



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

PUBLIC EXHIBITION COPY

Ordinary Council Meeting
26 April 2017

CONFLICTS OF INTEREST

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

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

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

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

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

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

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

COUNCIL CODE OF CONDUCT

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

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

COUNCIL CODE OF MEETING PRACTICE

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

Acknowledgement of Owners of Land

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Ngannawal and Walgalu people and their Ancestors past and present who pass on this duty of custodianship of the land to us the current custodians.

We are proud to be Australian and celebrate the diverse backgrounds and cultures that make up our Nation – our Land.

**ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS, 2 MYACK STREET, BERRIDALE NSW 2628**

**ON WEDNESDAY 26 APRIL 2017
COMMENCING AT 5.30pm**

BUSINESS PAPER

- 1. APOLOGIES**
- 2. CITIZENSHIP CEREMONIES**
- 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 29 March 2017
 - 6.2 Closed Session of the Ordinary Council Meeting held on 29 March 2017
- 7. ADMINISTRATOR'S REPORT (IF ANY)**
- 8. DELEGATE'S REPORT (IF ANY)**
 - 8.1 Minutes of the Administrators Delegations Meeting Held 31 March 2017 3
 - 8.2 Minutes of the Administrators Delegations meeting held 4 April 2017 9
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 - 9.1 Minutes of the Joint Local Representative Committee Meeting Held 15 March 2017 34
- 10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**

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

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

Nil

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22.1 Options Report - Pryce Street - Berridale	
<i>Item 22.1 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
22.2 TENDER EVALUATION AND AWARD OF CONTRACT NO. 10005871FOR THE BOMBALA WATER TREATMENT PLANT CONTROLS SYSTEMS UPGRADE	
<i>Item 22.2 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and (dii) of the Local Government Act because it contains and information that would, if disclosed, confer a commercial advantage on a competitor of the council and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	

8.1 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 31 MARCH 2017

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant to the Administrator
Attachments: 1. Minutes of the Administrator Delegations Meeting held 31
March 2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 31 March 2017 in Head Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 31 March 2017 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*.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Administrator Delegations Meeting

31 March 2017

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

ON FRIDAY 31 MARCH 2017

MINUTES

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1.	OPENING OF THE MEETING	2
2.	APOLOGIES.....	2
	Nil	
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	2
	Nil	
4.	CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	2
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6.	CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	2
7.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY	2
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9.1	Building Line Reduction (DCP Variation) - Smith Lane Cooma	3
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**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON FRIDAY, 31 MARCH 2017
COMMENCING AT 12.07PM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Peter Smith, Director Service Planning
Katherine Miners, Executive Assistant to the Administrator

1. OPENING OF THE MEETING

The Administrator opened the meeting at 12.07PM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

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

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

6. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

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

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

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

9.1 BUILDING LINE REDUCTION (DCP VARIATION) - SMITH LANE COOMA

Record No:

Responsible Officer:	Director Service Planning
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.7 Ensure that Council's policy, land use planning, development assessment enhance liveability.
Operational Plan Action:	OP6.13 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.
Attachments:	1. Deposited Plan 2. Site Plan
Cost Centre	
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The request to vary the building line setback in CMSC DCP 2014 is supported due to the unusual frontage of the allotment to Smith Lane, and to accommodate the necessary setback from Council's sewer main which traverses the rear section of the property.

This report is only in reference to the building line setback. The assessment of the Development Application for the erection of the dwelling will continue under delegated authority pending the determination of the requested DCP variation.

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

COMMITTEE RECOMMENDATION

ADA48/17

That Council agree to vary the building line for Lot 1 DP 1172180 to 3 metres from the frontage boundary to Smith Lane.

Approved by Administrator Lynch

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

10.1 SUBMISSION REGARDING CHANGES TO THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT

Record No:

Responsible Officer: Director Service Planning
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: OP7.4 Manage Council's community and land use planning processes to achieve regulatory requirements and community aspirations.
Attachments: 1. Summary of draft points for submission
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council's planning and building staff members have examined the proposed changes to the Environmental Planning and Assessment Act and recommend that Council makes a submission based on the points included in the attachment.

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

COMMITTEE RECOMMENDATION

ADA49/17

That Council

- A. Make a submission regarding the proposed changes to the Environmental Planning and Assessment Act based on the issues raised in the attached summary.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 12.15PM

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 31 March 2017 were confirmed by Council at a duly convened meeting on 4 April 2017 at which meeting the signature hereon was subscribed.

8.2 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 4 APRIL 2017

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes of the Administrator Delegations meeting held 4 April
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 4 April 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 4 April 2017 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*.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Administrator Delegations Meeting

4 April 2017

ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
ON TUESDAY 4 APRIL 2017

MINUTES

Notes:

1.	OPENING OF THE MEETING	3
2.	APOLOGIES	3
	Nil	
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	3
	Nil	
4.	ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS.....	3
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9.1	Contract 8/2014 - Renewal of Lease for and Operation of Cooma Festival Swimming Pool.....	6
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**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON TUESDAY, 4 APRIL 2017
COMMENCING AT 1.00PM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Katherine Miners, Executive Assistant to the Administrator

1. OPENING OF THE MEETING

The Administrator opened the meeting at 1.00PM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

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

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

6.1 REQUEST TO TEMPORARILY COVER THE REGULATORY PARKING SIGNS IN ADAMINABY AND JINDABYNE TO ALLOW THE AUSTRALIAN GOVERNMENT MOBILE SERVICE CENTRE SEMI-TRAILER TO PARK ON 5 AND 8 MAY 2017

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. Centrelink Bus Stopping Points 2. Email request for Council approval 3. Australian Government Mobile Service Centre Measurements 4. certificate-of-currency-gl-2017
Cost Centre	26-2201 – Waste Education
Project	220010
Further Operational Plan Actions:	OP 1.39 Provide Waste Education at Community Events

EXECUTIVE SUMMARY

A request has been received from the Australian Government to set up a mobile service centre in Jindabyne and Adaminaby on 5th May 2017 and 8th May 2017 respectively. Australian Government mobile service centres travel to rural and regional communities to provide information and access to government services. Two locations have been identified, one in Adaminaby opposite the Snow Goose Hotel in Baker Street and the other in the Town Centre Lower Car Park in Jindabyne. These two locations were also used in 2015 to provide these services.

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

COMMITTEE RECOMMENDATION

ADA50/17

That Council approves the following locations for parking of the Australian Government Mobile Service Centre vehicle (rigid truck) on the dates and locations nominated:

- A. Lower car park at Jindabyne Town Centre at the bus shelter location between the hours of 9.00am and 2.30pm on 5th May, 2017
- B. On the southern side of Baker Street Adaminaby immediately past the intersection of Denison Street (opp. the Snow Goose Hotel) between the hours of 10.00am and 2pm on 8th May 2017
- C. That the regulatory parking signs in both locations be covered between the hours nominated on the dates nominated.

Approved by Administrator Lynch

6.2 SPONSORSHIP REQUEST FROM SRBEC BUSINESS START UP WORKSHOP FOR YOUTH

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
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: OP4.9 Support and facilitate cultural diversity by ensuring decision making frameworks and processes are accessible and culturally sensitive.

Attachments: 1. Business Start Up Flyer

Cost Centre 7010 Tourism – Natural Account 63151

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

During Youth Week there will be a workshop held to give the knowledge and tools to start a successful and profitable business. Cathy from The Hub, together with Debbie Thomas from SRBEC and Kris Laird will be promoting to the locals and local Schools, they would like Council to promote via the website and other avenues. They would also like for Council to subsidise the 12-27 year olds to attend this workshop at a total cost of \$375.

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

COMMITTEE RECOMMENDATION	ADA51/17
That Council	
A. Agree to subsidise the 12-27 year olds attendance at the workshop for a total cost of \$375; and	
B. Promote through Council's website and Offices.	
Approved by Administrator Lynch	

7. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

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

8.1 PROJECT O - YOUTH WEEK EVENT - SPONSORSHIP REQUEST

Record No:

Responsible Officer: General Manager

Author: Acting Executive Assistant

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: OP4.9 Support and facilitate cultural diversity by ensuring decision making frameworks and processes are accessible and culturally sensitive.

Attachments: 1. Letter from Project O

Cost Centre 7010 Tourism – Natural Account 63151

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Project O are a group of about 20 young girls from Monaro High School.

On 8 April they are running an event called Mess Fest in conjunction with Youth Week. It is a free and fun event for the community and visitors to the community to be held in Centennial Park.

In order to make the Mess Fest happen they are in need of donations and sponsorship from business and organisations in the community and have asked Council for a financial donation.

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

COMMITTEE RECOMMENDATION

ADA52/17

That Council agree to a financial donation to Project O Mess Fest in the sum of \$100

Approved by Administrator Lynch

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

9.1 CONTRACT 8/2014 - RENEWAL OF LEASE FOR AND OPERATION OF COOMA FESTIVAL SWIMMING POOL

Record No:

Responsible Officer: Director Service Delivery

Author: Recreation & Property Manager

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: 1. Contract 8/2014 Review of Monaro Contract Rates
2. Contract 8/2014 Estimate for Council Operation
3. Contract 8/2014 Income Estimates
4. Contract 8/2014 Council Management Staff Costs
5. Contract 8/2014 Staff Rostering

Cost Centre WO155 - Recreation Services - Swimming Pool

Project Contract 8/2014 – Renewal of Lease for Operation of Cooma Festival Swimming Pool

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The operation of the Cooma Festival Swimming has been managed under contract 8/2014 since 19th August 2014. The terms of this contract are a 3 x 3 year lease which provides for a renewal in August 2017. The contractors, Monaro Aquatic Services have requested that the contract be renewed for the second term of 3 years and have submitted their rates for this period. They have managed the facility within the terms of their contract with just regular supervision of the contract by Council. Few complaints about the management of the pool have been registered by Council and their request for a further term should be considered favourably.

