



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting  
26 October 2016**

## ***CONFLICTS OF INTEREST***

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

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

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

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

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

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

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

## ***COUNCIL CODE OF CONDUCT***

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

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

## ***COUNCIL CODE OF MEETING PRACTICE***

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

---

### **Acknowledgement of Owners of Land**

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

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

**ON WEDNESDAY 26 OCTOBER 2016  
COMMENCING AT 5.30PM**

**BUSINESS PAPER**

- 1. APOLOGIES**
- 2. CITIZENSHIP CERMONIES**
- 3. PRESENTATIONS**
- 4. PUBLIC FORUM**
- 5. DISCLOSURE OF INTEREST**  
(Declarations also to be made prior to discussions on each item)
- 6. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING**
  - 6.1 Ordinary Council Meeting held on 28 September 2016
  - 6.2 Closed Session of the Ordinary Council Meeting held on 28 September 2016
- 7. ADMINISTRATOR'S REPORT (IF ANY)**
- 8. DELEGATE'S REPORT**
- 9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**
  - 9.1 Minutes of the Administrator Delegations Meeting held 26 September 2016 4
  - 9.2 Minutes of the Administrator Delegations Meeting held 10 October 2016 13
  - 9.3 Minutes of the Administrator Delegations Meeting held 17 October 2016 12
  - 9.4 Joint Snowy Monaro Local Representative Committee Meeting Minutes held  
Wednesday 28 September 2016 22
  - 9.5 Local Representative Committee - Cooma 4 October 2016 30
  - 9.6 Minutes of Local Representative Committee - Bombala - 5 October 2016 47
  - 9.7 Minutes of the Local Representative Committee- Snowy River held on 12 October  
2016 58
- 10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT  
FOR LIFE**
  - 10.1 Rural Waste Public Consultation Former Cooma Area 68
  - 10.2 Waste Management Charge Discount Eligibility Policy 72

<b>11. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND</b>	
11.1 Westons Road Jindabyne - Access & Maintenance Issues	77
<b>12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY</b>	
Nil	
<b>13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY</b>	
13.1 Request for Support: Adaminaby Men's Shed	92
<b>14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE</b>	
14.1 Interagency Shared Trail Proposal- Gaden to Hatchery Bay	96
<b>15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE</b>	
15.1 DA 10.2016.552.1 Dual Occupancy - Dry Plains Rd Cooma - Deferred at Council meeting 28 September 2016 (Item 15.5)	102
<b>16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION</b>	
16.1 Adoption of Human Resources Policies - Flexible Work Hours, Grievance and Sick & Carers Leave	158
16.2 Refer Financial Statements to Audit - 2015/16 - Former Bombala Council	174
16.3 Monthly Funds Management Report - September 2016	176
16.4 Disclosure of Pecuniary Interest Returns - 1 July 2015 to 30 June 2016	181
<b>17. REPORTS BY GENERAL MANAGER</b>	
Nil	
<b>18. NOTICE OF MOTION</b>	
<b>19. MOTIONS OF URGENCY</b>	
Nil	
<b>20. QUESTIONS WITH NOTICE</b>	
<b>21. QUESTIONS TAKEN ON NOTICE</b>	
<b>22. CONFIDENTIAL MATTERS ..... 183</b>	
22.1 Minutes of the Stronger Communities Fund Assessment Panel Meeting Held 29 September 2016	
<i>Item 22.1 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>	
22.2 Sale of Road Reserve Land along Mittagang Road	
<i>Item 22.2 is confidential in accordance with s10(A)(2)(dii) of the Local Government Act</i>	



*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.*

---

## 9.1 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 26 SEPTEMBER 2016

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Administrator Delegations Meeting held 26  
September 2016 [↓](#)

---

### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 26 September 2016 in Head Office, 81 Commissioner Street, Cooma.

### OFFICER'S RECOMMENDATION

That Council receive and note the minutes the minutes of the Administrator Delegations meeting, held 26 September 2016 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.



# Minutes

**Administrator Delegations Meeting**

**26 September 2016**

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

**ON MONDAY 26 SEPTEMBER 2016**

**MINUTES**

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>2</b>
<b>2.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>	<b>2</b>
	Nil	
<b>3.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>2</b>
<b>4.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>2</b>
4.1	Apprentice Secondment Program.....	2
<b>5.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>3</b>
<b>6.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....</b>	<b>3</b>
6.1	2017 Australia Day Celebrations .....	3
	The following officer's recommendation is submitted for Council's consideration. ....	4
<b>7.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE .....</b>	<b>4</b>
<b>8.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....</b>	<b>4</b>
<b>9.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....</b>	<b>4</b>
9.1	Request for full Contribution of Cost of Re-Interment .....	4
9.2	Changes to Audit and Risk Committee Name and Charter .....	5
	The following officer's recommendation is submitted for Council's consideration. ....	5
9.3	Request for Waiver of DA/CC Fees - Construction of Camp Kitchen at Snowy River Hoilday Park .....	6
	The following officer's recommendation is submitted for Council's consideration. ....	6
<b>10.</b>	<b>CONFIDENTIAL MATTERS.....</b>	<b>6</b>
<b>NIL</b>	<b>6</b>	

---

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 2

**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING  
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON MONDAY, 26 SEPTEMBER 2016  
COMMENCING AT 9.30AM**

**PRESENT:** Administrator Dean Lynch  
**Staff:** Joe Vescio, General Manager  
Erin Donnelly, Secretary Council and Committees

**1. OPENING OF THE MEETING**

The Administrator opened the meeting at 9.45AM

**2. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

Nil

**3. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**

**4. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**

**4.1 APPRENTICE SECONDMENT PROGRAM**

---

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.8 Council employs a multi-skilled workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner
Operational Plan Action:	OP7.24 Ensure Council attracts, retains and develops a capable workforce that delivers positive outcomes.
Attachments:	1. Email from Snowy Hydro Scott Goddard Learning Development Officer ➡
Cost Centre	
Project	
Further Operational Plan Actions:	

---

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 3

#### EXECUTIVE SUMMARY

Council has been approached by Snowy Hydro regarding a potential Apprentice Secondment Program.

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

#### COMMITTEE RECOMMENDATION

37/16

That Council

- A. Agree to the Apprentice Secondment Program with no financial obligation; and
- B. Regularly review the program to ensure both Snowy Hydro and SMRC are satisfied with the current outcome of the program; and
- C. Ensure the program relates to the current Training Plan of Apprentices.

Approved by Administrator Lynch

#### 5. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

#### 6. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY

##### 6.1 2017 AUSTRALIA DAY CELEBRATIONS

Record No:

Responsible Officer:	Director Service Support
Author:	Manager Corporate/Governance
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action:	OP4.10 Promote and provide operational assistance to enhance and encourage events and tourism.
Attachments:	Nil
Cost Centre	
Project	2017 Australia Day Celebrations
Further Operational Plan Actions:	

#### EXECUTIVE SUMMARY

The three former Councils of Bombala, Cooma-Monaro Shire and Snowy River Shire all contributed to the annual Australia Day celebrations held in their respective areas.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 4

Discussions have revealed that each Council contributed in a variety of ways as detailed below.

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

**COMMITTEE RECOMMENDATION**

38/16

That Council

- A. Continue to assist with the celebration of Australia Day 2017 as previously undertaken in the three former Council areas.
- B. The LRC – Bombala members and LRC – Snowy River members replace the Council members for the selection of Citizen of the Year, Young Citizen of the Year, Sports person of the Year and Community Event of the Year in the former Bombala and Snowy River Shire Council areas
- C. The Australia Day Working Party (Section 355 Committee) continue to choose the awardees in the former Cooma-Monaro Shire Council area.
- D. Consider other options for Australia Day celebrations to be held in 2018.

Approved by Administrator Lynch

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

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

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

**9.1 REQUEST FOR FULL CONTRIBUTION OF COST OF RE-INTERMENT**

Record No:

Responsible Officer:	Director Service Planning
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest
Operational Plan Action:	OP7.5 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	1. Correspondence between Ms Stubbs and Council <a href="#">↗</a>
Cost Centre	
Project	
Further Operational Plan Actions:	

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 5

#### EXECUTIVE SUMMARY

For Council to consider a further request in relation to a previous offer to contribute to the cost of re-interment.

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

#### COMMITTEE RECOMMENDATION

39/16

That Council consider the request from Mrs Gail Stubbs, and confirms that 50% of the cost provided through the quotation, being \$4410.00, is offered in good faith.

Approved by Administrator Lynch

#### 9.2 CHANGES TO AUDIT AND RISK COMMITTEE NAME AND CHARTER

Record No:

Responsible Officer:	General Manager
Author:	Auditor
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest
Operational Plan Action:	OP7.6 Ensure that governance structures are open, transparent and fully accountable and that these are supported by relevant instruments.
Attachments:	1. DRAFT Snowy Monaro Regional Council Audit Risk and Improvement Committee Charter ➡
Cost Centre	
Project	1094
Further Operational Plan Actions:	

#### EXECUTIVE SUMMARY

With the assent of the Local Government Amendment (Governance and Planning) Bill 2016 there is a requirement for NSW Councils to appoint an Audit Risk and Improvement Committee. This Council has in place an Audit and Risk Committee and an adopted Charter. This report requests a name change for the Committee and to have this reflected in the Charter.

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

#### COMMITTEE RECOMMENDATION

40/16

That Council

- A. Approve change of name from Snowy Monaro Regional Council Audit and Risk Committee to Snowy Monaro Regional Council Audit Risk and Improvement Committee; and
- B. Approve the Audit Risk and Improvement Committee Charter.

Approved by Administrator Lynch



MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 6

### 9.3 REQUEST FOR WAIVER OF DA/CC FEES - CONSTRUCTION OF CAMP KITCHEN AT SNOWY RIVER HOILDAY PARK

Record No:

Responsible Officer: Director Service Delivery  
Author: Property Officer  
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
Delivery Plan Strategy: DP7.10 Council ensures through its efficient operations that it can claim to be a value for money organisation for the community  
Operational Plan Action: OP7.28 Crown Reserves in Council's Trusteeship constructed and maintained to meet Council's service requirements.  
Attachments: 1. Quote for DA/CC Fees - Application for Construction of Camp Kitchen at Snowy River Holiday Park ➡  
2. Letter to the Administrator - Request for Waiver of DA/CC Fees ➡  
Cost Centre Parks and Gardens  
Project 150222 – Dalgety CP – camp kitchen  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

In 2016 Snowy River Holiday Park was successful in acquiring a grant of \$30,000 in the recent round of PRMFP grant funding. The grant was awarded to the Park to enable the Lessees to construct a camp kitchen.

The Lessees have now lodged their DA/CC Applications and have requested that Council support them by donating the application fees amounting to \$1,480.00.

It is proposed that Council approve the donation of the application fees from the Crown Reserves Reserve Fund.

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

#### COMMITTEE RECOMMENDATION

41/16

That Council

- A. Donate the cost of DA/CC application fees in the amount of \$1,480.00 for the construction of the camp kitchen at Snowy River Holiday Park to be funded from the Crown Reserves Reserve Fund; and
- B. Provide appropriate culvert pipes to enable access to the kitchen also to be funded from Crown Lands Reserve.

Approved by Administrator Lynch

#### 10. CONFIDENTIAL MATTERS

Nil

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 7

---

There being no further business the Administrator declared the meeting closed at 10.07am

---

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 23 September 2016 were confirmed by Council at a duly convened meeting on 30 September 2016 at which meeting the signature hereon was subscribed.

---

## 9.2 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 10 OCTOBER 2016

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Administrator Delegations Meeting held 10 October 2016 [↓](#)

---

### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 10 October 2016 in Razorback Office, Shop 2 Gippsland Street, Jindabyne.

### OFFICER'S RECOMMENDATION

That Council receive and note the minutes the minutes of the Administrator Delegations meeting, held 10 October 2016 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.



# Minutes

**Administrator Delegations Meeting**

**10 October 2016**

**ADMINISTRATOR DELEGATIONS MEETING  
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630  
ON MONDAY 10 OCTOBER 2016**

<b>MINUTES</b>
----------------

Notes:

<b>1. Opening Of The Meeting</b>	<b>2</b>
<b>2. Declarations Of Pecuniary Interests/Conflict Of Interest</b>	<b>2</b>
<b>2.1 General Manager</b>	<b>2</b>
<b>3. Corporate Business - Key Direction 1. Sustaining Our Environment For Life</b>	<b>2</b>
3.1 Purchase Of Weed Mapping Software To Ensure Council Meets Its Biosecurity Information System Requirements	
<b>4. Corporate Business - Key Direction 2. Expanding Connections Within The Region And Beyond</b>	<b>3</b>
4.4 Country Women's Association Of Nsw - Jindabyne Branch - Request For Donation For Co-Opera 2017	
4.3 Request For Council Approval Of The Temporary Road Closure Of Jones Plain Road On 11th November 2016 From 8am Until 12pm To Hold The Southern Cross Gold Anniversary Rally	
4.2 Request For Waiver Of Fees -Water Ski National Championships	
4.1 Advertising Budget Review	
<b>5. Corporate Business - Key Direction 3. Strengthening Our Local Economy</b>	<b>7</b>
<b>6. Corporate Business - Key Direction 4. Creating Safer, Healthier And Thriving Community</b>	<b>7</b>
6.1 restoration of aitchison house	
<b>7. Corporate Business - Key Direction 5. Enhancing Our Healthy, Active Lifestyle</b>	<b>8</b>
<b>8. Corporate Business - Key Direction 6. Managing Development And Service Delivery To Retain The Things We Value</b>	<b>8</b>
8.1 Boundary Encroachment Unnamed Road Berridale	
<b>9. Corporate Business - Key Direction 7. Providing Effective Civic Leadership And Citizen Participation</b>	<b>9</b>
9.1 Remuneration To Audit, Risk And Improvement Committee Members	
<b>10. Confidential Matters</b>	<b>10</b>
10.1 Interim General Manager Remuneration	

**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING  
HELD IN RAZORBACK OFFICE, SHOP 2 GIPPSLAND STREET, JINDABYNE NSW 2628**

**ON MONDAY, 10 OCTOBER 2016  
COMMENCING AT 9.30AM**

**PRESENT:** Administrator Dean Lynch  
**Staff:** Joe Vescio, General Manager  
Erin Donnelly, Secretary Council and Committees

**1. OPENING OF THE MEETING**

The Administrator opened the meeting at 12.39PM

**2. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

**2.1 GENERAL MANAGER**

General Manager Joseph Vescio declared an interest in Item 10.1 Interim General Manager Remuneration as he has a conflict of interest in this item due to “being the interim General Manager”. Mr Vescio left the meeting at 1.05pm and returned at 1.15pm. Mr Vescio did not take part in discussion or voting on this item.

**3. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**

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

Record No:

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

## **EXECUTIVE SUMMARY**

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

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

### **COMMITTEE RECOMMENDATION**

**42/16**

That Council defer the report Purchase of Weed Mapping Software to Ensure Council meets its Biosecurity System Requirements, pending a further report including details of the budget.

**Approved by Administrator Lynch**

## **4. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**

### **4.1 ADVERTISING BUDGET REVIEW**

Record No:

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

## **EXECUTIVE SUMMARY**

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

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

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

**COMMITTEE RECOMMENDATION**

**43/16**

That Council

- A. Received and Note the report
- B. Immediately cease advertising with the Bombala times and move to a “full page” only in the Monaro post, pending a review on council advertising.

**Approved by Administrator Lynch**

**Note 1: Amendment to Original Motion**

The above recommendation was an amendment to the original motion.

The original motion was:

*“That Council*

- A. To send out an Expression of Interest (EOI) for Council Advertising; and*
- B. The criteria be that Council Advertising and Council Pages must cover all of the Council Region.”*

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

Record No:

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

**EXECUTIVE SUMMARY**

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

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



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

**COMMITTEE RECOMMENDATION**

**44/16**

That Council provide a donation equal to the fees for;

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

**Approved by Administrator Lynch**

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

Record No:

Responsible Officer: Director Service Delivery

Author: Development Engineer

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

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

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

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

Cost Centre 1510 Engineering and Operations Management

Project Local Traffic Committee

**EXECUTIVE SUMMARY**

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

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

**COMMITTEE RECOMMENDATION**

**45/16**

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

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

**Approved by Administrator Lynch**

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

Record No:

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

**EXECUTIVE SUMMARY**

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

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

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

**COMMITTEE RECOMMENDATION**

**46/16**

That Council

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

**Approved by Administrator Lynch**

**5. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**

**6. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**

**6.1 RESTORATION OF AITCHISON HOUSE**

Record No:

Responsible Officer:	Director Service Delivery
Author:	Property Officer
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.1 Encourage opportunities to promote and protect our cultural heritage.
Operational Plan Action:	OP4.1 Maintain council's heritage management functions.
Attachments:	<ul style="list-style-type: none"><li>1. Minutes of the s.355 Committee for Aitchison House ➡</li><li>2. Email from s.355 Committee for Aitchison House ➡</li><li>3. Costings to Complete Refurbishment of Aitchison House ➡</li></ul>
Cost Centre	1590 – Real Estate Development
Project	PJ300030 – Aitchison House/Cottage Refurbishment
Further Operational Plan Actions:	OP4.13 – Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.

**EXECUTIVE SUMMARY**

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

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

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

**COMMITTEE RECOMMENDATION**

**47/16**

That Council

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

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

**Approved by Administrator Lynch**

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

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

**8.1 BOUNDARY ENCROACHMENT UNNAMED ROAD BERRIDALE**

Record No:

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

**EXECUTIVE SUMMARY**

A subdivision certificate has been lodged with Council for a boundary adjustment between lot 2 DP630897 and the common property of SP19973. In the processing of this certificate application it was noted that there is a 4cm encroachment on the existing building (no specifically subject to this application) and an unnamed Council road to the rear of the property. The section of building

encroaching on the road is in its original approved form and in the same location as it was when the building was originally strata titled in 1983. It appears that due to improvements in survey techniques the encroachment has now been detected.

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

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

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

**COMMITTEE RECOMMENDATION**

**48/16**

That Council

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

**Approved by Administrator Lynch**

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

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

Record No:

Responsible Officer:	Auditor
Author:	Auditor
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest
Operational Plan Action:	OP7.6 Ensure that governance structures are open, transparent and fully accountable and that these are supported by relevant instruments.
Attachments:	Nil
Cost Centre	6010
Project	100042
Further Operational Plan Actions:	

## **EXECUTIVE SUMMARY**

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

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

### **COMMITTEE RECOMMENDATION**

**49/16**

That Council

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

**Approved by Administrator Lynch**

## **10. CONFIDENTIAL MATTERS**

### **10.1 INTERIM GENERAL MANAGER REMUNERATION**

#### **COMMITTEE RECOMMENDATION**

**50/16**

That Council

- A. Receive the confidential report that outlines the current remuneration deficiencies following the merger;
- B. That a "higher duties" incentives amount equal to a maximum of \$35 000 be developed that includes a list of key deliverables.
- C. This incentive arrangement cease 9 September 2017 and the remuneration package for the General Manager post the merger period be determined by the incoming council; and
- D. Authorise payroll staff to implement any changes to the current arrangement once KPI's have been developed and agreed.

**Approved by Administrator Lynch**

#### **Note 2: Attendance of Councillor – Conflict of Interest**

General Manager Joseph Vescio having declared a conflict of interest with this item (refer Item 10.1 above), left the meeting and was absent from the meeting from 1.05pm for the duration of Item 10.1 Interim General Manager Remuneration returning at 1.15pm taking no part in discussion or voting on this item.

#### **Note 3: Amendment to Original Motion**

The above recommendation was an amendment to the original motion.

The original motion was:

*"That Council*

- A. Receive the confidential report;*
- B. Consider if an increase is appropriate in all the circumstances, and if it does;*
- C. Determine an amount; and*
- D. Authorise payroll staff to implement any changes to the current arrangement."*

There being no further business the Administrator declared the meeting closed at 1.15pm

---

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 7 October 2016 were confirmed by Council at a duly convened meeting on 14 October 2016 at which meeting the signature hereon was subscribed.

---

### 9.3 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 17 OCTOBER 2016

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Administrator Delegations Meeting held 17 October 2017 [↓](#)

---

#### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 17 October 2016 in Head Office, 81 Commissioner Street, Cooma.

#### OFFICER'S RECOMMENDATION

That Council receive and note the minutes the minutes of the Administrator Delegations meeting, held 17 October 2016 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.





# Minutes

**Administrator Delegations Meeting**

**17 October 2016**

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

**ON MONDAY 17 OCTOBER 2016**

<b>MINUTES</b>
----------------

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>2</b>
<b>2.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>	<b>2</b>
	Nil	
<b>3.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>2</b>
3.1	Jindabyne Memorial Hall Waiver of Hall Hire Fees for Fundraising Event .....	2
<b>4.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>3</b>
4.1	L'Etape Event December 2016 .....	3
4.2	Financial Support for the Columbarium Jindabyne Cemetary.....	4
<b>5.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>5</b>
<b>6.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....</b>	<b>5</b>
<b>7.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE .....</b>	<b>5</b>
<b>8.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....</b>	<b>5</b>
<b>9.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....</b>	<b>5</b>
9.1	Adoption of Communication and Engagement Plan - SMRC Merger Implementation.....	5
9.2	Update on Merger Project - September 2016 .....	6
<b>10.</b>	<b>ADMINISTRATOR MINUTES (IF ANY) .....</b>	<b>7</b>
10.1	Section 64 Charges .....	7
10.2	Scoping and Project Cost for Bombala and Delegate.....	8

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 17 OCTOBER 2016

Page 2

**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING  
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON MONDAY, 17 OCTOBER 2016  
COMMENCING AT 9.00AM**

**PRESENT:** Administrator Dean Lynch  
**Staff:** Joe Vescio, General Manager  
Erin Donnelly, Secretary Council and Committees

**1. OPENING OF THE MEETING**

The Administrator opened the meeting at 10.08AM

**2. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

Nil

**3. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR  
LIFE**

**3.1 JINDABYNE MEMORIAL HALL WAIVER OF HALL HIRE FEES FOR FUNDRAISING EVENT**

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.6 Ensure Council services, facilities and land holdings achieve best practice for sustainability.
Operational Plan Action:	OP1.22 Ensure Council has a safe reliable, sustainable and cost effective assets through the effective management of Facilities, Infrastructure, Plant, Motor Vehicle and Equipment Assets.
Attachments:	1. Jindabyne Memorial Hall email from Jindabyne Bush Pigs for waiver of fees ➡
Cost Centre	Cost Centre 1550 and Work Order OP 1000013 Jindabyne Memorial Hall
Project	
Further Operational Plan Actions:	

**EXECUTIVE SUMMARY**

Council annually grants in kind support by way of the waiver of fees and charges to different events held

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 17 OCTOBER 2016 Page 3

within our Shire. The Jindabyne Bush Pigs Rugby Club is holding a fundraising event and has requested Council considers to waiver the Fees and Charges for the hire of the Jindabyne Memorial Hall.

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

<b>COMMITTEE RECOMMENDATION</b>	<b>51/16</b>
That Council waiver the Fees and Charges of \$162.75 for the hire of the Jindabyne Memorial Hall for a fundraising event for the Jindabyne Bush Pigs Rugby Club.	
<b>Approved by Administrator Lynch</b>	

#### **4. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**

##### **4.1 L'ETAPE EVENT DECEMBER 2016**

Record No:

Responsible Officer:	Assistant General Manager
Author:	Assistant General Manager
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.3 Continually monitor and improve traffic management throughout the Shire.
Operational Plan Action:	OP2.6 Investigation into the use of appropriate Traffic Management measures as an aid to increase road safety throughout the Shire.
Attachments:	Nil
Cost Centre	1510 Engineering & Operations Management
Project	
Further Operational Plan Actions:	

#### **EXECUTIVE SUMMARY**

This report provides an update to Council on the L'Etape cycle event planned for 3 December 2016 with particular reference to the parking management plan requested as a result of the Council decision of 31 August 2016.

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

<b>COMMITTEE RECOMMENDATION</b>	<b>52/16</b>
That Council	
A. Approves the temporary road closure of Bay Street, Jindabyne from just past the first Bowling Club entry point (driveway) to the end of the road including all vehicle parking bays facing the Banjo Paterson Park from 6am on Friday 2 <sup>nd</sup> December 2016 until 6am on Saturday 3 <sup>rd</sup> December 2016 for the purpose of preparing for the L'Étape Event;	
B. Approves the temporary road closure of Bay Street, Jindabyne from 6am on Saturday 3 <sup>rd</sup>	

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
 HELD ON MONDAY 17 OCTOBER 2016 **Page 4**

December 2016 until 12pm on Sunday 4<sup>th</sup> December 2016 for the purpose of holding the L'Étape Event;

- C. The event organisers be required to publicly advertise the temporary closures for a period of fourteen days;
- D. In view of the fact expected numbers of visitors are not likely to exceed a normal peak winter weekend in Jindabyne, no Parking Management Plan needs to be considered for the 2016 event.; and
- E. A Parking Management Plan be reviewed for the 2017 event.

**Approved by Administrator Lynch**

#### 4.2 FINANCIAL SUPPORT FOR THE COLUMBARIUM JINDABYNE CEMETARY

Record No:

Responsible Officer:	Acting Executive Assistant
Author:	Acting Executive Assistant
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest
Operational Plan Action:	OP7.5 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	1. Email Resolution of Request For Additional Financial Support For The Columbarium Jindabyne Cemetery ➡
Cost Centre	8020 – Heritage Management
Project	922232 – Niche Wall Jindabyne
Further Operational Plan Actions:	

#### EXECUTIVE SUMMARY

An application was made for \$20,000 to the State Government for additional work at the Jindabyne Cemetery Niche Wall Project, only \$15,000 was granted from the State Government. It was agreed that Council approve the request from the Lions Club of Jindabyne for additional funding in the sum of up to \$10,000 to complete the Columbarium Project as per the attached copy of Council Resolution Note 4 Amendment to Original Motion. The Former Snowy River Shire Council also indicated to Mr Farmer at the meeting if there was a shortfall in the grant applications that Council would reconsider its position.

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

<b>COMMITTEE RECOMMENDATION</b>	<b>53/16</b>
That Council approve a donation of \$5,000 to the Jindabyne Lions Club for the Columbarium to be funded from the Snowy Branch Restricted Cash Reserves.	
<b>Approved by Administrator Lynch</b>	

**5. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**

Nil

**6. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**

Nil

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

Nil

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

Nil

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

**9.1 ADOPTION OF COMMUNICATION AND ENGAGEMENT PLAN - SMRC MERGER IMPLEMENTATION**

Record No:

Responsible Officer:	Director Special Projects Office
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.13 Through clear and consistent communications, Council provides the community with timely feedback in progress towards goals.
Operational Plan Action:	OP7.39 Undertake consultation with community and staff, providing assistance where possible, throughout the Fit For the Future Program.
Attachments:	1. SMRC Merger Implementation Project - Communication Plan <a href="#">↗</a>
Cost Centre	3130 - Merger
Project	Communication Plan
Further Operational Plan Actions:	OP7.2 Completion of reporting requirements in accordance with legislation. OP7.5 Provide timely, accurate and relevant information to Council to enable informed decision making. OP7.6 Ensure that governance structures are open, transparent and fully accountable and that these are supported by relevant instruments. OP7.9 Ensure channels, including Council Website, are maintained to improve accessibility to information. OP7.16 Improve organisation wide Risk Management through use of ISO 31000 principles. OP7.17 Effective management of Council funds to ensure financial sustainability. OP7.23 Investigate and implement the outcomes of Council's completed Fit For the Future program.

---

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 17 OCTOBER 2016

**Page 6**

OP7.24 Ensure Council attracts, retains and develops a capable workforce that delivers positive outcomes.

OP7.25 Council will maintain effective personal management systems that ensure the organisation is sustainable  
OP7.39 Undertake consultation with community and staff, providing assistance where possible, throughout the Fit For the Future Program.

OP7.40 Support and encourage public engagement methods which invite comment from community and informs the decision making.

OP7.42 Increase public awareness of our service delivery through community education and consultation to establish an agreed level of service that the community is willing to pay for, linking in with Council's proposed IPART Application for a Special rate Variation increase.

OP7.43 The Executive Leadership Team will be responsible for implementing the organisation's strategies and objectives, and for carrying out the day-to-day management and control of Council's affairs.

### EXECUTIVE SUMMARY

On 12 May 2016 the Governor General issued the Local Government (Council Amalgamations) Proclamation 2016. This resulted in three former local government areas being merged into one new council.

The Department of Premier and Cabinet (DPC) issued guidelines that include a communication plan to ensure we maintain engagement and accountability with our community. A draft communication plan incorporating both internal and external plans was developed and submitted to the DPC on 30 June 2016 in accordance with the implementation action checklist. It was then issued to all staff and the local representative committees for comment before now submitting a final copy to the Administrator requesting formal adoption.

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

### COMMITTEE RECOMMENDATION

**54/16**

That Council adopt the SMRC Communication and Engagement Plan for the Implementation Plan project.

**Approved by Administrator Lynch**

### 9.2 UPDATE ON MERGER PROJECT - SEPTEMBER 2016

Record No:

Responsible Officer:	Director Special Projects Office
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.5 Achieve a stronger, more efficient Council through a successful merger.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
 HELD ON MONDAY 17 OCTOBER 2016 **Page 7**

	Executive Team at its meeting on 13 October 2016 resolved that the matter be deferred to the meeting to be held on 20 October 2016.
Attachments:	1. Stronger Councils Framework - Snowy Monaro Regional Council ➡ 2. Proposed Stages of Transition - October 2016 ➡
Cost Centre	3130 – Merger Project
Project	Merger – Implementation Project
	Further Operational Plan Actions: OP7.24 Undertaken an efficient and effective merger process as a result of any State Government decision to create the new local government area of Snowy Monaro Regional Council. OP7.33 Undertake a review Council services and deliver efficiencies in consultation with the community. OP7.32 Undertake consultation with community and staff, providing assistance where possible, throughout the merger process. OP7.37 Increase public awareness of our service delivery through community education and consultation to establish an agreed level of service that the community is willing to pay for, linking in with the implementation of the proposed State Government merger.

#### EXECUTIVE SUMMARY

On 12 May 2016 the Governor General issued the Local Government (Council Amalgamations) Proclamation 2016. This resulted in three former local government areas being merged into one new council.

The Department of Premier and Cabinet (DPC) issued a road map to assist councils with a number of tasks that will contribute to a successful merger. In July 2016, the Administrator approved engagement of the Global Collaboration Tool which will automate the planning, reporting and monitoring of the transition plan and in the medium term, the implementation plan.

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

<b>COMMITTEE RECOMMENDATION</b>	<b>55/16</b>
That Council receive and note the report "Update on Merger Project – September 2016"	
<b>Approved by Administrator Lynch</b>	

#### 10. ADMINISTRATOR MINUTES (IF ANY)

##### 10.1 SECTION 64 CHARGES

<b>COMMITTEE RECOMMENDATION</b>	<b>56/16</b>
That Staff	
A. Provide the Administrator with comments on a stimulus package that involves a two (2) year moratorium on Section 64 - Developer Contributions charged for Snowy Monaro Regional Council (SMRC); and	
B. This report be provided within 14 days.	
<b>Approved by Administrator Lynch</b>	



**10.2 SCOPING AND PROJECT COST FOR BOMBALA AND DELEGATE**

**COMMITTEE RECOMMENDATION**

**57/16**

That Staff

- A. Provide the Administrator with a scoping and project cost for the following:
- Upgrade to the Delegate water supply; and
  - Upgrade to Bombala sewage treatment plant.
- B. Any cost incurred from these projects to be funded from the relevant Bombala reserve; and
- C. A report come to the November 2016 Council meeting.

**Approved by Administrator Lynch**

There being no further business the Administrator declared the meeting closed at 10.45am

---

**CHAIRPERSON**

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 14 October 2016 were confirmed by Council at a duly convened meeting on 21 October 2016 at which meeting the signature hereon was subscribed.

---

**9.4 JOINT SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING MINUTES HELD  
WEDNESDAY 28 SEPTEMBER 2016**

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Joint Snowy Monaro Local Representative Committee Meeting  
held Wednesday 28 September 2016 [↓](#)

---

**EXECUTIVE SUMMARY**

The Joint Snowy Monaro Local Representative Committee met on Wednesday 28 September 2016, in Council Chambers, 2 Myack Street, Berridale. The minutes are presented for Council's information.

**OFFICER'S RECOMMENDATION**

That Council receive and note the minutes of the Joint Snowy Monaro Local Representative Committee meeting held Wednesday 28 September 2016.



# Minutes

**Local Representative Committee - Joint Meeting**

**28 September 2016**

**LOCAL REPRESENTATIVE COMMITTEE - JOINT MEETING  
HELD IN COUNCIL CHAMBERS, 2 MYACK STREET, BERRIDALE NSW 2628**

**ON WEDNESDAY 28 SEPTEMBER 2016**

**MINUTES**

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>2</b>
<b>3.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISINGT .....</b>	<b>2</b>
<b>4.</b>	<b>REPORTS ON PRIORITY ACTIONS.....</b>	<b>2</b>
<b>5.</b>	<b>REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES.....</b>	<b>3</b>
5.1	Bombala LRC Update	3
5.2	Cooma LRC Update	3
5.3	Snowy River LRC Update	3
5.4	Roads Information on Website	3
5.5	Australia Day Celebrations	4
5.6	Anglia Ingram, Member for Cooma LRC	4
5.7	Gabrielle Rea, Member for Bombala LRC	4
5.8	John Shumack, Member for Snowy River LRC	4
5.9	Winston Phillips, Member for Cooma LRC	4
5.10	Peter Beer, Member for Snowy River LRC	5
5.11	Bob Frost, Member for Snowy River LRC	5
5.12	Steve Goodyer, Chairperson for Bombala LRC	5
5.13	Administrator, Dean Lynch	5
<b>6.</b>	<b>STRONGER COMMUNITIES GRANT APPLICATIONS .....</b>	<b>5</b>
<b>7.</b>	<b>REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS.....</b>	<b>5</b>
<b>8.</b>	<b>NEXT MEETING</b>	<b>5</b>

Minutes of the Joint Local Representative Committee Meeting of Snowy Monaro Regional  
Council held on Wednesday 28 September 2016

**MINUTES OF THE JOINT LOCAL REPRESENTATIVE COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, 2 MYACK STREET, BERRIDALE NSW 2628**

**ON WEDNESDAY, 28 SEPTEMBER 2016  
COMMENCING AT 6.30PM**

**PRESENT:** Dean Lynch, Administrator  
Joseph Vescio, General Manager  
Peter Beer, LRC Member  
Bob Frost, LRC Member  
John Shumack, LRC Member  
Rogan Corbett, LRC Chairperson Cooma  
Angela Ingram, LRC Member  
Winston Phillips, LRC Member  
Steve Goodyer, LRC Chairperson Bombala  
Di Hampshire, LRC Member  
Gabrielle Rea, LRC Member  
Erin Donnelly, Secretary Council and Committees  
Robin Guthrie, Manager Corporate/Governance  
Sandra McEwan, Personal Assistant to the Director Service Support

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 6.50PM

**2. APOLOGIES**

An apology for the meeting was received from John Cahill, Snowy River LRC Chairperson,  
Craig Mitchell, Cooma LRC Member and Paul Perkins, Bombala LRC Member

**3. CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING**

4.1 Local Representative Committee – Joint Meeting 18 August 2016

**RECOMMENDATION**

THAT the minutes of the Local Representative Committee - Joint Meeting held on  
18 August 2016 are confirmed as a true and accurate record of proceedings.

**Moved Mr Goodyer**

**Seconded Mr Corbett**

**4. REPORTS ON PRIORITY ACTIONS**

Nil

Minutes of the Joint Local Representative Committee Meeting of Snowy Monaro Regional Council held on Wednesday 28 September 2016

## 5. REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES

### 5.1 Bombala LRC Update

- The Young Driver Training was a success, the community is very appreciative of the event.

Mr Lynch congratulated staff on the organisation of the Young Driver Training event.

- A lot of the community feedback on the Bombala Street Scape plans are not reflective of the concept.
- The footbridges washed away in Bombala have not been replaced, there has been no detail on when this will happen.
- Bombala swimming pool advisory committee have asked for a follow up on their proposal to the former Bombala Council.
- The visitor centre is progressing well.

### 5.2 Cooma LRC Update

- Commended the driver training in Bombala. The Cooma Car Club will be hosting a driver training session at Polo Flat in October.
- Waste charges are the biggest issue in the Cooma area. Residents are not happy and are waiting for the community meetings.
- Members have received complaints about the condition of roads. These will be forwarded onto council.
- Members believe there is good opportunity to promote the Cooma area for Mountain Bikes

### 5.3 Snowy River LRC Update

- Received complaints regarding delays in information for developers. Will forward complaints to the General Manager
- Members have been approached regarding a policy on Love Grass. Does Council have one?

