place, the Group Manager will engage a contractor to undertake the work.</p> <p><i>25 Jul 2018 - 12:27 PM - Debbie Constance</i></p> <p>Action reassigned to Gary Shakespeare by: Debbie Constance</p> <p><i>24 Jul 2018 - 12:36 PM - Glen Hines</i></p> <p>Action reassigned to Jane Kanowski by: Glen Hines</p>	09/10/2018	Y
21	02 August 2018	<p><b>Councillor Castellari - Aboriginal Flags</b></p> <p><b>Councillor John Castellari</b></p>	Lorraine Thomas	<p>The General Manager advised new poles have to be arranged. A further update will be provided.</p> <p><i>02 Sep 2018 - 10:56 AM - Lorraine Thomas</i></p> <p>Flag poles for Berridale, Bombala and Cooma Offices have been ordered through Goldspar. Once delivered Council Land and Property Maintenance</p>	2/09/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		Question: Can we please have an update on progress of flying the Aboriginal Flag on Council Buildings? Answer: The General Manager advised new poles have to be arranged. A further update will be provided.		Officers will install the flag poles. Aboriginal Flags are in Council's Berridale Store.		
22	02 August 2018	<b>Bombala Notice Boards</b> <b>Councillor Rogan Corbett</b>  Question: Could Council update and refresh the notice boards at the Bombala Swimming pool and the Bombala Post Office as these boards are a vital part of information for Tourists and Locals and maps need to be refreshed as well. As well as National Parks Information.	Kelly Heffernan	<i>18 Sep 2018 - 9:27 AM - Glen Hines</i> Action reassigned to Kelly Heffernan by: Glen Hines <i>14 Sep 2018 - 1:55 PM - Katherine Miners</i> Action reassigned to Glen Hines by: Katherine Miners <i>14 Sep 2018 - 1:52 PM - Katherine Miners</i> The signage at the post office has been refreshed by the Economic Development and Tourism team. The swimming pool signage is to be undertaken by the Facilities team.	18/09/2018	N
23	16 August 2018	<b>Councillor Sue Haslingden</b>  Question: Alison Gimbert has requested that a press release be put out to tell residents how much progress has been made towards getting the \$15 million (that John Barilaro promised to Bombala and Delegate for water infrastructure upgrades) because the community are very frustrated that they don't know anything and have not been told anything. Those involved within the community in bringing the issues to awareness are constantly being asked what is happening. It would be positive to allay	Suneil Adhikari	12 Sep 2018 - 2:54 PM Group Manager Water & Wastewater Advised: 1. On 14 August the GM sent an e-mail to DPC requesting an update on the funding. The response back from DPC stated that no BCR was required and that the Options Study would be funded up to \$15m. 2. On 29 August Group Manager W&WW received a call from DPC and an email with forms that had to be filled in and returned by 30 August. The forms were filled in and submitted to the DPC on 30 August.	12/09/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		people's fears that "we won't get the money to fix Bombala's and Delegate's water" as promised by John Barilaro.		<p>3. Based on advice from DPC re. the availability of funds immediately for the options and feasibility studies and the concept designs for Bombala and Delegate Water treatment Plants, Council commenced on the consultancy tender which is currently on the Vendor Panel with Tenders closing on 11th October 2018.</p> <p>4. On 11 September the Group Manager W&amp;WW received an email from DPC requesting a business case to be done for the project and submitted by 12 October. W&amp;WW Group Manager contacted the Manager listed in the email for assistance but got a response back that he was on leave until 21 September.</p> <p>5. W&amp;WW Group Manager contacted DPC Officer Megan Cleary on Monday 17th and clarified the application process for the grant.</p> <p>6. Council sought 3 quotes from consultants to prepare the business case. Of the three, two of them were providing a joint submission. Two responses were received by Monday 17th and evaluated. A delegate from the successful company will be visiting the sites on Thursday 20th to determine the issues relating to the WTP in Bombala and the pump station in Delegate. They will submit the application to DPC before 12th October 2018.</p> <p>12 Sep 2018 - 3:01 PM - Debbie Constance Action completed by: Debbie Constance</p>		

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
				Complete. See notes from Group Manager Water & Wastewater		
24	16 August 2018	<b>Rail Trail Update</b> <b>Councillor Bob Stewart</b> Question: Would it be possible to provide a report for the next meeting on the allocated money for the feasibility for the rail trail that Council passed to see where it is at?	Matt Payne	10 Sept 2018 – 11.45am A report will be presented to the next Council Meeting on 20 September 2018 titled 'Feasibility Study – Monaro Rail Trail from Queanbeyan to Bombala'	10/09/2018	Y
25	6 Sep 2018	<b>Councillor Brian Old:</b> How come we spend so much money on roads and after six month certain roads are back to needing attention?	Gary Shakespeare	If the question relates to gravel roads then it's not uncommon for these to be maintained every six months. However it is suspected that this question relates to sealing work within Leesville Estate, Jindabyne. Council has acknowledged that the quality of work undertaken by contractors was below standard. However there was a warranty period and the contractor have been requested (and agreed) to make good on the defects	09/10/2018	Y
26	6 Sep 2018	<b>Councillor Peter Beer:</b> Question: I have received a number of questions regarding the status of the cycle paths and if they are to be used by both bikes and walkers. Can a report be produced that informs Council on the status of such paths in the Regional area. Can the report include at least the following: a. Who determines the type of track use, shared, bike or walker?	Glen Hines	8 Oct 2018 – 10:03 AM Glen Hines – Yet to be allocated to staff by Governance? Have forwarded this onto Open Space and Rec Manager to prepare report with assistance from Recreational Planner.  Rec Planner is planning a workshop with Councillors in November that will include the requested information.	8/10/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		<ul style="list-style-type: none"> <li>b. Can a plan of these paths be produced to show the usage type?</li> <li>c. Who is responsible if an accident occurs between walker and biker?</li> <li>d. What is this Council's responsibility for the upkeep of the paths?</li> </ul>				
27	6 Sep 2018	<b>Councillor Rogan Corbett:</b> A number of the public have been asking "what has happened to the past Section 355 Committees that were operating within the former Snowy River Shire Council"? Can Council prepare a report on the Committees as to if they are still meeting and if not their future under the new Council?				
28	6 Sep 2018	<b>Councillor John Last:</b> Now that Snowy has been sold to the Commonwealth, we should get a large share of that money to rehabilitate our roads and other things we have because of the contribution that was made by the people in this area when the Snowy was operating. A lot of land around the area was resumed for building of dams as part of the Snowy and we should come in for special attention due to this contribution.				
29	6 Sep 2018	<b>Councillor Anne Maslin</b> Who is responsible for the rubbish bins in the Jindabyne Town Centre? On weekends in the peak winter season are they emptied every day? Recently	Glen Hines	8 Oct 2018 – 10:11 AM Glen Hines – <b>Yet to be allocated to staff by Governance?</b>	8/10/2018	Y

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
		some of the blue bins were overflowing onto the footpath at 10:30am on a Saturday morning.		<p>Question forwarded to Land and Property Manager for response –</p> <p><i>“The waste and recycling bins in the Jindabyne Town Centre are emptied everyday 7 days per week by Council’s Cleaner Contractor. Some local businesses, residents and visitors to the Town Centre place their personal waste in the bins so they can fill up very quickly at certain times of the year. There are 9 waste bins and 8 recycling bins.”</i></p> <p>Patrick Cannon - The servicing of rubbish bins in Jindabyne is a complicated matter. Management responsibilities lie with the Parks and Gardens department along with the Waste Department. The servicing arrangements will depend on where the bin is located. Street bins are generally serviced twice per week, Monday/Friday. Park bins are serviced on an as needs basis with a contractor engaged to undertake this function.</p> <p>In reference to the bins in Gippsland Street (Blue Bins), these are serviced by a contractor on behalf of the body corporate (land manager) for the adjoining buildings. Council plays no part in the servicing arrangements for these bins and is unable to clear the bins when overflowing as our staff do not have keys to unlock the bins</p>		
30	6 Sep 2018	<p><b>Councillor Lynley Miners</b></p> <p>Can Councillors and Directors regularly get together to discuss each other’s views on a way forward on major matters concerning the future of the shire?</p>				

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
31	20 Sep 2018	<p><b>Councillor Anne Maslin</b></p> <p>Please could an article be put on the website, explaining the importance of Council adopting “Best Practice” in fees and charges?</p> <p>Best Practice is a requirement in applications for government grant funding from Federal and State Governments. In the interests of transparency, it's important that ratepayers are given all reasons for the fees and charges they are asked to pay.</p>		<p>08/10/2018 When the fees and charges were advertised, the reason for the introduction of the new pricing structure was explained in the newspaper article. A copy of this can be provided. When the draft policy is advertised, more information on best practice will be provided in the advertisement</p>	08/10/2018	Y

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### 13.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT REPORT

Record No:

Responsible Officer:	Acting General Manager
Author:	Senior Internal Auditor
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	<ol style="list-style-type: none"><li>1. Minutes of the Audit, Risk and Improvement Committee Meeting held on 19 September 2018</li><li>2. Chair's Discussion Summary to be Read in Conjunction with the Minutes of Meeting held on 19 September 2018</li><li>3. Internal Audit Annual Report for the Financial Year 2017/2018</li></ol>
Cost Centre	3136 – Internal Audit
Project	Audit, Risk and Improvement Committee

#### EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee met on 19 September 2018 in Vin Good Meeting Room, Cooma Library. The Minutes are presented for Council's information. The Audit, Risk and Improvement Committee resolved that the Annual Report of the Audit, Risk and Improvement Committee and Internal Audit for the Financial Year 2017/2018 be presented to Council.

This is the second annual report of the Snowy Monaro Regional Council Audit, Risk and Improvement Committee (the Committee) and Internal Audit for the Financial Year 2017/2018. The report outlines the role and the activities of the Committee and the internal audit function during 2017/2018 and provides an overall opinion on the Council's risk management, control and governance arrangements.

The Committee's report notes that the level of effort to merge the three councils has challenged the council and significantly more effort will be required to ensure that governance arrangement, processes and procedures within the merged council are fully effective. Audits of Governance Health Check and a Risk Maturity assessment, accepted by management, will provide both management and the Committee with a baseline against which to monitor improvement.

A report from the internal auditor attached to the Committee's report, outlines the internal audit work undertaken. Until September 2017, internal audit was provided part time in a shared resourcing arrangement with Yass council. This arrangement ceased because of staffing changes and recruitment has taken time to resolve and has placed limitations on the committee's effectiveness during 2017/18. This however is now resolved.