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

COMMITTEE RECOMMENDATION

ADA53/17

- A. That Council renews the lease under Contract 8/2014 – Lease for Operation of the Cooma Festival Swimming Pool for a further term of 3 years commencing on the 20th August 2017 at a total cost of \$753,316.00 inclusive of GST.

Approved by Administrator Lynch

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

10.1 TRACTOR PURCHASE

Record No:

Responsible Officer: Director Service Delivery

Author: Resource & Waste Coordinator / 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: 1. Tractor Appraisal 2016-17 pg 1 (*Under Separate Cover*)
2. Tractor Appraisal 2016-17 pg 2
3. Tractor Appraisal 2016-17 pg 3
4. Tractor Appraisal 2016-17 pg 4
5. Tractor Appraisal 2016-17 pg 5
6. Tractor Appraisal 2016-17 pg 6
7. Tractor Appraisal 2016-17 pg 7

Cost Centre 115.62.524 Maintenance Landfill Operations

Project Purchase Tractor

Further Operational Plan Actions: required for compost manufacturing process

EXECUTIVE SUMMARY

Resource and Waste Services currently dry hire a tractor fit for purpose for the manufacturing of compost at the Cooma Landfill site, this current tractor is approaching end of life and requires replacement. Due to the ongoing manufacturing and further increase to potential volumes of organic material that needs to be manufactured into compost it is recommended that Council purchase a fit for purpose tractor to carry out this process.

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

COMMITTEE RECOMMENDATION

ADA54/17

That Council approve the following:

1. To purchase the Massey Ferguson 5610 4WD Tractor from Southern Service Centre Cooma for \$94,000 excluding GST.

Approved by Administrator Lynch

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

11.1 PROSPECTIVE COMMUNITY ENGAGEMENT QUESTIONS

Record No:

Responsible Officer: Director Special Projects Office

Author: Administration Special Projects Office

Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation

Delivery Plan Strategy: DP7.13 Coordinate and initiate community engagement processes that facilitate participation in Council activities and decision making, and keep residents informed on local events, issues and planning

Operational Plan Action: OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.

Attachments: 1. Queanbeyan-Palerang Regional Council Community Engagement Questions - Designed by Bang the Table

Cost Centre 3130

Project Community Engagement Project

Further Operational Plan Actions: OP7.35 Ensure that all project planning processes are underpinned by collaborative engagement processes

OP7.37 Ensure 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

EXECUTIVE SUMMARY

The Special Projects Team are currently analysing the different Community Engagement Software programs that are available, however it is of great importance that we do not neglect to capture community insight and information while this process continues to be undertaken.

During the period between deciding on appropriate engagement tools, we propose that Council maximise community engagement opportunity by using these questions in unison with our current online median, Survey Monkey.

COMMITTEE RECOMMENDATION

ADA55/17

That the Administrator

- A. Approves the community engagement questions issued by Queanbeyan-Palerang Regional Council be modified to suit Snowy Monaro Regional Council and develop an online Survey Monkey survey

Approved by Administrator Lynch

12. ADMINISTRATORS REPORT

12.1 ORGANISATIONAL STRUCTURE

COMMITTEE RECOMMENDATION

ADA56/17

That

- A. The Administrator gives in-principle support to the proposed draft organisational structure, pending review of by relevant managers prior to consultations with unions and appropriate staff; and
- B. A report is provided to the Administrator at the conclusion of the consultation period.

Approved by Administrator Lynch

13. CONFIDENTIAL MATTERS

Nil

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 4 April 2017 were confirmed by Council at a duly convened meeting on 7 April 2017 at which meeting the signature hereon was subscribed.

8.3 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 13 APRIL 2017

Record No:

Responsible Officer: General Manager
Author: Secretary Council & Committees
Attachments: 1. Minutes - Administrator Delegations Meeting held 13 April
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 13 April 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 13 April 2017 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*.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Administrator Delegations Meeting

13 April 2017

ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
ON THURSDAY 13 APRIL 2017

MINUTES

Notes:

1.	OPENING OF THE MEETING	3
2.	APOLOGIES	3
	Nil	
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	3
3.1	Councillor <Surname>	3
4.	DELEGATE'S REPORT (IF ANY)	3
4.1	General Manager's Application for Contract Renewal	3
5.	ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS.....	4
6.	CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	4
7.	CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND	4
7.1	RMS request for Council advice on the proposed speed zoning review of Kosciuszko Road, MR286, in Jindabyne and near Rainbow Drive	4
8.	CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	5
9.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY	5
9.1	Yooftube - Request for Donation	6
9.2	Donation of Artwork to Council	6
10.	CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE.....	7
11.	CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE	7
12.	CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION	7
12.1	Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report for Council Offices, Council Depots and Hostels & Community Buildings.	7

13.	ADMINISTRATOR'S REPORT (IF ANY).....	9
14.	CONFIDENTIAL MATTERS	9
14.1	General Manager's Application for Contract Renewal.....	9
14.2	TENDER EVALUATION AND AWARD OF CONTRACT NO. 005/2017 FOR THE DELEGATE WATER METER INSTALLATION PROJECT	9
14.3	Review of Submissions received to Undertake Development of Snowy Monaro Tourism Strategy.....	9
15.	REPORT FROM CONFIDENTIAL SESSION	10
14.1	General Manager's Application for Contract Renewal	10
14.2	TENDER EVALUATION AND AWARD OF CONTRACT NO. 005/2017 FOR THE DELEGATE WATER METER INSTALLATION PROJECT	10
14.3	Review of Submissions received to Undertake Development of Snowy Monaro Tourism Strategy	11

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

**ON THURSDAY, 13 APRIL 2017
COMMENCING AT 3.00 PM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Erin Donnelly, Secretary Council and Committees

1. OPENING OF THE MEETING

The Administrator opened the meeting at 3.15PM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

3.1 COUNCILLOR <SURNAME>

The General Manager declared an interest in Item 14.1 General Manager's Application for Contract Renewal as he has a conflict of interest in this item due to "being the subject of the report". The General Manager left the meeting at 3.20pm and returned at 3.29pm. The General Manager did not take part in discussion or voting on this item.

4. DELEGATE'S REPORT (IF ANY)

4.1 GENERAL MANAGER'S APPLICATION FOR CONTRACT RENEWAL

Record No:

Author: Acting Executive Assistant to the Administrator - Katherine Miners,
Mayor

Attachments: Nil

EXECUTIVE SUMMARY

The General Manager's application for contract renewal was considered at the March Council Meeting, and was deferred for consideration at the April Council meeting.

In accordance with Sections 10A, 10B and 10D of the Local Government Act 1993 (as amended) and the Council's Code of Meeting Practice, this Report is recommended to be considered in closed session.

COMMITTEE RECOMMENDATION

ADA57/17

That:

- A. On the grounds and for the reasons stated above, the Committee resolve into Closed Session to receive and consider this item identified as Confidential and so listed on this Agenda.
- B. That pursuant to Section 10A Subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Committee in Closed Session on the basis that this item is considered to be of a confidential nature.
- C. 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
 - that discussion of the matter in open meeting would, on balance, be contrary to the public interest.
- D. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matters 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.
- E. That the Recommendations made by the Committee in Closed Session remain confidential until Council considers the Minutes of the Confidential Meeting of the Committee.
- F. That following consideration of the Confidential Committee Minutes by Council, the Resolutions made by the Council be made public after the conclusion of the Closed Session of the Council Meeting and such Resolutions be recorded in the Minutes of the Council Meeting.

That upon this recommendation being moved and seconded, the Chairperson invites representations from the public as to whether this part of the meeting should be closed to consider the nominated item.

Approved by Administrator Lynch

5. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

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

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

7.1 RMS REQUEST FOR COUNCIL ADVICE ON THE PROPOSED SPEED ZONING REVIEW OF KOSCIUSZKO ROAD, MR286, IN JINDABYNE AND NEAR RAINBOW DRIVE

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. Existing Speed Zones
2. Proposed Speed Zones
3. Overall map
4. Section 3 Map
5. Section 3 SCR
6. Section 3 DCR

Cost Centre 1505 - Engineering Operations Management
Project N/A

EXECUTIVE SUMMARY

Roads and Maritime Services is reviewing the speed zoning of Kosciuszko Road covering the entire 60km/h speed zone length through the Jindabyne Township and the 80km/h speed zone to the east towards East Jindabyne. The review by RMS was initiated by a member of the public through the Ministerial process. RMS is proposing to retain the 60km/h speed zone through Jindabyne, but reduce the speed zone from 100km/h to 80 km/h from Mill Creek to near the Rainbow Drive turn off. The RMS is seeking Council's input as part of its local consultation process and would like to know if Council supports the proposal to retain the 60km/h speed limit in Jindabyne and reduce the 100km/h speed limit near Rainbow Drive.