The Administrator informed members the Regional Weeds Committee is still a functioning committee. The next meeting is on 30 November at 10am in Cooma.

- Members are still having issues using their iPads. Unable to download business papers and have trouble navigating through pages.

### 5.4 Roads Information on Website

The Administrator informed the committee a new pages has been developed for the website, it is now live. The page contains information on current and future road works. And will be updated regularly.

Minutes of the Joint Local Representative Committee Meeting of Snowy Monaro Regional Council held on Wednesday 28 September 2016

5.5 Australia Day Celebrations

Mr Shumack recommended the Australia Day Committee should be renamed to specify Cooma.

Members discussed the upcoming Australia Day celebrations and requested information on how to approach the organisation of the events. Staff informed members a report was approved by the Administrator on Wednesday 26 September.

Information on the event will be sent to the next LRC meetings.

5.6 Anglia Ingram, Member for Cooma LRC

Ms Ingram stated her biggest concern is with communication. Information is not coming back to members and the community when questions and issues are raised. This is improving, however, there is still room for improvement including knowing how to use new technology.

Ms Ingram requested the LRC members be given the stages and key milestones for Council, during the transition stage of the new council, in order to inform the community on what council is doing.

5.7 Gabrielle Rea, Member for Bombala LRC

Ms Rea informed members her shop is frequented by residents with issues. Ms Rea attended the Chamber of Commerce meeting. The next Chambers meeting will be before the community meetings. Ms Rea believes the community waste meetings will have a big turnout.

5.8 John Shumack, Member for Snowy River LRC

Mr Shumack questioned the organisation of invitation sent to the LRC members. The most recent invitation received being for an event held the same day as the next Snowy River LRC meeting.

Mr Shumack spoke to members about the L'Etape event, Snowy River Avenue upgrade and the State Government proposal to update dual lanes heading to Thredbo.

5.9 Winston Phillips, Member for Cooma LRC

Mr Phillips informed members he has been approached regarding rates on properties that spanned the boundaries of two former councils. These rate payers were told they would get one rate notice.

The General Manager informed Mr Phillips the rate freeze is effective for four (4) years, council will continue to run three (3) separate rate systems during this time. As councils are unable to go above the rate peg or harmonise rates for four years.

Minutes of the Joint Local Representative Committee Meeting of Snowy Monaro Regional Council held on Wednesday 28 September 2016

The Administrator suggested more information needs to be put out about the difference in rates and fees.

5.10 Peter Beer, Member for Snowy River LRC

Mr Beer suggested the Regional Weeds Committee needs to be stronger, with the current situation on African Love Grass. Mr Beer informed member the next Rural Fire Service District Liaison meeting is scheduled for Wednesday 12 October.

5.11 Bob Frost, Member for Snowy River LRC

Mr Frost informed members he has requested that a member from the Regional Weeds Committee attend the next Rural Fire Service District Liaison meeting.

Mr Frost informed members he has received minimal complaints the biggest concern, from Jindabyne Beautification Committee is the graffiti around the town.

5.12 Steve Goodyer, Chairperson for Bombala LRC

Mr Goodyer raised the country roads funding, stating Bucky Springs should have been a number one (1) priority.

5.13 Administrator, Dean Lynch

The Administrator thanks Ms Hampshire for attending committee events in the Administrators absence.

**6. STRONGER COMMUNITIES GRANT APPLICATIONS**

**7. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS**

**8. NEXT MEETING**

The committee agreed to hold monthly meetings with a face to face meeting every quarter. The next face to face meeting to be held in Berridale after the Council meeting.

There being no further business the Chair declared the meeting closed at 7.50pm



Minutes of the Joint Local Representative Committee Meeting of Snowy Monaro Regional  
Council held on Wednesday 28 September 2016

---

CHAIRPERSON

The above minutes of the Consultative Committee Meeting  
of Snowy Monaro Regional Council held on 5 October 2016  
were confirmed by Committee at a duly convened meeting  
on 9 November 2016 at which meeting the signature  
hereon was subscribed.

---

## **9.5 LOCAL REPRESENTATIVE COMMITTEE - COOMA 4 OCTOBER 2016**

Responsible Officer: Director Service Support

Author: Personal Assistant To Director of Service Support

Attachments: 1. Local Representative Committee - Cooma 4 October 2016 [↓](#)

---

### **EXECUTIVE SUMMARY**

The Local Representative Committee - Cooma met on 4 October 2016 in the Committee Room, Head Office, 81 Commissioner Street, Cooma. The minutes are presented for Council's information.

### **OFFICER'S RECOMMENDATION**

That the Minutes of the meeting of the Local Representative Committee – Cooma held on 4 October 2016 are confirmed as a true and accurate record of proceedings and that the Administrator adopt the recommendations.



# Minutes

**Local Representative Committee - Cooma Meeting**

**4 October 2016**

**LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON TUESDAY 4 OCTOBER 2016**

**MINUTES**

Notes:

<b>1. OPENING OF THE MEETING.....</b>	<b>3</b>
<b>THE CHAIR OPENED THE MEETING AT 6.10PM.....</b>	<b>3</b>
<b>NOTE 1: SUSPENSION OF BUSINESS AGENDA ITEMS .....</b>	<b>3</b>
<b>THE COMMITTEE SUSPENDED THE STANDING ORDER OF BUSINESS TO CONSIDER TWO DEPUTATIONS FROM THE PUBLIC. ....</b>	<b>3</b>
<b>2. DEPUTATIONS .....</b>	<b>3</b>
2.1 Deputations: Gordon Strachan - Cooma Railway Precinct John Kleven - Indoor Sports Club .....	3
<b>(MINUTES OF DEPUTATIONS FROM THE PUBLIC ARE A SUMMARY ONLY AND DO NOT PURPORT TO BE A COMPLETE TRANSCRIPT OF THE PROCEEDINGS). ....</b>	<b>4</b>
2.2 Deputaton: John Kleven - Indoor Sports Club .....	4
2.3 Deputation: Gordon Strachan - Cooma Railway Precinct .....	4
<b>NOTE 2: RECOMMENCEMENT OF BUSINESS AGENDA ITEMS.....</b>	<b>5</b>
<b>3. APOLOGIES.....</b>	<b>5</b>
<b>4. CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING .....</b>	<b>5</b>
4.1 Local Representative Committee - Cooma Meeting 23 august 2016 .....	5
4.2 Local Representative Committee - Cooma meeting 13 September 2016 .....	5
<b>5. REPORTS ON PRIORITY ACTIONS.....</b>	<b>5</b>
<b>6. PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES .....</b>	<b>5</b>
6.1 Minutes from Sections 355 Committees.....	5
6.2 Minutes - Monaro Local Area Command, 3 August 2016 .....	7
6.3 Minutes - Saleyard and Saleyards Stakeholders Committee, 24 August 2016 .....	7
6.4 Minutes - Snowy Monaro Regional Tourism Committee, 30 August 2016 .....	7
6.5 Minutes - Australia Day Working Party, 13 September 2016 .....	8
6.6 Minutes - Recreational Facilities Committee, 15 September 2016 .....	8
6.7 Minutes of the Access and Equity Section 355 Committee Meeting Held 18 August 2016.....	9

6.8	Minutes HACC Services 355 Committee 1 September 2016.....	9
6.9	Minutes Werri-Nina Management Committee 1 September 2016 .....	10
<b>7.</b>	<b>REPORTS AND ADVICE ON LOCAL VIEWS &amp; EMERGING ISSUE.....</b>	<b>11</b>
7.1	Rates .....	11
7.2	SMEC Site.....	12
7.3	Raglan Gallery - Administration Assistant Position .....	12
7.4	Bundian Way .....	12
7.5	Regional Weeds Committee.....	12
7.6	Community Grants .....	12
<b>8.</b>	<b>SPECIFIC ITEMS VARYING FROM MEETING TO MEETING .....</b>	<b>13</b>
8.1	Bungarby Hall .....	13
<b>9.</b>	<b>REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS.....</b>	<b>13</b>
9.1	Update - Norris Park Toilets Grant .....	14
9.2	Update - Australia Day Celebrations in the region .....	14
<b>10.</b>	<b>ACTION SHEET .....</b>	<b>14</b>
<b>11.</b>	<b>CORRESPONDENCE.....</b>	<b>14</b>
<b>12.</b>	<b>GENERAL BUSINESS .....</b>	<b>14</b>
12.1	Recognition of Staff Services.....	14
12.2	Yamaga Delegation Civic Reception - 7 November 2016.....	14
<b>13.</b>	<b>LEGAL MATTERS .....</b>	<b>14</b>
<b>14.</b>	<b>NEXT MEETING .....</b>	<b>14</b>

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 3

**MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON TUESDAY, 4 OCTOBER 2016  
COMMENCING AT 6.00PM**

**PURPOSE**

*The purpose of the LRC is to provide advice to the Administrator on local views and issues. This includes:*

- *Providing input to the operational plans 2016-17 and 2017-18*
- *Advising on the communication and engagement plan for the community*
- *Providing input to the statement of vision and priorities*
- *Assisting to engage communities and partners in planning for the council.*

**PRESENT:** Rogan Corbett, LRC Chairperson  
Angie Ingram, LRC Member  
Craig Mitchell, LRC Member  
Winston Phillips, LRC Member  
Sandra McEwan, LRC Secretariat

**1. OPENING OF THE MEETING**

The chair opened the meeting at 6.10pm

Note 1: Suspension of business agenda items

The committee suspended the standing order of business to consider two deputations from the public.

**2. DEPUTATIONS**

**2.1 DEPUTATIONS:**

**GORDON STRACHAN - COOMA RAILWAY PRECINCT  
JOHN KLEVEN - INDOOR SPORTS CLUB**

Record No:

Responsible Officer:	Director Service Support
Author:	Personal Assistant To Director of Service Support
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.6 Provide timely, accurate and relevant information to Council to

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 4

enable informed decision making.

Attachments: 1. Deputation: John Kleven - Indoor Sports Club ➡  
Cost Centre N/A  
Project  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

Two Deputations will be presented to the LRC Meeting as follows:

Gordon Strachan – Cooma Railway Precinct  
John Kleven – Indoor Sports Club (further information attached)

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

#### OFFICER'S RECOMMENDATION

That LRC members receive two deputations from the following:

Gordon Strachan – Cooma Railway Precinct  
John Kleven – Indoor Sports Club (further information attached)

(Minutes of Deputations from the public are a summary only and do not purport to be a complete transcript of the proceedings).

#### 2.2 DEPUTATION: JOHN KLEVEN - INDOOR SPORTS CLUB

John reported that Cooma does not have a suitable indoor sporting facility at present. The building would have to be large enough to accommodate combat sports, gymnastics, volleyball, netball, basketball and other Olympic based sports. John is primarily interested in Judo, and the Judo Club in Cooma currently has 30 members and trains 3 nights per week. He foresees sporting competitions being held here, which in turn will promote the area and bring more people to the town.

The LRC members encouraged him to look for partners and opportunities. They said it was important to have a business plan, a vision and a driving team to make it happen. They also suggested that he get a story together, go to the press and call a public meeting.

The Chair said he would bring this matter to the attention of the Administrator.

#### 2.3 DEPUTATION: GORDON STRACHAN - COOMA RAILWAY PRECINCT

Gordon explained that the Cooma Monaro Railway (CMR) were starting afresh, but it is slow process in a heavily regulated industry. The initial focus is to develop the precinct into a tourist attraction in its own right. Restoration work in the station building will see fire places going back in, floor boards being replaced, meeting rooms being refurbished, creating a modern facility. In collaboration with the Transport Heritage CMR aim to tell a story which covers passenger travel, history of rail to Cooma and how rail impacted NSW. Gordon also has the idea to record oral stories to capture the history of the railway, and make them available for future generations to enjoy. He said unfortunately trains out of the shed will not happen for a while as there are specifications to be met and CMR do not have a financially viable plan.

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 5

The Chair suggested that CMR develop a business plan and submit it to Council so that it can be assessed for possible support.

**COMMITTEE RECOMMENDATION**

**LRCCO17/16**

That the LRC members note and receive the deputations from John Kleven (Indoor Sports Club) and Gordon Strachan (Cooma Railway Precinct).

**Moved Member Mitchell**

**Seconded Member Phillips**

**CARRIED**

**Note 2: Recommencement of business agenda items**

The Committee recommenced standing order of business at 7.00pm

**3. APOLOGIES**

An apology for the meeting was received from Dean Lynch, Administrator; Joseph Vescio, General Manager and Katherine Miners, A/g Executive Assistant to the Administrator.

**4. CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING**

**4.1 LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING 23 AUGUST 2016**

**COMMITTEE RECOMMENDATION**

**LRCCO18/16**

THAT the minutes of the Local Representative Committee - Cooma Meeting held on 23 August 2016 are confirmed as a true and accurate record of proceedings.

**Moved Member Ingram**

**Seconded Member Mitchell**

**CARRIED**

**4.2 LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING 13 SEPTEMBER 2016**

**COMMITTEE RECOMMENDATION**

**LRCCO19/16**

That the minutes of the Local Representative Committee - Cooma Meeting held on 13 September 2016 are confirmed as a true and accurate record of proceedings.

**Moved Member Ingram**

**Seconded Member Phillips**

**CARRIED**

**5. REPORTS ON PRIORITY ACTIONS**

Nil

**6. PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES**

The Section 355 Committee minutes were reviewed by the committee. An update on the committee and recommendations to the Administrator are listed below.

**6.1 MINUTES FROM SECTIONS 355 COMMITTEES**

Record No:

Responsible Officer: Director Service Support



MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 6

Author:	Personal Assistant To Director of Service Support
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	<ol style="list-style-type: none"><li>1. 2016 08 03 Minutes Monaro Local Area Command ➡</li><li>2. 2016 08 24 Minutes Saleyards Committee ➡</li><li>3. 2016 08 24 Minutes Saleyards Stakeholders Committee ➡</li><li>4. 2016 08 30 Minutes Snowy Monaro Regional Tourism Committee ➡</li><li>5. 2016 09 13 Minutes Australia Day Working Party ➡</li><li>6. 2016 09 15 Minutes Recreational Facilities Committee ➡</li></ol>
Cost Centre	N/A
Project	
Further Operational Plan Actions:	

**EXECUTIVE SUMMARY**

It was requested by the Administrator at the LRC meeting on 23 August 2016 that all Section 355 Committee Minutes come through LRC meetings so that members pick up on key issues and bring them to his attention.

The following Section 355 Committee meeting minutes are presented to this meeting:

Monaro Local Area Command – 3 August 2016  
Saleyards Committee – 24 August 2016  
Saleyards Stakeholders Committee – 24 August 2016  
Snowy Monaro Regional Tourism Committee – 30 August 2016  
Australia Day Working Party – 13 September 2016  
Recreational Facilities Committee – 15 September 2016

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

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 7

**OFFICER'S RECOMMENDATION**

That LRC Members receive and note the information in the following Section 355 Committee minutes and bring key issues to the attention of the Administrator:

Monaro Local Area Command – 3 August 2016  
Saleyards Committee – 24 August 2016  
Saleyards Stakeholders Committee – 24 August 2016  
Snowy Monaro Regional Tourism Committee – 30 August 2016  
Australia Day Working Party – 13 September 2016  
Recreational Facilities Committee – 15 September 2016

**6.2 MINUTES - MONARO LOCAL AREA COMMAND, 3 AUGUST 2016**

Rogan Corbett reported on increased crime in the park, however over the whole of the Snowy Monaro area, crime is generally tracking well. He also raised the issue of abandoned cars on the side of the road and whether this is an RMS or Council responsibility.

**6.3 MINUTES - SALEYARD AND SALEYARDS STAKEHOLDERS COMMITTEE, 24 AUGUST 2016**

Winston Phillips reported that the calf sales are as strong as they always were in Cooma. He said that there was a perception out there that stock will get a better price elsewhere.

Craig Mitchell suggested that a manager be appointed to organise, maintain and upkeep the sale yards.

**RECOMMENDATION FROM THE SALEYARDS COMMITTEE, 24 AUGUST 2016**

That a levy to fund the construction of new calf/sheep yards be imposed in the 2016/17 financial year of – Cattle \$3.55/head including GST and Sheep \$0.11/head including GST and the fee be introduced from the first sale following the practical completion of the new yards.

**6.4 MINUTES - SNOWY MONARO REGIONAL TOURISM COMMITTEE, 30 AUGUST 2016**

Rogan Corbett reported that an advertisement for new committee members will be organised in the near future.. He said Tourism has been good in the region. The Tourism Manager's office in the Cooma Visitors Centre needs some renovating to enlarge the office area so that the Tourism Manager can perform her role in an improved environment and host events meetings as necessary.

Craig Mitchell enquired as to how the regional committee will be arranged.

Rogan Corbett explained that there will be an over-arching committee. He said Bombala is in the process of forming the Bombala Branch of the tourism committee with Paul Perkins as the Chair. At present, Berridale/Jindabyne does not have a tourism committee.

**Recommendation:**

That the Administrator approve an advertisement be placed for Expressions of Interest for members from each of the sectors mentioned in the Terms of Reference.

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 8

**COMMITTEE RECOMMENDATION**

**LRCCO20/16**

That the Tourism's Manager's office is upgraded to a professional standard.

**Moved Member Phillips**

**Seconded Member Ingram**

**CARRIED**

**6.5 MINUTES - AUSTRALIA DAY WORKING PARTY, 13 SEPTEMBER 2016**

Rogan Corbett advised that each of the former shires will be organising Australia Day as they did in past years as per the resolution from the Administrator Delegations meeting held on 26 September 2016 (see below).

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 26 SEPTEMBER 2016

Page 4

Discussions have revealed that each Council contributed in a variety of ways as detailed below.

**THE FOLLOWING OFFICER'S RECOMMENDATION IS SUBMITTED FOR COUNCIL'S CONSIDERATION.**

**COMMITTEE RECOMMENDATION**

**38/16**

That Council

- A. Continue to assist with the celebration of Australia Day 2017 as previously undertaken in the three former Council areas.
- B. The LRC – Bombala members and LRC – Snowy River members replace the Council members for the selection of Citizen of the Year, Young Citizen of the Year, Sportsperson of the Year and Community Event of the Year in the former Bombala and Snowy River Shire Council areas
- C. The Australia Day Working Party (Section 355 Committee) continue to choose the awardees in the former Cooma-Monaro Shire Council area.
- D. Consider other options for Australia Day celebrations to be held in 2018.

**Approved by Administrator Lynch**

Rogan Corbett said the online application for a national ambassador and the awards certificates have been completed and the ADWP is in the process of securing a local ambassador. The Australia Day dinner is yet to be confirmed

**6.6 MINUTES - RECREATIONAL FACILITIES COMMITTEE, 15 SEPTEMBER 2016**

Rogan Corbett reported on the following dot points from the minutes:

- 3.1 Mt. Gladstone – a meeting with Cooma Correctional Centre has not been organised to discuss work in Cooma Back Creek and to progress the walking trails.
- 3.2 Norris Park Toilets – on-going, no information received regarding the outcome of the grant application
- 3.3 Lions Park Project - on-going.

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 9

**6.7 MINUTES OF THE ACCESS AND EQUITY SECTION 355 COMMITTEE MEETING HELD 18 AUGUST 2016**

Record No:

Responsible Officer: Director Service Planning  
Author: Community Service Officer  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.11 Provide appropriate services and facilities for people with a disability within the Region.  
Operational Plan Action: OP4.34 Provide a suite of services that respond to the needs of people with a disability.  
Attachments: 1. Minutes of the Access & Equity Section 355 Committee meeting held 18 August 2016 [↗](#)  
Further Operational Plan Actions: DP4.12 Provide and support appropriate services and facilities for older people and their carers within the region  
OP4.38 Provide a suite of services that respond to the needs of older people and their carers

**EXECUTIVE SUMMARY**

The Access & Equity Section 355 Committee met on 18 August 2016. The minutes of this meeting are provided for information and consideration.

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

Discussion from the LRC Cooma meeting on 4 October 2016:

Angie Ingram reported that the community understood that there needed to be some efficiencies made in relation to committee structure to provide good communication and governance in the new council.

**RECOMMENDATION FROM THE ACCESS & EQUITY COMMITTEE, 18 AUGUST 2016**

The committee suggests that the SMRC staff badge template be modified to provide a larger, thicker (bolder) print as the primary option, in order to improve readability for people with vision loss, older people, people with disability and people with low literacy.

**6.8 MINUTES HACC SERVICES 355 COMMITTEE 1 SEPTEMBER 2016**

Record No:

Responsible Officer: Director Service Planning  
Author: Community Service Officer  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016 Page 10

Delivery Plan Strategy:	DP4.12 Provide and support appropriate services and facilities for older people and their carers within the Region.
Operational Plan Action:	OP4.38 Provide a suite of services that respond to the needs of older people and their carers.
Attachments:	1. Minutes HACC Services 355 Committee 1 September 2016 <a href="#">⇒</a>
Cost Centre	
Project	
Further Operational Plan Actions:	DP4.11 Provide and support appropriate services and facilities for people with disability within the Region OP4.34 Provide a suite of services that respond to the needs of the people with disability

**EXECUTIVE SUMMARY**

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

**RECOMMENDATION FROM THE HACC SERVICES COMMITTEE, 1 SEPTEMBER 2016**

That Council, through the development of a communication strategy, increases marketing and signage of community programs, to ensure sustainability of services within council.

**6.9 MINUTES WERRI-NINA MANAGEMENT COMMITTEE 1 SEPTEMBER 2016**

Record No:

Responsible Officer:	Director Service Planning
Author:	Community Service Officer
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.6 Ensure Council services, facilities and land holdings achieve best practice for sustainability.
Operational Plan Action:	OP1.22 Ensure Council has a safe reliable, sustainable and cost effective assets through the effective management of Facilities, Infrastructure, Plant, Motor Vehicle and Equipment Assets.
Attachments:	1. Minutes Werri-Nina Management Committee 1 September 2016 <a href="#">⇒</a>
Cost Centre	WO34 Werri-Nina Maintenance
Project	Werri-Nina Management Committee
Further Operational Plan Actions:	DP4.11 Provide and support appropriate services and facilities for people with a disability within the Region OP4.34 Provide a suite of services that respond to the needs of people with disability DP4.12 Provide and support appropriate services and facilities for older

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016 Page 11

people and their carers within the Region  
OP4.38 Provide a suite of services that respond to the needs of older people and their carers.

#### EXECUTIVE SUMMARY

The Werri-Nina Management Committee met on 1 September 2016. The minutes of this meeting are provided for information and consideration.

No recommendation was submitted for Council's consideration.

#### COMMITTEE RECOMMENDATION

LRCCO21/16

That the LRC members note and receive the following Section 355 committee minutes:

Monaro Local Area Command – 3 August 2016

Saleyards Committee – 24 August 2016

Saleyards Stakeholders Committee – 24 August 2016

Cooma Tourism Advisory Committee – 30 August 2016

Australia Day Working Party – 13 September 2016

Recreational Facilities Committee – 15 September 2016

That the Administrator adopt the recommendations in the minutes.

Moved Member Mitchell

Seconded Member Phillips

CARRIED

## 7. REPORTS AND ADVICE ON LOCAL VIEWS & EMERGING ISSUE

### 7.1 RATES

Some discussion followed regarding the state government's announcement of a rate freeze and especially in relation to properties that receive two rate notices because they have land which extends over the boundary into a second former shire. Committee members would like to see this issue resolved.

#### COMMITTEE RECOMMENDATION

LRCCO22/16

That the Administrator provide written confirmation that there is a four year rate freeze across the amalgamated shires.

That Council lobby State Government to resolve the issue of properties that exist in two former shires in order that they be treated as one property and receive one rate notice.

Moved Member Ingram

Seconded Member Mitchell

CARRIED

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 12

## 7.2 SMEC SITE

Committee members discussed the idea that Council should swap assets for the SMEC site which they believe would be a strategic asset for Council to own.

<b>COMMITTEE RECOMMENDATION</b>	<b>LRCCO23/16</b>
That Council review its assets across the new region and consider selling under-utilized or superseded property assets to gain funding to acquire the SMEC site as a strategic asset.	
<b>Moved Member Ingram</b>	<b>Seconded Member Mitchell CARRIED</b>

## 7.3 RAGLAN GALLERY - ADMINISTRATION ASSISTANT POSITION

Craig Mitchell reported that an administration assistant position for 8 hours per week for the Raglan Gallery has been approved by Council.

## 7.4 BUNDIAN WAY

Craig Mitchell commented that he would like the broader community to have access to the Bundian Way Minutes.

<b>COMMITTEE RECOMMENDATION</b>	<b>LRCCO24/16</b>
That the Economic Development & Tourism Manager be responsible for submitting a covering report and the Minutes of the Bundian Way meetings to the Business Paper for the Council Meetings so that the broader community can have access to the information in the minutes.	
<b>Moved Member Mitchell</b>	<b>Seconded Member Phillips CARRIED</b>

## 7.5 REGIONAL WEEDS COMMITTEE

Winston Phillips advised that the next Regional Weeds Committee is being held on 30 November 2016 at 10.00am, Council Chambers, Cooma.

<b>COMMITTEE RECOMMENDATION</b>	<b>LRCCO25/16</b>
That all LRC members be sent an invitation to the next Regional Weeds Committee meeting to be held on 30 November 2016 at 10.00am, Council Chambers, Cooma.	
<b>Moved Member Phillips</b>	<b>Seconded Member Mitchell CARRIED</b>

## 7.6 COMMUNITY GRANTS

Rogan Corbett advised that the Community Grants Panel had met to decide the successful applicants. It was announced at the meeting that the successful applicants would be notified but that a media announcement would not be made at the present time.

<b>COMMITTEE RECOMMENDATION</b>	<b>LRCCO26/16</b>
That the Administrator be informed that the LRC Cooma Committee members are disappointed by the	

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 13

staging release of the community grants program outcomes as it was stated earlier that the successful grant applicants would be announced by the end of September 2016.

**Moved Member Phillips**


**Seconded Member Mitchell**

**CARRIED**

## 8. SPECIFIC ITEMS VARYING FROM MEETING TO MEETING

### 8.1 BUNGARBY HALL

Record No:

Responsible Officer: Director Service Support  
Author: Personal Assistant To Director of Service Support  
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
Delivery Plan Strategy: DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.  
Operational Plan Action: OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.  
Attachments: 1. Bungarby Hall   
Cost Centre N/A  
Project  
Further Operational Plan Actions:

### EXECUTIVE SUMMARY

The Bungarby Memorial Hall Committee appreciates being advised by Council that they can continue to operate as they previously did prior to amalgamation. They have requested to meet with Cooma staff in regard to assistance in clarifying the hall functions, building works and other matters that may arise. They have also requested to be aligned with Cooma due to location.

Attached are the Minutes of 23 June 2016 and the Agenda for the meeting on 1 September 2016 for information.

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

Discussion at the LRC Cooma meeting, 4 October 2016:

After some discussion it was agreed that there was some confusion around this matter. It was felt that it was inappropriate for a Hall Committee to be invited to become a member on the Recreational Facilities Committee

### COMMITTEE RECOMMENDATION

LRCCO27/16

That the Administrator clarify the matter and report back to the LRC Cooma Committee members.

**Moved Member Phillips**

**Seconded Member Mitchell**

**CARRIED**

## 9. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS



MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

Page 14

**9.1 UPDATE - NORRIS PARK TOILETS GRANT**

See comments under Recreational Facilities Committee, dot point 3.2.

**9.2 UPDATE - AUSTRALIA DAY CELEBRATIONS IN THE REGION**

See comments under Australia Day Working Party.

**10. ACTION SHEET**

**11. CORRESPONDENCE**

**12. GENERAL BUSINESS**

**12.1 RECOGNITION OF STAFF SERVICES**

**COMMITTEE RECOMMENDATION**

**LRCCO28/16**

That the Administrator advise progress on a farewell dinner for the former General Manager of Cooma-Monaro Shire Council.

**Moved Chair Corbett**

**Seconded Member Phillips**

**CARRIED**

**12.2 YAMAGA DELEGATION CIVIC RECEPTION - 7 NOVEMBER 2016**

Angie Ingram advised the Committee that the Yamaga delegation from Japan will be visiting Cooma and that Council will hold a Civic Reception for them on 7 November 2016.

**COMMITTEE RECOMMENDATION**

**LRCCO29/16**

That the Yamaga Council be presented with a gift comprising of the book "Monaro in Pictures" and a suitable photograph of the Monaro by Charles Davis

**Moved Member Ingram**

**Seconded Member Mitchell**

**CARRIED**

**13. LEGAL MATTERS**

**14. NEXT MEETING**

Tuesday, 8 November 2016

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - COOMA MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 4 OCTOBER 2016

---

Page 15

There being no further business the Chair declared the meeting closed at 8.30pm

---

CHAIRPERSON

The above minutes of the Local Representative Committee - Cooma Meeting of Snowy River Shire Council held on 4 October 2016 were confirmed by Committee at a duly convened meeting on 8 November 2016 at which meeting the signature hereon was subscribed.

---

## **9.6 MINUTES OF LOCAL REPRESENTATIVE COMMITTEE - BOMBALA - 5 OCTOBER 2016**

Responsible Officer: Manager Corporate/Governance

Author: Corporate Services Administration Officer

Attachments: 1. Minutes of LRC Bombala - 5 October 2016 [↓](#)

---

### **EXECUTIVE SUMMARY**

The Local Representative Committee - Bombala met on 5 October 2016 in Bombala. The Committee's recommendations are presented for Council's consideration and adoption.

### **OFFICER'S RECOMMENDATION**

That the recommendations of the meeting of the Local Representative Committee - Bombala held on 5 October 2016 be adopted.



# Minutes

**Local Representative Committee - Bombala Meeting**

**5 October 2016**

**LOCAL REPRESENTATIVE COMMITTEE - BOMBALA MEETING  
HELD IN COUNCIL CHAMBERS, 71 CAVEAT STREET, BOMBALA NSW 2632**

**ON WEDNESDAY 5 OCTOBER 2016**

**MINUTES**

<b><u>1.</u></b>	<b><u>OPENING OF THE MEETING</u></b>	<b>3</b>
<b><u>2.</u></b>	<b><u>APOLOGIES</u></b>	<b>3</b>
<b><u>3.</u></b>	<b><u>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST</u></b>	<b>3</b>
<b><u>4.</u></b>	<b><u>DEPUTATIONS</u></b>	<b>3</b>
<b><u>5.</u></b>	<b><u>CONFIRMATION OF PREVIOUS MINUTES</u></b>	<b>3</b>
5.1	<u>Local Representative Committee - Bombala – Meeting Of 7 September 2016</u>	3
5.2	<u>Local representative committee – bombala – special meeting of 26 september 2016</u>	4
<b><u>6.</u></b>	<b><u>BUSINESS ARISING</u></b>	<b>4</b>
6.1	<u>80th Year Celebrations – Bombala Hospital Auxiliary</u>	4
6.2	<u>Footbridges Over the Bombala River</u>	4
<b><u>7.</u></b>	<b><u>REPORTS ON PRIORITY ACTIONS</u></b>	<b>4</b>
<b><u>8.</u></b>	<b><u>REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES</u></b>	<b>5</b>
8.1	<u>2017 Australia Day Celebrations</u>	5
8.2	<u>Establishment of Tourism Committee - Bombala and Surrounds</u>	6
8.3	<u>Establishment of a Recreational Facilities Committee</u>	7
<b><u>9.</u></b>	<b><u>PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES</u></b>	<b>7</b>
<b><u>10.</u></b>	<b><u>SPECIFIC ITEMS VARYING FROM MEETING TO MEETING</u></b>	<b>8</b>
10.1	<u>Bombala Swimming Pool Complex Advisory Committee Submission</u>	8
10.2	<u>New Visitor Information Centre Building</u>	8
10.3	<u>Furniture in Queen Street House</u>	8
10.4	<u>Passing Lanes between Bombala and Cooma</u>	8
10.5	<u>Advertisement Re Tidying up Towns</u>	8
10.6	<u>Maintenance Matters</u>	8
10.7	<u>Southern Phone Call Centre</u>	9
10.8	<u>Dongwha Timbers</u>	9

<u>10.9</u>	<u>Provision of Policing in the Bombala District</u> .....	9
<u>10.10</u>	<u>Leave of Absence</u> .....	9
<b><u>11.</u></b>	<b><u>REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS</u></b> .....	<b>9</b>
<b><u>12.</u></b>	<b><u>NEXT MEETING</u></b> .....	<b>9</b>
<b><u>13.</u></b>	<b><u>CLOSURE</u></b> .....	<b>9</b>

**MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - BOMBALA MEETING  
HELD IN COUNCIL CHAMBERS, 71 CAVEAT STREET, BOMBALA NSW 2632**

**ON WEDNESDAY, 5 OCTOBER 2016  
COMMENCING AT 6.00PM**

**PRESENT:** Steve Goodyer, LRC Chairperson  
Diane Hampshire, LRC Member  
Paul Perkins, LRC Member

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 6.05PM.

**2. APOLOGIES**

An apology for the meeting was received from Gabrielle Rea.

**3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

Nil.

**4. DEPUTATIONS**

Nil.

**5. CONFIRMATION OF PREVIOUS MINUTES**

5.1 LOCAL REPRESENTATIVE COMMITTEE - BOMBALA – MEETING OF 7 SEPTEMBER 2016

**COMMITTEE RECOMMENDATION**

**LRCBO24/16**

THAT the minutes of the Local Representative Committee - Bombala Meeting held on 7 September 2016 are confirmed as a true and accurate record of proceedings.

**Moved Member Hampshire**

**Seconded Member Perkins**

**CARRIED**

## 5.2 LOCAL REPRESENTATIVE COMMITTEE – BOMBALA – SPECIAL MEETING OF 26 SEPTEMBER 2016

**COMMITTEE RECOMMENDATION****LRCBO25/16**

THAT the minutes of the Local Representative Committee - Bombala Special Meeting held on 26 September 2016 are confirmed as a true and accurate record of proceedings.

**Moved Member Hampshire****Seconded Member Perkins****CARRIED****6. BUSINESS ARISING**

## 6.1 80TH YEAR CELEBRATIONS – BOMBALA HOSPITAL AUXILIARY

LRC Member Hampshire advised that in accordance with recommendation LRCB 21/16 she was organising a certificate to be presented on behalf of Council to the Bombala Hospital Auxiliary to celebrate 80 years.

This celebration was to be held on Friday, 14 October at 12.00 noon at the Bombala Golf Club and an invitation had been extended to all Local Representative Committee members to attend.

## 6.2 FOOTBRIDGES OVER THE BOMBALA RIVER

This matter had been raised by LRC Chair Goodyer at the Joint Local Representative Committee Meeting held on 28 September 2016.

These footbridges need to be repaired as soon as possible as it was at this time of year that the River Walk is very well utilised.

It was noted that advice had been received from the Deputy Director, Service Delivery, that Council was waiting on the result of an application for disaster funding.

**COMMITTEE RECOMMENDATION****LRCBO26/16**

That a definite timeframe for the completion of repairs to the footbridges over the Bombala River be advised.

**Moved Member Hampshire****Seconded Chair Goodyer****CARRIED****7. REPORTS ON PRIORITY ACTIONS**

Nil.

**8. REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES**



## 8.1 2017 AUSTRALIA DAY CELEBRATIONS

Record No:

Responsible Officer:	Manager Corporate/Governance
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action:	OP4.10 Promote and provide operational assistance to enhance and encourage events and tourism.
Attachments:	Nil
Cost Centre	3050
Project	Australia Day Celebrations
Further Operational Plan Actions:	Nil

### EXECUTIVE SUMMARY

The three former Councils of Bombala, Cooma-Monaro Shire and Snowy River Shire all contributed to the annual Australia Day celebrations held in their respective areas.

Discussions have revealed that each Council contributed in a variety of ways as detailed below.

At the Administrator's Meeting of 23 September the following recommendation was adopted:-

*That Council*

- A. *Continue to assist with the celebration of Australia Day 2017 as previously undertaken in the three former Council areas.*
- B. *The LRC – Bombala members and LRC – Snowy River members replace the Council members for the selection of Citizen of the Year, Young Citizen of the Year, Sportsman of the Year and Community Event of the Year in the former Bombala and Snowy River Shire Council areas*
- C. *The Australia Day Working Party (Section 355 Committee) continue to choose the awardees in the former Cooma-Monaro Shire Council area.*
- D. *Consider other options for Australia Day celebrations to be held in 2018.*

### COMMITTEE RECOMMENDATION

LRCBO27/16

1. That the LRC – Bombala note the Administrator's resolution concerning the Celebration of Australia Day throughout the Snowy Monaro Regional Council area, and
2. A sum of \$1,000 be donated to the Committee organising Australia Day Celebrations being held in Bombala.