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

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### **OFFICER'S RECOMMENDATION**

That Council

- A. Receive and note the minutes of meeting of the Audit, Risk and Improvement Committee held on 19 September 2018.
- B. Receive and note the Chair's discussion summary to be read in conjunction with the minutes of meeting.
- C. Receive and note the report on Audit, Risk and Improvement Committee and Internal Audit Annual Report for the Financial Year 2017/2018.

### **BACKGROUND**

The Snowy Monaro Regional Council Audit, Risk and Improvement Committee (Committee) was established in June 2016. The current charter was adopted by Council in September 2017. The Committee comprises four independent members and one councillor.

The Committee provides independent assurance and assistance to Council in respect to risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

The Committee works to an agreed schedule of work to ensure that it achieves its responsibilities as outlined in its charter. This schedule of work includes review of the processes associated with financial statements as well as progressively gaining an understanding of the SMRC risk management practices through presentations from key staff and sighting of policies and procedures.

The Committee relies on the work of the internal audit to provide more in-depth assessment of the council's risk and control environment. Until September 2017, internal audit was provided part time in a shared resourcing arrangement with Yass council. This arrangement ceased because of staffing changes and action is being taken by council to recruit an auditor. This has taken time to resolve and has placed limitations on the committee's effectiveness during 2017/18.

The Committee would like to express its appreciation for the full support and cooperation that it has received from all levels of Council personnel and management in answering questions, facilitating audits and responding to audit concerns. Overall, the Council personnel and management displayed openness in discussion and demonstrated their commitment to sound management practices in the areas reviewed and discussed.

### **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.

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## **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.



# Minutes

**Audit, Risk and Improvement Committee Meeting**

**19 September 2018**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA LIBRARY, 61 VALE STREET, COOMA NSW 2630**

**ON WEDNESDAY 19 SEPTEMBER 2018**

**MINUTES**

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**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA LIBRARY, 61 VALE STREET, COOMA NSW 2630**

**ON WEDNESDAY, 19 SEPTEMBER 2018  
COMMENCING AT 10AM**

**PRESENT:**

**Voting Attendees:** Max Shanahan, Chair  
Miles Pearson, External Member  
John Barbeler, External Member  
Adam Vine, External Member  
Councillor John Castellari Council Member

**Non-Voting Attendees:** Peter Bascomb, Acting General Manager  
Tarang Kamath, Senior Internal Auditor

**Guests:** Peter Cannizzaro, Director Corporate and Community Services – left at 12.50pm  
Petrina Cannon, Organisational Risk Officer – arrived at 10.16am left at 11.40am  
Matthew Payne, Chief Financial Officer – arrived at 10.55am left at 12.50pm  
Lawrissa Chan, Director – Audit Office – arrived at 10.36am left at 12.50pm  
Brad Bohun, Senior Partner – Crowe Horwath – dialled in at 11.45am left at 11.50am

**Secretariat:** Lisa McKenzie, Administration Officer IBD  
Erin Donnelly, Secretary to Council and Committees – left at 11.00am

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 10AM

**2. APOLOGIES**

An apology for the meeting was received from Michael Kharzoo, Audit Leader – Audit Office

**3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

Nil

**4. ADOPTION OF MINUTES OF PREVIOUS MEETING**

**4.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 29 MAY 2018**

**COMMITTEE RECOMMENDATION**

**ARIC72/18**

THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 29 May 2018 are

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL  
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confirmed as a true and accurate record of proceedings.

**Moved Mr Vine**

**Seconded Mr Barbeler**

**CARRIED**

## 5. BUSINESS ARISING

### Adjournment of Meeting

At 11.35am the meeting adjourned for morning tea.

### Resumption of Meeting

The meeting resumed at 11.45am.

### Adjournment of Meeting

At 12.26pm the meeting adjourned for lunch.

### Resumption of Meeting

The meeting resumed at 12.54pm.

## 6. STATUS REPORTS

### 6.1 STATUS REPORT - RISK MANAGEMENT - JUNE TO AUGUST 2018

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Organisational Risk Officer
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	Nil
Cost Centre	3135 – Risk Management
Project	Operational Report
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

This is the third report submitted to the Audit, Risk and Improvement Committee (ARIC) since amalgamation of the three former Council areas in May 2016.

This document formally acknowledges that an Enterprise Risk Management Framework (ERM) includes all aspects of risk within an organisation; and now includes references to the sub-category of Work Health Safety (WHS). Future reports will include progress in the WHS area as that framework is developed.

This report contains information and responses to actions arising from the last ARIC meeting; specifically

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL  
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relating to the timeline and creation of Council's ERM Framework and Business Continuity Plans.

This report has been reformatted to demonstrate Council's compliance to the recently published document; ISO31000:2018 Risk Management – Guidelines.

The following officer's recommendation is submitted for the ARIC Committee's consideration.

**COMMITTEE RECOMMENDATION**

**ARIC73/18**

That the Audit, Risk and Improvement Committee

- A. Request a summarised version of the work plan for implementation of Enterprise Risk Management Framework.
- B. Request an update on the Business Continuity Plan out of session.
- C. Request that the minutes of the Emergency Management Committee meeting be provided.

**Moved Mr Vine**

**Seconded Mr Barbeler**

**CARRIED**

**6.2 PROGRESS REPORT ON AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS**

Record No:

Responsible Officer:	Acting General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. Status Report Recommendations Audit Risk and Improvement Committee
Cost Centre	3136

**EXECUTIVE SUMMARY**

The Audit, Risk and Improvement Committee (Committee) makes resolutions in relation to the reports presented at its meetings. This paper serves to provide a status report on the progress of the Committee recommendations.

The following officer's recommendation is submitted for the Audit, Risk and Improvement Committee consideration.

**COMMITTEE RECOMMENDATION**

**ARIC74/18**

That the Audit, Risk and Improvement Committee note the progress report on Committee

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recommendations from the meetings of this Committee.

CARRIED

### 6.3 PROGRESS REPORTS - INTERNAL AUDIT RECOMMENDATIONS

Record No:

Responsible Officer:	Acting General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	<ol style="list-style-type: none"><li>1. Progress Report Audit 2 - Cash Handling at Remote Sites and Customer Service Offices (SRSC)</li><li>2. Progress Report Audit 16-01 - Cash Handling (SMRC)</li><li>3. Progress Report Audit 16-02 - Fraud Control Health Check (SMRC)</li><li>4. Progress Report MIR 17-01 - Review Platypus Country Visitor Information Centre</li><li>5. Progress Report Audit 16-04 - Governance Health Check</li></ol>
Cost Centre	3136

### EXECUTIVE SUMMARY

Each meeting a report is prepared by responsible officers on the progress to date of audit recommendations. There are two overdue recommendations and two deferred recommendations, however there are no requests for extensions from original target dates.

The following officer's recommendation is submitted for the Audit, Risk and Improvement Committee's consideration.

### COMMITTEE RECOMMENDATION

ARIC75/18

That the Audit, Risk and Improvement Committee

A. Note the report on the progress internal audit recommendations.

B. Note the progress reports

- (a) Audit 2 Cash Handling Remote Sites (SRSC)
- (b) Audit 16-01 Cash Handling SMRC
- (c) Audit 16-02 - Fraud Control Health Check (SMRC)
- (d) MIR 17-01 - Review Platypus Country Visitor Information Centre
- (e) Audit 16-04 Governance Health Check



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- C. Recommend that more specific and informative progress comments are provided in the progress report to justify the change in completion percentage.
- D. Recommend that when recommendations are late or deferred, that management provide an assessment of the risk associated with the delay or deferral, including any compensatory controls that are in place to manage the risk.
- D. Recommend that when target dates are updated, the original target date and compensating controls be mentioned in the progress comments.
- E. Recommend that Internal Audit re-visit Platypus Country Visitor Information Centre for a follow-up review.

Moved Mr Vine

Seconded Mr Barbeler

CARRIED

#### 6.4 STATUS REPORT - INTERNAL AUDIT ACTIVITIES JULY TO SEPTEMBER 2018

Record No:

Responsible Officer: Acting General Manager  
Author: Senior Internal Auditor  
Key Direction: 4. Leadership Outcomes  
Delivery Plan Strategy: 10.2 Sound governance practices direct Council business and decision making  
Operational Plan Action: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. Draft Internal Audit Work Plan July 2018 to June 2019  
2. Draft Audit Universe  
3. RMS DRIVES24 SMRC Compliance Audit Certificate 2018  
4. RMS DRIVES24 SMRC Compliance Audit Template 2018  
5. Internal Audit Annual Report 2017-2018  
Cost Centre 3136

#### EXECUTIVE SUMMARY

This report serves to inform the Audit, Risk and Improvement Committee (the Committee) of the Internal Audit activities for the period July to September 2018. Recruitment of the Senior Internal Auditor was successful, with the appointment of Tarang Kamath commencing on 2 July 2018.

The following officer's recommendation is submitted for the Committee's consideration.

#### COMMITTEE RECOMMENDATION

ARIC76/18

That the Audit, Risk and Improvement Committee

- A. Note the status report of Internal Audit Activities for the period July to September 2018.
- B. Recommend substituting Media and Communication Audit with Payroll Audit in the Internal Audit Annual Work Plan 2018-2019.
- C. Recommend that Internal Audit consider the NSW Audit Office's Annual Work Program during the development of SMRC's Internal Audit Work Program.
- D. Recommend that the request for tender of the new corporate information system, once approved,

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be made available to Internal Audit.		
E. Recommend corrections as discussed at the meeting to the Internal Audit Annual Report for the Financial Year 2017-2018.		
F. Recommend that the Chair present the Final Internal Audit Annual Report for the Financial Year 2017-2018 to the next meeting of Council.		
<b>Moved Mr Vine</b>	<b>Seconded Mr Pearson</b>	<b>CARRIED</b>

#### 6.5 STATUS REPORT - FRAUD AND CORRUPTION CONTROL

Record No:

Responsible Officer: Acting General Manager  
Author: Senior Internal Auditor  
Key Direction: 4. Leadership Outcomes  
Delivery Plan Strategy: 10.2 Sound governance practices direct Council business and decision making  
Operational Plan Action: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: Nil  
Cost Centre  
Project  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

Fraud and Corruption Control activities is a standard item on the Audit, Risk and Improvement Committee Agenda. The report advises the Committee of any allegations of fraudulent or corrupt conduct reported to the General Manager or to an external body such as ICAC.

The following officer's recommendation is submitted for Audit, Risk and Improvement Committee consideration.