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

COMMITTEE RECOMMENDATION

ADA58/17

That Council supports:

- A. The retention of the 60km/h speed zoning of Kosciuszko Road within the Jindabyne Township;
- B. The reduction of the speed zone from 100km/h to 80 km/h in Kosciuszko Road between the current 80km/h sign at Mill Creek to just past the Rainbow Drive turn off.
- C. Further consideration of extending a speed zone reduction from 100km/h to 80km/h in Kosciuszko Road past to Snowy Valley Hotel (Jerrara Drive) in future review of speed zones.

Approved by Administrator Lynch

8. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

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

9.1 YOOFUBE - REQUEST FOR DONATION

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant to the Administrator
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.4 Continued participation in, and access to the arts, local galleries, museums and historic sites.
Operational Plan Action:	OP4.15 Promote awareness and support delivery of arts and cultural initiatives, including public arts assets, throughout the Region.
Attachments:	1. E-mail from South East Arts - Requesting Support of YOOFube 2017
Cost Centre	7010 Tourism – Natural Account 63151
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

YOOFube is a short fill competition for those aged 12-20 in the Bega Valley, Eurobodalla, and Snowy Monaro areas for budding filmmakers, and creates a medium for young people to express their creativity and actively participate in the arts.

South East Arts has requested that Council support this program by donating \$1,000 for the *Best Snowy Monaro Film* award.

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

COMMITTEE RECOMMENDATION

ADA59/17

That Council approve a donation request to South East Arts for their YOOFube project for the sum of \$1,000.

Approved by Administrator Lynch

9.2 DONATION OF ARTWORK TO COUNCIL

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant to the Administrator
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.4 Continued participation in, and access to the arts, local galleries, museums and historic sites.

Operational Plan Action: OP4.15 Promote awareness and support delivery of arts and cultural initiatives, including public arts assets, throughout the Region.

Attachments: 1. E-mail - Donation Request - Andy Lomnici Painting
2. Andy Lomnici Painting - Image 1
3. Andy Lomnici Painting - Image 2

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council was approached by owners of a piece of artwork that they would like to donate to Council.

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

COMMITTEE RECOMMENDATION

ADA60/17

That Council

- A. Accept the donation of the Andy Lomnici artwork; and
- B. Display the Artwork in the Adaminaby Hall

Approved by Administrator Lynch

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

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

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

12.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

Record No:

Responsible Officer: Acting Director Corporate & Community Services

Author: Risk Management Officer

Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation

Delivery Plan Strategy: DP7.9 Provide a work place that ensures the health, safety and wellbeing of employees is maintained through the management of potential risks

Operational Plan Action: OP7.27 Develop and implement WHS policies, procedures and resources for managers and workers.

Attachments:

1. Proposal for BCA Compliance and Property Risk Assessment (*Under Separate Cover*)
2. Integrated Property, WHS, Public Liability Risk Assessment BCADDA Compliance Report Council Offices (*Under Separate Cover*)
3. Integrated Property, WHS, Public Liability Risk Assessment BCADDA Compliance Report Council Depots (*Under Separate Cover*)
4. Integrated Property, WHS, Public Liability Risk Assessment BCADDA Compliance Report Hostels Community Buildings (*Under Separate Cover*)

Cost Centre

Project

Further Operational Plan Actions:

OP7.17 Improve organisation wide Risk Management through use of ISO31000 principles

OP7.24 Undertake an efficient and effective merger of the three Council's as outlined in the guidelines and other processes, as a result of the Fit For the Future Program

EXECUTIVE SUMMARY

RiskTech were engaged by Council through our insurer StateWide to undertake a series of Council building reviews. Reviews were conducted against a prearranged scope considering WHS, accessibility and building compliance and evaluation of CAPEX and maintenance expenditure to bring inspected buildings up to current BCA/DDA requirements. This report presents the final building reports which incorporate the findings of the inspections and proposes an Action Plan to address identified deficiencies.

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

COMMITTEE RECOMMENDATION

ADA61/17

That Council

- A. Receive and note the RiskTech "Proposal for BCA Compliance and Property Risk Assessment" and the "Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report" for Council Offices, Council Depots and Hostels & Community Buildings;
- B. Consider and implement a structured and costed project plan to implement the mitigations identified in action plans contained within the "Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report" for Council Offices, Council Depots and Hostels & Community Buildings; and
- C. Table the "Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report" for Council Offices, Council Depots and Hostels & Community Buildings reports at a convenient Health and Safety Committee Meeting to be received and noted by its members.

Approved by Administrator Lynch

13. ADMINISTRATOR'S REPORT (IF ANY)

Nil

14. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA62/17

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:

14.1 General Manager's Application for Contract Renewal

Item 14.1 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

14.2 TENDER EVALUATION AND AWARD OF CONTRACT NO. 005/2017 FOR THE DELEGATE WATER METER INSTALLATION PROJECT

Item 14.2 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 (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.

14.3 Review of Submissions received to Undertake Development of Snowy Monaro Tourism Strategy

Item 14.3 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business 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.

Approved by Administrator Lynch

Note 1: Confidential Session of Committee

At 3.19 pm the meeting was closed.

Note 2: Resumption of Open Committee Meeting

At 3.38 pm the Closed Session ended and the Council meeting continued in Open Session.

Note 3: Attendance of General Manager – Conflict of Interest

The General Manager having declared a conflict of interest with item 14.1, left the meeting and was absent from the meeting from 3.20pm for the duration of Item 14.1 General Manager's Application for Contract Renewal returning at 3.29pm taking no part in discussion or voting on this item

15. REPORT FROM CONFIDENTIAL SESSION

14.1 GENERAL MANAGER'S APPLICATION FOR CONTRACT RENEWAL

COMMITTEE RECOMMENDATION

ADA63/17

That Council :

- A. Receives and notes the application letter from the General Manager;
- B. In considering the contract renewal, have regard for the General Manager's annual performance review outcome as reported to the Contract Employment Committee meeting of 2 February 2017;
- C. Note the offer and acceptance of a contract by correspondence of 10 April 2017 in accordance with Standard Contract of Employment General Managers of Local Councils in New South Wales, Clause 5 'Renewal of Contract'
- D. Offer the General Manager a two year contract with ongoing employment from 1 May 2017 to 30 April 2019 subject to improving KPIs and suggested developments as determined and discussed by the Contract Employment Committee, with an understanding the contract may be terminated under clause 10.3.4(b) as it relates to not substantially meeting terms of the performance agreement. The contract amount is \$250,000 per annum total remuneration package; and
- E. Note that the General Manager in regard to D (above) must score 3 and above in each category by the Contract Employment Committee in the next review to successfully meet the performance agreement at the first annual performance review. The performance requirement of the new contract will be confirmed at the time the contract is signed.
- F. Agree to pay 50% of the performance bonuses in accordance with the conditions of resolution ADA50/16 of 7 October 2016, with the balance to be paid once the remaining KPI's are achieved.

Approved by Administrator Lynch

14.2 TENDER EVALUATION AND AWARD OF CONTRACT NO. 005/2017 FOR THE DELEGATE WATER METER INSTALLATION PROJECT

COMMITTEE RECOMMENDATION

ADA64/17

That Council :

- A. Consider the recommendation in the Tender Evaluation Report following evaluation by the Tender Review Panel of the tenders received on 31st march 2017;
- B. That the Contract 005/2017 for the Delegate Water Meter Installation Project be awarded to New Plumbing Solutions for a Lump Sum and Schedules of Amount Contract Amount of Four hundred and eighty six thousand five hundred and fifty four dollars (\$486,544); and
- C. The report, Tender Evaluation and Award of Contract No. 005/2017 for the Delegate Water Meter Installation Project, be made public subject to the supporting documents remaining confidential.

Approved by Administrator Lynch

**14.3 REVIEW OF SUBMISSIONS RECEIVED TO UNDERTAKE DEVELOPMENT OF SNOWY MONARO
TOURISM STRATEGY**

COMMITTEE RECOMMENDATION

ADA65/17

That Council :

- A. Accept the proposal from University of Canberra to undertake the development of the Snowy Monaro Regional Tourism Strategy at a cost of \$36,740; and
- B. The report, Review of Submissions Received to Undertake Development of Snowy Monaro Tourism Strategy, be made public, subject to the attached submissions remaining confidential.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 3.38pm

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 18 April 2017 were confirmed by Council at a duly convened meeting on 24 April 2017 at which meeting the signature hereon was subscribed.