Moved Chair Goodyer

Seconded Member Perkins

CARRIED

8.2 ESTABLISHMENT OF TOURISM COMMITTEE - BOMBALA AND SURROUNDS

Record No:

Responsible Officer:	Manager Corporate/Governance
Author:	Economic Development & Tourism Manager
Key Direction:	3. Strengthening Our Local Economy
Delivery Plan Strategy:	DP3.2 Take full advantage of the unique assets and character of our towns and villages.
Operational Plan Action:	OP3.3 Develop facilities and amenities to encourage increased visitor numbers and duration of stay throughout the Region.
Attachments:	Nil
Cost Centre	
Project	Establishment of Committee
Further Operational Plan Actions:	Nil

**EXECUTIVE SUMMARY**

The LRC Bombala has discussed the formation of a Tourism Committee. The Administrator has approved the creation of an over-arching Section 355 Committee – Snowy Monaro Regional Tourism Committee and the establishment of the three local sub-committees, namely:-

- o Snowy Monaro Regional Tourism Committee – Cooma and Surrounds
- o Snowy Monaro Regional Tourism Committee – Jindabyne and Surrounds
- o Snowy Monaro Regional Tourism Committee – Bombala and Surrounds

In addition he has approved the placing of an advertisement calling for Expressions of Interest for positions on these sub-committees.

**COMMITTEE RECOMMENDATION**

**LRCBO28/16**

1. That the Committee receive and note the information in the report on the establishment of the Bombala Tourism and Surrounds Committee, noting that not all stakeholder groups as listed may be represented on the Snowy Monaro Regional Tourism Committee – Bombala and Surrounds.
2. That the Committee Agree in principle with the terms of reference with the following minor amendment:-  
“Local Committee meetings to be Chaired by a Local Representative Committee member.”  
Instead of:-  
“Local Committee meetings to be Chaired by the relevant Chair member of each Local Representative Committee”.

**Moved Member Hampshire**

**Seconded Member Perkins**

**CARRIED**

### 8.3 ESTABLISHMENT OF A RECREATIONAL FACILITIES COMMITTEE

Record No:

Responsible Officer:	Manager Corporate/Governance
Key Direction:	5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy:	DP5.2 Upgrade and maintain current investments in community, sporting, recreation and fitness facilities and infrastructure.
Operational Plan Action:	OP5.2 Maintenance of sport and recreational facilities in accordance with Recreation Management Plans.
Attachments:	Nil
Cost Centre	3100
Project	Establishment of Recreational Facilities Committee
Further Operational Plan Actions:	Nil

### EXECUTIVE SUMMARY

The LRC Bombala recommended on 5 July the investigation of the establishment of a Recreational Facilities Committee comprising of a representative from a number of Section 355 Committees within the area. The former Bombala Council nominated representatives to a number of these Committees.

#### COMMITTEE RECOMMENDATION

LRCBO29/16

1. That as support for the establishment of a Recreational Facilities Committee comprising of representatives from the former Bombala Council Section 355 Committees was not overwhelming, it not be pursued at this time.
2. The former Bombala Council Section 355 Committees be:-
  - (a) Advised of this decision and encouraged to liaise with the Committee on projects and issues they would like the Committee to recommend or take to Council.
  - (b) Requested to advise the Committee when they are meeting.
  - (c) Forwarded a LRC Community Submission Enquiry form.

Moved Member Hampshire

Seconded Member Perkins

CARRIED

### 9. PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES

Nil.

### 10. SPECIFIC ITEMS VARYING FROM MEETING TO MEETING

#### 10.1 BOMBALA SWIMMING POOL COMPLEX ADVISORY COMMITTEE SUBMISSION

#### COMMITTEE RECOMMENDATION

LRCBO30/16

That the LRC Bombala support the concept in principle and that a working group be formed to commence initial investigations into costs and designs for a moveable cover at the Bombala Swimming Pool similar to that installed at the Glenbrook Swim Centre.

Moved Member Hampshire

Seconded Member Perkins

CARRIED

## 10.2 NEW VISITOR INFORMATION CENTRE BUILDING

Member Hampshire enquired if there was a completion date for the new Visitor Information Centre.

## 10.3 FURNITURE IN QUEEN STREET HOUSE

Member Hampshire asked that it be noted that the furniture that is currently in the Council owned house in Queen Street is owned by Dr Colin Pate.

## 10.4 PASSING LANES BETWEEN BOMBALA AND COOMA

Member Hampshire advised that she had been requested that investigations to be made into the provision of overtaking lanes between Bombala and Cooma.

## 10.5 ADVERTISEMENT RE TIDYING UP TOWNS

### COMMITTEE RECOMMENDATION

LRCBO31/16

That an advertisement be placed in local papers requesting residents to keep town streets and vacant blocks tidy in a similar vein to what the former Cooma Monaro Shire Council placed last year.

**Moved Member Hampshire      Seconded Member Perkins      CARRIED**

## 10.6 MAINTENANCE MATTERS

Member Hampshire will email the General Manager re the following matters:-

- Replacement of footpath tiles between the Butcher Shop and Globe Hotel.
- Gravel and maintenance grade of the roads at the Railway Land once the new Visitor Information Centre has been completed.

## 10.7 SOUTHERN PHONE CALL CENTRE

### COMMITTEE RECOMMENDATION

LRCBO32/16

That the LRC – Bombala request the Administrator to facilitate a meeting with Mr Mark Warren of Southern Phones to explore the option of developing a call centre in Bombala.

**Moved Member Perkins      Seconded Member Hampshire      CARRIED**

10.8 DONGWHA TIMBERS

**COMMITTEE RECOMMENDATION**

**LRCBO33/16**

That the LRC – Bombala request the Administrator to contact Dongwha Timbers to introduce the new Snowy Monaro Regional Council and investigate if there is anything that Council can do to support them.

**Moved Member Perkins**

**Seconded Member Hampshire**

**CARRIED**

10.9 PROVISION OF POLICING IN THE BOMBALA DISTRICT

**COMMITTEE RECOMMENDATION**

**LRCBO34/16**

That the LRC – Bombala request the Administrator to investigate the staffing situation of local police stations in Bombala and Delegate.

**Moved Chair Goodyer**

**Seconded Member Hampshire**

**CARRIED**

10.10 LEAVE OF ABSENCE

Member Hampshire advised that she would be absent from the area from 17 – 28 October 2016.

**11. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS**

Nil

**12. NEXT MEETING**

Wednesday, 2 November 2016.

**13. CLOSURE**

There being no further business the Chair declared the meeting closed at 7.30pm.

---

**CHAIRPERSON**

The above minutes of the Local Representative Committee - Bombala Meeting of Snowy River Shire Council held on 5 October 2016 were confirmed by Committee at a duly convened meeting on 2 November 2016 at which meeting the signature hereon was subscribed.

---

**9.7 MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE- SNOWY RIVER HELD ON 12  
OCTOBER 2016**

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Snowy River Local Representative Committee Held 12  
October [↓](#)

---

**EXECUTIVE SUMMARY**

The Local Representative Committee - Snowy River met on 12 October 2016 in the Razorback Office, Jindabyne. The minutes are presented for Council's information.

**OFFICER'S RECOMMENDATION**

That Council receive and note the minutes of the Local Representative Committee – Snowy River held on 12 October 2016 and the recommendations contained therein be adopted.



# Minutes

**Local Representative Committee - Snowy River  
Meeting**

**12 October 2016**

**LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING  
HELD IN RAZORBACK SPARE OFFICE, JINDABYNE NSW 2627**

**ON WEDNESDAY 12 OCTOBER 2016**

<b>MINUTES</b>
----------------

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>2</b>
<b>3.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING .....</b>	<b>2</b>
3.1	Local Representative Committee - Snowy River Meeting 14 September 2016 .....	2
<b>4.</b>	<b>REPORTS ON PRIORITY ACTIONS.....</b>	<b>3</b>
<b>5.</b>	<b>REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES.....</b>	<b>3</b>
5.1	L'Etape Event .....	3
5.2	Funeral Concerns.....	3
5.3	Berridale Beautification Committee .....	3
5.4	Security Concerns .....	3
<b>6.</b>	<b>SPECIFIC ITEMS VARYING FROM MEETING TO MEETING .....</b>	<b>4</b>
6.1	Section 355 Committee for Dalgety Memorial Hall Cheque Account and Petty Cash Statement as at 30th June 2016 .....	4
6.2	Minutes of Section 355 Committee for Jindabyne Beautification Meeting held on 28 June 2016 .....	4
6.3	Minutes of Section 355 Committee for Jindabyne Memorial Hall Meeting held on 28 June 2016 .....	5
6.4	Meeting Minutes of Aitchison House Cottage Section 355 Committee for 16 June 2016 and 1 September 2016.....	6
6.5	Minutes of Section 355 Committee for Adaminaby School of Arts Hall Meeting held on 26 August 2016.....	7
<b>7.</b>	<b>REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS .....</b>	<b>7</b>
7.1	Update on Committees .....	7
7.2	Australia Day Committee .....	8
7.3	Mayoral Robes and Chains .....	8
<b>8.</b>	<b>NEXT MEETING.....</b>	<b>8</b>



MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 12 OCTOBER 2016

Page 2

**MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING  
HELD IN RAZORBACK SPARE OFFICE, JINDABYNE NSW 2627**

**ON WEDNESDAY, 12 OCTOBER 2016  
COMMENCING AT 4.00PM**

**PURPOSE**

*The purpose of the LRC is to provide advice to the Administrator on local views and issues. This includes:*

- *Providing input to the operational plans 2016-17 and 2017-18*
- *Advising on the communication and engagement plan for the community*
- *Providing input to the statement of vision and priorities*
- *Assisting to engage communities and partners in planning for the council*

**PRESENT:** John Cahill, LRC Chairperson  
Peter Beer, LRC Member  
Bob Frost, LRC Member  
John Shumack, LRC Member  
Erin Donnelly, Secretary Council and Committees

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 4.00PM

**2. APOLOGIES**

Nil

**3. CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING**

**3.1 LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING 14 SEPTEMBER 2016**

**COMMITTEE RECOMMENDATION**

**LRCR14/16**

THAT the minutes of the Local Representative Committee - Snowy River Meeting held on 14 September 2016 are confirmed as a true and accurate record of proceedings, pending the following amendments:

Page	Note 6	Conflict of Interest – Non Significant
Replace	John Shumack declared a non-significant conflict of interest in item 4.1 Appointment of Representative to Committee - Snowy River Health Centre due to "I am a board member of an organisation that has applied for a grant". Mr Shumack was present during voting of this item.	

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 12 OCTOBER 2016

Page 3

Page 11 Note 8 Conflict of Interest – Non Significant

Replace John Shumack declared a non-significant conflict of interest in item 8.2 Pre-Assessment List of Nominations for Funding Under the Snowy Monaro Community Grants Program - Prioritisation Feedback Sought – Confidential due to “ My wife is an employee of a tenant”. Mr Shumack was present during discussion of this item.

Moved Mr Beer

Seconded Mr Frost

CARRIED

#### ***Business Arising***

The members raised the L'Étape DA and asked if it had been approved? Members also raised concerns with the roads closure map published on the website.

#### **4. REPORTS ON PRIORITY ACTIONS**

Nil

#### **5. REPORTS AND ADVICE ON LOCAL VIEWS AND EMERGING ISSUES**

##### **5.1 L'ETAPE EVENT**

John Shumack updated the committee on the local businesses, in Berridale and Jindabyne, involved in organising event's around the L'Étape.

##### **5.2 FUNERAL CONCERNS**

John Cahill has been approached by a family member, regarding re-interment of remains. The family is not happy with the offer from Council.

Mr Cahill also informed the committee some members of the community believe the Rocky Plains cemetery is not on council land.

##### **5.3 BERRIDALE BEAUTIFICATION COMMITTEE**

John Cahill informed the committee the Berridale Beautification Committee would like something to be done about the storm water running past the hotel.

##### **5.4 SECURITY CONCERNS**

Bob Frost informed the committee he has received feedback on the security concerns, raised at the last Snowy River LRC meeting. The Sydney command have reviewed the situation and will send extra police in addition to the traffic police.

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
 HELD ON WEDNESDAY 12 OCTOBER 2016

Page 4

## 6. SPECIFIC ITEMS VARYING FROM MEETING TO MEETING

### 6.1 SECTION 355 COMMITTEE FOR DALGETY MEMORIAL HALL CHEQUE ACCOUNT AND PETTY CASH STATEMENT AS AT 30TH JUNE 2016

Record No: ED/16/3612

Responsible Officer: Director Service Delivery  
 Author: Asset Manager  
 Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
 Delivery Plan Strategy: DP4.5 Support the availability of volunteering opportunities and build capacity.  
 Operational Plan Action: OP4.19 Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.  
 Attachments: 1. Section 355 Committee for Dalgety Memorial Hall Cheque Account and Petty Cash Statement as at 30th June 2016 [↗](#)  
 Cost Centre 1550 Dalgety Memorial Hall  
 Project

#### EXECUTIVE SUMMARY

A copy of the Cheque Account and Petty Cash Statement from the Section 355 Committee for Dalgety Memorial Hall as at 30<sup>th</sup> June 2016 is attached for Council's consideration.

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

COMMITTEE RECOMMENDATION		LRCR15/16
That the LRC		
A. Receive and note the Cheque Account and Petty Cash Statement from the Section 355 Committee for Dalgety Memorial Hall as at 30 <sup>th</sup> June 2016.		
Moved Mr Frost	Seconded Mr Shumack	CARRIED

### 6.2 MINUTES OF SECTION 355 COMMITTEE FOR JINDABYNE BEAUTIFICATION MEETING HELD ON 28 JUNE 2016

Record No: ED/15/46674

Responsible Officer: Director Service Delivery  
 Author: Asset Manager  
 Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
 Delivery Plan Strategy: DP4.5 Support the availability of volunteering opportunities and build capacity.  
 Operational Plan Action: OP4.19 Support volunteer groups (Section 355) with technical knowledge,

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
 HELD ON WEDNESDAY 12 OCTOBER 2016 Page 5

administration support and guidance.

Attachments: 1. Meeting Minutes Section 355 Committee for Jindabyne Beautification as at 28 June 2016 ➡  
 Cost Centre 1610 Jindabyne Beautification

Project

#### EXECUTIVE SUMMARY

A copy of the Meeting Minutes from the Section 355 Committee for Jindabyne Beautification held on 28 June 2016 is attached for Council's consideration.

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

#### COMMITTEE RECOMMENDATION

LRCR16/16

That LRC

- A. Receive and note the minutes of the Meeting Section 355 Committee for the Jindabyne Beautification meeting for 28 June 2016.

Moved Mr Beer

Seconded Mr Shumack

CARRIED

#### 6.3 MINUTES OF SECTION 355 COMMITTEE FOR JINDABYNE MEMORIAL HALL MEETING HELD ON 28 JUNE 2016

Record No: ED/15/41263

Responsible Officer: Director Service Delivery  
 Author: Asset Manager  
 Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
 Delivery Plan Strategy: DP4.5 Support the availability of volunteering opportunities and build community capacity.  
 Operational Plan Action: OP4.13 Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.  
 Attachments: 1. Meeting Minutes of Section 355 Committee for Jindabyne Memorial Hall as at 28 June 2016 ➡  
 Cost Centre 1550 Jindabyne Memorial Hall  
 Project

#### EXECUTIVE SUMMARY

A copy of the Minutes from the Section 355 Committee for Jindabyne Memorial Hall held on 28 June 2016 is attached for Council's consideration.

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

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
 HELD ON WEDNESDAY 12 OCTOBER 2016

Page 6

**COMMITTEE RECOMMENDATION**

That Council

- A. Receive and note the minutes of the Section 355 Committee Meeting for the Jindabyne Memorial Hall meeting for 28 June 2016.

**Moved Mr Shumack**

**Seconded Mr Beer**

**6.4 MEETING MINUTES OF AITCHISON HOUSE COTTAGE SECTION 355 COMMITTEE FOR 16 JUNE 2016 AND 1 SEPTEMBER 2016**

Record No:

Responsible Officer: Director Service Delivery  
 Author: Asset Manager  
 Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
 Delivery Plan Strategy: DP4.5 Support the availability of volunteering opportunities and build capacity.  
 Operational Plan Action: OP4.19 Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.  
 Attachments: 1. Meeting Minutes of Aitchison House Cottage Section 355 Committee held on 16 June 2016 [⇒](#)  
 2. Meeting Minutes of Aitchison House Cottage Section 355 Committee held on 1 September 2016 [⇒](#)  
 Cost Centre  
 Project PJ 100001 300029 300030 Aitchison House Cottage Projects

Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes of the Section 355 Committee for Aitchison House Cottage held on 16 June 2016 and 1 September 2016 are attached for Council's consideration.

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

**COMMITTEE RECOMMENDATION**

**LRCR17/16**

That Council

- A. Receive and note the Minutes of Section 355 Committee for Aitchison House Cottage held on 16 June 2016  
 B. Receive and note the Minutes of Section 355 Committee for Aitchison House Cottage held on 1 September 2016

**Moved Mr Frost**

**Seconded Mr Beer**

**CARRIED**

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 12 OCTOBER 2016

Page 7

**6.5 MINUTES OF SECTION 355 COMMITTEE FOR ADAMINABY SCHOOL OF ARTS HALL MEETING HELD ON 26 AUGUST 2016**

Record No:

Responsible Officer: Director Service Delivery  
Author: Asset Manager  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.5 Support the availability of volunteering opportunities and build capacity.  
Operational Plan Action: OP4.19 Support volunteer groups (Section 355) with technical knowledge, administration support and guidance.  
Attachments: 1. Meeting Minutes Section 355 Committee for Adaminaby School of Arts Hall held on 26 August 2016 [↗](#)  
Cost Centre 1550 Council Halls  
Project  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes of the Section 355 Committee for Adaminaby School of Arts Hall held on 26 August 2016 is attached for Council's consideration.

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

<b>COMMITTEE RECOMMENDATION</b>		<b>LRCSR18/16</b>
That Council		
A. Receive and note the Minutes of the Section 355 Committee for Adaminaby School of Arts Hall held on 26 August 2016		
<b>Moved Mr Beer</b>	<b>Seconded Mr Frost</b>	<b>CARRIED</b>

**7. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS**

**7.1 UPDATE ON COMMITTEES**

Peter Beer informed the committee he attended the last Dalgety Showground Committee meeting. The committee have started to put an application together for the chook and cattle pens. Mr Beer also attended the Liquor Accord meeting on the 20 September. This meeting was the last meeting for the year, and noted there was no attendance from the police.

MINUTES OF THE LOCAL REPRESENTATIVE COMMITTEE - SNOWY RIVER MEETING OF SNOWY MONARO  
REGIONAL COUNCIL  
HELD ON WEDNESDAY 12 OCTOBER 2016 **Page 8**

---

#### **7.2 AUSTRALIA DAY COMMITTEE**

John Shumack raised the Australia Day celebrations, he believes there are to be three (3) ambassadors.  
The committee discussed the celebrations going into the future and believe there should be one  
ambassador for Snowy Monaro Regional Council.

#### **7.3 MAYORAL ROBES AND CHAINS**

John Shumack drew the committees attention to a meeting with the Administrator, earlier in the year,  
regarding the Mayoral robes and chains from the three (3) former councils, and what should be done  
with them.  
The committee discussed the historical importance of the robes and chain and suggest the former 3  
councils exhibit these in a display in their original local government areas.

### **8. NEXT MEETING**

Wednesday, 9 November 2016 in Berridale.

There being no further business the Chair declared the meeting closed at 4.35pm

---

#### **CHAIRPERSON**

The above minutes of the Local Representative Committee - Snowy  
River Meeting of Snowy River Shire Council held on 12 October  
2016 were confirmed by Committee at a duly convened meeting  
on 13 October 2016 at which meeting the signature hereon was  
subscribed.

---

## 10.1 RURAL WASTE PUBLIC CONSULTATION FORMER COOMA AREA

Record No:

Responsible Officer: Director Service Delivery

Authors: Manager Waste Services  
Resource & Waste Co0ordinator / Noxious Weeds

Key Direction: 1. Sustaining Our Environment for Life

Delivery Plan Strategy: DP1.8 Deliver cost effective and environmentally responsible Waste Management facilities.

Operational Plan Action: OP1.33 Efficient and compliant operation of Councils Waste facilities.

Attachments: Nil

Cost Centre

Project

Further Operational Plan Actions:

### EXECUTIVE SUMMARY

Following the deferment of the implementation of the Waste Charges for the Cooma region in the 2016/2017 Fees and Charges. Council undertook a series of Community consultation meetings to seek feedback on some of the major changes regarding the Waste Fees and Charges structure.

As a result some minor changes to some items in the 2016/2017 Fees and Charges are recommended.

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

### OFFICER'S RECOMMENDATION

That Council adopt the following minor changes to the 2016/2017 fees and charges (Changes shown in italics):

- A. (Page 73) Cooma and Snowy Waste Management Charge - \$101 per annum per rateable property *unless application is approved under the Waste Management Charge Discount Eligibility Criteria Policy.*
- B. (Page 77) Green Waste Quantities more than caged trailer *or greater than 300mm diameter* \$70 per tonne.
- C. (Page 77) Green Waste Domestic ~~/ Council~~ Quantities up to *equivalent one* caged trailer <300mm *per week* - \$0
- D. (Page 76) Waste Disposal at Licensed Landfills Minimum charge (~~120L 60L or less~~) ~~\$5.00~~ \$2.00 each

The Council undertakes the following activities:

- E. Development of Waste Strategy and Financial Modelling for the Snowy Monaro Region.
- F. Investigate the extension of Kerbside collection to nominated village or road side areas in



- accordance with recommendation from the Waste Strategy.
- G. Investigate the extension of Bunch of Bins collection points in accordance with recommendation from the Waste Strategy.
  - H. Develop a Recycling Information brochure to provide guidance to the community.

## **BACKGROUND**

Following the deferment of the implementation of the Waste Charges for the Cooma region, Council undertook a series of Community consultation meetings to seek feedback on some of the major changes regarding the Waste Fees and Charges structure.

In total 6 meetings were held in Michelago, Numeralla, Nimmitabel, Bredbo, Smiths Road and Cooma. All meetings were well attended, and a number of key points were discussed during those meetings.

As a result Council committed to considered to a number of minor adjustments to the Fees and Charges structure.

### **Waste Management Charge**

The introduction of the new waste disposal fee structure to a 'user pays' approach was discussed. The community requested Council consider changing this approach to a 'lump sum' payment approach, a combined assess charge and usage charge in one fee. Council considered this required, however Waste Management Charge for each rateable assessment and the disposal fee is considered the most equitable across the region. However Council will introduce a Policy for an application process to allow for land owners that meet the eligibility criteria to apply for a discount on the Waste Management Change on an annual basis.

### **Domestic Green Waste Disposal Charge**

Council acknowledge that the community wanted, and needed, to be able to dispose of small volumes of greenwaste to ensure the community's visual amenity is maintained. The proposed change addresses the communities concern regarding the risk illegal disposal of greenwaste if the proposed fee was maintained. This change will provide an opportunity for Council to encourage the community to maintain areas, and reduce the bushfire hazard in the region.

#### **Current Fee:**

Quantities more than caged trailer \$70 per tonne

Domestic / Council – Quantities up to caged trailer <300mm diameter minimum Charge \$5

#### **Changed to:**

Quantities more than a caged trailer or >300mm diameter \$70 per tonne

Domestic – Quantities up to equivalent one caged trailer <300mm per week - \$0

### **Minimum Waste Disposal Charge**

The initial proposed minimum charge is \$5 for a 120L bin or equivalent. However following consultation it was requested that Council consider reducing the minimum charge to \$2.00 for a 60L (one bag) equivalent. The region has a high percentage of one person households, and this was seen as a positive change to reduce the hazards associated with stockpiling of domestic waste to meet the minimum required. In addition it will encourage household to increase recycling and reduce waste production.

In addition Council will undertake a review into the following business areas of Council:

### **Waste Strategy and Financial Modelling**

Council will develop a SMRC Waste Strategy and financial modelling of the services. This will be completed in early 2017, and the draft document put on public exhibition for review and comments prior to adoption. This document will form the basis for the development of the Fees and Charges for the 2017/ 2018 financial year.

### **Extension of Kerbside Collection**

Council will develop a Waste Strategy, included in this will be the assessment for proposed villages that may be suitable for the extension of the kerbside collection.

A survey of the identified villages will be undertaken during the next 6months to gauge support for the implementation to begin on 1 July 2017.

In addition Council will consider the option to extend Kerbside collection for property along the identified route to be included in this process.

### **Bunch of Bins**

As part of the Waste Strategy Council will include identifying location for future Bunch of Bin sites. Finalisation of these site will include a risk assessment to ensure nominate site is suitable as a collection point.

### **Recycling Information**

A brochure will be developed that provides examples for the community regarding what can or can't be recycled. This information will be available at all collection points and facilities, and also available on the Council's website as a reference document.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Ensure the services required by the community are economically viable, while balancing the needs of the community to delivery services needed to improve lifestyle choices.

### **2. Environmental**

Promotes a positive environmental message regarding recycling of paper, plastic, glass and greenwaste. Adds on to Council environmental commitment to "Reduce, reuse, recycle".

### **3. Economic**

Improves the equity of cost for the community.

### **4. Civic Leadership**

The 2016/2017 fees and charges were adopted on 29 July 2016, included in this resolution is a deferment of fees:

Council resolution **105/16** (29 July 2016) meeting item E ii “Pages 88 and 92 Implementation of charges to be deferred for a grace period of three months with a minimum waste charge (120L or less) and 240L (mixed waste) bin/car boot load charge, and green waste charge for the Cooma region upon presentation of a Cooma Regional Rural Waste Card at Cooma Regional Waste Facilities.”

In addition on 31 August 2016 an amendment to this resolution was made

Council resolution **112/16** (31 August 2016) THAT the minutes of the Extraordinary Council Meeting held on 29 July 2016 are confirmed as a true and accurate record of proceedings, pending the following amendments: Page 5 Item E. ii Add ‘and green waste’.

Council undertook a series of community consultation meeting to discuss the changes with the community prior to the end of the deferment period.

---

## 10.2 WASTE MANAGEMENT CHARGE DISCOUNT ELIGIBILITY POLICY

Responsible Officer:	Director Service Delivery
Author:	Deputy Director Service Delivery
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.8 Deliver cost effective and environmentally responsible Waste Management facilities.
Operational Plan Action:	OP1.33 Efficient and compliant operation of Councils Waste facilities.
Attachments:	1. Waste Management Charge Discount Eligibility Policy <a href="#">↓</a>
Cost Centre	
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

Following the deferment of the implementation of the Waste Charges for the Cooma region in the 2016/2017 Fees and Charges. Council undertook a series of Community consultation meetings to seek feedback on some of the major changes regarding the Waste Fees and Charges structure.

As a result the implementation of a Waste Management Charge Discount Eligibility Policy was recommended to be adopted..

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

#### OFFICER'S RECOMMENDATION

That Council adopted the Waste Management Charge Discount Eligibility Policy.

That the discount rate for 2016/2017 financial year be set at 100%.

### BACKGROUND

Following the deferment of the implementation of the Waste Charges for the Cooma region, Council undertook a series of Community consultation meetings to seek feedback on some of the major changes regarding the Waste Fees and Charges structure.

Council will consider the introduce a Policy for an application process to allow for land owners that meet the eligibility criteria to apply for a discount on the Waste Management Charge on an annual basis.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Ensure the services required by the community are economically viable, while balancing the needs of the community to delivery services needed to improve lifestyle choices.

### **2. Environmental**

Promotes a positive environmental message regarding recycling of paper, plastic, glass and greenwaste. Adds on to Council environmental commitment to “Reduce, reuse, recycle”.

### **3. Economic**

Improves the equity of cost for the community.

### **4. Civic Leadership**

The 2016/2017 fees and charges were adopted on 29 July 2016, included in this resolution is a deferment of fees:

Council resolution **105/16** (29 July 2016) meeting item E ii “Pages 88 and 92 Implementation of charges to be deferred for a grace period of three months with a minimum waste charge (120L or less) and 240L (mixed waste) bin/car boot load charge, and green waste charge for the Cooma region upon presentation of a Cooma Regional Rural Waste Card at Cooma Regional Waste Facilities.”

In addition on 31 August 2016 an amendment to this resolution was made

Council resolution **112/16** (31 August 2016) THAT the minutes of the Extraordinary Council Meeting held on 29 July 2016 are confirmed as a true and accurate record of proceedings, pending the following amendments: Page 5 Item E. ii Add ‘and green waste’.

Council undertook a series of community consultation meeting to discuss the changes with the community prior to the end of the deferment period.



Title of Policy	SMRC 277 – Waste Management Charge - Discount Eligibility Criteria		
Responsible Department	Service Delivery	Document Register ID	250.2016.277.1
Policy Owner	Deputy Director Service Delivery	Review Date	Date
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	What Acts or Regulations (list name and year), Australian Standards or Codes of Practice from industry bodies are relevant to this issue – state name, number, section if relevant?		
Aim	To provide guidelines for the application to receive a discount on the Annual Waste Management Charge		

In accordance with Clause 501(1) of the Local Government Act 'A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council: Waste Management Services'.

The purpose of this policy is to provide an opportunity for members of the community that meet the edibility criteria, to apply for a discount in the application of the Waste Management Charge fee.

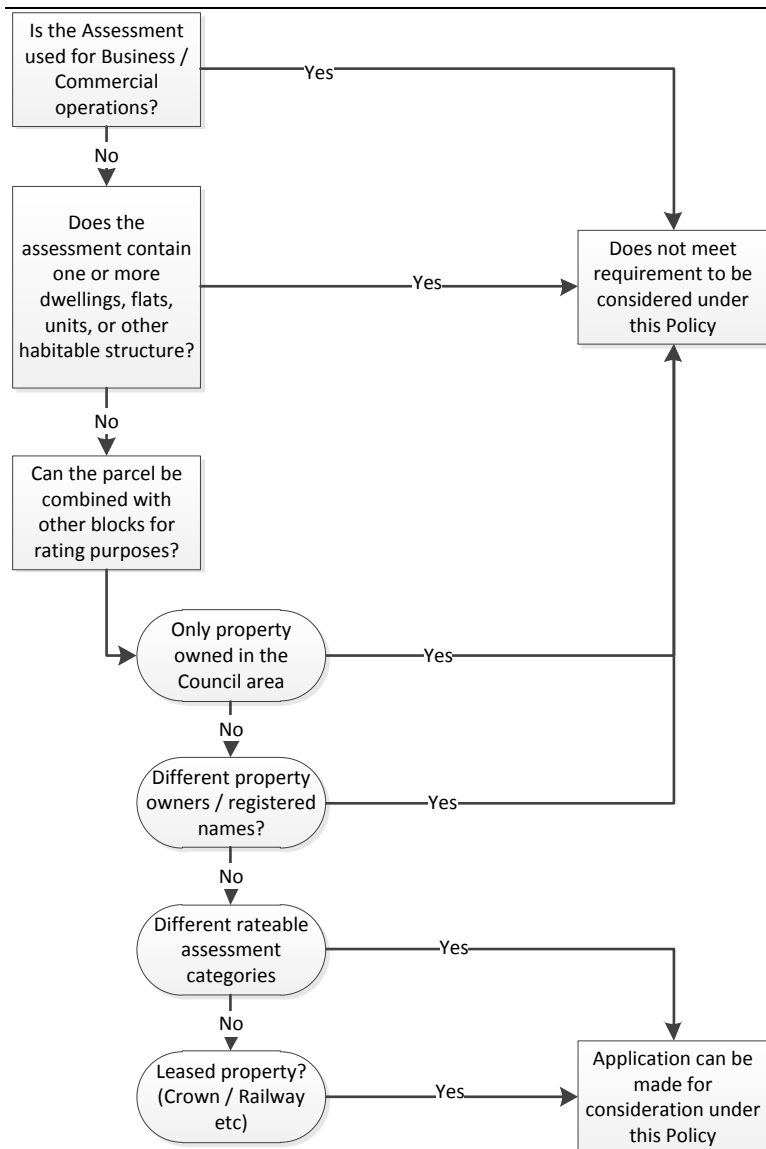
The rate of the discount will be set by Council during the adoption of the Fees and Charges annually.

An application for this discount will need to be completed **annually**.

## 1 Eligibility Criteria

Eligible applications are required to submit an application for consideration of a discount for the Waste Management Charge.

The Flowchart below will provide guidance to the community on the initial steps to determine eligibility for the discount.



**Chart 1:** Flowchart to determine if the situation meets the criteria for assessment.

## 2 Application Process

Using the flowchart above, if an application can be made for consideration of a discount, the following process will be followed.

Step	Description
Step 1 Application	<p>Property Owner(s) to submit an application for consideration of discount under this Policy.</p> <p>The application form is to be completed, and must contain all required information for the assessment to be undertaken.</p> <p>A statutory declaration is required to be submitted with the application, signed by all property owners.</p>
Step 2 Assessment	The Waste Manager will review the application, and consider the eligibility using the criteria.
Step 3 Approval	The Waste Manager will make a recommendation, and submit to Director of Service Delivery, or Deputy Director of Service Delivery for endorsement.

Step	Description
	Advice will be provided to the applicant on the outcome of the assessment.
Step 4 Reimbursement	If the application is approved to receive the discount on this fee Council will process the reimbursement of the charge within 28 days.

### 3 Application Submission

Applications are to be addressed to:

Waste Management Charges – Discount Application  
General Manager  
Snowy Monaro Regional Council  
PO Box 714  
Cooma NSW 2630

Or

Email: [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)

### 4 Policy Validity

This policy is only valid from 1 July 2016 onwards. No discounts will apply to past charges.

#### Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2016.278.1 Waste Management Charge – Discount Eligibility Criteria Application Form

#### Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.



---

## 11.1 WESTONS ROAD JINDABYNE - ACCESS & MAINTENANCE ISSUES

Record No:

Responsible Officer:	Director Service Delivery
Author:	Property Officer
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.5 Continual maintenance and improvement of the road infrastructure network.
Operational Plan Action:	OP2.10 Undertake an annual maintenance program of Councils Transportation Network in accordance with the Roads Hierarchy database and Transportation Asset Management Plan.  Ordinary Council at its meeting on 28 September 2016 resolved that the matter be deferred to the meeting to be held on 26 October 2016.
Attachments:	1. Letter from Blaxland Mawson & Rose <a href="#">↓</a> 2. Photo Showing Sections of Upper Westons Road & Crown Road <a href="#">↓</a>
Cost Centre	1510 – Property Management 1830 – Unsealed Rural Roads : Local
Project	There is no identified project at this time.
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

On 16<sup>th</sup> August, 2016 Council received a letter from Blaxland Mawson & Rose, Solicitors, on behalf of Mr and Mrs Walter Alexandrow of 404 Westons Road Jindabyne requesting that:

1. *Council acquire either by purchase or by the grant of land by the current owners those parts of Upper Westons Road which are currently located on private land.*
2. *That Council formalise Upper Westons Road in its current location and apply to have that road gazetted as a public road.*
3. *That upon gazettal Council adds Upper Westons Road to its public road network and assume responsibility for its maintenance.*

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

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Notify the landowners of upper Westons Road that Council has rejected the request to acquire the right of carriageway through lot 7 DP 703737 and lot 401 DP 841251 and has rejected the

request to acquire the Crown reserve road.

## BACKGROUND

On 16<sup>th</sup> August, 2016 Council received a letter from Blaxland Mawson & Rose, Solicitors, on behalf of Mr and Mrs Walter Alexandrow of 404 Westons Road Jindabyne requesting that:

- 1. Council acquire either by purchase or by the grant of land by the current owners those parts of Upper Westons Road which are currently located on private land.*
- 2. That Council formalise Upper Westons Road in its current location and apply to have that road gazetted as a public road.*
- 3. That upon gazettal Council adds Upper Westons Road to its public road network and assume responsibility for its maintenance.*

On 24<sup>th</sup> August Council's Manager of Operations responded to the request saying that a report would go to Council for a response to the request.

Council currently maintains Westons Road from the Alpine Way to the point marked (A) on the map attached to this report. From the northern boundary of lot 401 DP 841251 where it adjoins lot 7 DP 703737 the "road" is a right of carriageway through to lot 113 DP 756686 (created through DPs 639168 and 1215514 - see title search attached).

Council does not have the authority (without the landowners written consent) to grade the "road" on a private right of carriageway and only as a private works job with the consent of the landowner.

Westons Road, from the Alpine Way to the boundary of lot 401 and lot 7 is an exceptionally steep road which has extreme drainage issues mainly due to the topography.

Council's roads department has, for some time, considered bitumen sealing at least some of the steeper sections of Westons Road but budgetary constraints have delayed any such formal planning.

Council's Works Superintendent drove the right of carriageway and Crown road reserve to the end and video footage demonstrates that the "road" is in good condition at present.

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

The access to the properties on Upper Westons Road has been via a Council public road (Westons Road) from the Alpine Way and then over a right of carriageway since 1987.