<b>COMMITTEE RECOMMENDATION</b>	<b>ARIC77/18</b>
That Audit, Risk and Improvement Committee note the status report on Fraud and Corruption Control.	
<b>CARRIED</b>	

#### 6.6 STATUS REPORT ON EXTERNAL AUDITS

Record No:

Responsible Officer: Acting General Manager

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Author: Senior Internal Auditor  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.2 Sound governance practices direct Council business and decision making  
Delivery Program Objectives: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. Audit Arrangements - Snowy Monaro Regional Council  
2. Progress Report External Audit Recommendations 2016-2017  
3. Progress Report External Audit Recommendations 2017-2018  
4. JLT Risk and Audit Maturity Assessment (RAMA) Report - Snowy Monaro Regional Council  
Cost Centre 3136

**EXECUTIVE SUMMARY**

External Audits are performed at Snowy Monaro Regional Council for various stakeholders. This report serves to inform the Audit, Risk and Improvement Committee (the Committee) of the results of audits performed, progress on recommendations of the audits and relevant information provided by the stakeholders.

Council was advised that the Audit Office of New South Wales has brought the audit of Council's financial statements in-house.

Results of the Risk and Audit Maturity Assessment (RAMA) undertaken by Jardine Lloyd Thompson Pty Ltd (JLT) (Scheme Manager of Statewide Mutual) is included for the information of the Committee.

The following officer's recommendation is submitted for Audit, Risk and Improvement Committee's consideration.

**COMMITTEE RECOMMENDATION**

**ARIC78/18**

That the Audit, Risk and Improvement Committee

A. Note the change in audit arrangements communicated by the Audit Office of New South Wales

B. Note the progress reports

(a) External Audit Recommendations 2016-2017

(b) External Audit Recommendations 2017-2018

C. Note the JLT Risk and Audit Maturity Assessment results

**CARRIED**

**6.7 DRAFT 2018 FINANCIAL STATEMENTS**

Record No:

Responsible Officer: Director Corporate and Community Services

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Author: Chief Financial Officer  
Key Direction: 4. Leadership Outcomes  
Delivery Plan Strategy: 11.2 Council utilises sound fiscal management practices, pursues and  
attracts other sources of income  
Operational Plan Action: 11.2.2 Provision of statutory reporting enables our leaders to make  
decisions on Council's financial sustainability  
Attachments:  
Cost Centre 4010 Financial Services  
Project 2018 Financial Statements  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

As requested at the 29 May 2018 Audit Risk and Improvement Committee Meeting (ARIC), a copy of the draft 2018 General Purpose and Special Purpose Financial Statements are to be provided for review on 14 September 2018. The statements encompass the period 1 July 2017 to 30 June 2018.

There is a report to the ordinary council meeting on 20 September 2018 recommending that council authorize the referral of the financial statements to the external auditor in accordance with Section 413(2) of the Local Government Act 1993.

Our external auditors, Crowe Horwath, are expected to be on site from 24 September 2018. It is anticipated that the Independent Auditor's Report will be received from the Audit Office of NSW on 26 October 2018.

In accordance with Section 417(5) of the Local Government Act 1993, council is required to lodge its Audited Financial Statements and Financial Data Return (FDR) to the Office of Local Government by 31 October 2018.

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

**COMMITTEE RECOMMENDATION**

**ARIC79/18**

That the Audit, Risk and Improvement Committee receive and note the draft 2018 General Purpose and Special Purpose Financial Statements.

**CARRIED**

**6.8 2018 INTERIM MANAGEMENT LETTER - AUDIT OFFICE OF NSW**

Record No:

Responsible Officer: Director Corporate and Community Services

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Author: Chief Financial Officer  
 Key Direction: 4. Leadership Outcomes  
 Delivery Plan Strategy: 10.2 Sound governance practices direct Council business and decision making  
 Operational Plan Action: 10.2.1 Independent audit and risk framework drives accountability  
 Attachments: 1. Interim Management Letter 2018  
 Cost Centre 4010 Financial Services  
 Project  
 Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

Council received the Management Letter on the Interim Phase of the Snowy Monaro Regional Council Audit for year ending 30 June 2018 from the Audit office of NSW on 21 August 2018.

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

#### COMMITTEE RECOMMENDATION

ARIC80/18

That the Audit, Risk and Improvement Committee receive and note the Management Letter on the Interim Phase of the Snowy Monaro Regional Council Audit for year ending 30 June 2018.

CARRIED

#### 7. SPECIAL AGENDA ITEMS

Nil

#### 8. GENERAL BUSINESS

##### 8.1 STATECOVER ANNUAL REPORT 2016/17

Record No:

Responsible Officer: Director Corporate and Community Services  
 Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
 Delivery Plan Strategy: DP7.3.1.2 Provide a work place that ensures the health, safety and wellbeing of employees is maintained through the management of potential risks  
 Operational Plan Action: OP7.25 Develop and implement WHS policies, procedures and resources for managers and workers.  
 Attachments: 1. SMRC 2016-2017 Workers Compensation and WHS Report  
 Cost Centre 6010

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MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL  
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Project Snowy Monaro Regional Council Skin Screening Analysis

#### EXECUTIVE SUMMARY

Snowy Monaro Regional Council's (SMRC) insurer Statecover, provides an Annual Report summarising Council's performance across various workplace risk indicators, as well as an overview of how the mutual has assisted Council manage the complexities of workplace risk.

The 2016/17 report states SMRC is performing well when compared to the Office of Local Government Group (OLG Group) and were ranked number 1 of the top 10 lowest average premium rates of all Statecover members for the reporting year.

SMRC scored below the average in relation to Early Injury Reporting which refers to the number of reported injuries to Statecover within 48 hours of Council becoming aware. This is a legislative requirement and a focus area for improvement.

The report was presented to the Executive Leadership Team on 21 June and to Council 19 July 2018.

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

#### COMMITTEE RECOMMENDATION

ARIC81/18

That the Audit, Risk and Improvement Committee note the Snowy Monaro Regional Council 2016/17 Workers Compensation and WHS Report.

CARRIED

#### 8.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE SCHEDULE OF REVIEW

Record No:

Responsible Officer:	Acting General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. SMRC ARIC Work Schedule 2017 to 2021
Cost Centre	3136

#### EXECUTIVE SUMMARY

Attached the Schedule of Review for the Audit, Risk and Improvement Committee for information.

The following officer's recommendation is submitted for the Audit, Risk and Improvement Committee information.

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**COMMITTEE RECOMMENDATION**

**ARIC82/18**

That the Audit, Risk and Improvement Committee note the information contained in the Schedule of Review for the coming periods.

**CARRIED**

**8.3 ENTERPRISE RISK MANAGEMENT POLICY**

Record No:

Responsible Officer: Executive Manager Innovation & Business Development  
Author: Organisational Risk Officer  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.2 Sound governance practices direct Council business and decision making  
Delivery Program Objectives: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. Draft Policy 163 - Enterprise Risk Management  
Cost Centre 3135 – Risk Management  
Project Operational Report  
Further Operational Plan Actions: None

**EXECUTIVE SUMMARY**

The purpose of the Enterprise Risk Management Policy as the cornerstone of Council's ERM framework, is to embed a risk awareness culture into the daily fabric of council operations.

The present policy "SMRC 163 – Enterprise Risk Management" was adopted by Council at its meeting 27 September 2017 and is now requiring changes which reflect the recently adopted International Standard "ISO31000: 2018 Risk Management – Guidelines" as well as changes to Council's Enterprise Risk Management procedures.

Once endorsed by the ARIC the policy will be submitted to the Executive Leadership Team for their signoff; then sent to Council for adoption.

The following officer's recommendation is submitted for the Audit, Risk and Improvement Committee's consideration.

**COMMITTEE RECOMMENDATION**

**ARIC83/18**

That the Audit, Risk and Improvement Committee note the progress on the development of the Enterprise Risk Management Policy and Management consider the comments provided during the meeting.

**CARRIED**

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#### 8.4 STRATEGIC RISK REGISTER

Record No:

Responsible Officer: Executive Manager Innovation & Business Development  
Author: Organisational Risk Officer  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.2 Sound governance practices direct Council business and decision making  
Delivery Program Objectives: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. SMRC Strategic Risk Register  
Cost Centre 3135 – Enterprise Risk Management  
Project Operational Report  
Further Operational Plan Actions: None

#### EXECUTIVE SUMMARY

Strategic risks were workshopped and agreed to during the Executive Leadership Team workshop held 24 May 2018. These risks have now been entered into Council's risk register.

The Executive Management Team is presently workshopping the controls and actions Council can take to mitigate risks to Council's appetite level.

The following officer's recommendation is submitted for Audit, Risk and Improvement Committee's consideration.

#### COMMITTEE RECOMMENDATION

ARIC84/18

That the Audit, Risk and Improvement Committee note the Strategic Risk Register and Management consider the comments provided during the meeting.

CARRIED

#### 8.5 STATEWIDE MUTUAL - CONTINUOUS IMPROVEMENT PATHWAY PROGRAMME 2018/2019

Record No:

Responsible Officer: Executive Manager Innovation & Business Development  
Author: Organisational Risk Officer  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.2 Sound governance practices direct Council business and decision making



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Delivery Program Objectives: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. Statewide Mutual 2017  
Cost Centre 3135 – Risk Management  
Project Statewide Mutual – Continuous Improvement Pathway Programme  
2018/2019  
Further Operational Plan Actions: Nil

**EXECUTIVE SUMMARY**

The purpose of this report is to brief the Audit, Risk and Improvement Committee with regard to Council's performance and future activities within the Statewide Mutual CIP program.

The following officer's recommendation is submitted for Audit, Risk and Improvement Committee's consideration.

**COMMITTEE RECOMMENDATION**

**ARIC85/18**

That the Audit, Risk and Improvement Committee note the information contained within Statewide Mutual - Continuous Improvement Pathway Programme 2018/2019.

**CARRIED**

**9. NEXT MEETING**

Wednesday, 5 December 2018

There being no further business the Chair declared the meeting closed at 1.50pm

CHAIRPERSON

The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 19 September 2018 were confirmed by Committee at a duly convened meeting on 5 December 2018 at which meeting the signature hereon was subscribed.