**9.1 MINUTES OF THE JOINT LOCAL REPRESENTATIVE COMMITTEE MEETING HELD 15
MARCH 2017**

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant to the Administrator
Attachments: 1. Minutes of the Joint Local Representative Committee Meeting
Held 15 March 2017 [↓](#)

EXECUTIVE SUMMARY

The Joint Local Representative Committee Meeting met on 15 March 2017 in the Cooma Chambers, Snowy Monaro Regional Council. The Committee's recommendations are presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Snowy Monaro Local Representative Committee held on 15 March 2017 and the recommendations contained therein be adopted.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

**Snowy Monaro Local Representative Committee
Meeting**

15 March 2017

9.1 MINUTES OF THE JOINT LOCAL REPRESENTATIVE COMMITTEE MEETING HELD 15 MARCH
2017

ATTACHMENT 1 MINUTES OF THE JOINT LOCAL REPRESENTATIVE COMMITTEE MEETING HELD 15
MARCH 2017

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

ON WEDNESDAY 15 MARCH 2017

MINUTES

Notes:

1. **OPENING OF THE MEETING.....** ERROR! BOOKMARK NOT DEFINED.
2. **APOLOGIES.....** ERROR! BOOKMARK NOT DEFINED.
3. **REPORTS ON PRIORITY ACTIONS.....** ERROR! BOOKMARK NOT DEFINED.
 - 3.1 Peter Beer..... **Error! Bookmark not defined.**
 - 3.2 John Shumack..... **Error! Bookmark not defined.**
 - 3.3 Bob Frost **Error! Bookmark not defined.**
 - 3.4 Rogan CORBETT **Error! Bookmark not defined.**
 - 3.5 Winston Phillips..... **Error! Bookmark not defined.**
 - 3.6 Angela Ingram **Error! Bookmark not defined.**
 - 3.7 Craig Mitchell..... **Error! Bookmark not defined.**
 - 3.8 Steve Goodyer **Error! Bookmark not defined.**
 - 3.9 Gabrielle Rea **Error! Bookmark not defined.**
 - 3.10 Annie O'Keeffe..... **Error! Bookmark not defined.**
 - 3.11 Diane Hampshire **Error! Bookmark not defined.**
 - 3.12 Dean Lynch **Error! Bookmark not defined.**
4. **REPORTS & ADVICE ON LOCAL VIEWS & EMERGING ISSUES** ERROR! BOOKMARK NOT DEFINED.
 - 4.1 Snowy Monaro Local Representative Committee Meeting Dates and Time**Error! Bookmark not d**
5. **PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES**ERROR! BOOKMARK NOT DEFINED.
 - 5.1 Australia Day Working Party **Error! Bookmark not defined.**
 - 5.2 Australia Day Working Party **Error! Bookmark not defined.**
 - 5.3 Arts & Cultural Activities Committee **Error! Bookmark not defined.**
 - 5.4 Minutes of the Werri-Nina Management Committee meeting held 01/12/2016..... **Error! Bookmark not defined.**
 - 5.5 Minutes of the HACC Services 355 Committee Meeting held 01/12/2016**Error! Bookmark not de**
 - 5.6 Recreational Facilities Committee - 15 December 2016.... **Error! Bookmark not defined.**
 - 5.7 Minutes of the Yamaga Sister City Committee Held 1 February 2017**Error! Bookmark not define**
6. **SPECIFIC ITEMS VARYING FROM MEETING TO MEETING** ERROR! BOOKMARK NOT DEFINED.
 - 6.1 Draft Community Engagement Strategy **Error! Bookmark not defined.**

- 7. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS ERROR! BOOKMARK NOT DE
- 8. NEXT MEETING..... ERROR! BOOKMARK NOT DEFINED.

MINUTES OF THE SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 15 MARCH 2017

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

**ON WEDNESDAY, 15 MARCH 2017
COMMENCING AT 6.00PM**

PRESENT: Angela Ingram, LRC Member
Annie O’Keeffe, LRC Member
Bob Frost, LRC Member
Craig Mitchell, LRC Member
Di Hampshire, LRC Member
Gabrielle Rea, LRC Member
John Shumack, LRC Member
Peter Beer, LRC Member
Rogan Corbett, LRC Member
Steve Goodyer, LRC Member
Winston Phillips, LRC Member
Dean Lynch, Administrator (Chair)
Joseph Vescio, General Manager
Iliada Bolton, Director Special Projects Office
Katherine Miners (secretariat)

1. OPENING OF THE MEETING

The Chair opened the meeting at 6.00PM

2. APOLOGIES

Nil

An apology for the meeting was received from Paul Perkins, LRC Member.

3. REPORTS ON PRIORITY ACTIONS

3.1 PETER BEER

COMMITTEE RECOMMENDATION

LRC1/17

That the LRC note

- A. There is a slow release of information from Council in all areas;
- B. Some people feel uncomfortable approaching management with this issues;

MINUTES OF THE SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
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- C. Staff used to have a better knowledge of current council issues, and
- D. Mr Beer attended both the Snowy River Community Recycling Centre opening and Flowing Festival function, both of which were great events.

Moved Mr Phillips

Seconded Mrs Hampshire

CARRIED

3.2 JOHN SHUMACK

COMMITTEE RECOMMENDATION

LRC2/17

That the LRC note

- A. Those applying for Development Applications are unaware of their status;
- B. Complaints are being received that Council is not acknowledging emails or letters;
- C. Published minutes do not correlate to published business papers on the website; and
- D. Communication needs to be improved, both internally and externally.

Moved Mr Frost

Seconded Mrs Rea

CARRIED

3.3 BOB FROST

COMMITTEE RECOMMENDATION

LRC3/17

That the LRC note

- A. The consultation process has been substandard in relation to the upgrade of Snowy River Avenue and Kalkite Street and that communications with business owners and residents needs to improve; and
- B. Request from the Police in regards to Alcohol Free Zones in Jindabyne needs careful consideration, and a public meeting is to be held in Jindabyne prior to any formal response from Council.

Moved Mrs O'Keeffe

Seconded Mr Beer

CARRIED

3.4 ROGAN CORBETT

COMMITTEE RECOMMENDATION

LRC4/17

That the LRC note:

- A. Relatively small amount of complaints have been received;
- B. The Community are happy with proposed list of grants for the former Cooma-Monaro area;
- C. Closing times of the Cooma Visitor Centre continues to be raised;
- D. Over-policing of loose items on the back of utes needs to be reduced, and the extra policing should be targeting speeding trucks in Bombala; and
- E. An update on the development of the roundabout at Sharp/Vale Streets is requested.

Moved Mr Phillips

Seconded Mr Goodyer

CARRIED

3.5 WINSTON PHILLIPS

COMMITTEE RECOMMENDATION

LRC5/17

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That the LRC note

- A. The opening hours of the Cooma Visitor's Centre continues to be an issue; and
- B. Work done on Mittagang Road by contractors is substandard.

Moved Mrs Ingram

Seconded Mr Mitchell

CARRIED

3.6 ANGELA INGRAM

COMMITTEE RECOMMENDATION

LRC6/17

That the LRC note

- A. Requested update from the Cooma LRC action sheet;
- B. That the LRC action sheet needs to go out to all members for feedback;
- C. The Bombala community is still upset regarding new waste charges; and
- D. Mrs Ingram attended the International Womens Day function in Bombala as a speaker.

Moved Mr Mitchell

Seconded Mr Goodyer

CARRIED

3.7 CRAIG MITCHELL

COMMITTEE RECOMMENDATION

LRC7/17

That the LRC note

- A. Three arts committees are being created (Cooma, Bombala, Jindabyne) that will feed into a regional committee; and
- B. The need for staff support and the terms of the arts committee needs to be assessed and developed.

Moved Mrs Ingram

Seconded Mr Shumack

CARRIED

3.8 STEVE GOODYER

COMMITTEE RECOMMENDATION

LRC8/17

That the LRC note

- A. Requests for updates have been sought for the following:
 - LRCB 18/16 - Investigate recharge hub for mobility scooters in Bombala main street
 - LRCB 19/16 – Bombala Street Carnival – re-establish
 - LRCB 20/16 – Bombala Tourism Committee – re-establish
 - LRCB 22/16 - Bombala footbridge repair
 - LRCB 26/16 – Time frame to footbridge repair
 - LRCB 30/16 – Working group for swimming pool cover
 - LRCB 32/16 – Meeting with Southern Phones re call centre
 - LRCB 33/16 – Meeting with Dongwha Timbers
 - LRCB 34/16 – Investigate staffing situation with local police in Bombala/Delegate
 - LRC 36/16 – Bombala footbridge repair
 - LRCB 38/16 – Pedestrian crossing in Queen Street
 - LRCB 40/16 – Grant funding for historic walk at Cathcart

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- LRCB 02/17 – Investigate submission re dropping water levels between stepping stones
- LRCB 08/17 – Submission re maintenance issues at swimming pool
- B. Identified that Fixing Country Roads could focus on the industrial area in Bombala;
- C. Enough communication was not given after first waste meeting in Bombala; and
- D. The Bombala LRC request that local meetings are still held with continued secretarial support provided by Council.

Moved Mr Shumack

Seconded Mr Corbett

CARRIED

3.9 GABRIELLE REA

COMMITTEE RECOMMENDATION

LRC9/17

That the LRC note

- A. The 'Free Business Workshop' advertised about spending a \$20,000 grant was not advertised and had a low attendance;
- B. There will be a Community meeting held by the Chamber of Commerce in Bombala on 16 March 2017 to gauge community feedback regarding the major projects, of which Steve Goodyer will be the Council 'speaker';
- C. The Delegate community are pleased they are receiving some funding from the Major Projects Grants;
- D. The Bombala and Delegate Communities are concerned about future representation after the Council elections in September;
- E. Season passes for all pools in the region for next summer could be a worthwhile project;
- F. New signage as you are entering the region from Cann River does not mention Bombala; and
- G. The Delegate community would like to know who selects the recipients for the International Women's Day celebrations.