It is noted that the owners of lot 7 DP 703737 and lot 402 DP 841251 through whose land the right of carriageway passes to the intersection of the Crown Reserve Road are not associated with the Upper Westons Road Maintenance Group (list attached to this report) and therefore have not formally expressed any view on the proposal for Council to acquire the right of carriageway and declare it a public road through their properties.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

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

The right of carriageway over lot 7 DP 703737 and lot 402 DP 841251 was registered in 1987

Council can certainly agree to maintain the right of carriageway at the formal request of the landowners as a private works job and at the benefited landowners cost. However, Council cannot grade the Crown Reserve road as it does not have the consent of the Crown to do so.

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

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

If Council accepts requests to turn private rights of carriageway into Council public roads, to accept responsibility for Crown Reserve Roads and then take over the maintenance of those roads then Council will set a precedent which has the potential for a snowball effect.

### **2. Environmental**

There is no environmental impact due to the right of carriageway having been created over the track in use which has existed for some time. The maintenance of the right of carriageway should be borne by the beneficiaries.

However, the Crown road reserve which is used by lot 402 DP 841251, lots 80, 82 and 83 DP 756686 and lot 1, 2 and 3 in DP 858109 for access cannot be constructed or graded. The Crown only permits landholders who use the road for access to fill potholes and to maintain the reserve road so as to permit vehicular access.

### **3. Economic**

#### Estimated costs – Council Acquires Rights of Carriageway through “gift” of land by landowners

If Council resolves to acquire the right of carriageway from the landholders over which the right of carriageway passes, then the owners of lots 7 DP 703737 and lot 402 DP 841251 will need to be approached to determine whether they are willing to sell or “gift” the right of carriageway traversing their land to Council. If the landowners are willing to “gift” the land to Council then Council will still be responsible for the following costs:

ITEM	ESTIMATED COST
Preparation of contract and Transfer documents	\$2,000.00
Preparation of compiled plan by surveyor	\$2,500.00
Registration of Transfer at the LPI	\$500.00
Gazettal of dedication as Council public road	\$500.00
Construction of section of Council public road (rights of carriageway and Crown Road reserve) to Council's road standard	\$5,000.00
Total	\$10,500.00

Estimated costs – Council Acquires Rights of Carriageway through acquisition via private treaty

If Council has to purchase the right of carriageway through lots 7 and 402 to the junction of the Crown Road Reserve then Council would no doubt have to pay at the very least in accordance with property values in the area which at present achieve around \$1,500/ha. Estimated costs for the process would then be estimated as follows:

ITEM	ESTIMATED COSTS
Purchase of rights of carriageway from landowners (estimate only)	\$2000.00
Preparation of contract and Transfer documents	\$2,000.00
Preparation of compiled plan by surveyor	\$5,000.00
Registration of Transfer at the LPI	\$500.00
Gazettal of dedication as Council public road	\$500.00
Construction of section of Council public road (rights of carriageway and Crown Road reserve)	\$5,000.00
Total	\$15,000.00

#### 4. Civic Leadership

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

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

*Please reply to Cooma office.*

Our Ref: MH:JT:15916.  
Your Ref:

RECEIVED  
17 AUG 2016

16 August 2016

BY: .....

Manager of Operations  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

**ATTENTION: GARY SHAKESPEARE**

Dear Sir

**RE: WESTONS ROAD JINDABYNE; ACCESS &  
MAINTENANCE ISSUES**

We act for Mr & Mrs [redacted] of 107 Westons Road Jindabyne, more particularly described as Lot 80 in Deposited Plan 756686.

Our clients and a number of neighbouring residents gain access to their properties by way of Westons Road. We are instructed that Westons Road runs from its junction with the Alpine Way along a public road reserve which is maintained by Council for a distance of approximately two kilometres. It then runs through a combination of rights of carriageway and crown road reserves to provide access to properties further south. We will refer in this letter to that portion of Westons Road beyond the point maintained by Council as "Upper Westons Road".

We are instructed that a number of issues have arisen between the owners of the properties serviced by Upper Westons Road. Parts of the road are in need of maintenance and the residents are uncertain as to the most appropriate allocation of responsibility for maintenance and concerned about the possibility of accepting liability to other road users by carrying out maintenance. Some residents are also concerned about the lack of corresponding legal and practical access to their properties and the effect that may have on property values in the event of a future sale.

We enclose as annexure "A" to this letter a map showing the location of the road in question. We are instructed that Council maintains the road to the point marked A on the map. From point A to the point marked B on the map, the road runs along a right of carriageway created by Deposited Plan 639168. Annexure "B" to this letter is a copy of Deposited Plan 639168 and the Section 88B instrument registered with that plan. From point B to the point marked C on the map the road is covered by Enclosure Permit 149711 although the track in use diverges out of the Crown Road Reserve and across private land. Annexure "C" to this letter is a map and Crown Lands



**Blaxland  
Mawson  
& Rose**

Solicitors

Serving the Monaro  
Since 1868  
ABN 90 516 497 474



**PARTNERS**

Mark Herbert  
*Accredited Specialist – Business Law*  
Kirsty Salvestro  
Joanne van der Plaats  
*Accredited Specialist – Property Law*

**SOLICITORS**

Emma Schlachter  
Margaret Peterson  
Robert Coyte

**LICENSED CONVEYANCER**

Tara Kaufling

**Cooma Office**

39 Bombala Street  
PO Box 149  
COOMA NSW 2630  
DX 5522 COOMA  
Phone: (02) 6452 1266  
Fax: (02) 6452 1913  
Email: info@bmrllawyers.com.au

**Bombala Office**

114 Maybe Street  
PO Box 19  
Bombala NSW 2632  
Phone: (02) 6458 3686  
Fax: (02) 6458 3883  
Email: bombala@bmrllawyers.com.au

www.bmrllawyers.com.au



- 2 -

16 August 2016

search detailing Enclosure Permit 149711. From point C to the point marked D on the map the road continues through the Crown Road Reserve.

The concerned residents have formed an informal group known as the Upper Westons Road Maintenance Group. Annexure "D" to this letter is a list of the members of the group, along with details of their relevant land holdings. You will note that the land owned by members of the group does not include Lot 7 in Deposited Plan 703737 and Lot 402 in Deposited Plan 841251, through which Upper Westons Road runs from point A to point B. Annexures "E" and "F" to this letter are recent title searches for those lots.

Our clients have been in contact with the Department of Crown Lands and with Ms Lyn Bottrill of the former Snowy River Shire Council regarding access and maintenance issues. Upon the recommendation of the Department we are instructed to request, on behalf of the members of the Upper Westons Road Maintenance Group, that Council give consideration to the following proposals:

1. That Council acquire either by purchase or by the grant of land by the current owners those parts of Upper Westons Road which are currently located on private land.
2. That Council formalise Upper Westons Road in its current location and apply to have that road gazetted as a public road.
3. That upon gazettal Council adds Upper Westons Road to its public road network and assumes responsibility for its maintenance.

Please let us know if you require any further information or documents in support of our clients' request. We thank you in advance for your consideration and look forward to your response.

Yours faithfully  
BLAXLAND MAWSON & ROSE

Per

MARK HERBERT  
[mark@bmrlawyers.com.au](mailto:mark@bmrlawyers.com.au)

Encl. - 6





Disclaimer: This report has been generated by various sources and is provided for information purposes only. Spatial Services does not warrant or represent that the information is free from errors or omission, or that it is exhaustive. Spatial Services gives no warranty in relation to the information, especially material supplied by third parties. Spatial Services accepts no liability for loss, damage, or costs that you may incur relating to any use or reliance upon the information in this report.

## Page 84

This negative is a photograph made of a personal record of a document in the custody of the Registrar General this day, 15th April, 1987

[illegible]



Req:R222120 /Doc:DP 0639168 B /Rev:15-Dec-1992 /Sts:OK,OK /Prt:02-Dec-2015 15:17 /Pgs:ALL /Seq:1 of 1  
Ref:15916 /Src:M

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USE  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT 1919

Lengths are in metres

PAGE 1

Plan: 039168  
*DP 639168*

Full name and address of the proprietor of the land:

Quantity of easement referred to in the above mentioned plans:

of Burdened  
Lot 7 D.P. 703737 (C/T Folio Identifier 7/703737) and Lot 2 D.P. 595280 (C/T Volume 13606 folio 52)

Schedule of Lots etc. affected

of Burdened  
Lot 1 u.p. 630014 (C/T Vol. 14982 Fo. 170)  
Portion 76 Parish Clyde (C/T Vol. 2035 Fo. 225)  
Portion 82 Parish Clyde (C/T Vol. 2057 Fo. 146)  
Portion 83 Parish Clyde (C/T Vol. 14731 Fo. 119)  
Portion 80 Parish Clyde (C/T Vol. 2057 Fo. 216)  
Portion 105 Parish Clyde (C/T Vol. 4521 Fo. 75)  
Portions 106 & 122 Parish Clyde (C/T Vol. Fo. 47)  
Lot 2 D.P. 548207 (C/T Vol. 25107 Fo. 26)  
Portion 89 Parish Clyde (C/T Vol. 25107 Fo. 26)  
Vol. 25107 Fo. 26  
Portion 113 Parish Clyde (C/T Vol. 25107 Fo. 26)  
Portion 114 Parish Clyde (C/T Vol. 25107 Fo. 26)

As to Folio Identifier 7/703737 Raymond Arthur Weston, 25 Park Road, Jindabyne and Gordon Carlisle Weston, 1/11 Woollelie Street, Cooma

As to Volume 13606 Folio 52 Victor Roy Weston, Dalgoty Road, Horridale

Right of carriageway variable and 20 wide

Signed in my presence by the said Raymond Arthur Weston and Gordon Carlisle Weston who are personally known to me:

*J. R. AGNEW*  
Solicitor  
COOMA

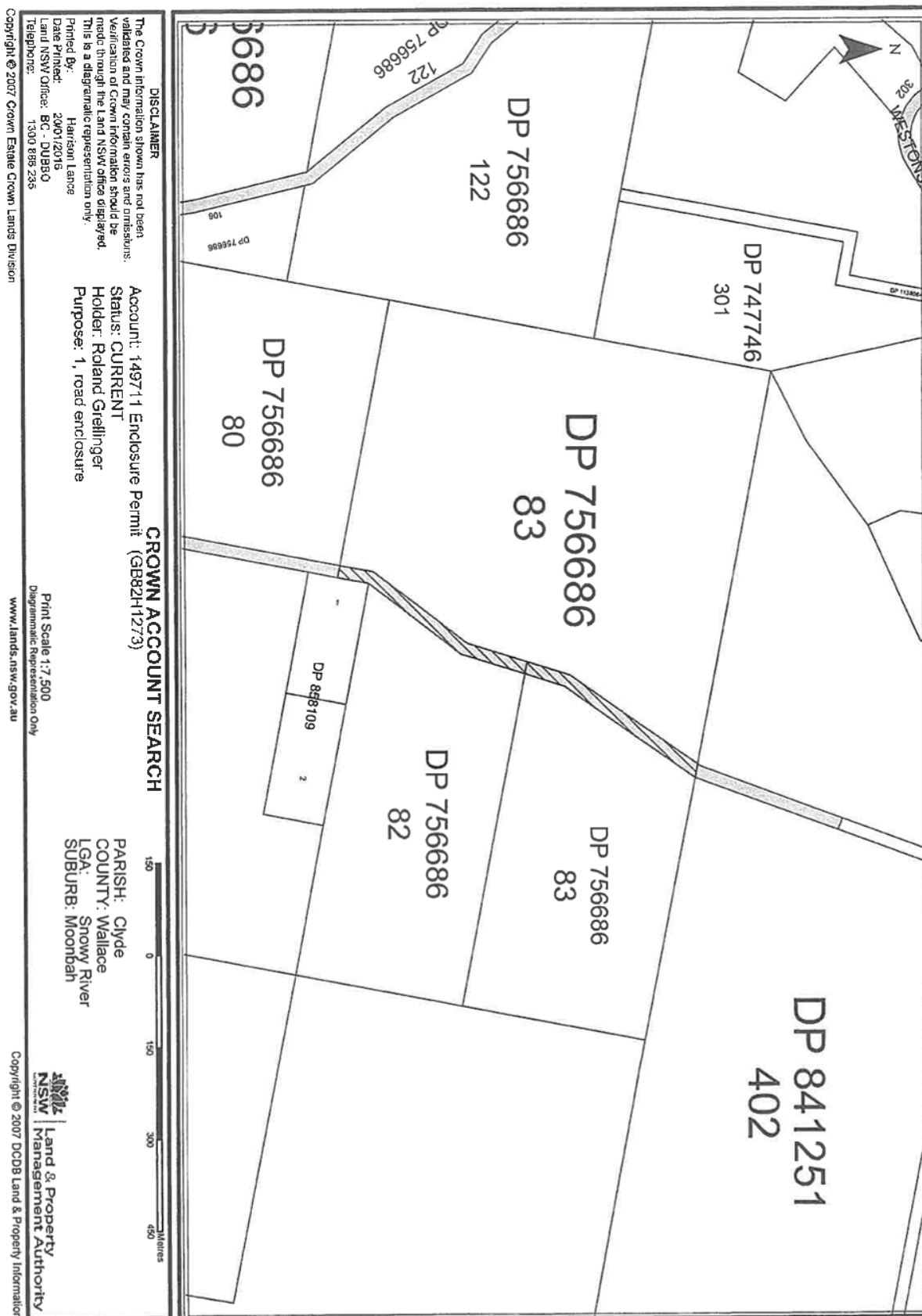
Signed in my presence by the said Victor Roy Weston who is personally known to me:

*J. R. AGNEW*  
Solicitor  
COOMA

REGISTERED 10-4-1987

This negative is a photograph made as a permanent record of a document in the custody of the Registrar General this day 15th April 1987

15th April 1987





Department of  
Primary Industries  
Lands

Crown Land Search

Account Number	149711	<b>ADDRESS FOR PAYMENTS</b>
Issue Date	20th January 2016	PO Box 2155
Search Date	1st December 2015	Dangar NSW 2309
Search ID	2654917	

Issued To Blaxland Mawson & Rose - Cooma

### Holding Details

Holding	Enclosure Permit 149711 (Holding is now Current)
Registered Holder(s)	
Area	1.368ha
Purpose(s)	road enclosure
Land	N/A
Text Description	Crown road through and East of Portion 83.

### Financial details

Total amount required to complete payment of all amounts as at 1st December 2015 is \$0.00

Annual Payment - Rent	\$140.00
Regular Payment Dates	11 December each year (rent is payable yearly in advance)
Total Now Due	\$0.00
Total Not Yet Due	\$0.00
Less amount at Credit	\$140.00
<b>Total as at 1st December 2015</b>	<b>\$140.00CR</b>

#### Please Note:

- \* This statement shows the position of the account as at 01 Dec 2015. Any subsequent payments, debits or adjustments to the account are not reflected in these figures.
- \* Interest for late payment, currently at the rate of 10.15% per year, is charged from the due date to the date of payment, on all amounts not received within 28 days of becoming due.
- \* The current lessee is receiving a rental reduction. Actual market/base rent will be payable on transfer.
- \* In the event of a transfer the purchaser will be responsible for payment of all amounts owing (including arrears).
- \* Rent payable for this Enclosure Permit is not subject to GST. However, GST may be payable on other services provided in relation to this holding.

Upper Westons Road Maintenance Group

1.

Lot 83 in Deposited Plan 756686  
Lot 1 in Deposited Plan 858109

2.

Lot 82 in Deposited Plan 756686  
Lot 2 in Deposited Plan 858109

3.

Lot 80 in Deposited Plan 756686

4.

Lot 3 in Deposited Plan 858109

5.

Lot 1 in Deposited Plan 630014

**InfoTrack**  
An Approved LPI NSW  
Information Broker

## Title Search



LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 7/703737

-----

SEARCH DATE	TIME	EDITION NO	DATE
-----	----	-----	----
16/8/2016	11:31 AM	5	11/4/1990

LAND

----

LOT 7 IN DEPOSITED PLAN 703737  
AT JINDABYNE  
LOCAL GOVERNMENT AREA SNOWY MONARO REGIONAL  
PARISH OF CLYDE COUNTY OF WALLACE  
TITLE DIAGRAM DP703737

FIRST SCHEDULE

-----

ANTONY EWEN TRESIDDER (T Y4056)

SECOND SCHEDULE (3 NOTIFICATIONS)

-----

- 1 LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND CONDITIONS IN FAVOUR OF THE CROWN - SEE CROWN GRANT(S)
- 2 DP639168 REGISTERED. RIGHT OF CARRIAGEWAY AFFECTING THE PART OF THE LAND ABOVE DESCRIBED SHOWN SO BURDENED IN DP639168
- 3 Y942278 MORTGAGE TO BARCLAYS BANK AUSTRALIA LIMITED

NOTATIONS

-----

NOTE: THE CERTIFICATE OF TITLE FOR THIS FOLIO OF THE REGISTER DOES NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND COMPRISED IN THIS FOLIO.

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

15916

PRINTED ON 16/8/2016

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

**InfoTrack**  
An Approved LPI NSW  
Information Broker

## Title Search



LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 402/841251

SEARCH DATE	TIME	EDITION NO	DATE
16/8/2016	11:31 AM	3	14/12/2015

### LAND

LOT 402 IN DEPOSITED PLAN 841251  
AT JINDABYNE  
LOCAL GOVERNMENT AREA SNOWY MONARO REGIONAL  
PARISH OF CLYDE COUNTY OF WALLACE  
TITLE DIAGRAM DP841251

### FIRST SCHEDULE

NIVEN INVESTMENTS PTY LIMITED (T 8563194)

### SECOND SCHEDULE (6 NOTIFICATIONS)

- 1 LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND CONDITIONS IN FAVOUR OF THE CROWN - SEE CROWN GRANT(S)
- 2 LAND EXCLUDES THE ROAD(S) SHOWN IN THE TITLE DIAGRAM
- 3 DP639168 RIGHT OF CARRIAGEWAY 20 WIDE AFFECTING THE PART SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 4 DP639168 RIGHT OF CARRIAGEWAY 20 WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
- 5 DP1215514 RIGHT OF CARRIAGEWAY OVER APPROXIMATE POSITION OF EXISTING TRACK IN USE AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1215514
- 6 DP1215514 RIGHT OF CARRIAGEWAY OVER APPROXIMATE POSITION OF EXISTING TRACK IN USE APPURTENANT TO THE LAND ABOVE DESCRIBED

### NOTATIONS

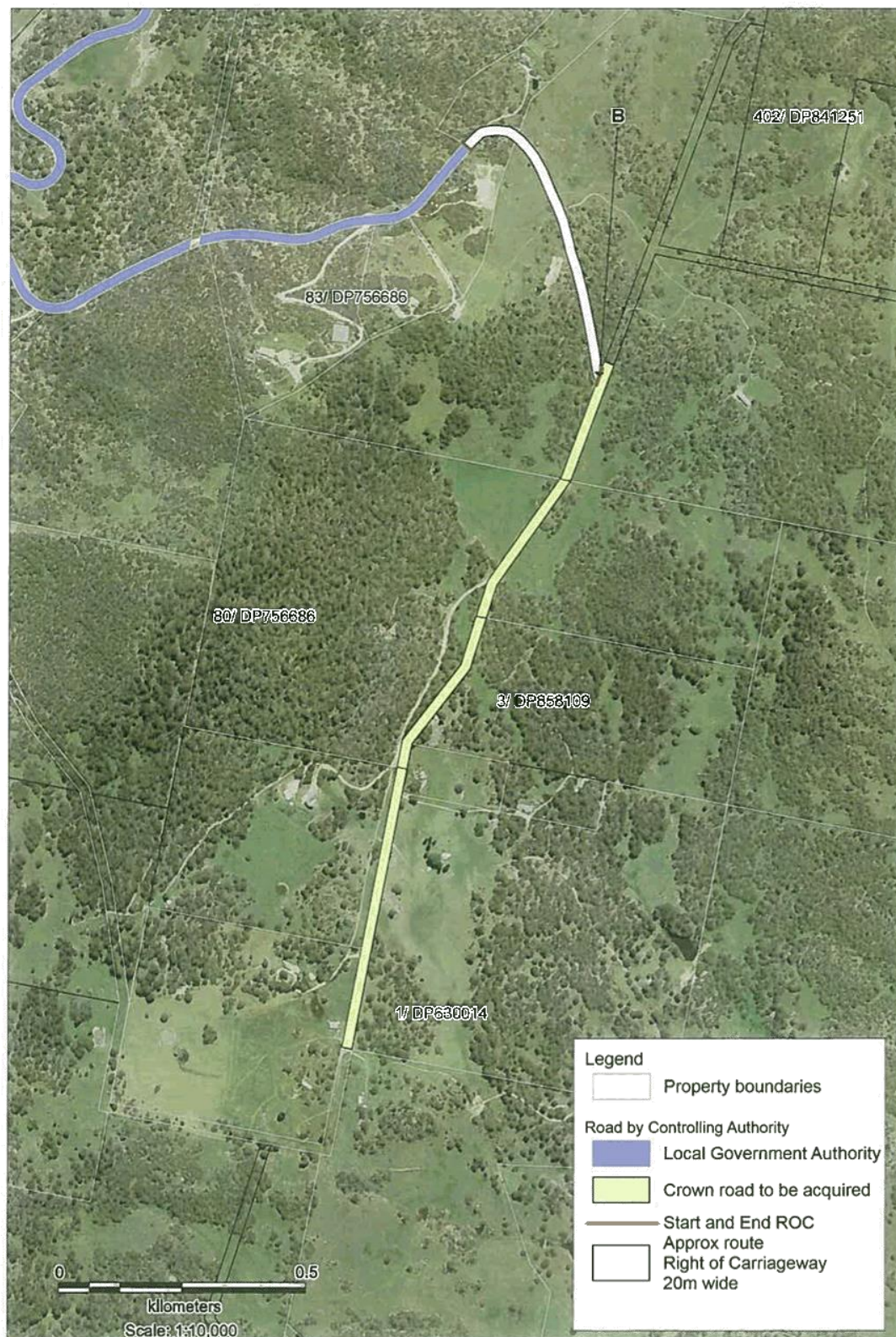
UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

15916

PRINTED ON 16/8/2016

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 95B(2) of the Real Property Act 1900.





---

### 13.1 REQUEST FOR SUPPORT: ADAMINABY MEN'S SHED

Record No:

Responsible Officer:	Manager Community & Strategic Planning
Author:	Community Development Officer
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.5 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action:	OP4.10 Promote volunteering as a valued vocation that builds social capital.
Attachments:	Nil
Cost Centre	2420 – Community Development
Project	Adaminaby Men's Shed
Further Operational Plan Actions:	

#### EXECUTIVE SUMMARY

Representatives from the village of Adaminaby are in the process of establishing a Men's Shed. They have sought Council's assistance to this end, with a particular emphasis on sourcing an appropriate venue. An evaluation of possible sites has led the Adaminaby Men's Shed Establishment Committee to pursue an agreement with the Cooma Catholic Church to utilise the "old school" at 44 York Street, Adaminaby.

The Establishment Committee, in partnership with the Cooma Catholic Church, is seeking in-kind and financial assistance from Council to make establishment of a Men's Shed at Adaminaby financially viable for all parties.

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

#### OFFICER'S RECOMMENDATION

That Council provide financial and in-kind support to the Adaminaby Men's Shed by:

- A. Waiving the annual waste collection, water connection, and sewer collection charges levied on 44 York Street, Adaminaby for the 2016-17 and 2017-18 financial years;
- B. Providing \$1000 to the Adaminaby Men's Shed Establishment Committee to assist with start-up costs, payable upon the incorporation of that body into the Adaminaby Men's Shed

#### BACKGROUND

Nationwide, more than 900 Men's Sheds provide workshop space and social support for more than 100,000 men and women. Men's Sheds, also known as "Community Sheds", address social isolation, health and well-being; increase participation in community life; and build community capacity. They are a proven tool for improving men's health and strengthening sense of community.



Regionally, there are Men's Sheds in Bombala, Cooma, and Jindabyne. These, like most Men's Sheds, make significant contributions to their communities. Establishment of a Men's Shed in Adaminaby would allow that community to enjoy the social benefits associated with Men's Sheds, with a particular emphasis on the health and well-being of members. The Adaminaby Men's Shed intends to:

- Make the shed accessible to men and women of all ages, backgrounds, and abilities
- Create a welcoming environment for all members/ potential members
- Engage in community projects such as building/ repairing park benches or making toys
- Establish a community garden to improve member's diets/ access to fresh vegetables
- Arrange for health professionals to give talks to members

At this stage, the Establishment Committee has more than a dozen expressions of interests. Community feedback indicates widespread support for the initiative, which will fill a gap in the community's access to social recreation and address feelings of "uselessness" expressed by some older members of the Adaminaby community.

Since July, Council's Community Development Officer has been working with the Adaminaby Men's Shed Establishment Committee to secure a venue. Negotiations with the Cooma Catholic Church for use of the old Catholic School are underway. The school has been disused for some time and requires evaluation and repairs, e.g.:

- Electricity Safety and Compliance Check
- Reconnection to the power grid
- Fire safety audit
- Repair of roof leaks
- Interior paint and other minor maintenance

The Establishment Committee has asked the Church to cover the costs of repairs to the roof; responsibility for other costs is still being negotiated. The Church has offered to provide the facility rent free for the first year in order to assist with the establishment of the Men's Shed. To decrease the financial burden on both the Cooma Catholic Church and the proposed Men's Shed, and to ensure the successful establishment of a Men's Shed at Adaminaby, the Establishment Committee has asked Council to waive the annual waste collection, water availability, and sewer availability fees to the site for a two-year period; and has requested a small amount of money for start-up costs.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Adaminaby is a relatively isolated rural village with a small, aging population. Health and community services are delivered via outreach from Berridale or Cooma, or require residents to travel to Cooma or Canberra. There are few recreation options for residents and limited community infrastructure.

Establishment of a Men's Shed in Adaminaby will provide residents of all ages, abilities, and genders with a place to gather, create, grow, and learn. Men's Sheds are known to:

- Reduce social isolation
- Build community capacity and sense-of-community
- Assist members in accessing formal and informal support (mental and physical health)
- Assist members in accessing health and well-being information

The Adaminaby Men's Shed Establishment Committee has expressed a keen interest in undertaking community projects and linking members to health and well-being services. Members of the Establishment Committee are committed to creating an inclusive, welcoming environment that helps members feel safe and valued.

Other positive social outcomes include an improved appearance of the village and will contribute to increased civic pride through the utilisation and restoration of the heritage listed Catholic School building.

## **2. Environmental**

Utilisation and restoration of an existing building, as opposed to the construction of a new facility, will assist in minimising the environmental impact of this initiative. Projects undertaken by the Men's Shed will utilise recycled / repurposed materials where possible.

In addition, community members have expressed a keen interest in establishing a community garden at the Men's Shed. This would have positive social (health) and environmental impacts: increasing access to healthy foods; utilising organic gardening techniques; reducing food miles etc.

## **3. Economic**

It is proposed that the following annual fees and charges for 44 York Street, Adaminaby be waived during the 2016-17 and 2017-18 financial years to assist with the establishment of the Men's Shed:

- Waste collection fee
- Sewer availability fee
- Water availability fee

These fees total \$772 for the 2016-17 financial year.

In addition, it is proposed that Council provide \$1000 in start-up funding to assist with the start-up costs of the Men's Shed such as an Electrical Safety and Compliance test and associated works, public liability insurance, etc. The Adaminaby Men's Shed would be required to produce a Certificate of Incorporation prior to receiving the proposed start-up funding.

Council has also committed to assisting with some of the administrative aspects of establishing the Adaminaby Men's Shed. This assistance falls within the regular duties of the Community Development Officer.

If the recommendations of this report are endorsed, the direct costs to Council in the 2016-17 financial would be \$1772. With expected CPI increases, the likely cost for 2017-18 would be in the vicinity of \$900.

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

Support for this project reinforces Council's commitment to the health and well-being of all residents; as well as Council's understanding of the determinants of health, which include social networks and which impact communities' social, physical, and economic health.

---

## 14.1 INTERAGENCY SHARED TRAIL PROPOSAL- GADEN TO HATCHERY BAY

Record No:

Responsible Officer:	Director Service Planning
Author:	Environment and Recreation Coordinator
Key Direction:	5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy:	DP5.3 Provide a well-connected and sustainable network of shared paths and trails throughout the Shire.
Operational Plan Action:	OP5.5 Advocate for increased funding to continue the expansion and enhancement of trail networks across the Shire.
Attachments:	1. Attachment 1 Proposed Trail location <a href="#">↓</a> 2. Attachment 2 gaden Trout Hatchery map bridge location <a href="#">↓</a>
Cost Centre	8010
Project	Interagency Shared Trail Proposal-Gaden Trout Hatchery to Hatchery Bay

Further Operational Plan Actions:

### EXECUTIVE SUMMARY

This report provides an update on the opportunity to connect the Thredbo Valley Track to the Lake Jindabyne Shared Trail via Gaden Trout Hatchery.

As the region gains a strong reputation as a mountain bike destination, there is strong support from the community and key players to develop a product to increase visitation outside the winter months. The interlinking trail from Thredbo to Jindabyne is gaining momentum as key players are planning an integrated approach to bring the amazing world class product to reality.

NPWS have agreed to take on the task of building a bridge over the Thredbo River to the Gaden Trout Hatchery picnic area. Whilst NSW Fisheries have formally provided their in-principle support for the project there are still some hurdles to over-come. To enable the project to continue, council's involvement has been requested by NPWS and NSW Fishers to assist with the construction and ownership of the shared trail through the picnic area. Further involvement may also be required to resolve issues associated with increased pressure to infrastructure at Gaden and also linking the trail over Kosciusko road to the Lake Jindabyne Shared Trail at Hatchery Bay.

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

### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the update on the interlinking trail project
- B. Agree to ownership of the shared trail link through Gaden picnic area
- C. Agree to continue communication with NSW Fisheries and NPWS on arrangements for grant funding and MOU
- D. Agree to explore options associated with connecting the Lake Jindabyne Shared Trail from Hatchery Bay to Gaden via Kosciusko road

## BACKGROUND

At the Council meeting held 25 August 2015 Council were updated on a shared trail vision for the region along with a project to interlink trail networks from the Thredbo Valley into Jindabyne Township. The purpose of this report is to further update the Administrator on the opportunity to connect the Thredbo Valley Track to the Lake Jindabyne Shared Trail via Gaden Trout Hatchery.

### ***Shared Trail Vision***

The region is gaining a strong reputation as a major destination for mountain biking. There is an estimated \$10 million being invested in current capital works for shared trails (*Snowy Mountains Tourism Inc 2013*).

Whilst key players are currently investing their own funding into shared trail planning and implementation, there is a shared vision to develop a product that would be a world class experience. This product would include linking shared trails between the top of Kosciusko along the Thredbo Valley Track to Jindabyne (Attachment 1 proposed trail location). The interlinking trails will be a spectacular and iconic track attracting significant visitation among mountain bikers, fishermen, hikers and runners. The full trail would also meet the criteria for 'Epic Trail' status under the International Mountain Bike Association trail awards.

### ***Trail Connection via Gaden Trout Hatchery***

Previously, Council had been approached by National Parks and Wildlife (NPWS) to take ownership of the bridge connecting the Thredbo Valley Track and the Gaden Trout Hatchery picnic area. Council resolved to continue negotiation with key stakeholders for the shared arrangement but would not take full ownership of the bridge infrastructure.

Stakeholders met recently to continue negotiations over the potential trail connection. NPWS stated that they would take full ownership and liability for the bridge (Attachment 2 Gaden Trout Hatchery bridge and trail location). To enable the project to continue, Council's involvement has been requested by NPWS and NSW Fisheries to assist with the following;

- **Shared trail through Gaden picnic ground-** Approximately 200m of trail from the parking area to the bridge will require a simple design and license arrangement with NSW Fisheries. This would be a similar arrangement Council currently has with Snowy Hydro for the Lake Jindabyne Shared trail.
- **Memorandum of Understanding-** Whilst NSW Fisheries have formally provided their in-principle support for the project, there are concerns over the potential impact to facilities from increased visitation. Currently resources cover the operation of the Hatchery and minor maintenance works for the picnic area. The main areas of concern include toilet/septic system which may require upgrade, car parking, security and waste collection. NPWS suggested that as grant funding would be required for the bridge construction any associated upgrade to facilities could also be included. A Memorandum of Understanding was also suggested as a way forward to ensuring each party is clear on who will be responsible for on-going maintenance. Further negotiation will be required as more information is sought on capacity of the picnic area.
- **Linking Hatchery Bay to Gaden-** For the project to reach its full potential there will also need to be planning undertaken in associated with the crossing of Kosciusko road between

Hatchery Bay and Gaden road. A risk assessment of the site and liaison with RMS needs to be undertaken.

There are many benefits associated with the success of this project. NPWS and Thredbo Resort have invested more than \$8 million in the planning and implementation of the shared trail so far. The interlinking trails will be a spectacular journey and an amazing tourism product for our region. The completion of the full link from the top of Kosciuszko chair (Thredbo) to Jindabyne will increase our chances of being awarded 'epic trail' status from the International Mountain Association. This would create interest worldwide.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The social impact of shared trails will be positive as it encourages a healthy and active lifestyle in the community. The development of shared trails and events will provide the opportunity for SRSC to connect with the community and form partnerships with key interest groups and stakeholders.

### **2. Environmental**

International Mountain Bike Association trail standards have been implemented to reduce environmental impact and maintenance costs

### **3. Economic**

The proposed plans for further development of shared use trails will help increase tourism during the summer months and create sustainable cycling businesses in the region. This would also increase demand for accommodation, retail and other recreational business. The recent development of the shared trail stewardship will help to ensure Council can maintain and plan for further development of shared trails with limited resources and funding.

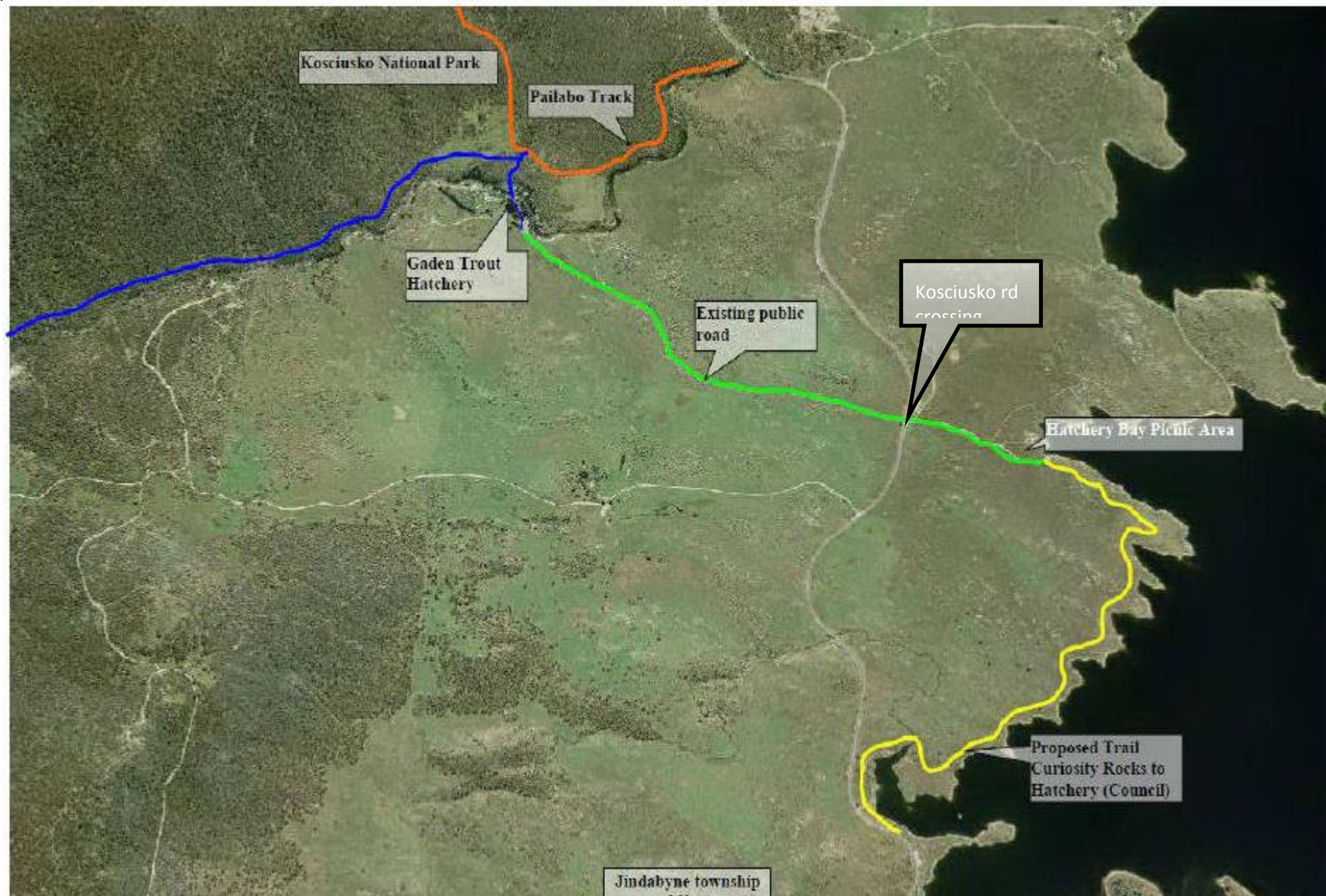
### **4. Civic Leadership**

Council, by leading and participating in the development and maintenance of shared trails, is pursuing key priorities identified by the community in the Community Strategic Plan.