Snowy Monaro Regional Council  
Audit, Risk and Improvement Committee  
September 2018  
Chair's Discussion Summary

	<b>Summary of Committee Discussion</b>
<b>5.</b>	<b>BUSINESS ARISING</b>
	The Committee noted that the items to be discussed under business arising were shown under item 6.2, progress report on Audit, Risk and Improvement Committee recommendations and asked that, in line with previous ARIC resolution that in future they be dealt as part of business arising.
<b>6.1</b>	<b>STATUS REPORTS</b>
<b>6.1</b>	<b>Status Report - Risk Management - June to August 2018 18</b>
	<p>The Committee commended the Organizational Risk Officer on the progress to date in this important area.</p> <p>Committee members noted that the report indicated that no responses were received from Managers in respect to a circulated risk register and questioned whether this reflects a lack of senior management support. The Acting General Manager indicated that he would be working to ensure such support becomes more explicit. He noted that all managers are under a lot of pressure regarding delivery of projects and business objectives.</p> <p>The Committee expressed concern about the status of business continuity plans in a number of key functions and supported the engagement of an external service provider to assist development of both the ERM Framework and Business Continuity Plans. The Acting General Manager agreed with the concern, particularly with the bush fire season coming up, pointing out that recent fires had illustrated the problem. He noted that it was not a one size fits all solution, and there was a need to address higher risk areas first. The Committee asked that it be kept informed about progress in addressing this risk prior to the next meeting in December.</p> <p>The Committee discussed the proposal for consultancy assistance in developing and implementing a risk management framework. The Committee stressed the criticality of having management and staff involved in the development of these elements to ensure they deliver in a practical way. The Acting General Manager supported these comments, noting the need for a workplan that could be achieved within the Council's work commitments and staff levels. The Committee requested a summarised version of the workplan when available.</p> <p>Committee members commented that business continuity and disaster recovery are separate and that management needs to be clear what deliverables they will receive from the service provider.</p> <p>Risk, policy etc were discussed under items 8.3 and 8.4</p>

Snowy Monaro Regional Council  
Audit, Risk and Improvement Committee  
September 2018  
Chair's Discussion Summary

	<b>Summary of Committee Discussion</b>
<b>6.2</b>	<b>Progress Report on Audit, Risk and Improvement Committee Recommendations</b>
	The review of all outstanding items progress report on Audit, Risk and Improvement Committee found that they had either been resolved or were to be resolved at this meeting.
<b>6.3</b>	<b>Progress Reports - Internal Audit Recommendations</b>
	<p>The Committee reviewed progress on addressing audit recommendations and found that progress was generally satisfactory. However, the Committee requested improvements in how progress against recommendations was recorded. This included:</p> <ul style="list-style-type: none"> <li>ensuring that when the percentage complete is amended, there is more specific and informative information is provided about the progress made to justify the change.</li> <li>when recommendations are very late or deferred, that management provide an assessment of the risk associated with the delay or deferral, including any compensatory controls that are in place to manage the risk.</li> <li>when implementation dates are changed that there is a record of these changes and the reasons</li> </ul>
<b>6.4</b>	<b>Status Report - Internal Audit Activities July to September 2018</b>
	<p>The Committee welcomed Tarang Kamath as council's new Senior Internal Auditor. The Committee also expressed appreciation for Ms Nicholls's ongoing support during transition.</p> <p><b>Audit Program</b></p> <p>The Committee was informed by the Chair that a draft four year program included in papers was for information and will be discussed in the December meeting.</p> <p>The Audit Program for this 2018/19 was considered and priorities discussed. Committee members requested that a payroll review be undertaken perhaps as a substitute for the planned media and communications audit.</p> <p>The Committee discussed the relationship between the NSW Audit Office's program and the SMRC program, and was provide with assurance that this will be considered by internal audit, when developing the program further</p> <p>The Chair indicated that that he had discussed potential involvement of the internal auditor with the acquisition and implementation of the new Corporate systems with the Director, Corporate and Community Services. The request for tender included a required schedule of activities and, once approved, this would be made available to audit. Consideration will then be given to the impact on the audit program.</p> <p><b>Annual Report to Council</b></p>

Snowy Monaro Regional Council  
Audit, Risk and Improvement Committee  
September 2018  
Chair's Discussion Summary

	<b>Summary of Committee Discussion</b>
	The Committee reviewed the annual report and subject to some minor changes agreed to its going forward. The Committee noted that the Chair will be reporting to the council sometime in October 2018.
<b>6.5</b>	<b>Status Report - Fraud and Corruption Control</b>
	The Committee noted that there had been no reported frauds.
<b>6.6</b>	<b>Status Report on External Audits</b>
	<p><b>Changes to Audit Arrangement</b></p> <p>The Committee noted that the Council's Financial Audit would be undertaken by the NSW Audit Office for the 2018/19 Statements.</p> <p><b>External Audit Recommendations</b></p> <p>The Committee discussed the outstanding recommendations from the past two external audits of the Council's Financial Statements. No concerns were raised with the progress of any recommendation. While there were some issues that could not be fully addressed this year, this is generally a result of delays in implementing new systems or will be addressed in planned improvements. These included IT user access; Asset remediation; Multiple asset management systems; and Disaster recovery planning.</p> <p><b>JLT Risk &amp; Audit Maturity Assessment</b></p> <p>The Committee noted the Maturity Assessment, although as a desktop survey-based review, this report, was of limited value to the Committee as it was more compliance than performance focused. The Committee did note the assessment reflected its concern about the reporting of lines of Internal Audit. The Acting General manager indicated he was aware of the Committee's concern and this is being reviewed.</p> <p><b>Performance audits</b></p> <p>The Audit Office informed the Committee that it would undertaking 3 performance audits relating to local government, one of which will involve SMRC:</p> <ul style="list-style-type: none"> <li>• Council's management of an activity</li> <li>• Amalgamation: Managing staffing implications (involves SMRC)</li> <li>• Waste management in local government</li> </ul>
<b>6.7</b>	<b>Draft 2018 Financial Statements</b>
	The Committee was briefed on the results of the Interim Financial Statement Audit by Brad Bohun, Senior Partner – Crowe Horwath. He spoke positively about the improvement in the processes associated with the audit engagement, and noted that while there were issues outstanding, there had been significant progress in resolving them.

Snowy Monaro Regional Council  
Audit, Risk and Improvement Committee  
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	<b>Summary of Committee Discussion</b>
	<p>The Committee was briefed by Chief Financial Officer (CFO) on progress on each of the issues raised, who pointed out that the Council was at least two weeks better than the previous years' timetable. While they were still working off three different financial systems, they had a prepared a consolidated spreadsheet to support the financial statements. Action in respect of asset valuation was well underway and they would be ready for the external auditors next week.</p> <p>The CFO indicated that while he was aware of the Committee's request that an issue register be maintained, he had considered that it was better to address each issue without additional associated overhead. The Committee re-enforced its recommendation that an issue register be prepared as evidence of how issues are being resolved, but it should address major issues that required agreements with the External Auditor.</p> <p>The Committee discussed a range of issues with the draft Financial Statements. These include whether information is to be provided on material budget variations (it was informed that this would be in note 18), status of bad debts/other debtors' operating performance ratios; Debt service ratios; and Treatment of new accounting standard issues not effective as outlined note 1.</p> <p>The Committee also expressed interest in a reconciliation of Q3 Financials versus actual results.</p> <p>The Committee agreed that the draft statements were in good shape and thanked management for their work in getting them to this position, much earlier than last year.</p>
<b>6.8</b>	<b>2018 Interim Management Letter - Audit Office of NSW 16</b>
	See 6.6
<b>7.</b>	<b>SPECIAL AGENDA ITEMS</b>
	No special agenda items
<b>8.</b>	<b>GENERAL BUSINESS</b>
<b>8.1</b>	<b>State Cover Annual Report 2016/17</b>
	<p>The Committee discussed the report which stated that the SMRC is performing well when compared to the Office of Local Government Group (OLG Group), and while it related to 2016/17 and commented that it was a good news story for management giving some insight into the effectiveness of WH&amp;S arrangements. The Committee noted that the council had agreed that Early Injury Reporting was an area was a focus area for improvement.</p>
<b>8.2</b>	<b>Audit, Risk and Improvement Committee Schedule of Review 213</b>
	<p>The Committee briefly discussed the Committee schedule, noting its role in managing the workload and focus of the Committee. The Chair indicated that prior to any meeting he would reviewed the planned items to ensure that they had the capability to focus on priority items in each meeting. They may have to review the full schedule at the end of each year to ensure that they have had adequately coverage of their terms of reference.</p>

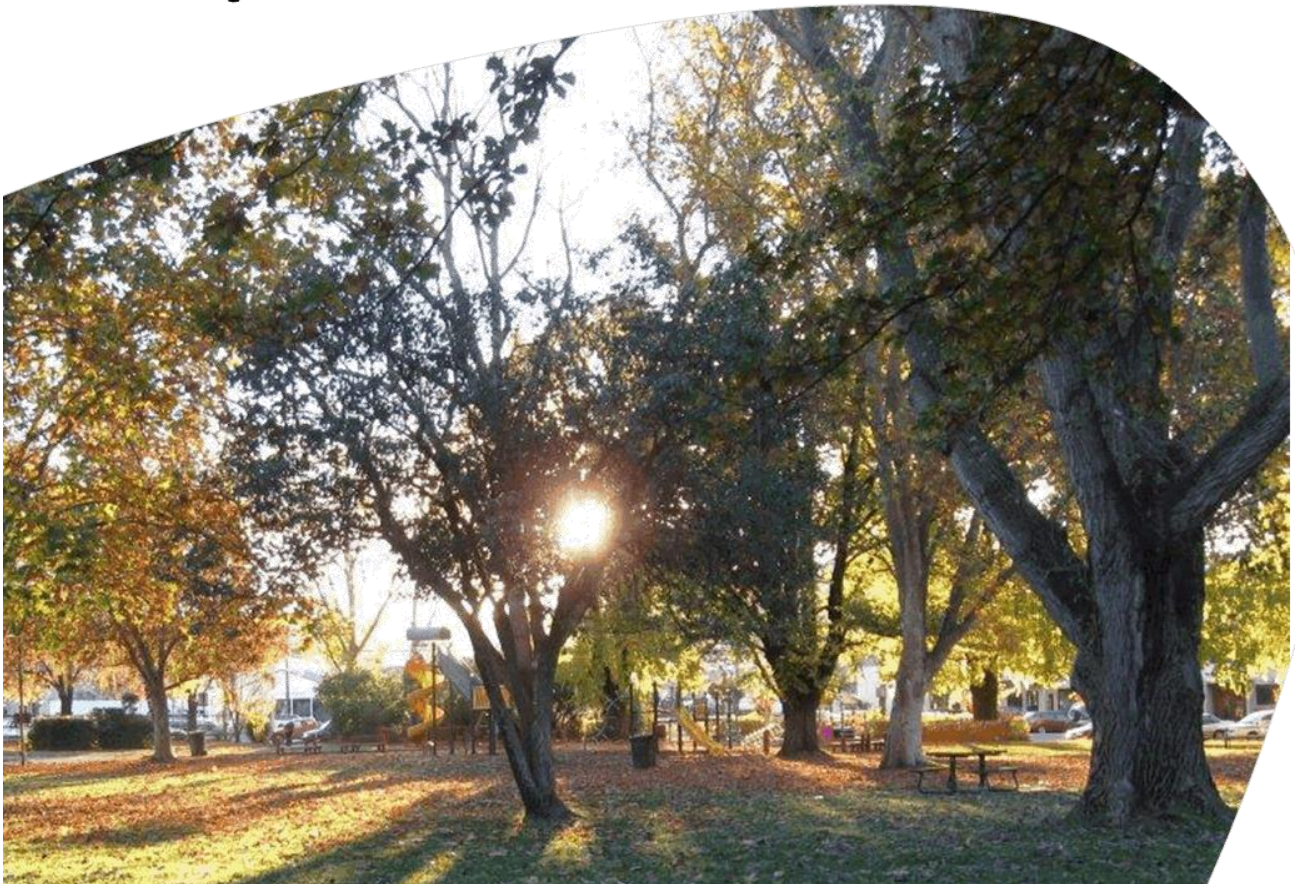
Snowy Monaro Regional Council  
 Audit, Risk and Improvement Committee  
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 Chair's Discussion Summary