Moved Mrs O'Keeffe

Seconded Mr Mitchell

CARRIED

3.10 ANNIE O'KEEFFE

COMMITTEE RECOMMENDATION

LRC10/17

That the LRCs note

- A. The region needs more signage warning drivers of cyclists as there is increasing popularity of cycling on rural roads;
- B. The community would like more information on what is happening with the Berridale oval, otherwise there are no concerns with the proposed Major Projects; and
- C. The Small Business Week function in Berridale was a success.

Moved Mrs Rea

Seconded Mrs Ingram

CARRIED

3.11 DIANE HAMPSHIRE

COMMITTEE RECOMMENDATION

LRC11/17

That the LRCs note

- A. The Bega councillors have offered to come up and present to those who are interested in

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running for Council in September.

Moved Mr Frost

Seconded Mr Beer

CARRIED

3.12 DEAN LYNCH

COMMITTEE RECOMMENDATION

LRC12/17

The Administrator gave updates on the following for the LRCs to note

- A. The Snowy River Avenue Works will potentially start in October. A Working Party meeting is scheduled for Thursday 16 March 2017. Will then be physically meeting with people in Central Park. The plans are currently being designed. Agreement from all parties needs to be reached before works commence;
- B. The Jindabyne community has requested more exposure to the Administrator;
- C. The University of Canberra is looking at developing a regional tourism strategy, of which management of Visitors Centres will be part of the brief;
- D. A productive aged care meeting was held;
- E. Any projects that are not included in the proposed funding list should be put to Council by a submission;
- F. An update to the Delegate community regarding their water will be given at the waste consultation;
- G. Red Energy are installing free wifi into Bombala and Jindabyne;
- H. RMS have advised they will not provide cyclist warning signage;
- I. Administrator met with Fiona Nash regarding funding for Cooma's CBD upgrade;
- J. There will be one committee for community services in the future;
- K. Modelling is currently being done for water and waste water fees;
- L. The Administrator and General Manager went a regional meeting on 10 March 2017 to discuss community engagement. The Department of Premier and Cabinet will provide advertising about the upcoming election and will provide materials for forums to new councillors; and
- M. All members agreed to hold a regional conference or expo each year.

Moved Mr Mitchell

Seconded Mr Goodyer

CARRIED

4. REPORTS & ADVICE ON LOCAL VIEWS & EMERGING ISSUES

4.1 SNOWY MONARO LOCAL REPRESENTATIVE COMMITTEE MEETING DATES AND TIME

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant to the Administrator
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.12 Through clear and consistent communications, Council provides the community with timely feedback in progress towards goals.
Operational Plan Action:	OP7.30 Council's monitoring and reporting mechanisms enable timely and accurate information on progress towards achieving the community's goals identified in the adopted strategic and operational

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plans in accordance with the IPR framework.

Attachments: Nil

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

In order for the Snowy Monaro Local Representative Committee (LRC) Minutes to be included in the Council Business Paper of the month in which it is held, the Committee needs to consider the timing and frequency of meetings.

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

COMMITTEE RECOMMENDATION	LRC13/17
That the Committee;	
A. Hold the meetings on the second Wednesday of the month at 6.30 pm;	
B. Alternate meeting location between Berridale, Bombala, Cooma and Jindabyne;	
C. Note the previous joint meetings have been held in Berridale and Bombala; and	
D. Agree to hold the next meeting in Jindabyne	
Moved Mrs Hampshire	Seconded Mr Phillips
	CARRIED

5. PRESENTATION OF MINUTES FROM EXTERNAL COMMITTEES

5.1 AUSTRALIA DAY WORKING PARTY

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. Australia Day Working Party 13 December 2016
2. Australia Day Working Party 11 January 2017
3. Australia Day Working Party 24 January 2017

Cost Centre

Project

Further Operational Plan Actions:

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EXECUTIVE SUMMARY

The Minutes of the Australia Day Working Party meetings held on 13 December 2016, 11 January 2017 and 24 January 2017 are presented for information.

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

COMMITTEE RECOMMENDATION

LRC14/17

That Council receive and note the information in the Minutes of the Australia Day Working Party meetings held on 13 December 2016, 11 January 2017 and 24 January 2017.

Moved Mr Frost

Seconded Mr Mitchell

CARRIED

5.2 AUSTRALIA DAY WORKING PARTY

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. Australia Day Working Party Minutes - 9 February 2017
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Minutes of the Australia Day Working Party meeting held on 9 February 2017 are presented for information and adoption of recommendation.

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

COMMITTEE RECOMMENDATION

LRC15/17

That Council receive and note the information in the Minutes of the Australia Day Working Party meeting held on 9 February 2017 and adopt the following recommendation:

That current members stand down from the Australia Day Working Party, to make way for the new

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Regional Australia Day Committee.

Moved Mrs Rea

Seconded Mr Beer

CARRIED

5.3 ARTS & CULTURAL ACTIVITIES COMMITTEE

Record No:

Responsible Officer: Director Service Support
Author: Personal Assistant To Director of Service Support
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: 1. Arts & Cultural Activities Committee 9 February 2017
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Minutes of the Arts & Cultural Activities Committee meeting held on 9 February 2017 are presented for information and adoption of a recommendation.

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

COMMITTEE RECOMMENDATION

LRC16/17

That Council receive and note the information in the Minutes of the Arts & Cultural Activities Committee meeting held on 9 February 2017 and adopt the following recommendation:

That a sub-committee be formed for the future direction, development and use of the Multi-Function Centre.

Moved Mrs Ingram

Seconded Mrs O'Keeffe

CARRIED

5.4 MINUTES OF THE WERRI-NINA MANAGEMENT COMMITTEE MEETING HELD 01/12/2016

Record No:

Responsible Officer: Director Service Planning
Author: Community Service Officer

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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 of the Werri-Nina Management Committee meeting held 01/12/2016
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

A meeting of the Werri-Nina Management Committee was held on 01/12/2016. The minutes are attached for information.

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

COMMITTEE RECOMMENDATION	LRC17/17
That Council receive and note the information in the report.	
Moved Mr Mitchell	Seconded Mr Shumack
	CARRIED

5.5 MINUTES OF THE HACC SERVICES 355 COMMITTEE MEETING HELD 01/12/2016

Record No:

Responsible Officer: Director Service Planning
Author: Community Service Officer
Key Direction: 4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy: DP4.12 Provide and support appropriate services and facilities for older people and their carers within the Region.
Operational Plan Action: OP4.39 Ensure provision of high quality aged care in compliance with legislative and accreditation requirements.
Attachments: 1. Minutes of the HACC Services 355 Committee meeting held 01/12/2016
Cost Centre
Project
Further Operational Plan Actions: DP4.11 Provide and support appropriate services and facilities for people with disability within the Region

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OP4.34 Provide a suite of services that respond to the needs of the people with disability

EXECUTIVE SUMMARY

A meeting of the HACC Services 355 Committee was held on 01/12/2016. The minutes are included for information.

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

COMMITTEE RECOMMENDATION

LRC18/17

That Council receive and note the information in the report.

Moved Mrs Hampshire

Seconded Mr Beer

CARRIED

5.6 RECREATIONAL FACILITIES COMMITTEE - 15 DECEMBER 2016

Record No:

Responsible Officer: Director Service Delivery
Author: Recreation & Property Manager
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: 1. Recreational Facilities Committee - Meeting Minutes - 15 December 2016
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Minutes of the Recreational Facilities Committee meeting held on 15 December 2016 are presented for adoption.

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

COMMITTEE RECOMMENDATION

LRC19/17

That Council

A. receive and note the information, and adopt the recommendation of the Recreational Facilities

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Committee;

- B. That \$3,976 be allocated to install the artwork for the Sporting Gallery in Centennial Plaza; and
- C. That Council enter into an Agreement to install artwork in Centennial Plaza.

Moved Mr Frost

Seconded Mr Mitchell

CARRIED

5.7 MINUTES OF THE YAMAGA SISTER CITY COMMITTEE HELD 1 FEBRUARY 2017

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant to the Administrator
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments: 1. Yamaga Sister City Committee Minutes Held 1 February 2017
2. Yamaga Sister City Committee Terms of Reference
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The minutes of the Yamaga Sister City Committee meeting held 1 February 2017 are presented for information and adoption of recommendation.

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

COMMITTEE RECOMMENDATION

LRC20/17

That Council defer the recommendations therein and consider them at a later date.

Moved Mr Goodyer

Seconded Mr Corbett

CARRIED

6. SPECIFIC ITEMS VARYING FROM MEETING TO MEETING

6.1 DRAFT COMMUNITY ENGAGEMENT STRATEGY

Record No:

Responsible Officer: Director Special Projects Office

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

EXECUTIVE SUMMARY

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

- Consultation
- Extension
- Communication
- Education
- Public participation
- Participative democracy
- Stakeholder partnerships

The following officer's recommendation is submitted for the Local Representative's consideration.

COMMITTEE RECOMMENDATION

LRC21/17

That the Committee

- A. Receive and note the Draft Community Engagement Strategy;
- B. Provide comments and feedback to Director Special Projects Office on the strategy by Wednesday 29 March 2017;
- C. That Council will immediately commence community engagement to develop the Draft Community Strategic Plan to be completed by a consultant or contractor due to a lack of internal resources.