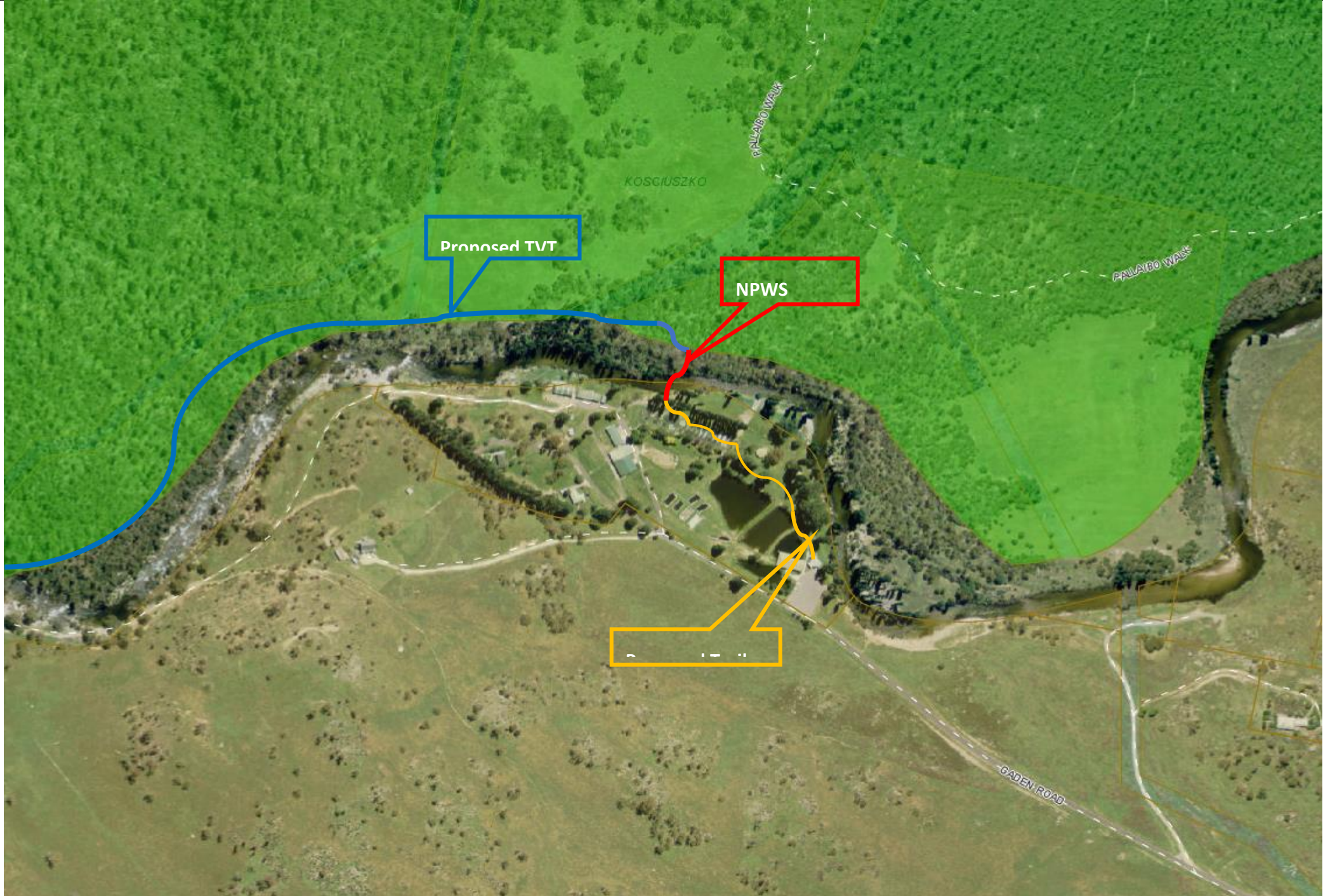
Council have been updated on issues and progress related to shared trail development. The latest report to Council meeting held 25 August 2015 outlined details on the interlinking trail project and negotiation with other agencies.

Council is also showing leadership through a partnership approach with other key stakeholders













---

**15.1 DA 10.2016.552.1 DUAL OCCUPANCY - DRY PLAINS RD COOMA - DEFERRED AT COUNCIL MEETING 28 SEPTEMBER 2016 (ITEM 15.5)**

Record No:

Responsible Officer:	Director Service Planning
Author:	Urban and Rural Planner
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.10 Ensure that Council's policy, land use planning, development assessment enhance liveability.
Operational Plan Action:	OP 6.29 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.
Attachments:	1. Amended Site and Soil Assessment Report <a href="#">↓</a> 2. Deferred Council Report 28/09/2016 Item 15.5 DA10.2016.552.1 Dual Occupancy Dry Plains Road <a href="#">↓</a>
Cost Centre	Service Planning
Project	Nil
Further Operational Plan Actions:	Nil

**EXECUTIVE SUMMARY**

The purpose of this Report is to provide Council with the further information requested to make its determination of the proposed development under the *Environmental Planning and Assessment Act 1979 (the Act)*.

The original report was deferred at Council Meeting 28<sup>th</sup> September 2016 (Item 15.5), pending further information. The Application was reported to Council for a decision because it involved non-compliances with *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* (DCP 2014), which fall outside the authority of staff delegations.

The major issues associated with the subject application concern non-compliances with:

- requirements of 2.3.3 in DCP 2014, which prescribes a 50m minimum setback from all boundaries is required for buildings in R5 zones and;
- requirements of 3.3.2.3.1 in DCP 2014, which prescribes the two dwellings forming the detached dual occupancy are to be located within a 200 metre curtilage of each other.

The public submission received in relation to the proposal raised concerns about effluent pollution to watercourses and impacts to visual amenities of the neighbouring property owners. The points raised were addressed in the 79C assessment and involved a design change to the effluent disposal system. Concerns regarding visual amenity were addressed in the report but were not considered to be significant.

This Report considers the reiteration of these concerns as raised during the open forum at the Council Meeting held on 28/09/2016.

15.1 DA 10.2016.552.1 DUAL OCCUPANCY - DRY PLAINS RD COOMA - DEFERRED AT COUNCIL MEETING 28 SEPTEMBER 2016  
(ITEM 15.5)

Advice was also provided separately to the Administrator regarding the concerns raised at the open forum, with references to the assessment of those items in the original report.

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

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

That Council:

- A. Vary Clause 2.3.3 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the siting of a dwelling 45 metres from the proposed front (western) boundary.
- B. Vary Clause 3.3.2.3.1 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the siting of the proposed development to be outside the maximum allowed curtilage of 200m.

#### **BACKGROUND**

The deferred report considers the application for the construction of a dual occupancy dwelling and as such is to be assessed in regards to its individual merits and the single dwelling house which was approved by Council 16/09/2010. A modification to the original approval for this house was approved 23/05/2012. The relevant information can be viewed in DA 18/11 and 24/12. An application for a 5 lot subdivision was withdrawn 17/11/2009.

It should be noted that Lot: 166 DP: 750524 is split by Dry Plains Road with the proposed development site being located in the smaller eastern portion (1.7ha) while the existing development is located in the larger western portion (16ha).

This lot was until about 5 years ago Crown land. It was converted to freehold title but as a result of this process the Minister for Lands imposed Section 77A and Section 77B covenants on the site under the Crown Lands Act 1989.

A section 77B restriction prevents the subdivision of the land and prevents Council from approving any such subdivision without the consent of the Minister. This section does not apply to the development application.

Section 77A restrictions prevent the degradation of the environmental values of the land. This restriction does not prevent the Council from determining the application.

Following concerns raised by a neighbouring property owner at the Council Meeting held on 28/09/2016, a Council Resolution (145/16) was made to defer the report pending further information. The objections raised at the council meeting and in correspondence the following day are outlined and addressed below:

- ***Issue 1- Proximity of sewage management system to surface water and required buffer zones.***

#### **Officers Comment:**

A separate Section 68 application to install an on-site sewage management facility will be required. Any further issues identified at this stage in relation to Australian and or Council Standards will be addressed as part of that application.

15.1 DA 10.2016.552.1 DUAL OCCUPANCY - DRY PLAINS RD COOMA - DEFERRED AT COUNCIL MEETING 28 SEPTEMBER 2016  
(ITEM 15.5)

---

However, as part of the original submission received by Council during the notification period, concerns in regards to the effluent disposal were raised. Waterlogging and flow paths to drainage channels were identified as being areas of concern.

As such, these items were referred back to the site and soil assessor for comment.

The assessing consultant provided an amended report to Council on 18.5.2016 (amended report attached) and recommended that the effluent disposal area be relocated to upslope of the system and a different disposal method being wick trenches. This is considered to be a suitable solution as it removes the dry gullies from the flow path of the new effluent disposal area. Additionally it was recommended that "Wick" trenches are to be installed to further improve the performance of the effluent disposal footprint. Council's Environmental Health Officer is satisfied that the amended system has addressed the concerns previously raised, as noted in the original report to Council.

- ***Issue 2- Variations from DCP justified by minimising vegetation clearing***

**Officers Comment:**

It has been assessed that other possible locations will require significantly more clearing when suitable access and bushfire safety requirements are taken into consideration in conjunction with the building footprint. The chosen site has better access options and in regards to the calculated Bushfire Attack Level (BAL) requires less clearing to achieve a suitable Asset Protection Zone (APZ).

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The proposed development will result in minimal social impact within the locality of the development. As a dual occupancy, the development will add to the available housing options in the locality.

### **2. Environmental**

The proposed development will result in minimal environmental impact within the locality of the development, with measures in place to manage any such impacts appropriately.

### **3. Economic**

The proposed development will result in minimal economic impact within the locality of the development. New construction activities will have a positive economic impact at a local level.

### **4. Civic Leadership**

In determining this DA Council is demonstrating effective governance by ensuring public input into the assessment and determination process, and ensuring that applications are determined in an efficient and consistent manner.

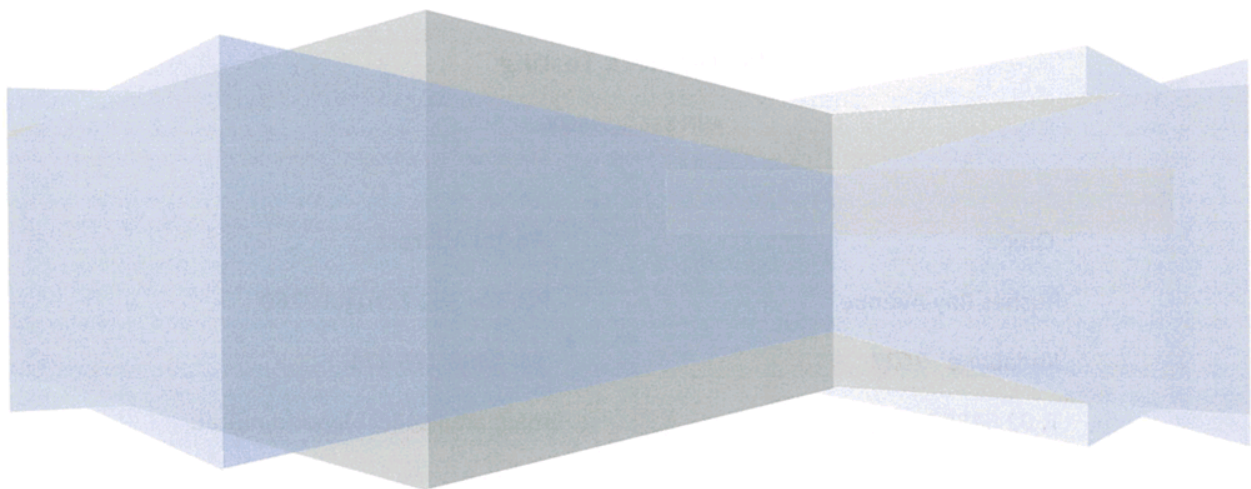
Received by  
Cooma-Monaro Shire Council  
18/05/2016

## WATERCHECK TESTING ON SITE SEWAGE MANAGEMENT ASSESSMENTS

### Amendment

Lot 166 DP 7505 Dry Plains Rd Cooma

Original Report Number 20166. Dated 28th March 2016



Received by  
Cooma-Monaro Shire Council  
18/05/2016

**On Site Sewage Management  
Amendment**

**Lot 166 DP 7505 Dry Plains Rd  
Cooma**

**Prepared For:** C & D Mould

---

**Prepared By:** Allan Mills    Certificate On Site Sewage Management:  
TAFE  
Centre for Environment Training Newcastle

---

**Report No:** 20166A

**Date of Assessment** 15-5-2016

**Signature of Evaluator:**

---

**Watercheck Testing**

ABN 83642316606

Office

Rushes Bay Avenue

Jindabyne 2627

T: 02 64567388

Postal Address

PO Box 352 Terrigal 2260

M: 0409 125 271

Email: amills44@bigpond.net.au

Received by  
Cooma-Monaro Shire Council  
18/05/2016

## SITE INFORMATION

Client C & D Mould

Site Lot 166 DP 7505 Dry Plains Rd

In response to the correspondence received by council concerning wet areas on the proposed development site.

Setbacks from the dry gullies in the original report were flow path setbacks which is the flow path distances from the effluent disposal area to the intersection of the dry gullies.

Therefore if the dry gully is not in the flow path of the effluent disposal area it will have no impact even if it is within the forty metre setback

After receiving correspondence from council a site visit was conducted to identify the wet areas in the photos.

Water shown on the ground in the photos adjacent to power lines is below a drainage culvert which comes across the Dry Plains Rd. The water runs south then follows the drainage gully around to the southeast. This has no impact from the nominated effluent disposal area and the new amended effluent disposal area as it flows away from these areas.

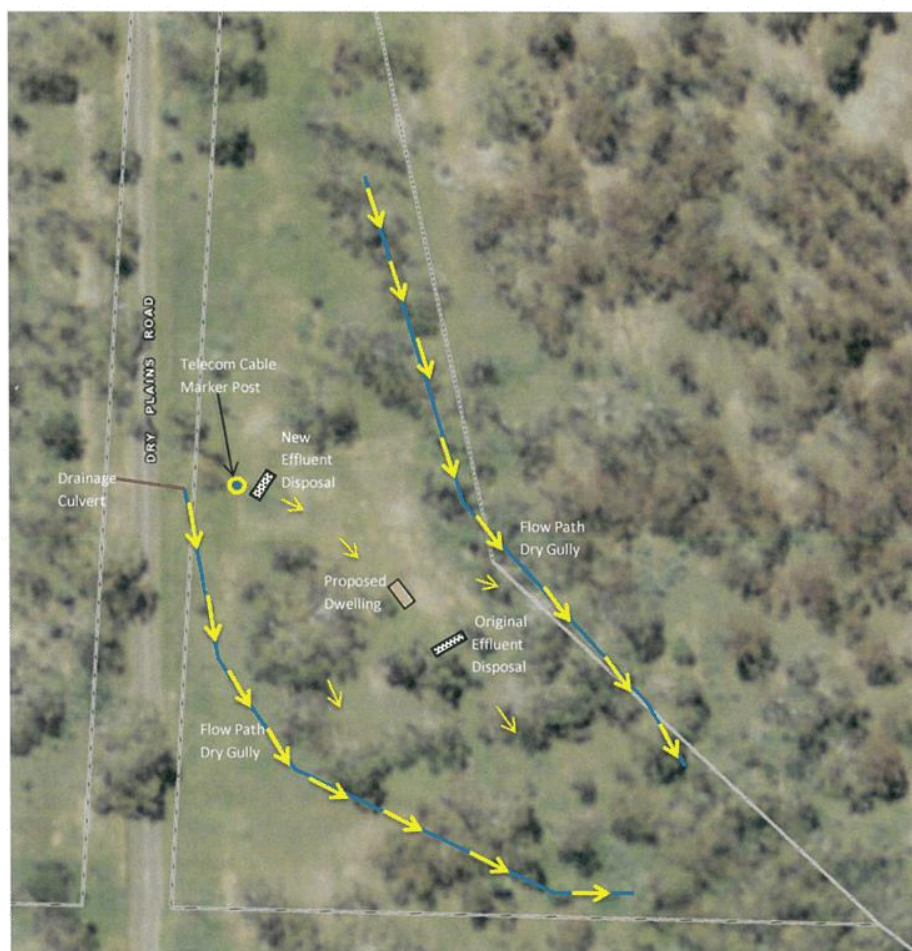
The photos in the lower area I would assume are where the two dry gullies meet which is approximately forty metres down gradient from the original nominated effluent disposal area.

However due to the concerns in the submission the effluent disposal area will be moved 45m up gradient from the original disposal area and "Wick" Trenches will be installed to reduce the effluent disposal footprint. The new system will have a 3000 litre baffled septic tank and a separate pump holding tank fitted with high and low level alarms. Effluent will be pumped up to 2 x 11m "Wick" trenches. The new effluent disposal area should be minimum of 2.5m down gradient from existing telecom line. A splitter box is to be installed to ensure effluent is distributed evenly between the trenches. Surface water diversion should be implemented up gradient of effluent disposal area. A site plan and "Wick" trench information is attached.

Allan Mills

Watercheck Testing

Received by  
Cooma-Monaro Shire Council  
18/05/2016





Received by  
Cooma-Monaro Shire Council  
18/05/2016

## Design and Installation of On-site Wastewater Systems



trench also allows reserve in the design. It can be used on sloping sites by creating terraces for each trench.

### 'Wick' trench sizing

Typically the 'Wick' trench will be built with an evapotranspiration bed approximately twice the width of the trench. For example, a bed 1,200 millimetres wide with a 600 millimetre wide trench as shown in Figure 10.12. The trench is built using an arch trench that is a plastic self supporting arch 410 millimetres wide and 1,500 millimetres long.

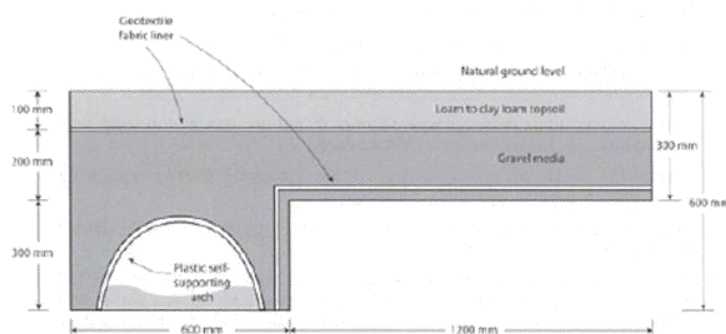


Figure 10.12 Cross section of a "Wick" trench

The required length of 'Wick' trench can be calculated using the daily design wastewater load (L/day) and the design loading rates (DLR) for absorption trenches and evapotranspiration beds in AS/NZS 1547:2012.

For a conservative design, the designer recommends using the formula:

$$L = Q / DLR \times (W/1.2)$$

Where:

- L = total length of 'Wick' trench required in metres
- Q = design daily wastewater load in litres a day
- DLR = design loading rate for trenches in mm per m<sup>2</sup> per day
- W = total width of trench and bed in the combined 'Wick' trench

### Example

To size a 'Wick' trench for a typical three bedroom, five person home on a Category 4 clay loam soil with tank water supply:

Design daily wastewater load  $Q = 3 \times 200 \text{ L} = 600 \text{ L}$

Design loading rate = 10 mm/m<sup>2</sup>/day for primary treated effluent

- 1) For an arch trench of 0.6 m width alone, the required trench length is determined by

$$L = 600 / (10 \times 0.6)$$

$$L = 600/6$$

$$L = 100 \text{ m}$$

Therefore 5 X 20 m arch trenches are recommended.

Design and Installation of On-site Wastewater Systems



- 2) For a 'Wick' trench comprising an arch trench of 0.6m width with a 1.2m 'Wick' bed.

$$L = 600 / (10 \times (1.8/1.2))$$

$$L = 600 / (10 \times 1.5)$$

$$L = 600 / 15$$

$$L = 40 \text{ m}$$

Therefore 3 x 14 m 'Wick' trenches are recommended.

The following points should be noted when installing a 'Wick' trench:

- NSW Health non-disinfected effluent to be disposed of at a soil depth of more than 300 millimetres for both trenches and beds (NSW Health, 2008).
- Avoid uneven areas when choosing where to put the trench. If a level area cannot be used, terrace the area for the trench.
- Ensure the trench has a uniform depth of soil across the finished surface for even, uniform performance along the trench.
- Avoid filling hollows across the contour as this may interfere with effluent distribution.
- The original ground level of the land application area should be 100 to 150 millimetres below the invert of the tank outlet. If the tank outlet invert is 400 millimetres from the top of the tank, the ground level where the trench will be built must be at least 550 millimetres lower than the ground where the tank is located.
- Where it is impossible to achieve 550 millimetres height separation between the tank and trench, use a pump and pump well to load the trench
- The septic tank must be desludged at appropriate intervals to ensure that sludge does not flow into the trench, reducing trench performance.

'Wick' trench installation

1. Set out the trench area and instruct the excavator operator where to cut (Figures 10.13 and 10.14).



Figure 10.13 and 10.14 Excavation of the bed of the "Wick" trench

**15.5 DA 10.2016.552.1 - 117 DRY PLAINS ROAD, DAIRYMANS PLAINS**

Record No:

Responsible Officer: Director Service Planning

Author: Planning Manager

Key Direction: 6. Managing Development and Service Delivery to Retain the Things We Value

Delivery Plan Strategy: DP6.10 Ensure that Council's policy, land use planning, development assessment enhance liveability.

Operational Plan Action: OP 6.29 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.

Attachments: 1. Proposed plans (*Under Separate Cover*)  
2. Draft Determination (*Under Separate Cover*)  
3. Public submission (*Under Separate Cover*)

Further Operational Plan Actions:

Applicant Number:	10.2016.552.1
Applicant:	Christopher C Mould & Donna M Mould
Owner:	Christopher C Mould & Donna M Mould
DA Registered:	17/02/2016
Property Description:	117 Dry Plains Road DAIRYMANS PLAINS 2630
Property Number:	Lot: 166 DP: 750524 Parcel - 10997
Area:	17.701ha
Zone:	R5 Large Lot Residential
Current Use:	Residential Dwelling
Proposed Use:	Dual Occupancy
Permitted in Zone:	Yes
Recommendation:	Approval subject to recommended conditions

## EXECUTIVE SUMMARY

The purpose of this Report is to provide Council with an assessment of the matters it is required to consider in making its determination of the proposed development under the *Environmental Planning and Assessment Act 1979 (the Act)*.

This Application is reported to Council for a decision because it involves non-compliances with *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* (DCP 2014), which fall outside the authority of staff delegations to determine.

This Report considers an application for a second dwelling on a site which already contains a single dwelling, to form a dual occupancy. The proposed development involves the erection of a one bedroom dwelling house, dual occupancy development, approximately 45m east of Dry Plains Road and approximately 20m from the Northern boundary. The proposed dual occupancy will be located approximately 300m east of the principal dwelling. The proposed one bedroom dwelling will have a gross floor area of 52.2m<sup>2</sup> with an attached garage of 26.35m<sup>2</sup>. The proposed dwelling will also include a verandah on the southern elevation with a floor area of 13.08m<sup>2</sup>. The proposed dwelling is to be constructed from a combination of metal clad timber frame and Colorbond roof.

The site is located at 117 Dry Plains Road DAIRYMANS PLAINS 2630. It is zoned R5 Large Lot Residential under the provisions of *Cooma-Monaro Local Environmental Plan 2013*. The proposed development is defined as a dual occupancy and is permissible with consent in the zone.

The major issues associated with this Application concern non-compliances with:

- requirements of 2.3.3 in DCP 2014, which prescribes a 50m minimum setback from all boundaries is required for buildings in R5 zones and;
- requirements of 3.3.2.3.1 in DCP 2014, which prescribes the two dwellings forming the detached dual occupancy are to be located within a 200 metre curtilage of each other.

The proposed development will have a minimum front setback of 45.01 metres. This distance represents a variation, from the DCP 2014 requirements, of approximately 10%. Additionally the proposed development will be located approximately 300 metres from the existing dwelling which represents a variation of approximately 50% to the requirements of clause 3.3.2.3.1 of DCP 2014.

One public submission was received in relation to the proposal. The submission received raised concerns about effluent pollution to watercourses and impacts to visual amenities of the neighbouring property owners. The points raised were addressed in the 79C assessment and involved a design change to the effluent disposal system. Concerns about visual amenity were not considered to be applicable due to the considerable screening afforded by existing vegetation which will remain on the site and the adjoining site due to a restriction on clearing imposed by Crown Lands.

It is recommended that the proposed development be approved subject to appropriate Conditions of Consent shown in full in the draft Consent ATTACHED.

.

## RECOMMENDATION

That DA 10.2016.552.1 for a dual occupancy (second dwelling) at 117 Dry Plains Road, Dairymans Plains, be APPROVED subject to the following:

- A. That Council endorse a variation to Clause 2.3.3 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the siting of a dwelling 45 metres from the proposed front (western) boundary.
- B. That Council endorse a variation to Clause 3.3.2.3.1 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the siting of the proposed development to be outside the maximum allowed curtilage of 200m.
- C. That Council adopt the attached draft consent as its determination of the application, subject to signature and minor administrative changes (if required) by the Planning Manager – Cooma Branch.

## BACKGROUND

This application is for the construction of a dual occupancy dwelling and as such is to be assessed in regards to its individual merits and the existing single dwelling house which was approved by Council 16/09/2010. A modification to the original approval for this house was approved 23/05/2012. The relevant information can be viewed in DA 18/11 and 24/12. An application for a 5 lot subdivision was withdrawn 17/11/2009.

It should be noted that Lot: 166 DP: 750524 is split by Dry Plains Road with the proposed development site being located in the smaller eastern portion (1.7ha) while the existing development is located in the larger western portion (16ha).

This lot was until about 5 years ago Crown land. It was converted to freehold title but as a result of this process the Minister for Lands imposed Section 77A and Section 77B covenants on the site under the Crown Lands Act 1989.

A section 77B restriction prevents the subdivision of the land and prevents Council from approving any such subdivision without the consent of the Minister. This section does not apply to the development application.

Section 77A restrictions prevent the degradation of the environmental values of the land. This restriction does not prevent the Council from determining the application.

## ASSESSMENT

The application has been assessed against the provisions of the following documents:

<b>State Environment Planning Policies (SEPPs)</b>	State Environmental Planning Policy (Rural Lands) 2008
<b>Local Environmental Plan (LEP) (including draft</b>	Cooma Monaro Local Environmental Plan 2013

LEPs)	
Development Control Plans	Cooma-Monaro Development Control Plan 2014

## SECTION 79C

### Consideration of Threatened Species (S.5A)

Council is required under Section 79C to make an assessment of whether the proposed development will have a significant impact on any threatened species, populations, or ecological communities, or their habitats. Such threatened species in NSW may be protected under the NSW Threatened Species Conservation Act 1995 (TSC Act) or under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The assessment process under the EPBC Act can occur outside the NSW planning system and requires input from the Federal Department of Environment. Any EPBC Act requirements associated with this proposal are discussed later in this section.

Section 5A of the Act sets out what must be considered in determining whether a proposed development will have a significant impact. Section 5A requires the consideration of the following:

- any assessment guidelines applicable to the species, population, or ecological communities, or their habitats, and
- the application of the 'seven-part test' described in the Section.

The application did not submit a report on potential threatened species impact.

The site is predicted to contain Tableland Clay Grassy Woodlands under Council's predictive native vegetation mapping.

An inspection of the site noted that the majority of the site, including the proposed dwelling location, did not contain enough timbered vegetation to be classified as a woodland community and are more appropriately described as woodland remnants. These are unlikely to identify as an endangered ecological community because of the prolific weeds in the understorey. Additionally the proposed dwelling house and attached carport are only a total of 78.55m<sup>2</sup> in size and located in an area that is already relatively clear of vegetation. It is anticipated it will have only a minimal impact upon the vegetation on the site. As such it is not expected there will be any significant impact on threatened species as a result of its development.

On this basis of the above information, the threatened species listed in the table below are known or considered highly likely to be present on the site. The potential impact of the proposed development upon them is also considered in the table below.

Species	Type	Level of threat listed	Particular listed threats to survival	Potential impact of proposal
Gang-gang Cockatoo ( <i>Callocephalon fimbriatum</i> )	Bird	Vulnerable	Clearing of vegetation and degradation of habitat may reduce the	While the proposed development will be occurring within the

			<p>abundance of optimal foraging and roosting habitat.</p> <p>Individual pairs show high fidelity to selected nesting trees (choosing nesting hollows of particular shape, position and structure), with clearing and frequent fire posing a threat to continued successful breeding.</p> <p>Climate change may alter the extent and nature of its preferred habitat (cool temperate vegetation).</p> <p>Susceptible to Psittacine cirovirus disease (PCD) which is spread through contaminated nest chambers. PCD is known to have increased near Bowral in the southern highlands of New South Wales over the past decade and constitutes a further threat to the species.</p>	<p>areas identified as potentially containing Gang-gang Cockatoo the proposed development does not involve the removal of any significant timbered vegetation. In this regard it is considered unlikely that the proposed development will result in any of the species key threatening processes.</p>
Brown Treecreeper ( <i>Climacteris picumnus victoriae</i> )	Bird	Vulnerable	<p>Historical loss of woodland, forest and mallee habitats as a result of agriculture, forestry, mining and residential development.</p> <p>Fragmentation of woodland and forest remnants which isolates populations and causes local extinctions.</p> <p>Ongoing degradation of habitat, particularly the loss of tree hollows and fallen timber from firewood collection and</p>	<p>While the proposed development will be occurring within the areas identified as potentially containing Brown Treecreeper the proposed development does not involve the removal of any significant timbered vegetation or good cover of native perennial grasses. In this regard it is considered unlikely that the proposed development will result in any of the</p>

			<p>overgrazing.</p> <p>Lack of regeneration of eucalypt overstorey in woodland due to overgrazing and too-frequent fires.</p> <p>Loss of ground litter from compaction and overgrazing.</p> <p>Inappropriate forestry management practices.</p>	<p>species key threatening processes.</p>
Speckled Warbler ( <i>Chthonicola sagittata</i> )	Bird	Vulnerable	<p>Due to the fragmented nature of the populations and their small size the species is susceptible to catastrophic events and localised extinction.</p> <p>Clearance of remnant grassy woodland habitat for paddock management reasons and for firewood.</p> <p>Poor regeneration of grassy woodland habitats.</p> <p>Modification and destruction of ground habitat through removal of litter and fallen timber, introduction of exotic pasture grasses, heavy grazing and compaction by stock and frequent fire.</p> <p>Habitat is lost and further fragmented as land is being cleared for residential and agricultural developments. In particular, nest predation increases significantly, to nest failure rates of over 80%,</p>	<p>The proposed development will not occur within the areas identified as potentially containing habitat for the Speckled Warbler. Additionally no habitat including key habitat elements will be removed as a result of this development. As such it is considered unlikely that the proposed development will impact upon Speckled Warbler populations.</p>



			<p>in isolated fragments.</p> <p>Nest failure due to predation by native and non-native birds, cats, dogs and foxes particularly in fragmented and degraded habitats.</p>	
Hooded Robin ( <i>Melanodryas cucullata cucullata</i> )	Bird	Vulnerable	<p>Clearing of woodlands, resulting in loss and fragmentation of habitat.</p> <p>Modification and destruction of ground habitat through heavy grazing and compaction by stock, removal of litter and fallen timber, introduction of exotic pasture grasses and frequent fire.</p>	<p>The proposed development will not occur within the areas identified as potentially containing habitat for the Hooded Robin. Additionally no habitat including key habitat elements will be removed as a result of this development. As such it is considered unlikely that the proposed development will impact upon Hooded Robin populations.</p>
Diamond Firetail ( <i>Stagonopleura guttata</i> )	Bird	Vulnerable	<p>Clearing and fragmentation of woodland, open forest, grassland and Mallee habitat for agriculture and residential development, and firewood collection.</p> <p>Poor regeneration of open forest and woodland habitats.</p> <p>Invasion of weeds, resulting in the loss of important food plants.</p> <p>Modification and destruction of ground- and shrub layers within habitat through: removal of native plants, litter and fallen timber; introduction of exotic</p>	<p>While the proposed development will be occurring within the areas identified as potentially containing Diamond Firetail the proposed development does not involve the removal of any significant timbered vegetation. In this regard it is considered unlikely that the proposed development will result in any of the species key threatening processes.</p>

			<p>pasture grasses; heavy grazing and compaction by stock; and frequent fire.</p> <p>Predation of eggs and nestlings by increased populations of native predators such as the Pied Currawong <i>Strepera graculina</i>.</p> <p>Risk of local extinction due to small, isolated populations.</p> <p>Aggressive exclusion from forest and woodland habitat by over abundant Noisy Miners.</p>	
--	--	--	---	--

As can be seen from the above table five species could be potentially impacted by the proposal. The threatened species website maintained by the Department of Environment, Climate Change and Water lists certain actions which need to be taken to recovery a particular threatened species. These actions are summarised below for the species identified above as potentially impacted by the proposal.