	<b>Summary of Committee Discussion</b>
<b>8.3</b>	<b>Enterprise Risk Management Policy 228</b>
	<p>The Committee noted that the draft policy was a good start, and was informed that the policy was an update to the previously approved SMRC Risk policy</p> <p>The Committee made the following suggestions on the draft policy – that management consider the implications of committing to ISO 9001 (Quality Management Systems); that the policy reinforces accountability of managers rather than just indicating their role in leadership; being clearer on risk appetite and risk culture; and streamlining the responsibilities section (e.g. putting this level of detail into the accompanying procedure).</p>
<b>8.4</b>	<b>Strategic Risk Register</b>
	<p>The Committee discussed the strategic risk register and provided a range of suggestions for improving the register and approach to strategic risk, including:</p> <ul style="list-style-type: none"> <li>◦ Revising the definition of strategic risk</li> <li>◦ Considering a number of other strategic risks</li> <li>◦ Reframing the existing strategic risks to maximize the effectiveness of applying risk management processes.</li> </ul>
<b>8.5</b>	<b>State-wide Mutual - Continuous Improvement Pathway Programme 2018/2019</b>
	The Committee noted the Pathway Program for information.

Max Shanahan  
 Chair, Audit and Risk Committee



# Internal Audit Annual Report 2017/2018



### Record of Versions

Date Published	Reason for Amendments	Resolution	Author/Document Owner
25/09/2018	New Report	ARIC76/18	Senior Internal Auditor

*Uncontrolled document when printed. Please refer to intranet for controlled document*



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## 1 Chair's introduction

This is the annual report of the Snowy Monaro Regional Council Audit, Risk and Improvement Committee (the Committee) and Internal Audit. The report outlines the role and the activities of the Committee and the internal audit function during 2017/2018 and provides an overall opinion on the Council's risk management, control and governance arrangements.

The Snowy Monaro Regional Council Audit, Risk and Improvement Committee (Committee) was established in June 2016. The current charter was adopted by Council in September 2017. The Committee comprises four independent members and one councillor.

The Committee provides independent assurance and assistance to Council in respect to risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

The Committee works to an agreed schedule of work to ensure that it achieves its responsibilities as outlined in its charter. This schedule of work includes review of the processes associated with financial statements as well as progressively gaining an understanding of the SMRC risk management practices through presentations from key staff and sighting of policies and procedures.

The committee has issued a standing invitation to the NSW Audit Office, who from July 2016 is the auditor for NSW councils, and monitors council progress in addressing internal and external audit recommendations. The committee has and will continue to monitor the financial statements preparation and audit process under the new arrangements.

The Committee recognises that while significant steps have been and are being taken to merge the three councils, the level of effort required has challenged the council and significantly more effort will be required to ensure that governance arrangement, processes and procedures within the merged council are fully effective. With that in mind, in 2017/2018 the committee initiated several internal audits to provide it with an understanding of the councils control effectiveness. These included a Governance Health Check and a Risk Maturity assessment which indicated that continued improvement is required. These reports and recommended improvements have been accepted by management and will provide both management and the Committee with a baseline against which to monitor improvement.

The Committee relies on the work of the internal audit to provide more in-depth assessment of the council's risk and control environment. Until September 2017, internal audit was provided part time in a shared resourcing arrangement with Yass council. This arrangement ceased because of staffing changes and action is being taken by council to recruit an auditor. This has taken time to resolve and has placed limitations on the committee's effectiveness during 2017/18.

The Committee would like to express its appreciation for the full support and cooperation that it has received from all levels of Council personnel and management in answering questions, facilitating audits and responding to audit concerns. Overall, the Council personnel and management displayed openness in discussion and demonstrated their commitment to sound management practices in the areas reviewed and discussed.

The Committee would also like to commend the work of Ms Marg Nicholls, the Internal Auditor, who demonstrated a professional approach to our activities in managing and implementing the

program. She has continued to support the committee and council before and during its transition to new internal audit arrangements.

Maxwell Shanahan, FCPA, CGEIT, CISA

Chair, Audit, Risk and Improvement Committee

June 2018

## 2 Audit, Risk and Improvement Committee Report

The Audit, Risk and Improvement Committee (ARIC) does not replace or change management accountability arrangements; it does, however, enhance the governance framework by providing Council and the General Manager with independent assurance and assistance in the areas of risk management, internal control, governance and financial reporting.

An effective 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.

### 2.1 Charter

The Audit, Risk and Improvement Committee Charter was resolved by the Council at the Council meeting of 20 September 2017. The Charter provides the authority given to the ARIC and outlines its roles and the responsibilities of the ARIC. Attachment 1.

### 2.2 Membership

Membership of the Committee comprises four external members and one councillor member with the role of Chair being allocated to an external member.

External member and Chair: Mr Max Shanahan - 8 September 2015 to 8 September 2019

External member: Ms Theresa McKenzie - 8 September 2015 to 8 September 2017  
Mr Peter Cottrell – resigned 7 August 2017  
Mr Miles Pearson – 25 November 2016 to 25 November 2018  
Mr John Barbeler – 18 December 2017 to 17 December 2019  
Mr Adam Vine – 18 December 2017 to 17 December 2019

Council member: Mr Dean Lynch until Mr John Castellari elected at the Council meeting of 26 September 2017

#### NOTE:

1. Mr Shanahan was offered and accepted an extension to his initial offer to 8 September 2019. Mr Shanahan will need to re-nominate as the position will be re-advertised mid-2019.
2. Mr Pearson may be offered a one year extension at the end of his current term subject to satisfactory performance assessment of his contribution to the Audit, Risk and Improvement Committee.
3. Mr Barbeler may be offered a two year extension at the end of his current term subject to satisfactory performance assessment of his contribution to the Audit, Risk and Improvement Committee.
4. Mr Vine may be offered a one year extension at the end of his current term subject to satisfactory performance assessment of this contribution to the Audit, Risk and Improvement Committee.

In addition, the General Manager Mr Joseph Vescio and the Internal Auditor Mrs Marg Nicholls attends each of the meetings. Invitations are extended to the external auditor and staff as required.

## 2.3 Issues before the Committee

Issues before the Committee during this reporting period included:

- Strategic internal audit program;
- Business processes;
- Status of audits and monitoring the implementation of audit recommendations from current year's audits;
- Audits completed (external and internal);
- Ongoing and miscellaneous matters;
- Enterprise Risk Management Framework;
- Emerging Risks;
- Policy documents;
- Oversight of internal audit function;
- Financial Statements;
- Fraud Control; and
- Dialogue with Audit NSW regarding preparation of external audits under the umbrella of the Audit Office through their contracted external auditor to undertake end of year financial statement audit.

## 2.4 Attendance register for Audit, Risk and Improvement Committee meetings 2017/2018

Clause 7.1 of the Charter requires the Committee to meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The ARIC was scheduled to meet on five occasions for the financial year 2017/2018. The meeting of 7 September 2017 did not have sufficient members for a quorum.

Mr Shanahan attended an ARIC Chairs meeting on 20 April 2018 presented by the Audit Office NSW.

**Table 1: ARIC meeting attendance members**

Committee members	Title	19 Jul 2017	7 Sep 2017	8 Dec 2017	14 Mar 2018	29 May 2018
Mr Max Shanahan	External member Chair	✓	✓	✓	✓	✓
Mr Peter Cottrell (resigned Aug 17)	External member	✓				
Ms Therese McKenzie (finished early Sep 17)	External member	✓				
Mr Miles Pearson	External member	✓	✓	✓	✓	✓
Mr John Barbeler (from Dec 17)	External member				✓	✓
Mr Adam Vine (from Dec 17)	External member				✓	✓
Administrator Mr Dean Lynch (to Sep 17)	Council member	✓				
Cr John Castellari (from Dec 17)	Council member			✓	✓	✓

**Table 2: ARIC meeting attendance non members**

Non-Voting members	Title	19 Jul 2017	7 Sep 2017	8 Dec 2017	14 Mar 2018	29 May 2018
Mr Joseph Vescio	General Manager		✓		✓	✓
Ms Marg Nicholls	Internal Auditor (casual)	✓	✓	✓	✓	✓
Ms Janine Hudson	Executive Assistant to General Manager	✓	✓	✓	✓	
Ms Lisa McKenzie	Administration Officer Innovation and Business Development					✓

**Table 3: ARIC meeting attendance guests**

Guests	Title	19 Jul 2017	7 Sep 2017	8 Dec 2017	14 Mar 2018	29 May 2018
Mr Brad Bohun	Crowe Horwath				✓	
Mr Chan Chow	Crowe Horwath	✓				
Ms Iliada Bolton	Executive Manager Innovation and Business Development	✓		✓	✓	
Ms Jacqueline Sullivan	Acting Chief Financial Officer			✓	✓	
Ms Jaqueline Chadwick	Finance Manager		✓			
Ms Jo-Anne Mackay	Chief Financial Officer		✓			
Ms Lawrissa Chan	Audit Office NSW	✓			✓	
Mr Luke O'Sullivan	Group Manager People and Culture					✓
Mr Mark Adams	Group Manager Economic Development & Tourism			✓		
Mr Matt Payne	Financial Accountant	✓				✓
Mr Peter Cannizzaro	Director Corporate & Community Services	✓	✓	✓	✓	✓
Mr Peter Smith	Director Environment & Sustainability			✓		

\*Attendance only for the presentation of relevant report not entire duration of meeting

### **3 Internal Audit Report**

#### **3.1 Overview**

This is the second report of the Snowy Monaro Regional Council (SMRC) Internal Audit function, summarising the internal audit activities for the period 1 July 2017 to 30 June 2018. The internal audit function operated as a shared services between Yass Valley Council and Snowy Monaro Regional Council until mid-September 2017. In October 2017, Council employed the services of an internal auditor on a casual basis as it undertook recruitment for a Senior Internal Auditor. This process took an extended period as the initial advertisement in early January did not attract suitable candidates. The position was reviewed retitled from internal auditor to Senior Internal Auditor and with increased remuneration.