Moved Mr Phillips

Seconded Mrs Hampshire

CARRIED

7. REVIEW OF RELEVANT MEETING ACTIONS OR FOLLOW UP REQUIREMENTS

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Please see attached Local Representative Committee Action sheet.

8. NEXT MEETING

The next meeting will be held Wednesday 12 April 2017 at 6.30pm in the Sister Passmore Room, Snowy River Health Centre.

There being no further business the Chair declared the meeting closed at **9pm**.

CHAIRPERSON

The above minutes of the Snowy Monaro Local Representative Committee Meeting of Snowy River Shire Council held on 15 March 2017 were confirmed by Committee at a duly convened meeting on at which meeting the signature hereon was subscribed.

13.1 DISABILITY INCLUSION ACTION PLAN - SUBMISSION OF DRAFT PLAN

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: OP4.36 Review Disability Inclusion Action Plan
Attachments: 1. Draft SMRC Disability Inclusion Access Plan (*Under Separate Cover*) ⇨
2. Discussion points from community and staff engagement sessions (*Under Separate Cover*) ⇨

Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Disability Inclusion Action Planning is mandatory for state and local government, under the Disability Inclusion Act 2014. The Draft Disability Inclusion Access Plan (DIAP) 2017-2021 for the Snowy Monaro Region provides a strategic approach for Council to develop an inclusive community.

The *Disability Inclusion Act 2014 (NSW)*, encourages planning and coordination across state and local government to identify and reduce barriers that prevent people with disabilities from participating fully in their community. The Act mandates that councils must prepare a Disability Inclusion Access Plan by 1 July 2017.

Council engaged Debbie Gillman of Collective Objectives to conduct community engagement, develop and author a Disability Inclusion Access Plan 2017 – 2021. The Draft Plan is attached, along with a summary of the discussion points raised during staff and community consultations (Appendix 1).

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the information in the report on the Draft Snowy Monaro Regional Council Disability Inclusion Access Plan 2017-2021; and
 - B. Endorse the Draft Plan and place it on public exhibition for 28 days.
-

BACKGROUND

The Snowy Monaro Regional Council Disability Inclusion Access Plan 2017-2021 will guide Council in the development of an inclusive community. An inclusive community draws together people with a broad range of skills, interests and perspectives and through this diversity communities can become stronger, more resilient, adaptable and innovative. Exclusion can lead to disadvantage and discrimination, affecting the health and wellbeing of individuals, families and the wider community.

An inclusive community means that people with disabilities are able to go about their daily activities independently, they can access the services and facilities they need, they can obtain meaningful employment, they can remain connected with others in their community and they can contribute to the planning and decision making that affects their lives. The benefits of an inclusive community include:

- Diverse views and perspectives provide a richer, resilient, adaptable, vibrant and innovative community.
- Exclusion often leads to disadvantage and discrimination, which has a negative impact on a person's health, welfare, education and employment.
- Employment supports independence, improves living standards and reduces reliance on welfare. It also promotes a positive sense of self-worth and improves mental health.
- Providing access for people with disabilities to a business also opens it up to older people and parents with prams. This can increase the business' customer base significantly.
- Creating inclusive public spaces will also prepare for an ageing population and will welcome parents and their children into the space.

The DIAP is aligned with strategic plans developed under the NSW Integrated Planning and Reporting (IPR) framework. It supports priorities contained in Council's recently developed Regional Delivery Program for 2014-2017. Council will soon develop a new Regional Community Strategic Plan and Delivery Program. This provides an opportunity to further link the DIAP with the IPR strategies to make sure they are resourced and implemented. It is also mandatory under the *Disability Inclusion Act 2014 (NSW)*, that progress of the implementation of the Plan is reported to the Minister for Disability Services within Council's annual report.

Demographic data shows an increase in the number of people with disabilities and their carers in our Region. The Snowy Monaro Disability Inclusion Access Plan 2017-21 will provide a strategic approach to meet the changing needs of people with disabilities in our community and in doing so, also help meet the demands of an ageing population.

In 2011, the Census revealed that:

- 881 people or 2.3% of the population in our Region have a severe or profound disability. That is, they needed help with their day-to-day activities due to disability. The number of people with profound disability has increased by 289 (or 32.8%) over the past five years.
 - 1,864 carers or 11.7% of our Region's population provided unpaid care to a person with a disability or long-term illness. The number of carers increased by 358 (19.2%) over the past five years. (This figure is higher than the number of people with profound disabilities as it includes people caring for older people and people with moderate disabilities).
-

- Changing demographics for our Region include significant increases in the number of people with profound disabilities aged 20 to 59 years old (+54); 85 years and over (+51) and 0 to 4 years old (+28).

The National Survey of Disability, Aging and Carers (SDAC) for 2015 reported that:

- 1 in 5 Australians have a profound disability (18.3% of the population or 4.3 million).
- Almost 2.7 million (or 11.6%) of Australians were carers.
- Unemployment rate for people with disability was 10.0%, almost double that for people without disability.
- Gross weekly income for a person with disability was \$465 per week, less than half that of a person without a disability.
- 95.5% of people with disability were living in households rather than in supported accommodation and almost 2.7 million (or 11.6%) of Australians were carers.
- Almost one in 12 Australians with disability reported they had experienced discrimination or unfair treatment because of their disability.

The national and Regional demography clearly supports the need for improvement in the four key focus areas of this DIAP: developing positive community attitudes and behaviours; creating liveable communities, supporting access to meaningful employment and improving access to services through better systems and processes.

In coming years, Council will have an increased role in monitoring the level of disability and aged services in the Snowy Monaro Region and in advocating to other levels of Government, non-government agencies and the private sector, to:

- Increase the capacity of existing disability services that assist people with disabilities with daily tasks including self-care, mobility, communication, health care, property maintenance and household chores.
- Extend the range and capacity of disability services to cover needs that are mostly reported as being unmet, including property maintenance, cognitive or emotional tasks such as making friends and coping with feelings and household chores.
- Increase services and facilities that support younger people aged 20-59 years and children aged 0-4 years, where growth in the number of local people with disabilities has been significant.
- Increase the level of service provision for supported accommodation, in-home care, and respite care and support services for carers themselves. This is important, given that over 95% of support to people with disability is provided by unpaid carers within the family home. The carer profile is ageing and over one-third of carers are living with disability themselves.
- Provide services and facilities that are able to accommodate the specific cultural and linguistic needs of the local community, including the Indigenous community; the established migrant population and emerging communities as identified in Census data.

Council can also continue to review and adapt its own activities to support the ongoing and changing needs of people with disability, to:

- Encourage housing that is adaptive and supports ageing in place and encourage more supported accommodation facilities through its strategic planning and development control processes.
- Adopt a Universal Design approach to the planning and delivery of public spaces and infrastructure to provide public spaces and infrastructure, which is accessible for everyone and in doing so, build a more inclusive community.
- Update systems and processes to improve access to its information, services and facilities for people with disabilities.
- Provide low and no cost opportunities for people with disabilities and their carers to participate in community life; such as sporting, recreational and cultural activities, community events and community development programs.
- Provide leadership as an employer of people with disabilities, through advocacy and improved disability awareness to private businesses and as employer in its own right. This is important given that people with disability earn less than half the income of people without disability and that the unemployment rate for people with disability is twice that of other Australians and income is a key determinant of quality of life.
- Provide leadership in improving attitudes towards people with disabilities and reducing discrimination through providing opportunities for interaction between residents to learn about the skills and contributions of people with disabilities to the local community and through formal community education and awareness campaigns, forums and events.

The community engagement strategy for the development of the Disability Inclusion Access Plan included:

- Consultation with Council managers and key staff across most functional areas of Council to map existing assets, services and programs to support people with disabilities, consider potential initiatives, or expansion or improvement of existing initiatives; consider links to other Council plans, identify sources of funding and develop key performance indicators.
- Community meetings across the region as listed in the Draft Plan.
- Invitations to meetings extended to clients and staff of local disability services.
- Facebook chat session.
- Promotion of meetings through Facebook pages and websites of Council and community associations throughout the region via Council's Communications Team.

It is recommended that the Draft Disability Inclusion Access Plan 2017-2021 be placed on public exhibition for 28 days to enable further community input.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The social outcomes of the implementation of the DIAP include the benefits of an inclusive community for all residents of and visitors to the Snowy Monaro Region. Universal Design principles applied to public spaces, parks and community purpose buildings benefit people with disabilities and others living in our community, such as children, parents with prams and seniors.

The DIAP strategies support the UN Convention on the Rights of People with a Disability and the Disability Inclusion Act 2014 disability principles regarding equal access to goods, services and participation in community life.

2. Environmental

There are no expected environmental impacts associated with the Snowy Monaro Regional Disability Inclusion Access Plan 2017-21.

3. Economic

Each strategy within the Disability Inclusion Access Plan is supported by a resourcing strategy, which proposes that the implementation of the strategy be resourced within existing budgets, or that a budget bid for additional funds be made through Council's established annual budgeting process, or that an external grant be sought or other initiatives such as developer contributions be investigated.

Focus Area 2: Creating a Liveable Community has implications for the provision of all community purpose Council owned assets such as community purpose buildings, public places (street scaping projects in town centres), parks, recreation and sporting facilities, public toilets and pedestrian infrastructure.