Species	Listed recovery actions	Impacted by proposal?	Suggested resolution
Gang-gang Cockatoo ( <i>Callocephalon fimbriatum</i> )	<p>A targeted strategy for managing this species has been developed by OEH under the Saving Our Species program. The following actions listed can be used by stakeholders, where applicable to guide management at a site:</p> <ul style="list-style-type: none"> <li>Protect known and potential remnant gang-gang cockatoo habitat, particularly tall wet forest and dry sclerophyll forest vegetation communities with large trees supporting hollows</li> </ul>	The proposed development is consistent with the current control actions.	Nil

	<p>that are 10cm in diameter or larger and manage these areas to allow ongoing regeneration of local native trees, shrubs and ground layer plants. Where possible, negotiate management agreements with landholders that are funded in perpetuity that allows ongoing recruitment of native local trees, shrubs and grasses.</p> <ul style="list-style-type: none"><li>• Restore gang-gang cockatoo habitat in strategic locations close to known habitat and movement corridors, using appropriate local tree, shrub and ground cover species. Care must be taken to ensure that the removal of exotic berry-bearing shrubs and trees such as cotoneaster, hawthorn and pyracantha, that provide foraging habitat, is compensated for by planting of appropriate native foraging plant species such as acacias and eucalypts.</li><li>• Report illegal shooting or trapping of gang-gang cockatoos to Environment Line</li></ul>		
--	---	--	--

	<p>(131 555).</p> <ul style="list-style-type: none"> <li>• Liaise with land managers and landholders managing fire to raise awareness about the importance of live and standing dead hollow-bearing trees, and to minimise losses of these trees when carrying out prescribed burns.</li> </ul>		
<p>Brown Treecreeper (<i>Climacteris picumnus victoriae</i>)</p>	<p>A targeted strategy for managing this species has been developed by OEH under the Saving Our Species program. The following actions listed can be used by stakeholders, where applicable to guide management at a site:</p> <ul style="list-style-type: none"> <li>• Encourage the retention of woody ground debris. Raise public awareness of the impact of firewood collection, cleaning up, and fuel reduction burns on this critical resource. Promote the retention of large old trees that have the potential to contribute woody ground debris via the shedding of limbs.</li> <li>• Identify sites where hollows are limiting and develop and implement strategies to increase hollow availability that have clear objectives and include monitoring,</li> </ul>	<p>The proposed development is consistent with the current control actions.</p>	<p><b>Nil</b></p>

	<p>maintenance, and reporting requirements. Actions include nest box installation, the humane control of introduced species, and the protection of trees having the potential to develop hollows.</p> <ul style="list-style-type: none"><li>• Ensure populations remain connected by avoiding gaps greater than 100m between habitat patches and along linear remnants. Eliminate gaps through revegetation, either corridors or stepping stone plantings, focusing on important movement pathways.</li><li>• Target removal of weeds significantly compromising habitat values (e.g. invasive perennial grasses) and restore native vegetation. Care should be taken to avoid widespread removal of beneficial exotic woody vegetation without replacement and avoid non-target impacts of herbicides.</li><li>• Measure the abundance and impact of noisy miners on species populations and habitat, and</li></ul>		
--	--	--	--

	<p>implement appropriate management actions with demonstrated effectiveness to reduce the impacts of noisy miners if/where required. The preferred method for managing aggressive honeyeater impacts is through habitat modification (e.g. reduce the amount of edge and establish a structurally complex understory).</p> <ul style="list-style-type: none"><li>• Undertake revegetation, using a diverse mix of locally appropriate native species, focussing on expanding and connecting areas of existing habitat. Where appropriate, establish new habitat patches in areas where native vegetation cover is lacking. Target the productive lower parts of the landscape, especially areas adjacent to streams, which may provide important drought refuges. To maximise these benefits, riparian plantings should be at least 50m wide.</li><li>• Conduct targeted research into identifying different practical methods for restoring the structure and</li></ul>		
--	--	--	--

	function of the ground layer in degraded habitat, including soil biota and its functionality.		
Hooded Robin ( <i>Melanodryas cucullata cucullata</i> )	<p>A targeted strategy for managing this species has been developed by OEH under the Saving Our Species program. The following actions listed can be used by stakeholders, where applicable to guide management at a site:</p> <ul style="list-style-type: none"> <li>• Measure the abundance and impact of noisy miners on species populations and habitat, and implement appropriate management actions with demonstrated effectiveness to reduce the impacts of noisy miners if/where required. The preferred method for managing aggressive honeyeater impacts is through habitat modification (e.g. reduce the amount of edge and establish a structurally complex understorey).</li> <li>• Undertake revegetation, using a diverse mix of locally appropriate native species, focussing on expanding and connecting areas of existing habitat. Where appropriate, establish new habitat patches in</li> </ul>	The proposed development is consistent with the current control actions.	Nil

	<p>areas where native vegetation cover is lacking. Target the productive lower parts of the landscape, especially areas adjacent to streams (which may provide important drought refuges). To maximise these benefits, riparian plantings should be at least 50m wide.</p> <ul style="list-style-type: none"><li>• Conduct targeted research into identifying different practical methods for restoring the structure and function of the ground layer in degraded habitat, including soil biota and its functionality.</li><li>• Encourage the retention of woody ground debris. Raise public awareness of the impact of firewood collection, cleaning up, and fuel reduction burns on this critical resource. Promote the retention of large old trees that have the potential to contribute woody ground debris via the shedding of limbs.</li><li>• Ensure populations remain connected by avoiding gaps greater than 100m between habitat patches and along linear remnants. Eliminate gaps through revegetation (either corridors or stepping</li></ul>		
--	---	--	--



	<p>stone plantings), focusing on important movement pathways.</p> <ul style="list-style-type: none"> <li>• Targeting of weeds that are significantly compromising habitat values (e.g. invasive perennial grasses) and restore native vegetation. Care should be taken to avoid widespread removal of beneficial exotic woody vegetation without replacement and avoid non-target impacts of herbicides.</li> </ul>		
<p>Diamond Firetail (<i>Stagonopleura guttata</i>)</p>	<p>A targeted strategy for managing this species has been developed by OEH under the Saving Our Species program. The following actions listed can be used by stakeholders, where applicable to guide management at a site:</p> <ul style="list-style-type: none"> <li>• Protect and maintain areas of high quality habitat, which includes open forest, woodland, mallee and grasslands with a diverse ground layer dominated by a mixture of grass species which seed at different times of year (providing a year round food supply) and provides scattered shrubs for shelter. Areas with access to water, especially riparian areas, are</li> </ul>	<p>The proposed development is consistent with the current control actions.</p>	<p><b>Nil</b></p>

	<p>particularly important. Where possible negotiate conservation agreements with landholders, agreements should preferably be funded and in perpetuity.</p> <ul style="list-style-type: none"> <li>• Undertake revegetation, using a diverse mix of locally appropriate native species, which will produce high quality habitat. Revegetation should focus on expanding areas of existing habitat, connecting isolated habitat patches (either through corridor or stepping stone plantings) or establishing additional habitat patches in landscapes with already existing, although insufficient, patches of suitable habitat. Areas with access to water, especially riparian areas, are particularly important, although care should be taken to ensure that riparian revegetation programs are sufficiently wide (minimum 50m wide), and that the composition of the ground and understorey is managed.</li> <li>• Undertake control of</li> </ul>		
--	---	--	--

	<p>invasive exotic plant species that compete with native grasses, so as to increase the prevalence and diversity of food plants, in suitable habitat.</p> <ul style="list-style-type: none"> <li>• Exclude grazing from suitable habitat, or reduce grazing intensity and regularity so that a diverse grass sward and scattered shrub layer is maintained, and seeding grasses are present throughout the year.</li> <li>• Remove introduced fruit or berry producing plants (for example blackberry, hawthorn, cotoneaster, privet) that provide a food supply for nest predators such as pied currawongs.</li> <li>• Retain mistletoe and scattered patches of dense shrubs for nesting habitat, particularly in areas close to water.</li> </ul>		
--	---	--	--

Having considered the species potentially impacted by the proposal, the nature of these impacts and what might be done to minimise or eliminate them; the seven part test can now be applied to these species as required by Section 5A.

The application of the seven part test to these species is shown below:

Seven Part Test	Potentially impacted species		
	Gang-gang Cockatoo	Speckled Warbler	Hooded Robin

Seven Part Test	Potentially impacted species		
	Gang-gang Cockatoo	Speckled Warbler	Hooded Robin
<i>(a) (a) in the case of a threatened species, whether the action proposed is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction</i>	The proposed development involves no actions that are considered likely to result in any adverse impacts upon the life cycle of any local population of the species	The proposed development involves no actions that are considered likely to result in any adverse impacts upon the life cycle of any local population of the species	The proposed development involves no actions that are considered likely to result in any adverse impacts upon the life cycle of any local population of the species
<i>(b) in the case of an endangered population, whether the action proposed is likely to have an adverse effect on the life cycle of the species that constitutes the endangered population such that a viable local population of the species is likely to be placed at risk of extinction,</i>	Not Applicable	Not Applicable	Not Applicable
<i>In (c)(i) the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:</i> <i>(i) is likely to have an adverse effect on the extent of the ecological community such that its local occurrence is likely to be placed at risk of extinction, or</i>	Not Applicable	Not Applicable	Not Applicable
<i>in (c)(ii) the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:</i> <i>(i) is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction</i>	Not Applicable	Not Applicable	Not Applicable
<i>(d)(i) in relation to the habitat of a threatened species, population or ecological community: the extent to which habitat is likely to be removed or modified as a result of the action proposed, and</i>	The proposed development does not involve the disturbance of any vegetation that is considered to form core species habitat	The proposed development does not involve the disturbance of any vegetation that is considered to form core species habitat	The proposed development does not involve the disturbance of any vegetation that is considered to form core species habitat
<i>(d)(ii) in relation to the habitat of a threatened species, population or ecological community: whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed action, and</i>	No known areas of habitat will become fragmented or isolated as a result of the proposed development as the development will take place within a relatively small and clear area.	No known areas of habitat will become fragmented or isolated as a result of the proposed development as the development will take place within a relatively small and clear area.	No known areas of habitat will become fragmented or isolated as a result of the proposed development as the development will take place within a relatively small and clear area.
<i>(d)(iii) in relation to the habitat of a threatened species, population or ecological community: the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species, population or ecological community in the locality,</i>	The proposed development involves no actions that are considered likely to result in the fragmentation of any of the species habitat within the locality.	The proposed development involves no actions that are considered likely to result in the fragmentation of any of the species habitat within the locality.	The proposed development involves no actions that are considered likely to result in the fragmentation of any of the species habitat within the locality.

Seven Part Test	Potentially impacted species		
	Gang-gang Cockatoo	Speckled Warbler	Hooded Robin
<i>(e) whether the action proposed is likely to have an adverse effect on critical habitat (either directly or indirectly),</i>	There is no critical habitat declared in Cooma Monaro	There is no critical habitat declared in Cooma Monaro	There is no critical habitat declared in Cooma Monaro
<i>(f) whether the action proposed is consistent with the objectives or actions of a recovery plan or threat abatement plan,</i>	The proposed development involves no actions that are considered to restrict or impact upon any of the specie's listed recovery actions.	The proposed development involves no actions that are considered to restrict or impact upon any of the specie's listed recovery actions.	The proposed development involves no actions that are considered to restrict or impact upon any of the specie's listed recovery actions.
<i>(g) whether the action proposed constitutes or is part of a key threatening process or is likely to result in the operation of, or increase the impact of, a key threatening process.</i>	While the proposed development will be occurring within the areas identified as potentially containing Gang-gang Cockatoo the proposed development does not involve the removal of any significant timbered vegetation. As such the proposed development will not constitute or be part of a key threatening or is likely to result in the operation of, or increase the impact of, a key threatening process.	While the proposed development will be occurring within the areas identified as potentially containing Speckled Warbler the proposed development does not involve the removal of any significant timbered vegetation or good cover of native perennial grasses. As such the proposed development will not constitute or be part of a key threatening or is likely to result in the operation of, or increase the impact of, a key threatening process.	While the proposed development will be occurring within the areas identified as potentially containing Hooded Robin the proposed development does not involve the removal of any significant timbered vegetation or good cover of native perennial grasses. As such the proposed development will not constitute or be part of a key threatening or is likely to result in the operation of, or increase the impact of, a key threatening process.

Seven Part Test	Potentially impacted species	
	Diamond Firetail	Brown Treecreeper
<i>(a) (a) in the case of a threatened species, whether the action proposed is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction</i>	The proposed development involves no actions that are considered likely to result in any adverse impacts upon the life cycle of any local population of the species	The proposed development involves no actions that are considered likely to result in any adverse impacts upon the life cycle of any local population of the species
<i>(b) in the case of an endangered population, whether the action proposed is likely to have an adverse effect on the life cycle of the species that constitutes the endangered population such that a viable local population of the species is likely to be placed at risk of extinction,</i>	Not Applicable	Not Applicable

Seven Part Test	Potentially impacted species	
	Diamond Firetail	Brown Treecreeper
<i>In (c)(i) the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:</i> <i>(i) is likely to have an adverse effect on the extent of the ecological community such that its local occurrence is likely to be placed at risk of extinction, or</i>	Not Applicable	Not Applicable
<i>in (c)(ii) the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:</i> <i>(i) is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction</i>	Not Applicable	Not Applicable
<i>(d)(i) in relation to the habitat of a threatened species, population or ecological community: the extent to which habitat is likely to be removed or modified as a result of the action proposed, and</i>	The proposed development does not involve the disturbance of any vegetation that is considered to form core species habitat	The proposed development does not involve the disturbance of any vegetation that is considered core species habitat
<i>(d)(ii) in relation to the habitat of a threatened species, population or ecological community: whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed action, and</i>	No known areas of habitat will become fragmented or isolated as a result of the proposed development as the development will take place within a relatively clear area	No known areas of habitat will become fragmented or isolated as a result of the proposed development as the development will take place within a relatively clear area
<i>(d)(iii) in relation to the habitat of a threatened species, population or ecological community: the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species, population or ecological community in the locality,</i>	The proposed development involves no actions that are considered likely to result in the fragmentation of any of the species habitat within the locality.	The proposed development involves no actions that are considered likely to result in the fragmentation of any of the species habitat within the locality

Seven Part Test	Potentially impacted species	
	Diamond Firetail	Brown Treecreeper
<i>(e) whether the action proposed is likely to have an adverse effect on critical habitat (either directly or indirectly),</i>	There is no critical habitat declared in Cooma Monaro	There is no critical habitat declared in Cooma Monaro
<i>(f) whether the action proposed is consistent with the objectives or actions of a recovery plan or threat abatement plan,</i>	The proposed development involves no actions that are considered to restrict or impact upon any of the specie's listed recovery actions.	The proposed development involves no actions that are considered to restrict or impact upon any of the specie's listed recovery actions.
<i>(g) whether the action proposed constitutes or is part of a key threatening process or is likely to result in the operation of, or increase the impact of, a key threatening process.</i>	While the proposed development will be occurring within the areas identified as potentially containing Diamond Firetail the proposed development does not involve the removal of any significant timbered vegetation. As such the proposed development will not constitute or be part of a key threatening or is likely to result in the operation of, or increase the impact of, a key threatening process.	While the proposed development will be occurring within the areas identified as potentially containing Brown Treecreeper the proposed development does not involve the removal of any significant timbered vegetation. As such the proposed development will not constitute or be part of a key threatening or is likely to result in the operation of, or increase the impact of, a key threatening process.

Based on the above assessment it is considered unlikely that any threatened species will be significantly impacted upon as a result of the proposed development due to the lack of key habitat elements and small size of the development which will require only minimal clearing and impact to the site.

#### *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*

There are no EPBC Act concerns associated with this site

### **Compulsory Consultations and referrals to other bodies (S.79B, 79BA, 91)**

#### ***Concurrence requirements***

Section 79B requires the Council to obtain the concurrence of certain agencies prior to determining a development application if the Act or an environmental planning instrument requires it to do so. No agencies have a concurrence role in this application because no SIS is required and no Clause 4.6 variation has been applied for.

#### ***Bushfire consultation***

Section 79BA requires an assessment to be made of the proposal against the requirements of the Rural Fire Service document 'Planning for Bushfire Protection 2006'. The Act allows this assessment to be made by the Council or the RFS. Assessments under Section 79BA against the PBP 2006 need to be made for most development on bushfire prone land which does not require an approval under the Rural Fires Act 1997 as integrated development.

Bushfire prone land on the subject site covers the entirety of the proposed development site.

The table below summarises the performance of the proposed development against the requirements of Planning for Bushfire Protection 2006.

Performance Criteria	Acceptable solution	Proposal	Complies
APZ – defensible space provided and maintained	APZ provided in accordance with appendix 2 of PBP	It will be conditioned that the property is to be maintained as an inner asset protection area in the following fashion: <ul style="list-style-type: none"> <li>• North, West and East for a minimum distance of 20m;</li> <li>• South for a minimum distance of 25m;</li> </ul>	<b>Yes to be conditioned</b>
Buildings sited and designed to minimise risk of bushfire attack	See principles in section 4.3.5	Building sited centrally within block with a reasonably uncomplicated design.	<b>Yes</b>
Construction standards – building can withstand attack	Constructed in accordance with appendix 3	It will be conditioned that the property is to be constructed to BAL 19 standards.	<b>Yes to be conditioned</b>
Access requirements – safe and operational	Compliance with sections 4.1.3 or 4.2.7 of PBP	The site is accessed via direct frontage to Dry Plains Road (Council maintained road). The length of the internal access road is approximately 60m.	<b>Yes</b>
Water and utility services – adequate services provided	Compliance with section 4.1.3 of PBP	The submitted plans indicate that the applicant plans to install a 45,000L rainwater tank. It will be conditioned that services are provided in accordance with section 4.1.3 of PBP.	<b>Yes to be conditioned</b>
Landscaping – designed to minimise flame contact	Compliance with appendix 5	A basic landscaping plan has been proposed. It will be conditioned that all landscaping comply with Appendix 5 of PBP 2006.	<b>Yes to be conditioned</b>

Council officers have recommended certain conditions of consent be applied to the proposal. Particularly a requirement that the proposed building be constructed to a BAL 19 level of construction under *AS3959-1999: Building in bushfire prone areas*.

### ***Integrated development***

Some types of development require approvals under multiple Acts before they can commence. Section 91 of the Act lists certain approvals under other Acts which may be obtained as part of the



development application process. The table below sets out the approvals under the other Acts which the proposed development requires and which may be obtained through the integrated development process.

Act	Approval required?	Reason	Responsible Authority	Comment on response
Fisheries Management Act 1994	No	No works in or near creek	NSW Trade & Investment - Primary Industries - Fisheries and Aquaculture	-
Heritage Act 1977	No	No state heritage items on site	NSW Department of Premier and Cabinet - Office of Environment and Heritage	-
Mine Subsidence Compensation Act 1961	No	Area not subject to mine subsidence	NSW Trade & Investment – Mineral Resources and Energy	-
Mining Act 1992	No	No mining involved in proposal	NSW Trade & Investment – Mineral Resources and Energy	-
National Parks and Wildlife Act 1974	No	No aboriginal objects affected by proposal	NSW Department of Premier and Cabinet - Office of Environment and Heritage	-
Petroleum (Onshore) Act 1991	No	Proposal does not involve petroleum	NSW Trade & Investment – Mineral Resources and Energy	-
Protection of Environment Operations Act 1997	No	No environmental licences/approvals required	NSW Department of Premier and Cabinet - Office of Environment and Heritage	-
Roads Act 1993	No	No works in road reserve	NSW Trade & Investment - Primary Industries – Crown Land Division	-
Rural Fires Act 1997	No	Proposal not a subdivision or special fire protection purpose	Department of Attorney General and Justice – NSW Rural Fire Service	-
Water Management Act 2000	No	No works within 40m of creek. No aquifer interference.	NSW Trade & Investment – Primary Industries - Office of Water	-

### Provisions of any Environmental Planning Instruments (S79C(1)(a)(i))

The following State Environmental Planning Policies apply in Cooma-Monaro. Their applicability to the proposed development is summarised in the table below:

State Environmental Planning Policy	Summary notes	Applies to proposed development?
SEPP (Sydney Drinking Water Catchment) 2011	<b>Published:</b> 21.1.11 <b>Commences:</b> 1.3.11 <b>Abstract:</b> Replaces the Regional Environmental Plan which applied to the Sydney Drinking Water Catchment. (see file EP/CAT/8 for further info)	No
SEPP (Affordable Rental Housing) 2009	<b>Published:</b> 31.07.09 <b>Abstract:</b> Establishes a consistent planning regime for the provision of affordable rental housing. The policy provides incentives for new affordable rental housing, facilitates the retention of existing affordable rentals, and expands the role of not-for-profit providers. It also aims to support local centres by providing housing for workers close to places of work, and facilitate development of housing for the homeless and other disadvantaged people.	No

15.1 DA 10.2016.552.1 DUAL OCCUPANCY - DRY PLAINS RD COOMA - DEFERRED AT COUNCIL MEETING 28 SEPTEMBER 2016 (ITEM 15.5)

ATTACHMENT 2 DEFERRED COUNCIL REPORT 28/09/2016 ITEM 15.5 DA10.2016.552.1 DUAL OCCUPANCY DRY PLAINS ROAD

Page 134

State Environmental Planning Policy	Summary notes	Applies to proposed development?
SEPP (Exempt and Complying Development Codes) 2008	<b>Gazetted:</b> 12.12.08; commences 27.02.09 <b>Abstract:</b> Streamlines assessment processes for development that complies with specified development standards. The policy provides exempt and complying development codes that have state-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate as defined in the <a href="#">Environmental Planning and Assessment Act 1979</a> .	No
SEPP (Rural Lands) 2008	<b>Published:</b> 09.05.08 <b>Abstract:</b> The aim of this policy is to facilitate the orderly and economic use and development of rural lands for rural and related purposes. The policy applies to local government areas that are not listed in clause 4	Yes
SEPP (Infrastructure) 2007	<b>Gazetted:</b> 21.12.07; commences 1.1.08 <b>Abstract:</b> Provides a consistent planning regime for infrastructure and the provision of services across NSW, along with providing for consultation with relevant public authorities during the assessment process. The SEPP supports greater flexibility in the location of infrastructure and service facilities along with improved regulatory certainty and efficiency. More details about the SEPP, including a guide, are available <a href="#">here</a> .	No
SEPP (Mining, Petroleum Production and Extractive Industries) 2007	<b>Gazetted:</b> 16.02.07 <b>Abstract:</b> This Policy aims to provide for the proper management and development of mineral, petroleum and extractive material resources for the social and economic welfare of the State. The Policy establish appropriate planning controls to encourage ecologically sustainable development.	No
SEPP (Major Development) 2005	<b>Gazetted:</b> 01.08.05 <b>Abstract:</b> Defines certain developments that are major projects to be assessed under Part 3A of the Environmental Planning and Assessment Act 1979 and determined by the Minister for Planning. It also provides planning provisions for State significant sites. In addition, the SEPP identifies the council consent authority functions that may be carried out by joint regional planning panels (JRPPs) and classes of regional development to be determined by JRPPs. Note: This SEPP was formerly known as State Environmental Planning Policy (Major Projects) 2005.	No
SEPP (Building Sustainability Index: BASIX) 2004	<b>Gazetted:</b> 25.06.04 <b>Abstract:</b> This SEPP operates in conjunction with Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004 to ensure the effective introduction of BASIX in NSW. The SEPP ensures consistency in the implementation of BASIX throughout the State by overriding competing provisions in other environmental planning instruments and development control plans, and specifying that SEPP 1 does not apply in relation to any development standard arising under BASIX. The draft SEPP was exhibited together with draft Regulation amendment in 2004.	No
SEPP (Housing for Seniors or People with a Disability) 2004	<b>Gazetted:</b> 31.03.04 <b>Abstract:</b> Encourage the development of high quality accommodation for our ageing population and for people who have disabilities - housing that is in keeping with the local neighbourhood. Note the name of this policy was changed from SEPP (Seniors Living) 2004 to SEPP (Housing for Seniors or People with a Disability) 2004 effective 12.10.07	No
SEPP No. 65 - Design Quality of Residential Flat Development	<b>Gazetted:</b> 26.07.02 <b>Abstract:</b> Raises the design quality of residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development. The accompanying regulation requires the involvement of a qualified designer throughout the design, approval and construction stages	No
SEPP No. 64 - Advertising and Signage	<b>Gazetted:</b> 16.03.01 <b>Abstract:</b> Aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high quality design and finish. The SEPP was amended in August 2007 to permit and regulate outdoor advertising in transport corridors (e.g. freeways, tollways and rail corridors). The amended SEPP also aims to ensure that public benefits may be derived from advertising along and adjacent to transport corridors. <a href="#">Transport Corridor Outdoor Advertising and Signage Guidelines</a> (DOP July 2007) provides information on design criteria, road safety and public benefit requirements for SEPP 64 development applications	No
SEPP No. 62 - Sustainable Aquaculture	<b>Gazetted:</b> 25.08.00 <b>Abstract:</b> Encourages the sustainable expansion of the industry in NSW. The policy implements the regional strategies already developed by creating a simple approach to identify and categorise aquaculture development on the basis of its potential environmental impact. The SEPP also identifies aquaculture development as a designated development only where there are potential environmental risks	No

15.1 DA 10.2016.552.1 DUAL OCCUPANCY - DRY PLAINS RD COOMA - DEFERRED AT COUNCIL MEETING 28 SEPTEMBER 2016 (ITEM 15.5)

ATTACHMENT 2 DEFERRED COUNCIL REPORT 28/09/2016 ITEM 15.5 DA10.2016.552.1 DUAL OCCUPANCY DRY PLAINS ROAD

Page 135

State Environmental Planning Policy	Summary notes	Applies to proposed development?
SEPP No. 55 - Remediation of Land	<p><b>Gazetted:</b> 28.08.98</p> <p><b>Abstract:</b> Introduces state-wide planning controls for the remediation of contaminated land. The policy states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed. The policy makes remediation permissible across the State, defines when consent is required, requires all remediation to comply with standards, ensures land is investigated if contamination is suspected, and requires councils to be notified of all remediation proposals. To assist councils and developers, the Department, in conjunction with the Environment Protection Authority, has prepared <a href="#">Managing Land Contamination: Planning Guidelines</a></p>	No
SEPP No. 44 - Koala Habitat Protection	<p><b>Gazetted:</b> 06.01.95</p> <p><b>Abstract:</b> Encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range. The policy applies to 107 local government areas. Local councils cannot approve development in an area affected by the policy without an investigation of core koala habitat. The policy provides the state-wide approach needed to enable appropriate development to continue, while ensuring there is ongoing protection of koalas and their habitat</p>	No
SEPP No. 36 - Manufactured Home Estates	<p><b>Gazetted:</b> 16.07.93</p> <p><b>Abstract:</b> Helps establish well-designed and properly serviced manufactured home estates (MHEs) in suitable locations. Affordability and security of tenure for residents are important aspects. The policy applies to Gosford, Wyong and all local government areas outside the Sydney Region. To enable the immediate development of estates, the policy allows MHEs to be located on certain land where caravan parks are permitted. There are however, criteria that a proposal must satisfy before the local council can approved development. The policy also permits, with consent, the subdivision of estates either by community title or by leases of up to 20 years. A section 117 direction issued in conjunction with the policy guides councils in preparing local environmental plans for MHEs, enabling them to be excluded from the policy</p>	No
SEPP No. 33 - Hazardous and Offensive Development	<p><b>Gazetted:</b> 13.03.92</p> <p><b>Abstract:</b> Provides new definitions for 'hazardous industry', 'hazardous storage establishment', 'offensive industry' and 'offensive storage establishment'. The definitions apply to all planning instruments, existing and future. The new definitions enable decisions to approve or refuse a development to be based on the merit of proposal. The consent authority must careful consider the specifics the case, the location and the way in which the proposed activity is to be carried out. The policy also requires specified matters to be considered for proposals that are 'potentially hazardous' or 'potentially offensive' as defined in the policy. For example, any application to carry out a potentially hazardous or potentially offensive development is to be advertised for public comment, and applications to carry out potentially hazardous development must be supported by a preliminary hazard analysis (PHA). The policy does not change the role of councils as consent authorities, land zoning, or the designated development provisions of the Environmental Planning and Assessment Act 1979.</p>	No
SEPP No. 32 - Urban Consolidation (Redevelopment of Urban Land)	<p><b>Gazetted:</b> 15.11.91</p> <p><b>Abstract:</b> States the Government's intention to ensure that urban consolidation objectives are met in all urban areas throughout the State. The policy focuses on the redevelopment of urban land that is no longer required for the purpose it is currently zoned or used, and encourages local councils to pursue their own urban consolidation strategies to help implement the aims and objectives of the policy. Councils will continue to be responsible for the majority of rezonings. The policy sets out guidelines for the Minister to follow when considering whether to initiate a regional environmental plan (REP) to make particular sites available for consolidated urban redevelopment. Where a site is rezoned by an REP, the Minister will be the consent authority.</p>	No
SEPP No. 30 - Intensive Agriculture	<p><b>Gazetted:</b> 08.12.89</p> <p><b>Abstract:</b> Requires development consent for cattle feedlots having a capacity of 50 or more cattle or piggeries having a capacity of 200 or more pigs. The policy sets out information and public notification requirements to ensure there are effective planning control over this export-driven rural industry. The policy does not alter if, and where, such development is permitted, or the functions of the consent authority.</p>	No
SEPP No. 21 - Caravan Parks	<p><b>Gazetted:</b> 24.04.92</p> <p><b>Abstract:</b> Ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted. The specific kinds of movable dwellings allowed under the Local Government Act in caravan parks and camping grounds are subject to the provisions of the Caravan Parks Regulation. The policy ensures that development consent is required for new caravan parks and camping grounds and for additional long-term sites in existing caravan parks. It also enables, with the council's consent, long-term sites in caravan parks to be subdivided by leases of up to 20 years</p>	No

State Environmental Planning Policy	Summary notes	Applies to proposed development?
SEPP No. 15 - Rural Land-Sharing Communities	<b>Gazetted:</b> 09.04.98 <b>Abstract:</b> Makes multiple occupancy permissible, with council consent, in rural and non-urban zones, subject to a list of criteria in clause 9(1) of the policy. Multiple occupancy is defined as the collective management and sharing of unsubdivided land, facilities and resources. The policy encourages a community-based environmentally-sensitive approach to rural settlement, and enables the pooling of resources to develop opportunities for communal rural living. SEPP 15 Guide provides guidance to intending applicants.	No

As can be seen from the above table, SEPP (Rural Lands) 2008 applies to the proposal. The requirements of this SEPP for the proposed development are outlined below.

### **State Environmental Planning Policy (Rural Lands) 2008**

The aims of the State Environmental Planning Policy (Rural Lands) 2008 are outlined below and must be taken into consideration when assessing this development application as the site is classified as rural zoned land.

#### **Aims of Policy**

*The aims of this Policy are as follows:*

- (a) to facilitate the orderly and economic use and development of rural lands for rural and related purposes,*
- (b) to identify the Rural Planning Principles and the Rural Subdivision Principles so as to assist in the proper management, development and protection of rural lands for the purpose of promoting the social, economic and environmental welfare of the State,*
- (c) to implement measures designed to reduce land use conflicts,*
- (d) to identify State significant agricultural land for the purpose of ensuring the ongoing viability of agriculture on that land, having regard to social, economic and environmental considerations,*
- (e) to amend provisions of other environmental planning instruments relating to concessional lots in rural subdivisions.*

While all of the subclauses above have been taken into consideration, subclauses (a) and (c) are most relevant to this development. The topography and size of the site does not lend itself to large-scale rural activities. It should be noted that the presence of similar sized residential allotments containing rural-residential dwellings in the area indicate that this type of development is consistent with the surrounding area.

Section 10 of the SEPP (Rural Lands) 2008 identifies matters that need to be considered by the consent authority when determining rural dwellings on land in a rural or environmental protection zone.

#### **10 Matters to be considered in determining development applications for rural subdivisions or rural dwellings**

- (1) This clause applies to land in a rural zone, a rural residential zone or an environment protection zone.*
- (2) A consent authority must take into account the matters specified in subclause (3) when considering whether to grant consent to development on land to which this clause applies for any of the following purposes:*

- (a) subdivision of land proposed to be used for the purposes of a dwelling,*
- (b) erection of a dwelling.*

*(3) The following matters are to be taken into account:*

- (a) the existing uses and approved uses of land in the vicinity of the development,*
- (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,*
- (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or*
- (d) if the land is not situated within a rural residential zone, whether or not the development is likely to be incompatible with a use on land within an adjoining rural residential zone,*
- (e) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d).*

Clause 3 outlines matters that need to be taken into account when determining an application for a dwelling in a rural area. Subclause 3(a) refers to the surrounding land uses; the subject site is zoned R5- Large Lot Residential surrounded by similar sized rural allotments, with a number of rural-residential allotments within the immediate vicinity; as such, the development will be compatible with the surrounding land uses. Subclause (d) and (e) do not apply to the proposed development. In this regard the proposed development complies with the relevant section of the SEPP (Rural Lands) 2008.

### **Cooma Monaro Local Environmental Plan 2013**

Under the provisions of the Cooma Monaro Local Environmental Plan (CMLEP) 2013 the site is zoned R5 Large Lot Residential. The proposed development involves the erection of a one bedroom dwelling house, dual occupancy development, approximately 45m east of Dry Plains Road and approximately 20m from the Northern boundary. In accordance with Clause 2.3 of the CMLEP 2013, before determining a development application the consent authority is to have regard to the objectives for development in a Zone.

#### **Zone R5 Large Lot Residential**

##### **1 Objectives of zone**

- *To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.*
- *To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.*
- *To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To promote an innovative and flexible approach to rural residential development.*

The proposed development is consistent with the objectives of the R5 zone as it is an innovative and flexible approach to rural residential development. Due to its size and location it will result in minimal additional impact to the vegetation on the site. This vegetation is considered to be environmentally sensitive (threatened species habitat) and of scenic quality (part of the bushland setting of the area). For this reason the proposal is considered consistent with the first zone objective above. Additionally no unreasonable increase in the demand for public services or public facilities will result from the development.

Under the provisions of the CMLEP 2013 the erection of the new dwelling house is best defined as a *dual occupancy (detached)*.

***dual occupancy (detached)*** means 2 detached dwellings on one lot of land, but does not include a secondary dwelling.

*Dual occupancies* are permissible with consent within the R5 zone.

Clause 4.2B of the CMLEP provides certain provisions for the erection of dual occupancies in certain rural, residential and environment protection zones. As the site is zoned R5- Large Lot Residential the provisions of Cl4.2B must be considered. This clause reads as follows:

**4.2B Erection of dual occupancies and dwelling houses on land in certain rural, residential and environment protection zones**

(1) *The objectives of this clause are as follows:*

- (a) *to minimise unplanned rural residential development,*
- (b) *to enable the replacement of lawfully erected dual occupancies and dwelling houses in rural, residential and environment protection zones.*

(2) *This clause applies to land in the following zones:*

- (a) *Zone RU1 Primary Production,*
- (b) *Zone R5 Large Lot Residential,*
- (c) *Zone E3 Environmental Management,*
- (d) *Zone E4 Environmental Living.*

(3) *Development consent must not be granted for the erection of a dual occupancy or dwelling house on land to which this clause applies unless the land:*

- (a) *is a lot that has an area that is not less than the minimum lot size shown on the [Lot Size Map](#) in relation to that land, or*
- (b) *is a lot created under clause 4.1, 4.1AA, 4.1B or 4.1C (3) (a) or (5) (b), or*
- (c) *is a lot containing land in more than one zone with the largest portion of zoned land in the lot having an area that is not less than the minimum lot size shown on the [Lot Size Map](#) in relation to that land, or*
- (d) *is a lot created by a subdivision under an environmental planning instrument before this Plan commenced and on which the erection of a dual occupancy or dwelling house was permissible immediately before that commencement, or*
- (e) *is a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dual occupancy or dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or*
- (f) *is a 1995 holding, or*
- (g) *is a 1997 holding, or*

*(h) would have been a lot or a holding referred to in paragraph (a), (b), (c), (d), (e), (f) or (g) had it not been affected by:*

*(i) a minor realignment of its boundaries that did not create an additional lot, or*

*(ii) a subdivision creating or widening a public road or public reserve or for another public purpose, or*

*(iii) a consolidation with an adjoining public road or public reserve or for another public purpose.*

**Note.** A dwelling cannot be erected on a lot created under clause 9 of [State Environmental Planning Policy \(Rural Lands\) 2008](#) or clause 4.2.

At 17.7ha the subject lot of proposed development site has an area that is not less than the minimum lot size of 8ha. As such the proposed dual occupancy is permissible with consent under the provisions of Clause 4.2B(3(a)) of the CMLEP 2013.

Clause 6.1 of CMLEP 2013 requires consideration of earthworks in relation to the development. This clause reads as follows:

### **6.1 Earthworks**

*(1) The objective of this clause is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.*

*(2) Development consent is required for earthworks unless:*

*(a) the earthworks are exempt development under this Plan or another applicable environmental planning instrument, or*

*(b) the earthworks are ancillary to development that is permitted without consent under this Plan or to development for which development consent has been given.*

*(3) Before granting development consent for earthworks (or for development involving ancillary earthworks), the consent authority must consider the following matters:*

*(a) the likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development,*

*(b) the effect of the development on the likely future use or redevelopment of the land,*

*(c) the quality of the fill or the soil to be excavated, or both,*

*(d) the effect of the development on the existing and likely amenity of adjoining properties,*

*(e) the source of any fill material and the destination of any excavated material,*

*(f) the likelihood of disturbing relics,*

*(g) the proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area,*

*(h) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

The earthworks in the proposal will be relatively insignificant and will take place well away from the lot boundaries. It is not expected there will be any adverse impact from these works having regard to the issues referred to in 3(a)-(h) above.

Clause 6.3 of CMLEP 2013 requires consideration of biodiversity issues. It reads as follows:

### **6.3 Terrestrial biodiversity**



- (1) *The objective of this clause is to maintain terrestrial biodiversity by:*
- (a) *protecting native fauna and flora, and*
  - (b) *protecting the ecological processes necessary for their continued existence, and*
  - (c) *encouraging the conservation and recovery of native fauna and flora and their habitats.*
- (2) *This clause applies to land identified as “Biodiversity” on the [Terrestrial Biodiversity Map](#).*
- (3) *Before determining a development application for development on land to which this clause applies, the consent authority must consider:*
- (a) *whether the development is likely to have:*
    - (i) *any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and*
    - (ii) *any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and*
    - (iii) *any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and*
    - (iv) *any adverse impact on the habitat elements providing connectivity on the land, and*
  - (b) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*
- (4) *Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:*
- (a) *the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or*
  - (b) *if that impact cannot be reasonably avoided by adopting feasible alternatives—the development is designed, sited and will be managed to minimise that impact, or*
  - (c) *if that impact cannot be minimised—the development will be managed to mitigate that impact.*

The entire site is within an area of terrestrial biodiversity under Council’s Terrestrial Biodiversity Map. However, by virtue of its small size, location in a relatively open area and minimal impact on vegetation, the development is considered to be designed and sited to avoid any significant adverse impact.

Clause 6.10 of the CMLEP 2013 ensures that all essential services are available to the proposed development. The provisions of Cl6.10 are listed below.

#### **6.10 Essential services**

*Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:*

- (a) *the supply of water,*

**Comment:** Water will be supplied to the development via the installation of rainwater tanks. It is noted that while the submitted plans show the installation of a 45,000L tank it will be conditioned that an additional 2,500L be provided for bushfire protection purposes.

- (b) *the supply of electricity,*

**Comment:** Electricity is currently available to the site.



(c) *the disposal and management of sewage,*

**Comment:** The proposed development involves the installation of an OSSM to service the proposed dwelling. A site and soil report undertaken by Allan Mills identifies the site as being suitable for such purposes.