##### **3.1.1 Resources**

- One internal auditor (Casual basis)
- Limited administrative support

##### **3.1.2 Audits completed in the reporting period**

- 1 audits completed
- 0 audit in progress
- 13 recommendations

##### **3.1.3 Governance and administration**

- Maintain internal audit function, the operation of which is consistent with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.
- Support an independent Audit, Risk and Improvement Committee including recruitment of independent members.
- Administration and writing of quarterly reports and the annual internal audit report

#### **3.2 Internal Audit function**

##### **3.2.1 Internal Audit Work**

Internal audit's overall audit objective is to provide an opinion which is positive and reasonable. Positive means that our opinion will be based on seeing evidence of adequate action. Reasonable means that there will be sufficient evidence underpinning our opinion to make it reliable. However, systems and processes audited or reviewed cannot be entirely guaranteed to be error free.

There has been considerable impact to the role of internal audit functions with the mandating of the NSW Audit Office to undertake external audits for local government. This has had a flow on challenge as the Audit Office and their contracted auditor increased their engagement with

internal audit and raising the work load of internal audit. In addition the Audit Office has undertaken performance audits on local government which describes a better practice for local government. Internal Audit continues to have increased dialogue with both the Audit Office and the external auditor.

In May 2018, an internal quality analysis evaluation against the International Standards for the Professional Practice of Internal Auditing (2017) was completed by the internal auditor and presented to Jardine Lloyd Thompson Pty Ltd (JLT) as part of the Risk and Audit Maturity Assessment (RAMA). The self-assessment identified that there were gaps in meeting the IPPF Standards however there were processes in place that, once the internal audit function was fully resourced these gaps would be addressed.

JLT is the appointed Scheme Manager of Statewide Mutual. At the time of writing this draft report a response from JLT had not been returned to Council.

Good audit coverage can be achieved by a combination of strategic, operational and compliance audits. However, as in 2017/2018, the internal audit service had limitation in resourcing including, financial, human and time, internal audit has only been able to give limited coverage with the emphasis on the work required by the Audit, Risk and Improvement Committee. The IAF additionally does not have any budget allocated to it for undertaking of audits beyond the capacity of the incumbent.

### 3.2.2 Scheduled work against approved Internal Audit Work Plan

Table 4: Internal Audits completed or commenced September 2017/ June 2018

Audit No	Audit Name	Date Final Report	Recommendations
Audit 16-04	Governance Health Check	6 March 2018	13 recommendations CR1: 0; CR2: 13; CR3: 0

### 3.2.3 Internal Audit Recommendations

All audit recommendations are followed up by the Internal Auditor and actions taken are reviewed. Any overdue recommendations are followed up with the specific Directors.

At each ARIC meeting, outstanding or overdue recommendations are reported and the reasons for the delay provided. Requests for extension to target dates are considered by the Committee.

Additionally, any request for reclassification of a category is also submitted to the Committee for its deliberation.

A good measure of the effectiveness of the audits is the acceptance of recommendations. The Internal Auditor works closely with each of the divisions which are the subject of performance audits and or compliance audits to ensure that recommendations made are practical and balanced.

In issuing the Audit reports, recommendations are classified into three categories

- CR1 – High priority recommendation. Requires addressing within 3 months and is assigned to the appropriate member of the Executive and discussed at Executive meetings.
- CR2 – Medium priority recommendation. Requires addressing within 6 months and is assigned to the appropriate member of the Executive and the relevant manager.
- CR3 – Low priority recommendation. Requires addressing within 12 months and is assigned



to the appropriate manager.

**Table 5 Open Internal Audit Recommendations as at 30 June 2018**

High Priority Within 3 months to complete	Medium Priority Within 6 months to complete	Low Priority Within 12 months to complete	Total
1	9	-	10

**Table 6: Aged Analysis – Open Internal Audit Recommendations as at 30 June 2018**

Days Since Report Issued	High Priority Within 3 months to complete	Medium Priority Within 6 months to complete	Low Priority Within 12 months to complete
0 – 90 days	-	-	-
91 – 180 days	-	6	-
181 – 365 days	-	-	-
> 365	1	3	-

### 3.2.4 Internal Audit Opinion – Internal Controls and Risk

Internal audit is asked by the ARIC and senior management to provide opinions as part of each audit report as well as on the overall adequacy of internal controls and governance arrangements which protect Council from mismanagement and fraud.

In order to achieve this each audit is assessed using the following table:

**Table 7: Opinion Rating Table**

Opinion Rating Table	
Excellent	Effective control environment with the business area operating efficiently, effectively and economically
Satisfactory	Effective control environment for the audited area
Improvement required	Improvement required to the control environment. Controls may be in place but are not being followed, there are broken controls
Unsatisfactory	Control environment is not effective or is non-existent

Each audit was given an opinion on the adequacy of its internal controls as follows:

- Audit 16-04 Governance Health Check **Improvement Required**

As part of the pre commencement assessment for each audit, internal audit reviewed Council's risk register for risks and treatments identified which would control or reduce the risk for the business unit and its particular activities.

It is the responsibility of Management within each business unit to ensure risks and treatments for their areas are captured under Councils Enterprise Risk Management framework.

In all audits completed during the course of the year there were no relevant risks or controls identified in Council's Risk Register. Internal audit has highlighted potential risks areas relevant to the operations for management consideration.

### **3.2.5 Chief Audit Executive / Internal Auditor**

The Chief Audit Executive (CAE) has eight years' experience setting up and delivering internal audit services to local councils and is professionally accredited through the Institute of Internal Auditors (IIA), an international body for the internal audit profession.

The principal role is to ensure an internal audit function that is respected and respectful; trusted by its clients; providing a service that is relevant and achieving maximum impact.

### **3.2.6 Compliance with Standards**

The Internal Auditor acts in accordance with the duties and responsibilities set out in the Audit, Risk and Improvement Committee Charter, the Internal Audit Charter, as well as code of conduct expectations as an employee of Council. An Internal Auditor must comply with the Code of Ethics (Integrity, Objectivity, Confidentiality and Competency); Rules of Conduct and International Standards as prescribed in the IIA's International Professional Practices Framework (IPPF).

## **4 Looking forward**

This past year has been one of continuing to embed internal audit into the organisation. However, the limited resources available to undertake the work has meant that full effectiveness of an internal audit function was not able to be achieved.

Having a full time Senior Internal Auditor will provide a considerable improvement in the provision of auditing, consulting and assurance services to the organisation and to the Audit, Risk and Improvement Committee.

Ensuring sufficient budget to provide the effective reviews is essential in giving high level assurance to senior management and the Audit, Risk and Improvement Committee. It is envisaged that this IAF will become a better practice activity and meet all expectations of management and the Audit, Risk and Improvement Committee over the coming years.

Marg Nicholls PMIIA  
Internal Auditor  
June 2018

## ATTACHMENT 1 – Audit, Risk and Improvement Committee Charter



### AUDIT, RISK and IMPROVEMENT COMMITTEE CHARTER

#### 1. Objective

The Objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to Snowy Monaro Regional Council (Council), on risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

#### 2. Authority

Council authorises the Committee within the scope of its role and responsibilities through the Chair to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information)
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations)
- Request of the General Manager the attendance of any employee at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities. Prior discussion must be undertaken with the General Manager who will determine appropriateness of any reimbursement if any by Council.

#### 3. The Snowy Monaro Regional Council Assurance Environment

Snowy Monaro Regional Council has a range of activities to provide assurance to Council, the Committee and the General Manager.

Council uses a 'Combined Assurance – 3 Lines of Defence' model to define their assurance environment:

The 1st Line of Defence originates or initiates risk, and is responsible for managing the risks and having in place mechanisms to demonstrate controls are working effectively.

The 2nd Line of Defence monitors, reviews and tests effectiveness of 1st Line control and management of risks.

The 3rd Line of Defence independently evaluates and gives an opinion on the adequacy and effectiveness of both 1st Line and 2nd Line risk management approaches.

This approach demonstrates how assurance activities co-ordinate to provide assurance to the Council, the Committee, and the General Manager.

At Council this can be illustrated as:

Combined Assurance - 3 Lines of Defence		
1 <sup>st</sup> Line of Defence	2 <sup>nd</sup> Line of Defence	3 <sup>rd</sup> Line of Defence
<b>Management Controls</b>  Real-Time Focus	<b>Management of Risk</b>  Real-Time Focus + Review of 1 <sup>st</sup> Line	<b>Independent Assurance</b>  Review of 1 <sup>st</sup> Line and 2 <sup>nd</sup> Line
Management Controls	Risk Management Governance Regulatory Compliance Work Health Safety Environment	Internal Audit External Audit Office of Local Government
Review governance and compliance Implement improvements	Confirm governance and compliance Recommend improvements	Independently confirm governance and compliance Recommend improvements

#### 4. Composition and Tenure

The Committee will consist

##### 4.1. Voting members

1 x Councillor representative

4 x Independent external members (one of whom is recruited as Chair)

##### 4.2. Non-voting members

General Manager

Internal Audit Manager (Head of Internal Audit)

##### 4.3. Invitees (non-voting) for specific Agenda items

Representatives of the external auditor

Other Council officers may attend by invitation from the Committee through the General Manager.

##### 4.4. Term of membership external appointments

Two external members shall be appointed for a maximum term of four years and two external members shall be appointed for a maximum term of three years and shall be appointed as follows:

- Two external members (one of whom shall be the Chair) shall be appointed for an initial period of two years with an additional two year appointment subject to a satisfactory performance assessment of their contribution to the Audit Committee.
- Two external members shall be appointed for an initial period of two years with an additional one year appointment subject to a satisfactory performance assessment of their contribution to the Audit Committee.

The performance review will be undertaken by the Council representative as Committee member in conjunction with the General Manager

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External members may be re-appointed at the end of their tenure following a public advertisement and expression of interest processes

Vacancies shall be filled by public advertisement; an evaluation of candidates and a recommendation for appointment to Council.

#### 4.5. Skills

The external independent members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council.

At least one external independent member of the Committee shall have accounting or related financial management experience and an understanding of accounting and auditing in a public sector environment.

At least one external independent member of the Committee shall have internal auditing or related auditing experience.

At least one external independent member of the Committee shall have risk management experience.

### 5. Roles and responsibilities

The Committee has no executive powers but assists the Council by providing independent assurance and assistance to Council on behalf of rate-payers.