The strategies contained in the DIAP mostly recommend improvements to Council's existing assets to meet access standards, through a progressive process of auditing for access and adapting them within established capital works programs. Where a new asset is recommended, for example, an All Abilities Playground in Bombala, the DIAP recommends that the works be conditional upon the securing of additional budget bids through Council's annual process and/or securing external grants.

4. Civic Leadership

The *Disability Inclusion Act 2014 (NSW)* (DIA) encourages planning and coordination across state and local government to identify and reduce barriers that prevent people with disabilities from participating fully in their community. The Act mandates that councils must prepare a Disability Inclusion Access Plan by 1 July 2017. The Draft Snowy Monaro Disability Inclusion Access Plan 2017-21 has been developed to comply with the DIA.

It is also mandatory under the Act, for Council to report its progress on the implementation of the Plan to the Minister for Disability Services within its annual report.

Each strategy contained within the Disability Inclusion Access Plan 2017-21 is linked to a theme, strategy and action within Council's Regional Delivery Program 2014-17. This means that the DIAP strategies support the priorities set by the Community during the Integrated Planning and Reporting process. It also means that the DIAP strategies are resourced, implemented, monitored and reported against.

15.1 DA 10.2017.1091.1

Record No:

Responsible Officer: Planning Manager

Authors: Urban and Rural Planner
Urban and Rural Planner

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

Delivery Plan Strategy: DP6.7 Ensure that Council's policy, land use planning, development assessment enhance liveability.

Operational Plan Action: OP6.13 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.

Attachments: 1. Variation Request (*Under Separate Cover*) - **Confidential**
2. Proposed Plans (*Under Separate Cover*) - **Confidential**
3. Draft Determination (*Under Separate Cover*) ⇨

Further Operational Plan Actions:

Applicant Number:	10.2017.1091.1
Applicant:	Ian P Jauncey & Fiona L Jauncey
Owner:	Ian P Jauncey & Fiona L Jauncey
DA Registered:	
Property Description:	125 Caseys Road BREDBO 2626
Property Number:	Lot: 163 DP: 750525
Area:	Bredbo
Zone:	RU1 - Primary Production
Current Use:	Residential Dwelling
Proposed Use:	Residential Dwelling
Permitted in Zone:	<p>2 Permitted without consent Environmental protection works; Extensive agriculture; Home-based child care; Home occupations; Horticulture; Viticulture</p> <p>3 Permitted with consent Building identification signs; Cellar door premises; Dual occupancies; Dwelling houses; Extractive industries; Farm buildings; Intensive livestock agriculture; Intensive plant agriculture; Office premises; Open cut mining; Roads; Roadside stalls; Rural workers' dwellings; Secondary dwellings; Any other development not specified in item 2 or</p> <p>4 Prohibited</p>

	Amusement centres; Boat building and repair facilities; Charter and tourism boating facilities; Commercial premises; Exhibition villages; Health services facilities; Industrial retail outlets; Jetties; Marinas; Mooring pens; Mortuaries; Public administration buildings; Residential accommodation; Sex services premises; Signage; Storage premises; Vehicle body repair workshops; Vehicle repair stations; Warehouse or distribution centres; Water recreation structures; Wholesale supplies
Recommendation:	Approval

EXECUTIVE SUMMARY

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

The proposed development is for the addition of a transportable home for use as a secondary dwelling on a rural lot. This application is being submitted 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.

The variations required for the subject application concern non-compliances with:

- requirements of clause 3.3.3.3 in DCP 2014, which prescribes that the maximum distance between the two closest points of the walls of the primary and secondary dwelling is to be a maximum distance of 15 metres.
- requirements of clause 2.2.3 in DCP 2014, which prescribes that the lowest habitable floor of a new building must not be located more than 1.2 metres above the existing ground level at any point directly below it.

RECOMMENDATION

That Council:

- A. Vary Clause 3.3.3.3 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the siting of the proposed development to be an extra 40m outside the maximum allowed curtilage of 15m.
- B. Vary Clause 2.2.3 of the *Cooma-Monaro Development Control Plan 2014 (Amendment 1)* to allow the lowest habitable floor of the new building to be a maximum of 1.4 metres above the existing ground level.

BACKGROUND

Several conversations and development advice have been engaged in and provided, over recent years, to the applicant regarding the development potential of the subject lot. This advice explained that the lot did not meet minimum lot size requirements for a dual occupancy and if a development application were to be lodged for a secondary dwelling it would need to be in accordance with the requirements of DCP 2014, specifically within 15m of the primary dwelling.

Subsequently the applicant indicated that the only suitable location was approximately 50m from the primary dwelling. The applicant requested a site visit from a Council Officer to demonstrate the restrictions of the lot. Following the site visit it was agreed by Council that the chosen location was the most suitable for a secondary dwelling and if a development application were to be lodged it should submit a formal request for a variation to the standard.

ASSESSMENT

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

State Environment Planning Policies (SEPPs)	State Environmental Planning Policy (Rural Lands) 2008
Local Environmental Plan (LEP) (including draft LEPs)	Cooma Monaro Local Environment Plan 2013
Development Control Plans	Cooma Monaro Development Control Plan 2014

SECTION 79C

Application:	10.2017.1091.1
Officer:	Quinn Maguire
Date:	19/04/2017
Land:	125 Caseys Road BREDBO 2626 Lot: 163 DP: 750525
Zone:	RU1 - Primary Production
Proposal:	For the use of the site for a manufactured home

1 Existing Site Features

Location	125 Caseys Road BREDBO 2626 - Lot: 163 DP: 750525
Site Inspection	7/12/2016
Size	67.633
Topography	The site is in an area of undulating hills, the overall slope of the site being calculated at approximately 10%.
Existing buildings	The site contains a four bedroom dwelling and three sheds.
Existing vegetation cover	Proposed development is located in a mostly cleared and managed area on site, predominantly native and exotic grasses, landscaped garden beds, olive groves and mature native trees.
Access arrangements	Access via right of way which traverses one neighbouring lot (Lot 1 DP 800264).
Existing/available utility services	Existing electricity, OSSM, water tanks and bore on site.

<i>Any easements and/or restrictions of note</i>	None noted on site
<i>Crown ownership</i>	None noted
<i>Other</i>	A portion of the north-western corner of the site has been identified as bushfire prone land.
<i>Surrounding development</i>	Predominantly agricultural land, associated dwellings and outbuildings.

2 Proposal

The proposed development involves the addition of a 61m² two bedroom transportable dwelling for use as a secondary dwelling.

The estimated cost of the proposal according to the applicant is \$120,000.00 and when compared to Council's estimate using Rawlinsons Construction Cost Guide 2017 this was considered to be accurate.

3 Background/History

1990- Approval issued for existing dwelling

2017- Approval issued for alterations and additions to dwelling

Council holds no other records associated with this site.

4 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.

During a site inspection it was noted the proposed development site is located in an area of highly modified land containing managed landscaped vegetation. It was also noted that the land surrounding the managed area around the new and existing development consisted of pastoral land with the only significant vegetation being located several hundred metres to the north-west

of the site. Additionally the area surrounding the development largely consists of managed olive orchards.

Based on the above assessment, the use of the site, in the form of the proposed development, is considered unlikely to impact upon any threatened flora or fauna species within the locality. As such the undertaking of a seven part test is considered to be unnecessary.

5 Compulsory Consultations and referrals to other bodies (S.79B, 79BA, 91)

Concurrence requirements

Nil

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 a small proportion of the site.

As identified from Councils bushfire mapping, all structures are outside mapped bushfire prone areas. The nearest threat is approximately 300m to the west. As such a section 79BA assessment was deemed unnecessary.

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 proposed development is not integrated development.

6 Provision of any Environmental Planning Instruments (S79C(1)(a)(i))

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

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 (b),*
-

-
- (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).

The proposed development is for the addition of a transportable home to be used as a secondary dwelling; this is an extension of the existing land use for a dwelling house and is therefore not considered to be incompatible with the existing use or surrounding uses. In this way the development is deemed to be compliant with the *State Environmental Planning Policy (Rural Lands) 2008*.

Cooma Monaro Local Environmental Plan 2013

Under the provisions of the Cooma Monaro Local Environmental (CMLEP) 2013 the site is zoned RU1 Primary Production zone. The proposed development being for the purposes of a secondary dwelling is permissible with consent within the RU1 zone.

Clause 2.3(2) of CMLEP 2013 requires consideration of the objectives of the RU1 zone. These are as follows:

Zone RU1 Primary Production

1 Objectives of zone

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To encourage land uses that are unlikely to generate significant additional traffic relative to the capacity and safety of a road, or create or increase a condition of ribbon development on any road.
- To encourage land uses that are unlikely to create unreasonable or uneconomic demands for the provision or extension of public amenities or services.
- To protect the water quality of receiving watercourses and groundwater systems.
- To protect the visual landscape values of the rural area.

The development as carried out is considered to be consistent with the objectives of the RU1 zone as it is unlikely to result in conflicts with the surrounding land uses, generate significant additional traffic or adversely impact on the visual landscape values of the rural area.

Clause 6.3 also requires consideration and 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.*

Approximately 10Ha of land along the western boundaries and small pockets in the middle of the site have been identified as containing “Biodiversity” by the CMLEP 2013. As the site contains “Biodiversity” the provisions of Cl6.3 must be taken into consideration when assessing this application. However the actual specific site of the proposed development does not fall within the land identified as containing “Biodiversity” by the CMLEP 2013. Additionally the development has been carried out on land that has previously been disturbed as a result of past approvals and current land uses. For these reasons it is highly unlikely that the proposed development will impact upon biodiversity in the area.