(d) *stormwater drainage or on-site conservation,*

**Comment:** All stormwater generated by the development will be collected in a rainwater tank.

(e) *suitable vehicular access.*

**Comment:** The site is accessed via direct frontage to Dry Plains Road with a new driveway of approximately 60m to be constructed as part of the development.

As outlined above the proposed development complies and is consistent with the relevant provisions of the CMLEP 2013.

### **Provision of any proposed Environmental Planning Instruments (S.79C(1)(a)(ii))**

The Department of Planning has directed in Circular PS 08-013 issued on 13 November 2008 that for the purposes of this subsection Council is only required to consider proposed environmental planning instruments which have been publicly exhibited within the last three years.

In accordance with the above direction, there are no other proposed environmental planning instruments applying to this site which are relevant to the proposed development.

### **Provision of any Development Control Plan (S.79C(1)(a)(iii))**

#### **Cooma-Monaro Development Control Plan 2014**

Chapter 2 of the Cooma-Monaro Development Control Plan (DCP) 2014 provided generic development controls that need to be considered when assessing this development application. The following table indicates compliance with the requirements of chapter 2.

<b>Chapter 2 Generic Development Controls</b>			
<b>DCP provision</b>	<b>Requirement</b>	<b>Proposal</b>	<b>Complies</b>
2.1 Streetscape	No zincalume facades or roofing	The proposed development will utilise Colorbond for the facades and roofing.	<b>Yes to be conditioned no raw zincalume is to be used</b>
	Carports or garages no wider than 6 metres (or 50% of dwelling width)	The proposed development includes a carport/garage with an opening of 4.631m.	<b>Yes</b>
2.2 Building height and bulk	Lowest habitable floor no more than 1.2m above existing ground	The proposed dwelling will be constructed on a slab on ground.	<b>Yes</b>

	No basements >1m above existing ground		N/A	-
	Min 3.3m floor to ceiling height on ground floor and 2.7m on others in business zones		N/A	-
	Building two or more storeys in height – shadow diagrams required		N/A	-
	Maximum height of Building in R5 zone is 8.5m		The maximum height of the proposed development is approximately 3.6m	Yes
2.3 Building setbacks (Increase by 1m for building above 2 storeys)	See table below			
Zone	Setback	Distance (m)	Proposal	Complies
R5 minimum lot size >2ha	Front Setback	50	The proposed dwelling will be approximately 45m from Dry Plains Rd	No
	Side Setback	10	Minimum 20m side setback.	Yes
	Rear Setback	25	Rear setback will be more than 25m.	Yes
2.4 Crime and Safety	Building facades adjoining a public area must not contain recesses, fin wall etc		N/A	-
	Visitor parking to be located close to/ within the front setback		N/A	-
	Private open space clearly defined		The site contains ample private open space.	Yes
2.5 Vehicular access and roads	Road access constructed to lot boundary in accordance with standards specified in Appendices 5 and 6 and Council's <i>Specification for Engineering</i>		Access via Dry Plains Rd. New access to be constructed as per Council's Roads and Stormwater Engineer conditions.	Yes to be conditioned

	<i>Works – Volume 1 (Design) and Specification for Engineering Works – Volume 2 (Construction) (SFEW).</i>		
	For R5 lots (>2ha) internal access road/driveway must be shown on plans for new buildings and be constructed to the standard specified in Appendix 5 for a Category 1 road.	New access driveway is proposed of approx. 60m length. It is to be conditioned that it will be constructed to relevant standards.	<b>Yes to be conditioned</b>
2.6 Stormwater	Where on-site disposal system is proposed, a soil analysis must be submitted.	<b>N/A</b> All stormwater generated by the proposed dwelling will be captured into the proposed rainwater tank with overflow directed to suitable areas.	-
2.7 Energy efficiency	Outdoor clothes drying area	Nothing indicated on plans. There is sufficient area to provide clothes drying facilities.	<b>Yes to be conditioned</b>
2.8 Erosion and sediment control	Erosion and sediment control plan required	The applicant has not provided an Erosion and Sediment control plan. It will be conditioned that the applicant install erosion and sediment control measures during construction. It is noted that due to the nature of the development only minor disturbance is required.	<b>Yes to be conditioned</b>
	Construction on slopes >15% to be avoided	Construction site is on slope of approx. 3 to 5%.	<b>Yes</b>
	Use of hay-bales to be avoided in areas of high value native vegetation	No hay bales are indicated to be used on the submitted plans. Additionally It will be conditioned that hay bales are not to be used without prior consent from Council	<b>Yes to be conditioned</b>
2.9 Landscaping	Landscape plan required in R1, R2 and B zones	<b>N/A</b>	-
	35% free of hard-paved surfaces	Over 35% of the site will be free of hard-paved surfaces	<b>Yes</b>
	IN1- min 2m wide landscape strip	<b>N/A</b>	-

	along front setback where front setback is less than 12m		
	Plantings in front setback	<b>N/A</b>	-
2.10 Off-street parking	To be shown on plan (Refer table six for requirements) <b>2 spaces per dwelling house</b>	The proposed development includes an attached carport and ample off street parking.	<b>Yes</b>
2.11 Public Infrastructure	Infrastructure within or adjacent to a site must be protected from harm by a development	Proposed development will not impact on any infrastructure	<b>Yes</b>
	New buildings within 225m of water main must be connected and meter installed	<b>N/A</b>	-
	Section 68 required for any new water supply or wastewater works	A section 68 will be required for the proposed development	<b>Yes to be conditioned</b>
	Water supply pipes and connections are required to meet the specifications contained in Appendix 3	<b>N/A</b> - Water to be supplied by onsite tanks.	-
	No new or extended buildings are to be located within 5 metres of a Council water supply rising main pipeline.	<b>N/A</b>	-
	New buildings with wastewater facilities to be connected reticulated drainage systems if within 75m of mains.	<b>N/A</b>	-

The proposed development is not consistent with all the relevant provisions of Chapter 2 of DCP 2014 and will require minor variations to Clause 2.3 of DCP 2014.

Chapter 3.3 of the DCP 2014 provides specific development controls for dwelling houses and dual occupancies that need to be considered when assessing this development application. The following table indicates compliance with the requirements of chapter 3.3.

<b>Chapter 3.3 Dwelling Houses</b>			
<b>DCP provision</b>	<b>Requirement</b>	<b>Proposal</b>	<b>Complies</b>
3.3.1.2 performance	New development is to minimise direct overlooking into living rooms of adjacent dwellings. Factors to consider include building layout, location and design of windows and balconies, screening devices and landscaping	The nearest dwelling to the proposed development is located approx. 200m away.	<b>Yes</b>
	Living rooms and balconies for entertaining purposes are not permitted above ground-floor level in a dwelling where they would be located behind the rear building line of a dwelling on an adjoining block.	<b>N/A-</b> Proposed development to be single level.	-
	New dwellings are not to be located on the top of ridgelines, hills or other elevated locations where they will stand out against the skyline when viewed from public roads in the vicinity of the site.	The location of the proposed dwelling is relatively flat and is not situated on the top of ridgelines or a hill.	<b>Yes</b>
	Where dwellings are built on hillsides visual scarring by cutting into the hillside is to be	The proposed dwelling will not be cut into the hillside.	<b>Yes</b>

	minimised.		
3.3.1.3 prescriptive	Parking space on-site sufficient to accommodate two (2) cars is to be provided.	The proposed development includes a carport and ample off street parking for multiple cars.	<b>Yes</b>
	When constructed in a location without a reticulated water supply, a minimum 45,000 litre rainwater tank is to be provided for a two bedroom or smaller dwelling and a minimum 90,000 litre rainwater tank is to be provided for all other dwellings as the primary source of potable water. This is in addition to any water supply required for bushfire safety purposes.	As part of the development a 45,000L rainwater tank is proposed to be installed. An additional 2,500L for bushfire requirements will be conditioned.	<b>Yes to be conditioned</b>
	In Residential, RU5 and Business Zones a minimum of 50 square metres of private open spaces is to be provided on-site behind the front building setback. Private open space must have a minimum dimension of at least 3 metres and provide outdoor space for clothes drying facilities hidden from view from the street. Private open space does not include car parking areas, driveways, verandahs or	<b>N/A</b> - The site contains ample private open space behind the front building setback.	-

	balconies.		
<b>Section 3.3.2: Dual Occupancies</b>			
<b>DCP provision</b>	<b>Requirement</b>	<b>Proposal</b>	<b>Complies</b>
3.3.2.2 Performance	Each dwelling should be designed to minimise overlooking the private open space and living areas of the other dwelling.	Ample distance and existing vegetation between structures	<b>Yes</b>
	The overshadowing requirements of Chapter 2 do not apply within the dual occupancy development itself, but only to adjoining properties. However design of the dual occupancy should minimise overshadowing by one dwelling of the other within the development.	No overshadowing between dwellings (300m of separation)	<b>Yes</b>
	Private open space areas should be an extension of the living areas of the dwelling and be directly accessible from these rooms in new buildings.	Extension of living area in the form of a balcony and private open space	<b>Yes</b>
	An area set aside for the storage of garbage bins is to be shown on the plans. This should be located away from sensitive areas in adjoining dwellings, such as living room windows and doors.	Not shown on plans, however the nearest dwelling is 200m from proposed development with ample vegetation screening.	<b>Yes</b>
	New dwellings are not to be located on the top of ridgelines, hills or other elevated locations where they will stand out against	No ridgelines on site	<b>Yes</b>

	the skyline when viewed from public roads in the vicinity of the site.		
3.3.2.3 Prescriptive	Attached dual occupancies must be separated by a solid party wall without any internal openings between each dwelling, such as a door.	N/A	-
	Where an attached dual occupancy is provided one of top of the other, the dwelling on the upper floor must have its own internal or external access independent of the ground floor dwelling.	N/A	-
	The following minimum gross floor area must be provided for each dwelling based on the number of bedrooms provided: <input type="checkbox"/> One- bedroom dwelling 50 square metres	52m <sup>2</sup>	Yes
	An area of private open space is to be provided for each dwelling at the following rates: <input type="checkbox"/> 40 square metres for one-bedroom dwellings <input type="checkbox"/> these areas are to include a courtyard area with minimum dimensions of 5 x 5 metres	Over 40m <sup>2</sup> behind dwelling. An additional 13m <sup>2</sup> is provided in the form of a verandah.	Yes
	To be considered private open space an outdoor area must be at least 3 metres in width in	Over 3m in width	Yes



	any direction.		
	Private open space must not be included in the front setback except on corner lots where it must be screened from view from the street.	Behind front setback	<b>Yes</b>
	Car parking for dual occupancies is to be provided at the following rates: <input type="checkbox"/> one (1)1 space for one-and-two-bedroom dwellings	1 space in attached carport.	<b>Yes</b>
	Where the design of the dual occupancy requires access to one dwelling via a driveway which passes alongside the other dwelling, adequate space is to be provided for the cars parking behind the front dwelling to enter and leave the site in a forwards direction.	<b>N/A</b>	<b>-</b>
	At least one (1) car parking space per unit is to be covered.	Single attached carport.	<b>Yes</b>
	Accessible and usable storage spaces are to be provided for each dwelling at the following rates: <input type="checkbox"/> two-bedroom units – 4 square metres	Proposed carport, office and wood storage areas indicated on plans.	<b>Yes</b>
	At least 50% of this storage space is to be provided within the dwelling. Storage space does not include built-in wardrobes in bedrooms, or kitchen storage cupboards. The remaining 50% may	Proposed storage inside and wood alcove will equal approx. 50% (1m²).	<b>Yes</b>

	be located in the garage, in the sub-floor space or other outdoor enclosure but must be easily accessible and usable.		
	When constructed in a location without a reticulated water supply, a minimum 45,000 litre rainwater tank is to be provided for a two bedroom or smaller dwelling and a minimum 90,000 litre rainwater tank is to be provided for all other dwellings as the primary source of potable water. This is in addition to any water supply required for bushfire safety purposes.	45,000L rain water tank proposed, additional 2,500L for bushfire safety purposes, to be conditioned.	<b>Yes to be conditioned</b>
	In R5 zones the two dwellings forming the dual occupancy are to be located in a 200m curtilage of each other.	300m	<b>No</b>

Based upon the above assessment the proposed development is considered to not comply with the relevant provisions of the *Cooma-Monaro Development Control Plan 2014* and will require variations to the DCP.

## Variations to Development Standards

The proposed development will require two variations to DCP 2014. A variation to 2.3 of DCP 2014 as the building will not comply with the standard minimum front setback of 50m (45.01m actual); and a variation to clause 3.3.2.3.1 of DCP 2014 as the dwelling will not be located within the maximum curtilage of 200m (300m actual) from the other dwelling required for a dual occupancy in an R5 zone. It must be noted that the subject development application was submitted approximately 2 months before the DCP 2014 standards were amended. Under the previous DCP 2014 requirements the development would have met the minimum front setback requirement of 25m.

Council recognises that there may be certain instances where a variation to a particular requirement may be reasonable and appropriate in order to achieve a good planning and/or

practical outcome for a particular development. In such cases Council will consider each potential variation on its merits, having regard to the following as per clause 1.9 of the DCP:

*a) whether exceptional circumstances apply in the particular case such that it is unlikely the same variation would be warranted elsewhere;*

**comment:** Circumstances include lot layout, environmental factors and site topography. The lot is split by Dry Plains Road with the development site located in the smaller portion on the west side of Dry Plains Road. The existing dwelling is located on the opposite side of the road. As such the following exceptional circumstances outline the reasons why the same variation would be unlikely to be warranted elsewhere: the narrow lot configuration; restrictions of drainage lines present and resultant constraints of the suitable OSSM location; and the selected dwelling site which will result in the least vegetation clearing and environmental impact.

*b) the impact that setting a precedent may have;*

**comment:** The variation would set a precedent, however due to the reasons being specific to the site and nature of variation it is unlikely the variation would be warranted elsewhere unless the exceptional circumstances were the same

*c) the need for Council to make consistent decisions;*

**comment:** Granting the variation would be consistent with Councils ability to grant variations that are warranted for valid considerations. All Council decisions follow the same merit based process in determining the suitability of any variation.

*d) whether, considering the objectives of the particular DCP standard, permitting the proposed variation would result in a better planning and/or practical outcome for the development as opposed to complying with the standard;*

**comment:** Allowing the variation would result in a better planning outcome as less environmental impact would occur as a result of reduced need to clear vegetation. This is a better outcome in relation to the lot containing sensitive habitat and the restriction to user on the subject lot under the Crown Lands Act which prevents clearing of significant habitat.

*e) if there is some reason why meeting the DCP requirement would be unreasonable in the circumstances of the development application; and*

**comment:** The variation for the front setback is minor in nature and the proposed development is to be sited at least two hundred metres from the nearest dwelling not associated with the development. The variation required for the maximum curtilage distance allowed for dual occupancies will not result in any impacts to the amenities of the neighbouring land owners and will result in a better environmental outcome. As such it is considered that enforcing the DCP standards would be unreasonable under these circumstances.

*f) if the variation is so minor or insignificant as to be of little or no consequence.*

**comment:** This is not a factor in the circumstances of this case.

### **Provision of any Planning Agreement (S.79C(1)(a)(iia))**

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

### **Provision of the Regulations (S.79C(1)(a)(iv))**

This subsection refers to clauses 92-94A of the Regulations. None of these clauses directly apply to the proposal.

### **Impacts of the Development – Environmental, Social & Economic (S.79C(1)(b))**

<b>Context and setting</b>	<i>The proposed development is considered to have minimal impact on the context and setting of the surrounding area, due to the occurrence of similar rural residential development on other lots in the locality.</i>
<b>Access, transport and traffic</b>	<i>The site has suitable vehicle access via direct frontage to Dry Plains Road. The access point will be created as part of the development as per Councils engineering specifications.</i>
<b>Public domain</b>	<b>N/A</b>
<b>Impacts on supply of utilities</b>	<i>There will be minimal impacts on the supply of utilities as it will be conditioned that the proposed dwelling be supplied with a minimum of 47,500L of rainwater tanks. Additionally the development will utilise an on-site effluent disposal system.</i>
<b>Heritage</b>	<b>Nil</b>
<b>Natural and other land resources</b>	<i>As there are no recorded natural resources on or around the site the proposed development will have no effect on natural resources.</i>
<b>Water supply and potential impacts on surface and ground water</b>	<i>There will be minimal impacts on water as the development will be serviced by a suitable OSSM and also the proposed dwelling will be supplied with 47,500L rainwater tanks. This will reduce any potential impacts on surface and ground water.</i>
<b>Soils</b>	<i>It is unlikely that the proposed development will result in any significant impacts to soil due to the slab on ground construction with minimal cut required and suitable siting of effluent disposal system.</i>
<b>Air quality, pollution and microclimate impacts (eg odour)</b>	<i>The proposed development is unlikely to have any significant impact on the air quality of the site and any surrounding properties due to the nature of the development.</i>

<b>Flora and fauna</b>	<i>While the proposed development will occur on a site that may contain threatened species and sensitive habitat, the proposed development does not pose any significant impact as the development site is to be located in an existing clearing and will require only a very small amount of clearing. Additionally the likelihood for additional impacts to flora and fauna on the site is also minimal due to the small size of the development and the abundance of similar vegetation remaining on the site.</i>
<b>Waste facilities and controls</b>	<i>The proposed development will be utilising an on-site effluent disposal system, as per the plans, and is therefore unlikely to have any impact on waste facilities and controls.</i>
<b>Energy efficiency and greenhouse gas emissions</b>	<i>The proposed development received passing scores for energy efficiency in its BASIX certificate. As for greenhouse gas emissions it is unlikely that this type of development is to have any significant impact.</i>
<b>Noise and vibration</b>	<i>Some noise will result from the construction of the proposed development; however, such noise would be temporary and have no lasting impact.</i>
<b>Technological hazards and other risks to people, property and the environment</b>	<b>Nil</b>
<b>Safety, security and crime prevention</b>	<i>It is likely the safety and security of the area are to benefit with the addition of a new dwelling through increased public surveillance.</i>
<b>Social impact in locality</b>	<i>The proposed development will result in minimal social impact within the locality of the development.</i>
<b>Economic impact in locality</b>	<i>The proposed development will result in minimal economic impact within the locality of the development.</i>
<b>Site and internal design issues</b>	<i>The proposed dwelling will be located approximately 200m from the nearest adjoining neighbour. As such due to the distance apart the visual amenity of the neighbouring property owners will not be significantly impacted on. The siting of the dual occupancy is outside of the distance allowed under the DCP 2014; however this will result in a better environmental outcome as less environmentally sensitive vegetation will be impacted upon as a result.</i>
<b>Impacts during construction</b>	<i>Any impacts during construction are going to be limited due to the location of the development and the distance to adjoining dwellings.</i>
<b>Cumulative impacts</b>	<b>Nil</b>

<b><i>Impact on pedestrian movements and safety</i></b>	<b><i>Nil</i></b>
<b><i>Mineral resources and/or deposits in the vicinity</i></b>	<i>The proposed development is unlikely to have any impact on mineral resources as there are no recorded mineral resources on or around the site.</i>
<b><i>Impacts on aboriginal heritage</i></b>	<i>An Aboriginal Heritage Information Management System (AHIMS) Basic Search found no records of Aboriginal sites or places in or near the subject site. Additionally the location of the dwelling contains no unique geographical features and the likelihood of disrupting or damaging an aboriginal object is considered low. Council is not aware of any additional information that would suggest the presence of an item or place of aboriginal heritage being on the site.</i>
<b><i>Environmental impacts as a consequence of the development (whether direct or indirect)</i></b>	<i>While the proposed development may result in some minor clearing of grasses and a few trees for bushfire safety, any impacts will be reduced by the considerable amount of similar vegetation remaining in the subject site.</i>

### **Suitability of the Site (S.79C(1)(c))**

<b><i>Natural Hazards</i></b>	Entire site is mapped as being bushfire prone land.
<b><i>Potential contamination</i></b>	<b><i>Nil</i></b>
<b><i>Availability of utility services</i></b>	At present the site is serviced by electrical and telephone utilities. The proposal includes the installation of a 45,000L rainwater tank for potable water supply. A section 68 application is required to be lodged with Council for the installation and operation of an on-site effluent disposal system and solid fuel heater.
<b><i>Potential land use conflicts with surrounding development</i></b>	The proposed development is consistent with surrounding developments. As such it is predicted that no conflict should arise as a result of the proposed development. It is noted that a neighbouring property owner has raised an objection to the proposed development on the grounds of water contamination to their property as a result of stormwater runoff being contaminated by the OSSM dispersal area. This is discussed further below.
<b><i>Effluent disposal</i></b>	The report prepared by Alan Mills stated that the site is suitable for an on-site effluent disposal. An amendment was made to the report identifying an alternate location and dispersal method (wicked trenches) after concerns were raised about the suitability of the site.
<b><i>Topography</i></b>	Gently undulating site with approximately 3° down

	gradient slope running south east. Natural drainage lines include two dry gullies/intermittent streams located along the eastern boundary and to the south of the proposed development site.
<b><i>Suitability of the access arrangements</i></b>	The site has suitable vehicle access via direct frontage to Dry Plains Road. The development will not result in any significant impact to the local traffic of the area.

## **Public Submissions (\$.79C(1)(d))**

The proposed development was placed on public exhibition and adjoining landowners were notified in accordance with the provisions of Chapter 8 of the Cooma-Monaro Development Control Plan 2014. The public exhibition period was 14 days and the period for receiving submissions closed on 03/03/2016.

Following the close of the submission period a total of one submission was received objecting to the proposal.

Following an initial assessment the applicant has made minor amendments to the floor plans of the original proposal. The amended plans were essentially the same and as such were not placed on public exhibition for a further period of 14 days.

The issues raised in the objection received are summarised below and a response provided:

*1. Development is out of character for an R5 zone and will reduce privacy while also essentially creating a new additional lot.*

**Comment:** The addition of a dual occupancy is permitted with consent on the subject lot under the LEP 2013 and will meet the majority of the DCP 2014 requirements. The variations required are to be referred to a Council Meeting for deliberation. The development will be small in size, approximately 200m in distance from the neighbouring property and relatively screened by surrounding vegetation and topography of the land. As such the visual amenities of the neighbouring property owner will not be significantly impacted on. For all intents and purposes a new lot will not be created, although as the site of the development already exists as a separate portion of the subject lot it may appear to be.

*2. Due to intermittent waterlogging and presence of drainage gullies/intermittent water courses the location of the OSSM will breach buffer zones, result in water/odour pollution and disposal trenches will not function properly.*

**Comment:** The site is not subject to any minor watercourse buffers according to the LEP 2013 riparian land maps and does not breach any effluent disposal requirements. Allan Mills provided an amended report to Council on 18.5.2016 and recommended that the effluent disposal area be relocated to upslope of the system and a different disposal method being wicked trenches. Council's Health and Building officer has no objections to this recommendation. As such it is considered by Council that it is unlikely any pollution or adverse environmental/amenity impact will occur as a result of the installation of an OSSM system on the site.

### Public Interest (S.79C(1)(e))

<b><i>Impact on public infrastructure</i></b>	The proposed development is considered likely to generate some additional demand for the supply of public infrastructure; however, this is considered unlikely to result in any significant impacts.
<b><i>Disabled Access</i></b>	<b>N/A</b>
<b><i>Federal or State government policies</i></b>	<b>Nil</b>
<b><i>Planning studies, strategies or guidelines</i></b>	<b>Nil</b>
<b><i>Management Plans</i></b>	<b>Nil</b>
<b><i>Restrictions on the title and/or easements upon the land</i></b>	Site is subject to s77A and s77B restrictions to user under the <i>Crown Lands Act 1989</i> prevent widespread loss of vegetation and prohibiting subdivision.
<b><i>Credible research findings applicable to the proposal</i></b>	<b>Nil</b>

### Other Matters

<b><i>Developer Contributions</i></b>	In accordance with Council's Section 94 Contributions Plan the proposed development, creating a dual occupancy, would incur Section 94 contributions for rural roads to the value of \$4001.00. This will be conditioned.
<b><i>Property Vegetation Plan (PVP)</i></b>	<b>Nil</b>
<b><i>Crown Land</i></b>	The site was formerly Crown land until the last 5 years or so when it was converted to freehold title.
<b><i>Approvals under other Acts</i></b>	The proposed development requires approval under Section 68 of the Local Government Act 1993 for the installation of an OSSM and solid fuel heater. The required driveway works will require approval for undertaking works within a road reserve under Section 138 of the Roads Act 1993. This is to be conditioned.
<b><i>Explanation of certain conditions to be imposed</i></b>	<b>Nil</b>
<b><i>Enforcement of conditions</i></b>	In the event of any noncompliance with any condition of consent Council staff will be required to undertake enforcement action.



## CONCLUSION

It is considered that the proposed development generally complies with the relevant provisions of Section 79C of the Act, LEP, REP, DCPs, Codes and Policies. The key issues arising out of the assessment of this application comprise:

- Non-compliance with the requirements of 2.3.3 in DCP 2014, which prescribes a 50m minimum setback from all boundaries is required for buildings in R5 zones and;
- Non-compliance with the requirements of 3.3.2.3.1 in DCP 2014, which prescribes the two dwellings forming the detached dual occupancy are to be located within a 200 metre curtilage of each other.

The proposed development will have a minimum front setback of 45.01 metres. This distance represents a variation, from the DCP 2014 requirements, of approximately 10%. Additionally the proposed development will be located approximately 300 metres from the existing dwelling which represents a variation of approximately 50% to the requirements of clause 3.3.2.3.1 of DCP 2014.

The proposed development is permissible with consent on the site. The proposed development was found to comply with the requirements of the *Cooma-Monaro Local Environmental Plan 2013* and *State Environmental Planning Policy (Rural Lands) 2008*. The proposed development involves variations to section 2.3 and 3.3.2.3.1 of the *Cooma-Monaro Development Control Plan 2014* relating to minimum front setbacks and maximum distance of separation (curtilage) between the two dwellings. Such variations were found to be suitable for the purposes of the subject application. One objection was raised by adjoining land owners; however, amendments to the OSSM trench design will address the main concerns about pollution. In Councils opinion, concerns relating to potential visual impacts were found not to warrant refusal. No significant objections were raised by referring officers.

In conclusion, it is considered that the proposal is generally aesthetically, economically, socially and environmentally acceptable having regard to the surrounding natural and built environment. Accordingly, approval is recommended subject to the imposition of the conditions of consent listed in the attached Draft Notice of Determination.

## Quadruple Bottom Line Reporting:

### 1. Social

The proposed development will result in minimal social impact within the locality of the development.

### 2. Environmental

The proposed development will result in minimal environmental impact within the locality of the development.

### 3. Economic

The proposed development will result in minimal economic impact within the locality of the development.

### 4. Civic Leadership

In determining this DA Council is demonstrating effective governance in an efficient and consistent manner.

---

## 16.1 ADOPTION OF HUMAN RESOURCES POLICIES - FLEXIBLE WORK HOURS, GRIEVANCE AND SICK & CARERS LEAVE

Record No:

Responsible Officer:	Manager Human Resources
Author:	Human Resource Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.8 Council employs a multi-skilled workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner
Operational Plan Action:	OP7.24 Ensure Council attracts, retains and develops a capable workforce that delivers positive outcomes.
Attachments:	1. Grievance Policy <a href="#">↓</a> 2. Flexible Work Hours Policy <a href="#">↓</a> 3. Sick and Carers Leave Policy <a href="#">↓</a>
Cost Centre	6010 Human Resources
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

The Human Resources department have developed the below policies to assist Council in managing its staff in accordance with the Local Government State Award.

These policies are:

250.2016.66.1 – Flexible Work Hours Policy

250.2016.67.1 – Grievance Policy

250.2016.68.1 – Sick and Carers Leave Policy

In accordance with Council's Document Control Procedures the draft documents were sent out for consultation to All Staff for a period of 2 weeks and presented at the August 2016 Consultative Committee Meeting. At the 7 September 2016 Executive Team Meeting the draft policies were approved for recommendation to Council for adoption.

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

### OFFICER'S RECOMMENDATION

That Council

- A. Consider and adopt 250.2016.66.1 – Flexible Work Hours Policy
- B. Consider and adopt 250.2016.67.1 – Grievance Policy
- C. Consider and adopt 250.2016.68.1 – Sick and Carers Leave Policy

## **BACKGROUND**

The three policy documents submitted for adoption were identified by the HR Working Group prior to the creation of SMRC as priority HR policies to be adopted after the merge. The HR Working Group consists of all the HR, Payroll and Risk Management staff of the three former Councils. These policies aim to enable the new Council to manage staff employment conditions consistently across the three branches and in accordance with the Local Government State Award.

These policies have been created from the existing policies that were in place at the three former Councils prior to the merge. Those documents were reviewed for best practice and combined into one document for SMRC. All policies comply with the Local Government State Award.

Once the documents were drafted they were sent out for all staff comment between 24 June and 8 July. The policies were then presented at the August Consultative Committee meeting for review and comment. All feedback received from staff was collated and reviewed by the HR team. As a result of the feedback some changes were made to the policy documentation although no significant changes were needed.

The policies were considered and approved at the 7 September 2016 Executive Team Meeting to be presented to this Council meeting for consideration of adoption.

When adopted by Council, each policy will be presented to staff through the document control system and intranet. Further, the policy will be placed in strategic locations in Council buildings and a message be placed on all staff payslips in the first pay period following adoption informing staff of the policy implementation.

Once adopted each branch will host an information session to explain the policies and the use of any associated forms or processes.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The aim of effective people management is to provide all staff with a healthy working environment that offers fair and reasonable conditions of employment, a positive work/life balance and avenues to assist with any workplace issues. Best practice Human Resource Management will contribute to Council's position as an effective Local Government agency and employer of choice.

### **2. Environmental**

An unhappy workforce can have a minor or significant detrimental impact on the working environment and if not managed appropriately can result in industrial disputes. Implementation of effective Human Resources policies aims to mitigate the likelihood of staff issues by ensuring fair and reasonable conditions of employment, a positive work/life balance and avenues to assist with any workplace issues.

### **3. Economic**

Breaches of the Local Government State Award or workplace issues that result in an industrial dispute can have a significant financial impact on Council. Associated legal fees and reallocation of Council resources would be detrimental to smooth operation of Council business.

### **4. Civic Leadership**

Council policies are developed in conjunction with relevant industrial instruments and with reference to industry best practice as far as practicable.

Implementation of the policies will ensure that Council appropriately and reasonably manages its workforce. The policies will provide a consistent approach to people management and ensure Council meets its obligations under relevant industrial instruments .



Title of Policy	Policy Number – Grievance		
Responsible Department	All Council Staff	Document Register ID	250.2016.67.1
Policy Owner	Human Resources Manager	Review Date	Date
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	Local Government (State) Award Local Government Aged, Disability and Home Care (State) Award The Model Code of Conduct for Local Councils in NSW Workplace Relations Act 1996 Anti-Discrimination Act 1977		
Aim	To establish a formal mechanism to assist all employees in resolving employment related grievances whilst recognizing and redressing organisational difficulties.		

## 1 Introduction

The precise handling of any grievance is essential to increase staff morale, productivity, performance and staff satisfaction. Grievances will be treated seriously and sensitively at the same time as having due regard for procedural fairness whilst maintaining confidentiality and privacy.

This Grievance Policy is intended to inform and assist all employees of their responsibilities to resolve any employment related grievances promptly and as close to the source as possible. There is a process of graduated steps that will include further discussion and resolutions at higher level of authority, as necessary.

For the purposes of this policy a “grievance” occurs when a staff member perceives a decision, action or behaviour in the workplace by a fellow worker, supervisor or manager is of such concern that an intense disagreement or reaction arises that damages the working relationships or work environment.

The foundation step for dealing with a grievance is to ensure that all employees are clear on the correct procedures to follow concerning a workplace grievance. Council recognises and is committed to carrying out sound management practices by providing prompt, sensitive and appropriate resolutions to staff grievances.

## 2 Policy

In most instances, supervisors are to be the first point of receipt and will be responsible for resolving a staff grievance. Human Resources will provide advice and assistance or if necessary, receive the grievance.

The General Manager, directors or managers will be responsible for serious and complex grievances which could involve possible fraud, corruption, physical danger, constitute serious misconduct or

which are unable to be resolved satisfactorily at a lower level, or which involve supervisors. It is expected that prior to initiating formal grievance procedures that staff members will generally, wherever possible, try to resolve concerns directly with the persons concerned at a local level.

Staff members are encouraged to raise any concerns with their supervisor or manager, particularly if these concerns are adversely affecting the work environment.

In the majority of circumstances it is anticipated that grievances may be resolved as a result of parties having more information and becoming more sensitive to other perspectives, discussing concerns or in some cases, where one person apologises to another or seeks an alternative resolution.

There will be instances of healthy, even robust, debate and other contributing workplace dynamics which do not automatically presume a grievance. There may also be instances where staff will have “agree to disagree” as a solution.

In instances where it may seem procedurally unfair eg seniority or relative power imbalance between parties, or where staff members are unable to successfully find a resolution directly or locally, this policy anticipates a more investigative method which will guide parties through a structured approach to find a resolution.

It is anticipated that many grievances will be resolved in the first instance following an open, honest and constructive conversation, particularly where the supervisor takes steps to foster a positive work environment.

It is expected that all staff will partake in good faith when trying to resolve grievances, so that Council establishes and preserves a respectful, productive and positive workplace.

At times a staff member may feel they need to raise a grievance against the General Manager. This is to be done as per the procedures outlined in the Model Code of Conduct for Councils in NSW. Human Resources should be the first point of contact so appropriate advice and assistance can be provided to staff wishing to lodge the grievance.

### 3 Principles

#### 3.1 Complete Confidentiality

Only the staff involved in either making or investigating a complaint will have knowledge of an allegation against someone. Every party involved in the investigation process must maintain confidentiality regarding the matter and not disclose any details or discuss the matter with any person other than the staff member conducting the investigation.

#### 3.2 Impartiality

The investigation process will treat both parties equally with both being given an opportunity to provide an explanation and detail without assumptions being made until full details are available. Management will take all necessary steps to ensure that no victimization occurs against any staff member who makes a complaint.

#### 3.3 Timeliness

All allegations or complaints will be dealt with as quickly as possible. The intention is to resolve all allegations within two weeks from when the complaint is originally lodged with the staff member charged with carrying out the investigation. Within 48 hours the complainant will be notified of how action is to be taken.

### 3.4 Fairness

Every allegation will be taken seriously and people involved will be treated fairly. All individuals concerned will have access to support and representation during the course of the procedures should they choose this.

### 3.5 Likely Outcomes

If an allegation has been investigated and proven substantiated, resolutions of the issue could include a written apology; counselling; an official warning; disciplinary action, dismissal, etc. The aim of the resolution should be to explain any misunderstanding, make people aware of the inappropriate nature of their behaviour and to prevent the behaviour occurring again. If the complaint is proven not to have occurred and is in fact frivolous the employee involved may be subject to disciplinary action under Council's Code of Conduct and Disciplinary Procedures.

There is nothing in this policy that prevents a complaint or grievance from being raised with the relevant union and, if the employee wishes, representation by an officer of that union.

If you are not satisfied with the way the complaint has been handled by your director or the Human Resources Manager, you can appeal to the General Manager. The General Manager will review the way the process has been handled and undertake further investigation. The General Manager will decide the matter and such decision will be:

- Final, subject to a determination by any other tribunal;
- Advised to the employee in writing; and
- Implemented immediately.

### 3.6 External Agency

If you still feel that your complaint has not been properly dealt with by Council, you can take it to an external agency to see if they can assist:

- NSW Anti-Discrimination Board;
- Human Rights and Equal Opportunity Commission; or
- NSW Industrial Relation Commission

#### Documentation

The Model Code of Conduct for Local Councils in NSW

#### Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.



Title of Policy	Policy Number – Flexible Work Hours		
Responsible Department	All Council Staff	Document Register ID	250.2016.66.1
Policy Owner	Human Resource Manager	Review Date	Date
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	Local Government (State) Award Industrial Relations Act 1996 (NSW)		
Aim	To provide a working arrangement for staff to ensure flexibility for work and family responsibilities.  The Local Government (State) Award compels Council to adopt flexible working arrangements to accommodate a reasonable work life balance for relevant staff.		

## 1 Introduction

A flexible working arrangement for staff employed under the thirty five (35) hour week arrangement in accordance with The Local Government (State) Award ("The Award") will:

- Provide for continuation of that arrangement in accordance with the Award.
- Not diminish in any way the entitlement of employees covered by this policy to the benefits of the Award
- Assist in workload planning, the need for time in lieu accrual and provide participating employees with the opportunity to achieve a better work life balance

Staff employed at the former Bombala Shire Council prior the proclamation on 12 May 2016 will remain employed under the 9 day fortnight arrangement and are not subject to the terms of this policy. If staff wish to participate in the flexible work hours arrangement a written request must be made to the relevant Director and will be assessed on a case by case basis. All staff employed post proclamation will be employed under the conditions of this policy.