The Committee is directly responsible to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council operations rests with the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with or as resolved by Council.

The Committee's role includes assisting Council in its governance and exercising of due care, diligence and skill in relation to:

- Internal control systems
- Risk management systems
- Business policies and practices
- Protection of Council's assets
- Compliance with applicable laws, regulations, standards and best practice guidelines
- Understand the relevant legislative and regulatory requirements appropriate to Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

#### 5.1. Risk management

- Review whether management has in place a current and appropriate risk management framework that is consistent with AS/NZS ISO 31000:2009
- Review risk management plans and provide advice to the General Manager
- Seek assurance from management and Internal Audit that risk management processes are

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operating effectively

- Seek assurance from management and Internal Audit as to the adequacy and effectiveness of internal controls
- Review risk reports and provide advice to the General Manager
- Review whether a sound and effective approach has been followed in developing risk management plans for major projects or undertakings
- Review the impact of the agency's risk management on its control environment and insurance arrangements
- Review council's fraud control plan and be satisfied that council has appropriate processes and systems in place to capture and effectively investigate fraud related information
- Review whether a sound and effective approach has been followed in establishing council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.

#### 5.2. Control framework

- Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisors, is sound and effective
- Review whether management has in place relevant policies and procedures and that these are periodically reviewed and updated
- Determine whether the appropriate processes are in place to assess, at least once a year, whether laws, regulations, policies and procedures are complied with
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations
- Consider how management identifies any required changes to the design or implementation of internal controls
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

#### 5.3. External accountability

- Assess the policies and procedures for management review and consideration of the financial position and performance of the agency including the frequency and nature of that review (including the approach taken to addressing variances and budget risks)
- Review procedures around early close and year-end
- Review the financial statements and provide advice to the General Manager (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the responsible financial officers and Councillors
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements
- Review cash management policies and procedures
- Review policies and procedures for collection, management and disbursement of grants and tied funding
- Review the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements
- Satisfy itself that Council has a performance management framework that is linked to organisational objectives and outcomes.

#### 5.4. Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of Council's risk assessment and management arrangements

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- Review the effectiveness of the systems for monitoring compliance with applicable laws and regulations and associated government policies

#### 5.5. Internal Audit

- Act as a forum for communications between the General Manager, senior management and internal and external audit
- Review and provide advice to the General Manager on the internal audit policies and procedures
- Review the risk based audit methodology
- Review the internal audit coverage and annual work plan, ensure the plan is based on Council's risk management plan, and recommend approval of the plan
- Advise the General Manager of the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan
- Oversee the coordination of audit programs conducted by internal audit and external audit and other review functions
- Review audit findings and related recommendations that have been assessed as the most significant according to the risk and audit finding represent to Council if the recommendation's related to the finding are not implemented
- Provided advice to the General Manager on significant issues identified in audit reports and action taken on these issues, including identification and dissemination of good practice
- Monitor management's implementation of internal audit recommendations
- Review the internal audit charter to ensure appropriate organisation structures, authority, access and reporting arrangements are in place
- Periodically review the performance of internal audit

#### 5.6. External audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback of the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations
- Provide advice to the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

#### 5.7. Responsibilities of members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Snowy Monaro Regional Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

#### 6. Reporting

The Committee will regularly, but at least one a year, report to Council on its operation and activities during the year. The report should include:

- An overall assessment of Council's risk, control and compliance framework, including details of

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- any significant emerging risks or legislative changes impacting Council
- A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year
- Details of meetings, including the number of meetings held during the relevant period and the number of meeting each member attended
- A summary of Council progress in addressing the findings and recommendations made in internal and external reports
- A summary of the Committee's assessment in the performance of internal audit

The Committee's Minutes will be presented to Council for information only through the General Manager's report to Council.

#### 6.1. Reporting Lines

The Committee must at all times ensure it maintains a direct reporting line to and from internal audit and act as a mechanism for internal audit to report to the General Manager on functional matters.

The following reporting line is prescribed:



### 7. Administrative arrangements

#### 7.1. Meetings

The Committee will meet at least four times per financial year. A special meeting may be held to review Council's financial statements.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members or the General Manager may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.

Meetings will follow Councils Code of Meeting practice.



**7.2. Attendance at Meetings and Quorums**

A quorum will consist of a majority of voting members in attendance.

Meetings can be held in person, by telephone or by video conference.

The Internal Audit Manager will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with the Chief Audit Executive in the absence of management on at least one occasion per year.

**7.3. Secretariat**

The Council will provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member and committee observers as appropriate within three weeks of the meeting being held.

**7.4. Conflicts of Interest**

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

**7.5. Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

**7.6. Assessment Arrangements**

The Chair of the Committee will initiate a review of the performance of the Committee in full at least once every two years.

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

**7.7. Review of Audit and Risk Committee Charter**

At least once every year the Committee will review this Charter. The review will include consultation with the Council.

Any substantive changes to this Charter will be recommended by the Committee and formally approved by Council.

**Resolved by Council:** 20 September 2017 (ADA144/17)

**Noted by Audit, Risk and Improvement Committee** 8 December 2017

## **ATTACHMENT 2 – Annual Code of Ethics and Conflict of Interest Declaration Financial Year 2017–2018**

### **Code of Ethics<sup>1</sup>**

#### **Principles**

Internal auditors are expected to apply and uphold the following principles:

##### **1. Integrity**

The integrity of Internal Auditors establishes trust and thus provides the basis for reliance on their judgment.

##### **2. Objectivity**

Internal Auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

##### **3. Confidentiality**

Internal Auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

##### **4. Competency**

Internal Auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

#### **Rules of Conduct**

##### **Integrity**

Internal Auditors:

Shall perform their work with honesty, diligence, and responsibility.

Shall observe the law and make disclosures expected by the law and the profession.

1.3. Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation.

1.4. Shall respect and contribute to the legitimate and ethical objectives of the organisation.

##### **2. Objectivity**

Internal Auditors:

2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organisation.

2.2. Shall not accept anything that may impair or be presumed to impair their professional judgment.

2.3. Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

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<sup>1</sup> The International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors

### 3. Confidentiality

Internal Auditors:

- 3.1. Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2. Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.

### 4. Competency

Internal Auditors:

- 4.1. Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2. Shall perform internal audit services in accordance with the International Standards for the Professional Practice of Internal Auditing.
- 4.3. Shall continually improve their proficiency and the effectiveness and quality of their services.

### Conflict of Interest

Conflict of interest is a situation in which an Internal Auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfil his or her duties impartially. A conflict of interest exists even if no unethical or improper act results.

A conflict of interest can create an appearance of impropriety that can undermine confidence in the Internal Auditor, the Internal Audit activity, and the profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.

Internal Auditors are not to provide audit services for work for which they may previously have been responsible. The Institute of Internal Auditors provides guidance on this point and suggests a period of 12 months, but each instance should be carefully assessed.

When engaging internal audit service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived or actual conflict of interest that may impinge upon internal audit work.

Instances of perceived or actual conflict of interest by Internal Auditors including service providers shall immediately be reported to the Chair of the Audit Committee.

### Declaration

I certify that I have conformed to the Code of Ethics and have no conflicts of interest for the period 1 July 2017 to 30 June 2018.

If an issue arises with my professional behaviour that is not in the spirit of the Code of Ethics, or if a conflict of interest should occur in the coming year 2018 to 2019, I shall immediately report it to the Chair of the Audit, Risk and Improvement Committee.

Marg Nicholls PMIIA  
Internal Auditor  
June 2018

## ATTACHMENT 3 – Internal Audit Charter



### Internal Audit Charter

#### 1. Introduction

Snowy Monaro Regional Council (Council) has established its Internal Audit function as a key component of Council's governance framework.

This charter provides the framework for the conduct of the internal audit function at Council and has been approved by Council's Audit, Risk and Improvement Committee.

Internal Audit at Snowy Monaro Regional Council is managed by the Senior Internal Auditor who is the designated Head of Internal Audit / Chief Audit Executive within the organisation. The Head of Internal Audit is the top position within an organisation for internal audit activities, as defined in The International Standards for the Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors.

#### 2. Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve an organisations operations.

It helps an organisation accomplish its objectives by bringing a systematic, disciplines approach to evaluate and improve the effectiveness of risk management, controls and governance processes.

Internal audit provides an independent and objective review and advisory service to:

- Provide assurance to Council and the Audit, Risk and Improvement Committee that Council's financial and operational controls, designed to manage the organisation's risks and achieve the entity's objectives are operating in an efficient, effective and ethical manner;
- Assist management in improving business performance.

#### 3. Authority

Internal Audit, with strict accountability for confidentiality and safeguarding records and information, is authorised full, free and unrestricted access to any and all records, personnel and physical properties relevant to the performance of engagements.

Internal Audit will also have free and unrestricted access to the Senior Executive of Council and the Audit, Risk and Improvement Committee.

#### 4. Independence

Independence is essential to the effectiveness of the internal audit function. Internal audit activity must be independent and internal auditors must be objective in performing their work. Internal auditors must have an impartial, unbiased attitude and avoid any conflicts of interest.

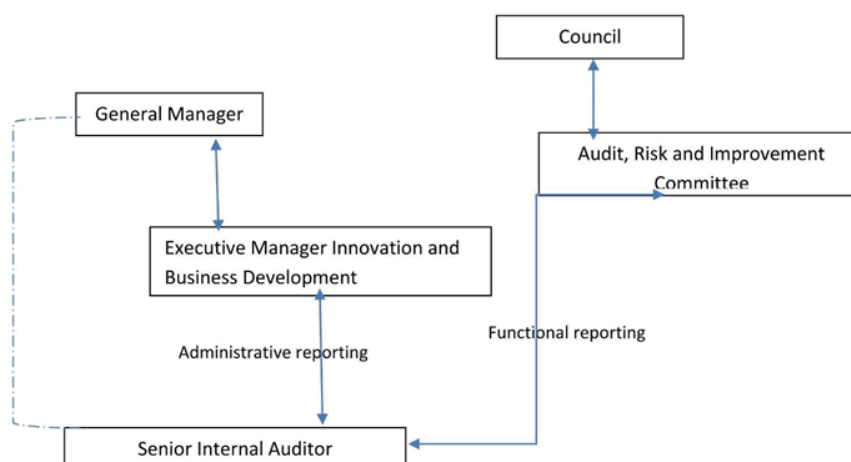
The internal audit authority has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or

systems and does not prepare records or engage in original line process functions or activities (except in carrying out its own functions).

The internal audit function is responsible on a day to day basis to the Chief Audit Executive.

The internal audit function, through the Chief Audit Executive, reports functionally to the Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes and reports administratively to the Executive Manager Innovation and Business Development to facilitate day to day operations.