Staff under the thirty eight (38) hour week arrangement are subject to the terms and conditions of operational rosters that may include a nine (9) day fortnight arrangement and are excluded from the terms of this policy.

Some positions within the organisational structure may require set start and finish times to meet service requirements, it is not reasonable to expect to vary these working hours.

Part time employees will be subject to individual arrangements as determined by the Manager. In some circumstances it may not be practical for a part time staff member to participate in a flexible work hours arrangement.



Flexible arrangements must consider the requirements of the Council and its customers and the work group.

Flexible arrangements are a privilege and not a right and are subject to review in accordance with departmental requirements and workloads. Participation is voluntary for eligible staff. For staff that do not wish to participate, work hours will be set by the Manager.

## 2 Definitions

**Essential Training** Training that an employee is directed to attend in order for them to satisfactorily perform the inherent requirements of their role.

For example;

- training to maintain certificates/licences,
- legislatively required training,
- training required as per the essential criteria of the position description,
- training required as part of performance management,
- training identified in performance review for succession planning.

Attendance at inter-office or regional meetings is not considered to be training

**ET** Executive Team

**Flex** Flex is accrued on a time for time basis for all hours worked over seven (7) hours in a day

**Other Training** Attendance at courses, conferences or undertaking study at a certificate, diploma or university level that is not a necessary requirement of the role but will benefit the employee and Council in some way

**Overtime** Paid for time worked by direction before the commencement of ordinary hours or later than the agreed completion of ordinary hours and for time worked on a Saturday or Sunday

**TIL** Time In Lieu will be managed as per the conditions of the Award

**Excessive Flex** A balance of flex accruals that is over twenty one (21) hours

**Award** Local Government (State) Award

## 3 Flexible Start and Finish Times

Start and finish times can be set between the following hours:

Start 7:30 - 9:00 a.m.

Finish 3:30 - 6:00 p.m.

Core hours of work will be 9.00am to 3.30pm and it is expected that all flexible work hours arrangements include these hours. Hours should be set in consultation with, and according to, the operational needs of the workgroup. Once the employee and Manager agree to start and finish times these times are set and are not to be altered at the employee's discretion on a daily basis. On occasion, with the approval of their Supervisor, staff may be allowed to leave work early or start later than these times, acceptable circumstances include medical or one off appointments. However regular start and finish times must fall within the above times.

#### 4 Responsibilities

Managers of staff participating in the flexible hours arrangement are required to ensure that:

- Operational requirements are met at all times
- Where practical, at least one staff member is available to meet the needs of customers during office hours
- Staff are fully aware of the guidelines of this policy and their responsibilities
- Staff do not accrue excessive flex leave
- All requests for flexible arrangements are reasonably considered with consideration given to staff personal needs
- The time worked is warranted and approved
- Arrangements are made by staff to reduce any excess accruals
- Time worked and accrued is accurately recorded on timesheets
- All flex accruals are used by an employee before accessing annual leave and long service leave accruals.

Employees participating in a flexible hours arrangement are expected to:

- Perform the duties required of their position and conform to reasonable work expectations
- Accept that they are responsible for their work performance and attendance
- Ensure that their attendance at work is accurately recorded
- Apply in writing and obtain the written agreement of their Manager in relation to their starting and finishing times
- Monitor their accrual balance to ensure it does not become excessive
- Use their flex leave accruals before accessing annual leave and long service leave accruals

#### 5 Recording of Hours

All employees must record their hours worked each day in the relevant sections on their timesheets.

- The standard hours of work are 7 hours a day, a total of 35 hours per week.
- During the days where employees are not actually at work (eg Annual Leave, Long Service Leave, Public holidays, Sick/Carers Leave, Flex days, Periods of Workers Compensation Leave, etc) employees will record 7 hours a day or their agreed part time hours on their time sheet for the purposes of calculating hours worked within a fortnight.
- When recording hours, state worked hours in decimal format ie .25 for 15 minutes

#### 6 Variations

**Training:** Council will only cover ordinary hours in relation to time costed to training and conferences. Any time worked outside of the ordinary hours (including travel time), cannot be applied to flex time unless the training has been designated by ET as "Essential".

**Christmas:** Subject to approval from the Council, all operations will shutdown between the Christmas and New Year period. This will require staff to take 3 – 4 days of their own leave. To cover this period

Council will allow staff to accrue and store up to 28 flex hours between the months of October to December.

## **7 Payment on Termination of Service**

All flex accruals should be taken prior to termination of service. Any accruals that have not been taken will be added to the final termination pay.

## **8 Breach of and/or Termination of Policy**

Managers/Supervisors responsibilities:

If in the opinion of the General Manager or appropriate Director, the workgroup cannot satisfy the customer service or other operational needs of the organisation then they shall impose set work hours in order to meet operational requirements. The responsibility for the success of the flexible working hours is that of the workgroup, the Manager and the Director. If the workgroup cannot successfully co-operate or meet operational requirements then the Director shall inform the workgroup of the intention to discontinue any arrangements.

Failure to manage the flexible hours arrangements in accordance with the policy and procedures will result in performance management and monitoring.

Council retains the right to terminate flexible arrangements.

### **Documentation**

Training Nomination Form

### **Variation**

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.



<b>Title of Policy</b>	<b>Sick and Carers Leave</b>		
<b>Responsible Department</b>	All Council Staff	<b>Document Register ID</b>	250.2016.68.1
<b>Policy Owner</b>	Human Resources Manager	<b>Review Date</b>	Date
<b>Date of Council Meeting</b>	Date Approved	<b>Resolution Number</b>	Number
<b>Legislation, Australian Standards, Code of Practice</b>	Local Government (State) Award (LG State Award) Local Government, Aged, Disability and Home Care (State) Award (previously the Charitable Aged and Disability Care Services Award)		
<b>Aim</b>	Detail sick & carers leave conditions and arrangements Establish a sick & carers leave policy that provides an equitable and consistent approach in granting sick & carers leave		

Snowy Monaro Regional Council has a responsibility to manage sick and carers leave in a fair and equitable way. This takes into account individual circumstances and the impacts of individual absences on other employees and the service provided to the community.

This policy provides a uniform approach to the taking and monitoring of sick and carers leave. The management of excessive sick or carers leave is the responsibility of Directors, Managers and Supervisors for their respective areas to ensure the health and wellbeing of employees and the efficient operation of their sections.

## 1. Accountability

Staff have a responsibility to manage their own sick leave entitlements and are accountable for their own actions.

All Directors, Managers and Supervisors will ensure a consistent approach in granting, processing and monitoring the sick and carers leave of staff in their section.

## 2. Entitlement and Accrual

### 2.1. Local Government (State) Award Employees

Employees, other than casuals, employed under the provisions of the LG (State) Award are entitled to 3 weeks paid leave per anniversary year which may be used for the purposes outlined in the award. Staff on a part time agreement will accrue sick leave on a pro-rata basis.

Sick leave entitlements will be credited to an employee's accrual balance each year on the anniversary of employment with Council. Sick leave will accumulate from year to year so that any balance of leave not taken in any one year may be taken in subsequent years.

## 2.2. Local Government Aged, Disability and Home Care (State) Award Employees

Employees, other than casuals, employed under the provisions of the Local Government, Aged, Disability and Home Care (State) Award (previously the Charitable Aged and Disability Care Services Award) are entitled to sick leave as per the provisions of this award.

For each year of service after that, the employee is entitled to 2 weeks paid sick leave. Sick leave will accumulate from year to year so that any balance of leave not taken in any one year may be taken in subsequent years.

Employees are entitled to this leave for the purpose of taking sick or carers leave.

Part time employees will accrue the above sick leave on a pro-rata basis.

## 3. Taking Sick or Carers Leave

Employees have the following responsibilities in regards to taking sick or carers leave:

- a) To notify their immediate Supervisor or Manager directly as soon as possible when they are absent due to illness, injury or caring responsibilities and to indicate how long they expect to be absent. Notification should be by phone call or, if acceptable to the Manager, text message. Notification in any other form, for example Social Media, will not be accepted;
- b) To make formal application for sick or carers leave on a leave form (available from Payroll) as soon as possible and to provide the necessary evidence (if required). A leave form must be submitted detailing any sick or carers leave that has been taken no matter how short the duration of the leave;
- c) At the request of the General Manager (or another appropriate officer), to be examined at Council's expense by a medical practitioner;
- d) When using sick or carers leave for attendance at a medical appointment, limit their requests to the duration of the medical appointment or treatment. An additional allowance for a reasonable amount of time travelled to and from an out-of-town medical provider will be allowed.

Note: in normal circumstances all attempts should be made to notify the immediate Supervisor or Manager directly of an absence due to illness or injury. Messages should not be sent to workmates to pass on.

Carers leave is to be taken for the purposes of providing care and support to a nominated person, as outlined in the relevant Award, who requires care or support because of:

- a) A personal illness, or injury; or
- b) An unexpected emergency; and
- c) Where no other person is available to provide such support – an employee must not take carers leave if another person has taken leave to care for the same person at the same time.

Carers leave is not intended to be used for long term, ongoing care. In such cases the employee is obligated to investigate other appropriate care arrangements where these are readily available.

If sick leave accruals are exhausted the employee should apply to use other accrued leave or apply to the General Manager in writing to take leave without pay.

### 3.1. Circumstances Which Require Evidence When Taking Sick Leave

Proof of illness to justify payment will be required for any period of sick leave taken; after the employee has had 3 separate periods of any sick leave in a service year or where an absence exceeds 2 working days. Council's definition of a 'period' is an absence of 4 hours or more.

Failure to provide proof of illness or injury may result in loss of pay for the days claimed as sick or carers leave.

### 3.2. Standards of Evidence of Illness or Injury

Council will accept the following as evidence of illness or injury:

- a) a certificate from a registered medical practitioner which gives date(s) of consultation, evidence of incapacity to undertake normal duties and period(s) of incapacity; or
- b) a certificate from a qualified health practitioner, registered with the appropriate government authority which gives date(s) of consultation, evidence of incapacity to undertake normal duties and period(s) of incapacity; or
- c) a supporting statement by the immediate Supervisor or Manager if the employee is unable to provide evidence or if there exists obvious physical evidence of illness or injury; or

Council may require further documentary evidence and details from the employee in order for Council to meet its Work Health and Safety legislative obligations or to ascertain an employee's fitness to perform the inherent requirements of their role.

### 3.3. Evidence Required for Carers Leave

Evidence is required for all carers leave taken. Council will accept the following as evidence of illness or injury:

- a) A certificate from a registered medical practitioner or qualified health practitioner stating the illness or injury of the person concerned and that the illness or injury is such as to require the care by another person; or
- b) A certificate of attendance stating the date and time of consultation and the requirement for the employee to attend; or
- c) A statutory declaration detailing the period of leave, the illness or injury of the person concerned and that the illness or injury is such that it requires care by another person will be accepted for carers leave. Council shall be satisfied that the statutory declaration has been witnessed by an appropriate person.

Where more than 10 days leave in any year of service is required for caring purposes, Council may request that the employee produce a medical certificate from a qualified medical/health practitioner detailing the nature of the illness of the person concerned and such other information that may be reasonably necessary to demonstrate that the illness is such as to require care by the employee and that no other appropriate care arrangements are reasonably available.

### 3.4. Guidelines for Using Sick Leave

Staff may use sick leave for a number of circumstances which will be determined on a case by case basis. Examples of circumstances where sick leave is an appropriate form of leave may include, but is not limited to:

- Illness or injury
- Doctors' appointments
- Prenatal appointments during pregnancy
- Dental appointments (and period where time off may be required due to procedures eg removal of wisdom teeth)
- Physiotherapy appointments that cannot be scheduled outside of work hours
- Breast screening
- X-rays, ultrasounds
- Specialist appointments
- Treatment for ongoing illness/condition

Staff must provide evidence supporting their application for sick leave (as outlined above). Staff are able to take sick leave for whole or part days depending on what is required.

Staff will not be covered by sick leave if an illness or injury arises from secondary employment.

### 3.5. Manager Direction to Take Sick Leave

An employee may be sent home from work if the Manager observes that they are unfit to undertake normal duties. The total time absent (from the time they were sent home until the normal finishing time for that employee), shall satisfy the proof of illness requirement for that day. As stated above, a supporting statement from the Manager must be provided with the leave form. Should the illness or injury extend beyond the day the Manager had approved, further absences will need to satisfy all other access to sick leave requirements.

## 4. Scheduling Pre- Arranged Medical Appointments

Where possible, staff are encouraged to arrange non-urgent or routine medical appointments on a non work day such as a Rostered Day Off (RDO) or Flex Day. If however the required appointment can only be scheduled on a work day, staff are encouraged to attempt to have the appointment scheduled either at the beginning or end of their work day. In normal circumstances it would not be expected that this would require a full day off work.

## 5. Sick Leave Whilst on Other Leave

Sick leave will be granted for a minimum of 5 workings days during periods of annual leave or long service leave when illness occurs to the employee.

Employees will be required to lodge any requests to use sick leave accruals in writing and provide appropriate supporting documentation. Only signed medical certificates specifying the type of illness and the dates the employee was affected will be accepted.

Sick leave will not be granted if the employee falls ill or is required to care for another person on a RDO or public holiday.

## 6. Workers Compensation

Should an illness or injury arise from a workplace activity that results in lost time at work, sick leave entitlements will be used to cover the lost time so the employee does not receive a reduction in pay. If/when Council's Workers Compensation insurer accept liability for the claim, Council will reimburse the employees accruals the amount of sick leave taken.

## 7. Misuse of Sick Leave

**Sick leave is provided to cover the time when you are sick.** An abuse of sick leave may lead to disciplinary action.

It is the role of the Director, Manager or Supervisor to monitor the attendance of their staff and manage sick leave provisions in a fair and equitable manner. Absenteeism related to sick leave can appear in different situations and may require attention where there has been:

- A pattern of repeated absences for short periods of time; or
- A pattern of combining sick leave with weekends, RDOs and/or public holidays; or
- Failure to notify the Manager or Supervisor of their absence; or
- Use of carers leave for purposes other than what it is intended to be used for.

Where the relevant Manager deems that an employee's sick leave warrants review, the following procedure will be followed:

- a) The employee will be interviewed by their Manager to discuss and identify if there are any underlying causes for absences. Following the interview and examination of sick leave absences within the context of the employee's overall attendance patterns and work performance, it may be decided that no further action is required.
- b) If there are reasons to continue to monitor sick leave absences, then a review period will be specified to the employee for improvement. In addition, a direction may be given to the employee to provide medical certificates for each future sick leave absence.
- c) If no improvement occurs within the review period a further interview will occur. The employee should be advised that a referral to Human Resources will also occur at this stage. A decision to take disciplinary action may occur at this stage or a further review period may be specified.
- d) At any stage during this procedure, Managers or Supervisors may seek the assistance of Human Resources.
- e) Notwithstanding the above procedure, should there be evidence of inappropriate use of sick leave or where sick leave is not genuine, disciplinary action may be taken.

At all times throughout this process the employee is entitled to bring a support person with them to meetings.

## 8. Medical Assessments

Where a Manager or Supervisor has concerns about the ability of a staff member to perform the inherent requirements of their substantive position or to perform their duties safely, the Manager or Supervisor should refer the matter to Human Resources.



The staff member may be referred to a medical/health practitioner for assessment to determine their fitness to continue to undertake the inherent requirements of their position.

Medical assessments may be required to provide:

- an independent second opinion on a period of claimed sick leave or frequent or recurrent sick leave
- advice on the effects of an injury or illness and how best to safely return the employee to work (for example, how to manage the effects, or whether the employee requires restricted or alternative duties while recovering)
- advice on whether there are long term health issues affecting an employee's ability to continue in a particular job

## 9. Resignation or Termination of Employment

Should an employee resign or be terminated from Council employment, untaken sick leave accruals will not be paid out to the employee unless specified otherwise in the relevant award.

If a LG (State) Award employee transfers their employment to another NSW Council within 3 months of cessation at Snowy Monaro Regional Council they can elect to transfer untaken sick leave balances of up to 13 weeks to the new Council.

### Documentation

Leave Application Form

Flexible Hours Policy

### Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.

---

## **16.2 REFER FINANCIAL STATEMENTS TO AUDIT - 2015/16 - FORMER BOMBALA COUNCIL**

Record No:

Responsible Officer:	Director Service Support
Author:	Finance Manager
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.3 Completion of Financial statutory and regulatory reports in accordance with specified requirements.
Attachments:	Nil
Cost Centre	
Project	Financial Statements 2015/16
Further Operational Plan Actions:	OP7.2 Completion of reporting requirements in accordance with legislation

### **EXECUTIVE SUMMARY**

Council's 2015/16 Financial Statements are now complete. In accordance with Section 413(2) of the Local Government Act 1993, Council is required to refer them to audit

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

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

That Council

- A. Authorise the Administrator, the General Manager and the Responsible Accounting Officer to sign the Statement by Councillors and Management for the General Purpose Financial Statements and the Special Purpose Financial Statements.
- B. Refer the 2015/16 Financial Statements for audit.

Authorise the General Manager to issue the 2015/16 Financial Statements upon receiving the auditor's reports.

### **BACKGROUND**

A Statement by Councillors and Management is required for the General Purpose Financial Statements and the Special Purpose Financial Statements, copies of which are attached. Council will need to authorise the Administrator, the General Manager and the Responsible Accounting Officer to sign the Statements on behalf of Council.

### **QUADRUPLE BOTTOM LINE REPORTING**

#### **1. Social**

The audit of the Council's General and Special Purpose Financial Statements and accounting policies for the partial year end 12 May 2016 will provide assurance of equity within and between generations.

## **2. Environmental**

No direct environmental impacts.

## **3. Economic**

The preparation, compilation and audit of Council's Financial Statements has been provided for in Council's annual budget in the Financial Services Program.

## **4. Civic Leadership**

The audit of Council's General and Special Purpose Financial Statements and accounting policies for the partial year ended 12 May 2016 will approve the accountability of decision makers and comply with regulations.

Council is required to authorise the Statements for issue. To enable the Statements to be forwarded to the Office of Local government as soon as practicable after the audit is finalised, it is proposed that Council delegate to the General Manager, authority to issue the Financial Statements.

As soon as practicable after Council receives the auditor's report, Council must fix a date for the meeting at which it proposes to present the audited Financial Statements and the auditor's report to the public and must give notice of the date so fixed.

The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are given to the Council.

### 16.3 MONTHLY FUNDS MANAGEMENT REPORT - SEPTEMBER 2016

Record No:

Responsible Officer:	Deputy Director Service Support
Author:	Finance Manager
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.17 Effective management of Council funds to ensure financial sustainability.
Attachments:	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 details funds management position for the reporting period ending 30 September 2016. Cash and Investments as at 30 September 2016 are \$71,106,065.

#### Certification

I, Jo-Anne Mackay, 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 Policies.

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 Funds Management position as at 30 September 2016.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

#### BACKGROUND

Council's Cash and Investments 30 September 2016 consists of:

30/9/2016	Cash at Bank	Investments	Total
Bombala	842,003	10,526,520	11,368,523
Cooma	231,215	23,075,978	23,307,193
Snowy	451,212	15,958,694	16,409,906
Merger Grant		20,020,443	20,020,443
<b>Total</b>	<b>1,524,430</b>	<b>69,581,635</b>	<b>71,106,065</b>

NB: The balance of the Merger Grant does not include any expenses attributable to the Merger

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Total Cash and Investments are available to provide services and Infrastructure to the community in accordance with the 2017 budget, Council resolutions and other external restrictions.

### **2. Environmental**

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

### **3. Economic**

Total investments for Snowy Monaro Regional Council were \$69,581,635 on 30 September 2016.

Consolidated interest income on investments

Annual Budget	1,387,408
Budget YTD	346,852
Interest YTD	473,496

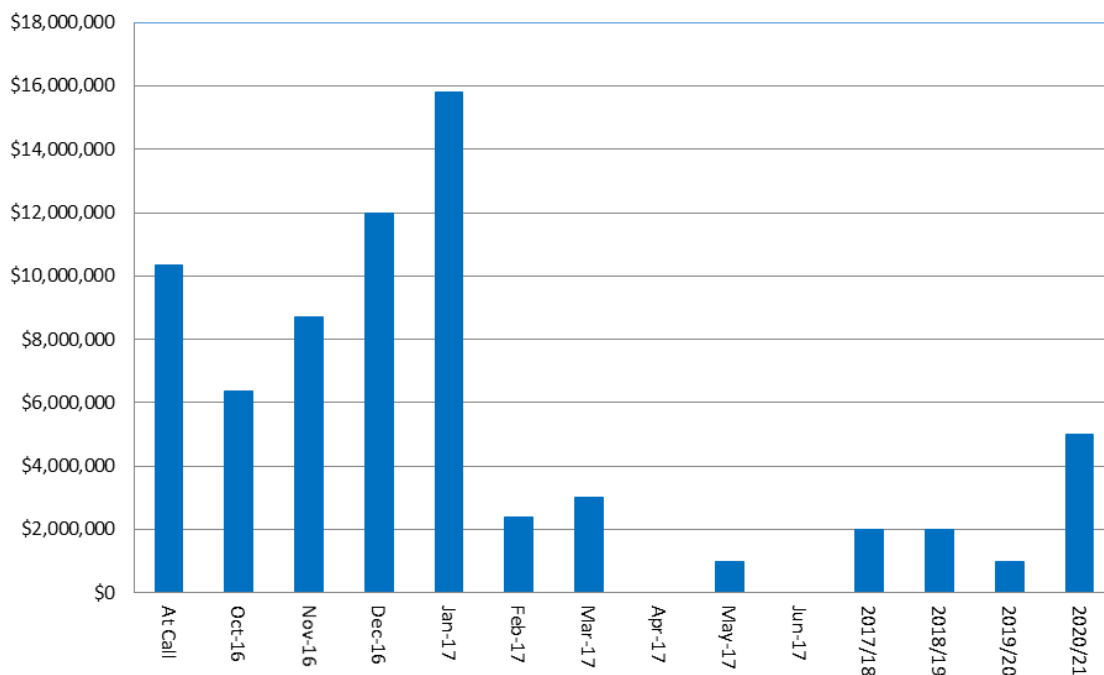
Council's investment portfolio returns

Month	Annualised Return	90 Day Bank Bill	Margin
September	2.80%	1.73%	1.07%
August	2.90%	1.74%	1.16%
July	3.03%	1.86%	1.17%

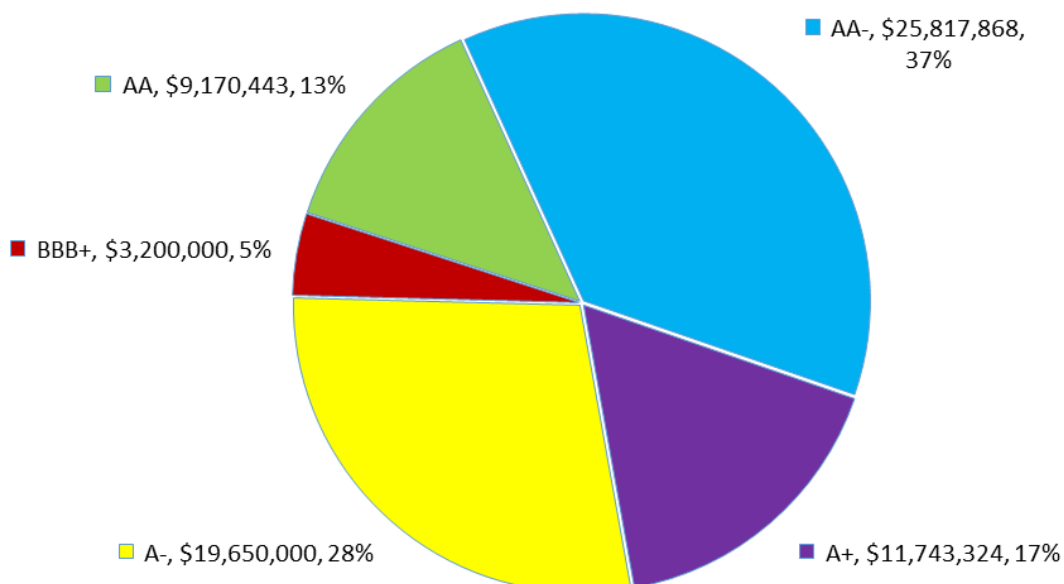
The table below lists the invested funds.

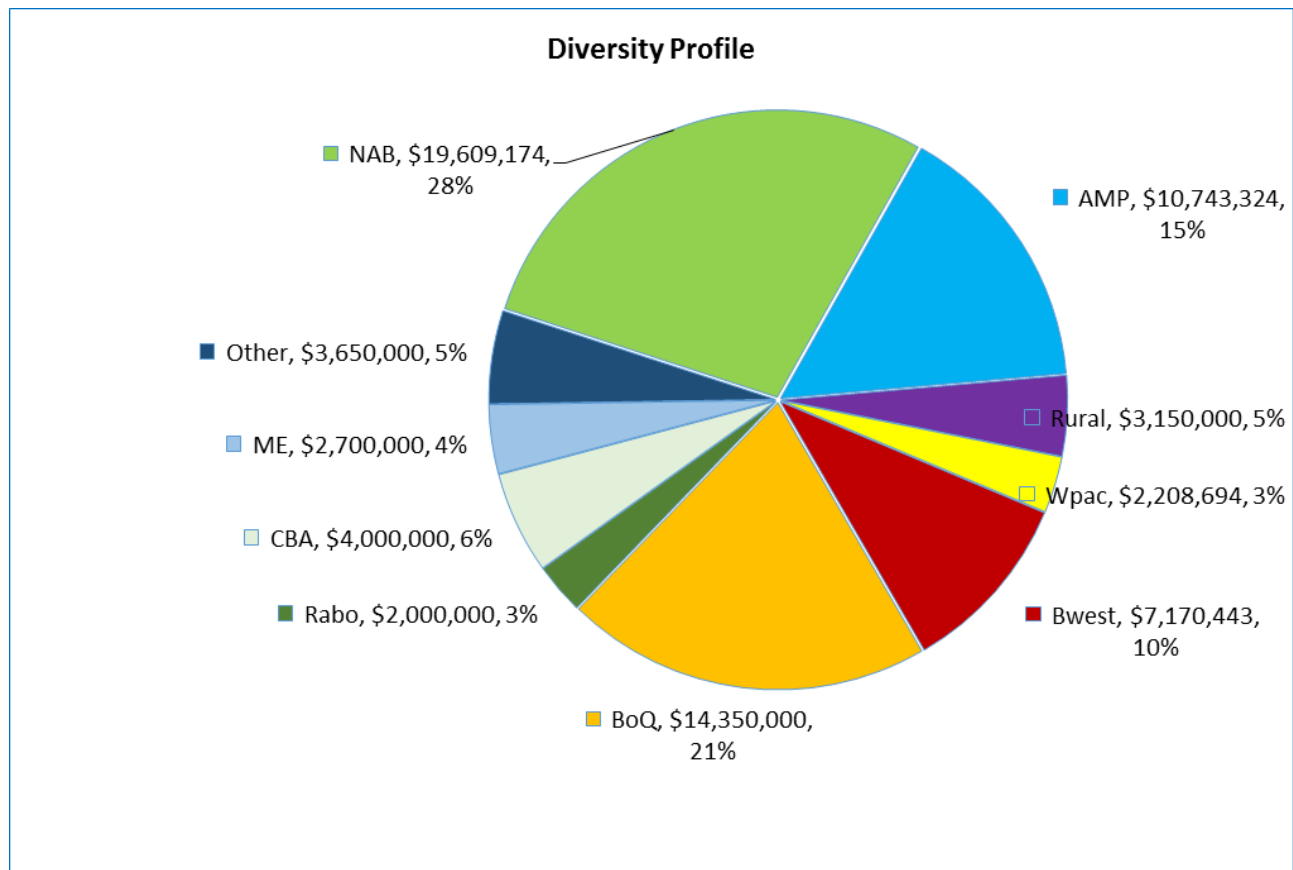
INVESTMENTS REGISTER							
30-September-2016							
Branch	DATE INVEST	FIN INST.	Rating	TYPE	CURRENT INVESTMENT	INT RATE	MATURITY
Bombala	n/a	NAB Maxi Account	A1+/AA-	At Call	1,026,520	Variable	At Call
Bombala	14-Sep-16	NAB	A1+/AA-	TD	1,000,000	2.62%	15-Feb-17
Bombala	14-Jun-16	NAB	A1+/AA-	TD	2,000,000	2.96%	14-Oct-16
Bombala	17-Jun-16	NAB	A1+/AA-	TD	2,000,000	2.96%	17-Nov-16
Bombala	15-Jul-16	NAB	A1+/AA-	TD	3,500,000	2.92%	15-Dec-16
Bombala	10-Aug-16	NAB	A1+/AA-	TD	1,000,000	2.80%	11-Jan-17
Cooma	n/a	National Australia Bank	A1+/AA-	At Call	1,332,654	1.55%	At Call
Cooma	n/a	AMP Bank - At Call	A1/A+	At Call	1,680,550	2.05%	At Call
Cooma	n/a	AMP Bank - 31 days Notice	A1/A+	31 days	1,062,774	2.20%	31 days
Cooma	30-Mar-16	Bank of Queensland	A2/A-	TD	1,000,000	3.05%	26-Oct-16
Cooma	02-Sep-16	Bankwest	A1+/AA	TD	1,000,000	2.55%	02-Nov-16
Cooma	08-Aug-16	National Australia Bank	A1+/AA-	TD	1,000,000	2.73%	07-Nov-16
Cooma	04-Jul-16	Suncorp Bank	A1/A+	TD	1,000,000	2.90%	06-Jan-17
Cooma	14-Aug-15	AMP Bank	A1/A+	TD	1,000,000	2.90%	07-Feb-17
Cooma	03-Mar-15	AMP Bank	A1/A+	TD	1,000,000	3.20%	02-Mar-17
Cooma	10-Mar-16	National Australia Bank	A1+/AA-	TD	2,000,000	3.07%	10-Mar-17
Cooma	23-May-16	AMP Bank	A1/A+	TD	1,000,000	3.00%	23-May-17
Cooma	29-Aug-16	Westpac Bank	A1+/AA-	TD	2,000,000	3.00%	29-Aug-17
Cooma	12-Sep-14	Rabodirect	P-1/Aa2 Moo	TD	2,000,000	4.10%	11-Sep-18
Cooma	16-Sep-15	Bank of Queensland	A2/A-	TD	1,000,000	3.20%	17-Sep-19
Cooma	23-Mar-16	ING Bank	A2/A-	TD	1,000,000	3.66%	22-Mar-21
Cooma	23-Jun-16	Commonwealth Bank	A1+/AA-	TD	4,000,000	3.47%	23-Jun-21
Snowy	01-Jun-16	AMP Bank	A1/A+	TD	500,000	3.00%	30-Nov-16
Snowy	08-Jun-16	NAB	A1+/AA-	TD	400,000	2.98%	07-Dec-16
Snowy	08-Jun-16	NAB	A1+/AA-	TD	450,000	2.98%	14-Dec-16
Snowy	16-Jun-16	NAB	A1+/AA-	TD	500,000	2.99%	14-Dec-16
Snowy	16-Jun-16	NAB	A1+/AA-	TD	750,000	2.97%	16-Nov-16
Snowy	22-Jun-16	NAB	A1+/AA-	TD	750,000	2.97%	02-Nov-16
Snowy	22-Jun-16	NAB	A1+/AA-	TD	1,200,000	2.97%	23-Nov-16
Snowy	22-Jun-16	Bank QLD	A2/A-	TD	700,000	2.95%	21-Dec-16
Snowy	29-Jun-16	Rural Bank	A2/A-	TD	400,000	2.95%	12-Oct-16
Snowy	29-Jun-16	Rural Bank	A2/A-	TD	1,000,000	2.95%	09-Nov-16
Snowy	29-Jun-16	Rural Bank	A2/A-	TD	750,000	3.00%	19-Oct-16
Snowy	29-Jun-16	Bank QLD	A2/A-	TD	750,000	2.90%	21-Dec-16
Snowy	29-Jun-16	NAB	A1+/AA-	TD	700,000	2.91%	05-Oct-16
Snowy	29-Jun-16	ME Bank	BBB+	TD	1,500,000	2.90%	26-Oct-16
Snowy	06-Jul-16	Bankwest	A1+/AA	TD	500,000	2.75%	04-Jan-17
Snowy	14-Jul-16	Bank QLD	A2/A-	TD	400,000	2.90%	11-Jan-17
Snowy	29-Aug-16	ME Bank	BBB+	TD	1,200,000	2.65%	07-Dec-16
Snowy	31-Aug-16	Beyond Bank	BBB+	TD	500,000	2.70%	30-Nov-16
Snowy	07-Sep-16	IMB	A-2	TD	750,000	2.60%	18-Jan-17
Snowy	14-Sep-16	Bankwest	A1+/AA	TD	650,000	2.50%	11-Jan-17
Snowy	21-Sep-16	Rural Bank	A2/A-	TD	1,000,000	2.61%	25-Jan-17
Snowy	28-Sep-16	Bendigo Bank SA	A2/A-	TD	400,000	2.65%	01-Feb-17
Snowy	n/a	Westpac Maxi-Account	A1+/AA-	At-Call	208,694	1.75%	n/a
Merger Grant	n/a	Bankwest	A1+/AA	At-Call	5,020,443	2.95%	n/a
Merger Grant	24-Jun-16	AMP	A1/A+	TD	4,500,000	3.00%	21-Dec-16
Merger Grant	24-Jun-16	Bank QLD	A2/A-	TD	10,500,000	2.95%	09-Jan-17
<b>TOTAL</b>					<b>69,581,635</b>		

**Maturity Profile**



**Credit Risk Profile**





#### 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.



---

#### **16.4 DISCLOSURE OF PECUNIARY INTEREST RETURNS - 1 JULY 2015 TO 30 JUNE 2016**

Responsible Officer:	Director Service Support
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.1 Ensure statutory registers are maintained and publicly available.
Attachments:	Nil
Cost Centre	
Project	
Further Operational Plan Actions:	

#### **EXECUTIVE SUMMARY**

Following the amalgamation of Bombala, Cooma-Monaro Shire and Snowy River Shire Councils on 12 May 2016, all staff were requested to complete a disclosure of pecuniary interest for the period 1 July 2015 to 12 May 2016. This has subsequently been extended to 30 June 2016. The provision of these returns is required under Section 449 of the Local Government Act.

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

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

That Council

- A. Note the tabling of the Disclosure of Pecuniary Interest Returns for designated staff from 1 July 2015 to 30 June 2016.

#### **BACKGROUND**

All designated staff were asked to complete a disclosure of pecuniary interest as prescribed in Schedule 3 of the Local Government (General) Regulation 2005. Completed returns were required for the period 1 July 2015 to 12 May 2016 based on initial advice from the NSW State Government. Returned were completed by 10 June 2016. Council was subsequently advised that these returns had not been necessary and the normal timeframe of a return to 30 June 2016 was required. Those staff that did complete the return were asked via email to confirm that there had been no changes to their disclosure between the period 12 May 2016 and 30 June 2016. This email will be filed with the original return and form part of the register.

All former Councillors completed their returns to 12 May 2016 and this information was tabled at the August Council meeting.

Council is required to keep a Pecuniary Interest Register containing the returns of Councillors and designated persons. Copies of these returns may be viewed at the Berridale, Cooma and Bombala Branch Offices.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Returns disclosing the interests of councillors and designated persons are required to be made publicly available for viewing under the Government Information (Public Access) Act and the GIPA Regulation 2009.

The Privacy and Information Commissioner has made guidelines to assist councils to determine how to disclose this information in a way that promotes the public interest but also protects the privacy and safety of the individuals making the return.

These guidelines provide that the requirement in Sch 1 (2)(2)(a) of the GIPA Regulation that the returns of councillors and designated persons be released as part of local councils' open access information should be interpreted as follows:-

- The returns should be made publicly available for inspection free of charge.
- Copies may be made in accordance with the GIPA Regulation Part 2(4)(b).
- Local councils should note clearly on their website that the returns are available for inspection at council offices during ordinary business hours.
- Information contained in the returns should not be placed on the website of a local council.

### **2. Environmental**

The recommendation contained in this report will not have any impacts on environmental sustainability.

### **3. Economic**

The collection and reporting of Pecuniary Interest Returns is funded from the salaries and wages of the Corporate Governance Cost Centre in the 2017 budget.

### **4. Civic Leadership**

The collection and reporting of these returns enables the public to see that the activities of Council are conducted in an open and transparent manner.

## 22. 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:

#### **22.1 Minutes of the Stronger Communities Fund Assessment Panel Meeting Held 29 September 2016**

Item 22.1 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.

#### **22.2 Sale of Road Reserve Land along Mittagang Road**

Item 22.2 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.

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.