The following reporting line is prescribed.



## 5. Authority and confidentiality

Internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Chief Audit Executive considers necessary to enable the internal audit function to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The chief Audit executive and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third party provider.

## 6. Roles and responsibilities

The internal audit function must evaluate and contribute to the improvement of governance, risk management and control processes using a systematic and disciplined approach.

In the conduct of its activities, the internal audit function will play an active role in:

- Developing and maintaining a culture of accountability and integrity
- Facilitating the integration of risk management into day-to-day business activities and processes
- Promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards.

#### 7. Audit activities

Audit activities including audits with the following areas for consideration:

##### Risk management

- Evaluate the effectiveness and contribute to the improvement of risk management processes
- Provide assurance that risk exposures relating to the organisation's governance, operations, and information systems are correctly evaluated including:
  - Reliability and integrity of financial and operational information
  - Effectiveness, efficiency and economy of operations and
  - Safeguarding of assets
- Evaluate the design, implementation and effectiveness of Council's ethics-related objectives, programs and activities
- Assess whether the information technology governance sustains and supports Council's strategies and objectives

##### Compliance

- Compliance with applicable laws, regulations and Government policies and directions

##### Performance improvement

- The efficiency, effectiveness and economy of Council's business systems and processes

#### 8. Advisory services

The internal audit function can advise management on a range of matters including:

##### New programs; systems and processes

- Providing advice on the development of new programs and processes and /or significant changes to existing programs and processes including the design of appropriate controls.

##### Risk management

- Assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the risk management framework.

##### Fraud control

- Evaluate the potential for the occurrence of fraud and how the organisation manages fraud risk
- Assisting management to investigate fraud, identify the risks of fraud and develop fraud prevention and monitoring strategies.

#### 9. Audit support activities

The Chief Audit Executive is also responsible for:

- Managing the internal audit function
- Assisting the Audit, Risk and Improvement Committee to discharge its responsibilities
- Monitoring the implementation of agreed recommendations
- Disseminating across Council, better practice and lessons learnt arising from its audit activities.

#### 10. Scope of internal audit activity

Internal audit reviews may cover all programs and activities of Council together with associated entities, as provided for in relevant business agreements, memorandum of understanding or contracts.

Internal audit activity encompasses the review of all financial and non-financial policies and operations.

#### 11. Standards

Internal audit activities will be conducted in accordance with this charter and with relevant professional standards including International Standards for the professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

In the conduct of internal audit work, internal audit staff will:

- Comply with relevant professional standards of conduct;
- Possess the knowledge, skills and technical proficiency relevant to the performance of their duties;
- Be skilled in dealing with people and communicating audit, risk management and related issues effectively;
- Exercise due professional care in performing their duties.

#### 12. Relationship with external audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplications of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

#### 13. Planning

The Chief Audit Executive will prepare a risk-based annual internal audit work plan in a form and in accordance with a timetable agreed with the Audit, Risk and Improvement Committee.

#### 14. Reporting

The Chief Audit Executive will report to each meeting of the Audit, Risk and Improvement Committee on:

- Audits completed;
- Progress in implementing the annual audit work plan;
- The implementation status of agreed internal and external audit recommendations.

The internal audit function will also report to the Audit, Risk and Improvement Committee at least annually on the overall state of internal controls at Council and any systemic issues requiring



management attention based on the work of the internal audit function and other assurance providers.

#### 15. Administrative arrangements

Any change to the role of the Chief Audit Executive and where the internal audit functions uses an outsourced service delivery model; the external service provided will be approved by the General Manager in consultation with the Audit, Risk and Improvement Committee.

The Chief Audit Executive will arrange for an internal review, at least annually, and a periodic independent review, at least every five (5) years, of the efficiency and effectiveness of the operations of the internal audit functions. The results of the reviews will be reported to the Audit, Risk and Improvement Committee who will provide advice to the General Manager on those results.

#### 16. Review of the Charter

This charter will be reviewed at least annually by the Audit, Risk and Improvement Committee. Any substantive changes will be noted by Council on the recommendation of the Audit, Risk and Improvement Committee.

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Approved by Audit, Risk and Improvement Committee Resolution No: ARIC 48/18

Date of Audit, Risk and Improvement Committee meeting: 14 March 2018

Chair Audit, Risk and Improvement Committee:

[Redacted Signature]

Executive Manager Innovation and Business Development:

[Redacted Signature]



### 13.4 PROPOSED AMENDMENT TO THE 2019 FEES AND CHARGES - COOMA AND BOMBALA VISITORS CENTRE FEES

Record No:

Responsible Officer: Director Environment & Sustainability  
Author: Group Manager Economic Development and Tourism  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.2 Sound governance practices direct Council business and decision making  
Delivery Program Objectives: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: Nil  
Cost Centre 7040  
Project  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

The previous internal auditor recommended inclusion of particular fees and charges that are routinely implemented at the Bombala Visitors Centre be included in Council's Fees and Charges. The Audit Committee has indicated that it wants this matter addressed as soon as possible.

A list of fees to be included in the 2018/19 Fees and Charges is shown in the recommendation below. The list represents the current activities undertaken at the Bombala Visitors Centre, and also includes an item regarding consignment sales through the Cooma Visitors Centre.

A full review of items and activities will be required prior to adoption of the 2019/2020 schedule of fees and charges.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Advertise the following fees and charges for items sold through the Bombala Visitors Centre for public comment in accordance with the provisions of the *Local Government Act 1993*, and if no negative submissions are received, that the advertised fees be applied from the completion of the advertised period:

Type of Charge	Cost (GST Incl)
Tour Guide (Cost Per Tour)	\$35.00
Council Tour Booking Fee (per person)	\$2.00
Train link ticket booking fee (per booking)	\$2.20
Consignment sales	10% commission

Brochure display	Free
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3 <sup>rd</sup> Party Visits / Demonstrations (per person)	Cost (GST Incl)
MCL Lavender Distillation	\$2.75
MCL – M/A Test	\$1.65
Engine Shed	\$2.20
Early Settlers Hut – Visit Only	\$2.75
Early Settlers Hut – Visit plus morning or afternoon tea	\$4.40
Delegate History Room	\$2.00
Burnima Homestead	\$10.00

B. Advertise the following fees and charges for items sold through the Cooma Visitors Centre for public comment in accordance with the provisions of the *Local Government Act 1993*, and if no negative submissions are received, that the advertised fees be applied from the completion of the advertised period:

Type of Charge	Cost
Consignment sales	25% + GST on commission or as approved by negotiation

## BACKGROUND

Following the Council merger the internal auditor reviewed the Bombala Visitors Centre and identified some facets of its operations that needed to be adjusted to ensure that standards of accountability and transparency were being maintained. A final report was prepared by the Internal Auditor in July 2017. Most issues identified in the report were addressed and rectified within several months following the final report.

However an issue that hadn't been addressed to date concerned ensuring that all fees at the Bombala Visitors Centre were included in Council's Fees and Charges. The audit committee has been reviewing progress on these issues since late last year. It was originally intended to insert the fees into Council's Fees and Charges as part of its annual update and review, however the Audit Committee indicated at their recent meeting that this matter needs to be addressed as soon as possible. It is also recommended to include clarification regarding the commission charged for consignment sales through the Cooma Visitors Centre.

It is recommended that Council advertise the proposed fees as per the provisions of the *Local Government Act 1993*, and if no negative submissions are received, that the advertised fees be applied from the conclusion of the advertised period. If submissions are made, a further report will be presented to Council for consideration.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The Bombala Visitors Centre provides an important service to visitors, as well as some residents and businesses, and is of benefit to the community.

### **2. Environmental**

There are no environmental consequences from this recommendation.

### **3. Economic**

There is no expenditure associated with this recommendation, and it ensures that Council receives a return for services it provides to the community.

### **4. Civic Leadership**

The listing of these fees in Council's Fees and Charges is addressing an area where a need for improvement has been identified to ensure standards of transparency and accountability are being implemented.

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## 15.1 WASTE ACCESS CHARGE - CLR STEWART

Record No:

Responsible Officer: Acting General Manager  
Author: Councillor Bob Stewart  
Attachments: Nil

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Councillor Bob Stewart has given notice that at the Ordinary Meeting of Council on 18 October 2018, he will move the following motion.

### MOTION

That Council

- A. Apply only one Waste Access Charge, currently \$104, for rural property owners with multiple assessments; and
- B. Provide a minimum of 4 vouchers annually for residents who do not have access to kerbside collection to allow free disposal at wastes facilities on submission of a voucher.

### BACKGROUND

Clause 9. 1 of Council's Code of Meeting Practice provides as follows:

#### 9.1 Notices of Motion

- (1) *The deadline for lodging notices of motion in writing for inclusion on the business paper for consideration at any meeting of the Council, shall be eleven (11) days prior to the meeting.*
  - (2) *A councillor must give notice of business in writing no later than 4.00pm on the Tuesday that follows the ordinary meeting of council.*
  - (3) *At an Ordinary meeting Councillors may give notice of motions in writing to be listed as matters on the business paper for the next Ordinary meeting of Council.*
  - (4) *The rules applying to the content of Questions also apply to the content of Notices of Motion.*
  - (5) *Councillors are to ensure, where it is intended that staff be asked to carry out some specific defined action, that a Notice of Motion is written in such a way that, if carried, the motion carries such clear and unambiguous direction.*
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## 18. CONFIDENTIAL MATTERS

In accordance with Section 10A(2) of the Local Government Act 1993, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- (a) personnel matters concerning particular individuals; or
- (b) the personal hardship of any resident or ratepayer; or
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- (d) commercial information of a confidential nature that would, if disclosed;
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law; or
- (f) matters affecting the security of the council, councillors, council staff or council property; or
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- (h) an item of Aboriginal significance on community land.

and Council considers that the closure of that part of the meeting for the receipt or discussion of the nominated items or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information, and discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the Local Government Act 1993 the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

### RECOMMENDATION

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

#### **18.1 Legal Actions and Potential Claims Against SMRC as at 30 September 2018**

Item 18.1 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

#### **18.2 Management Contract for the Bombala Swimming Pool**

Item 18.2 is confidential in accordance with s10(A)(2)(dii) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

#### **18.3 Tender Approval for Dalgety Showground Sheep Pavilion Demolish and Construction**

Item 18.3 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

#### **18.4 Tender Evaluation for the Award of Contract 040/2018 " Concrete Rubble Processing".**

Item 18.4 is confidential in accordance with s10(A)(2)(di) of the Local Government Act

because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**18.5 Tender Evaluation for the Award of Contract 039/2018 "Green Waste Processing"**

Item 18.5 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.
5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.