Clause 6.10 of CMLEP requires consideration and reads as follows:

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,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable vehicular access.*

Water is to be provided via proposed 61,000L tank, the site has existing connections to electricity, an OSSM is proposed for sewage management and a site and soil report has been submitted, stormwater is to be directed to rainwater tanks and overflow to be managed on site. Vehicular access is via a right of way and existing driveway which provide access from Caseys Road. Caseys Road is a Crown Road, however it is not intended to impose any condition of consent on the proposed development requiring upgrading of the Crown Road.

7 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.

8 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 2014 provides a number of generic development controls requiring consideration for all types of development. An assessment of the proposed development against the provisions of this Chapter follows:

Chapter 2: Generic Development Controls			
DCP provision	Requirement	Proposal	Complies
2.1 Streetscape	No zincalume facades or roofing	Brick cladding and Colorbond roofing	Yes
2.2 Building height and bulk	Lowest habitable floor no more than 1.2m above existing ground	Due to slope of land maximum height of lowest habitable floor 1.4m (veranda max floor height 1.7m)	No. See variation request.
2.3 Building setbacks (Increase by 1m for building above 2 storeys)	See table below		Yes
Setbacks – RU1	Front Setback -50	Approx. 175m	Yes
	Side Setback-50	55m	Yes
	Rear Setback-50	Approx. 650m	Yes
2.4 Crime and Safety	Private open space clearly defined	Existing fencing defines 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 Works – Volume 1 (Design)</i> and <i>Specification for Engineering Works – Volume 2 (Construction)</i> (SFEW).	Existing vehicular access from Caseys Road	Yes
2.6 Stormwater	Drainage to rainwater tanks	Drainage to proposed 61,000L rainwater tank	Yes
2.7 Energy efficiency	Outdoor clothes drying area	N/A	-
2.8 Erosion and	Erosion and sediment control	N/A	-

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sediment control	plan required		
	Construction on slopes >15% to be avoided	No works on slopes over 15%	Yes
	Use of hay-bales to be avoided in areas of high value native vegetation	N/A	-
2.10 Off-street parking	To be shown on plan (2 spaces)	Site has sufficient space for off street parking.	Yes
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	Yes
	New buildings within 225m of water main must be connected and meter installed	N/A	-
	Section 68 required for any new water supply or wastewater works	N/A	-
	Water supply pipes and connections are required to meet the specifications contained in Appendix 3	N/A	-
	No new or extended buildings are to be located within 5 metres of a Council water supply rising main pipeline.	N/A	-
	New buildings with wastewater facilities to be connected reticulated drainage systems if within 75m of mains.	N/A	-

Chapter 3.3.3: Secondary Dwellings			
DCP provision	Requirement	Proposal	Complies
3.3.3.3 Prescriptive requirements	50 square metres of private open space must be retained on the site for shared-use	The site has ample are for private open space	Yes
	The maximum distance between the primary and secondary dwelling is to be 15 metres	Distance between dwellings is 55m (shown on plans)	No. See variation request.
	Garage with direct internal access from living areas, a door must be installed to separate	N/A No attached garage	-

	the garage.		
3.3.3.3.1 Additional requirements for secondary dwellings greater than 60 square metres	<p>N/A</p> <p>The gross floor area (defined in the CMLEP 2013) is less than 60m²</p>		

Based upon the above assessment the proposed development is considered to comply with the relevant provisions of the Cooma-Monaro Development Control Plan 2014.

8.1 Variations to Development Standards

The two proposed variations to DCP requirements have been considered below using the criteria in clause 1.9 of the DCP.

2.2 Building height and bulk	
Under the Cooma-Monaro DCP 2014 the lowest habitable floor is to be no more than 1.2m above existing ground, due to slope of land the proposed maximum height of lowest habitable floor is 1.4m. This variation is not deemed to have a significant impact and may result in better planning outcomes as cut and fill requirements are reduced.	
a) whether exceptional circumstances apply in the particular case such that it is unlikely the same variation would be warranted elsewhere;	
b) the impact that setting a precedent may have;	
c) the need for Council to make consistent decisions;	
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;	
e) if there is some reason why meeting the DCP requirement would be unreasonable in the circumstances of the development application; and	
f) if the variation is so minor or insignificant as to be of little or no consequence.	Due to the location of the development the variation is considered to be minor or insignificant as to be of little or no consequence. The development is located in a rural and relatively isolated position; it is not sited on the top of a ridgeline or hill and is not noted as being visible from any neighbouring dwellings.

3.3.3 Secondary Dwellings
Under the Cooma-Monaro DCP 2014 the maximum separation between a primary and secondary dwelling in the RU1 Zone is 15m. The proposed secondary dwelling as a separation distance of 55m from the primary dwelling. On inspection of the site it was noted

that the proposed location appeared to be the most practical due to the slope of the land and the existing established uses (gardens, olive groves, and associated structures) surrounding the primary dwelling.	
a) whether exceptional circumstances apply in the particular case such that it is unlikely the same variation would be warranted elsewhere;	
b) the impact that setting a precedent may have;	
c) the need for Council to make consistent decisions;	
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;	The proposed variation is deemed to result in a better planning and/or practical outcome for the development as opposed to complying with the standard. The proposed development site has a lesser slope than other potential sites, the area surrounding the primary dwelling has established gardens and other associated structures surrounding while the proposed development site is relatively clear of any significant vegetation or structures. The proposed siting will also provide greater privacy to both dwellings.
e) if there is some reason why meeting the DCP requirement would be unreasonable in the circumstances of the development application; and	
f) if the variation is so minor or insignificant as to be of little or no consequence.	Due to the rural nature of the location and the little impact it is deemed to have on existing and potential land uses the variation considered to be so minor or insignificant as to be of little or no consequence.

9 Provision of any Planning Agreement (S.79C(1)(a)(iia))

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

10 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.

11 Impacts of the Development – Environmental, Social & Economic (S.79C(1)(b))

<i>Context and setting</i>	The development is considered to be in context with surrounding development and is unlikely to result in any significant impacts upon surrounding development.
<i>Access, transport and traffic</i>	The site has suitable existing access via Caseys Road which is accessed through a Right of Way over Lot 1 DP 800264.
<i>Public domain</i>	Nil
<i>Impacts on supply of utilities</i>	There will be limited impacts on the supply of utilities as the dwelling will continue to utilise existing on-site sewage management system and rainwater tanks.
<i>Heritage</i>	Nil
<i>Natural and other land resources</i>	As there are no recorded natural resources on or around the site the proposed development will have no effect on natural resources.
<i>Water supply and potential impacts on surface and ground water</i>	The applicant proposes the use of existing rainwater tanks to service the proposed development. The proposed development involves no actions considered likely to impact upon surface or ground water supplies within the locality.
<i>Soils</i>	The proposed development involves no significant soil disturbance and is considered unlikely to result in any significant erosional processes.
<i>Air quality, pollution and microclimate impacts (eg odour)</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>Flora and fauna</i>	The proposed development involves no actions considered likely to impact upon any threatened flora or fauna species likely to be found within the locality.
<i>Waste facilities and controls</i>	The proposed development will be utilising an on-site effluent disposal system and is therefore unlikely to have any impact on waste facilities and controls.
<i>Energy efficiency and greenhouse gas emissions</i>	Not BASIX affected development.
<i>Noise and vibration</i>	No works are required as development has already been carried out.
<i>Technological hazards and other risks to people, property and the environment</i>	Nil
<i>Safety, security and crime prevention</i>	The proposed development involves no actions considered likely to result in any significant safety or security implications within the locality.

<i>Social impact in locality</i>	The proposed development will result in minimal social impact within the locality of the development.
<i>Economic impact in locality</i>	The proposed development will result in minimal economic impact within the locality of the development.
<i>Site and internal design issues</i>	The proposed dwelling will be located several hundred metres from the nearest adjoining neighbour and will be shielded from adjoining neighbours by the topography.
<i>Impacts during construction</i>	Nil
<i>Cumulative impacts</i>	Nil
<i>Impact on pedestrian movements and safety</i>	Nil
<i>Mineral resources and/or deposits in the vicinity</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>Impacts on aboriginal heritage</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 is highly disturbed and contains no unique geographical features, the likelihood of disrupting or damaging an aboriginal object is considered low.
<i>Environmental impacts as a consequence of the development (whether direct or indirect)</i>	The proposed development involves no actions considered likely to result in any significant environmental impacts.
<i>Health Impacts of High Voltage Power Lines</i>	Nil

12 Suitability of the Site (S.79C(1)(c))

<i>Potential land use conflicts with surrounding development</i>	The proposed development involves no actions considered likely to result in any significant conflict with surrounding land uses.
<i>Effluent disposal</i>	Development is to be connected to existing OSSM system.
<i>Topography</i>	The proposed development site is undulating with the existing dwelling being located on a large pad.
<i>Suitability of the access arrangements</i>	The subject site features suitable existing vehicular access from Caseys Road.

13 Public Submissions (S.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 17/03/2017. No submissions were received.

14 Public Interest (S.79C(1)(e))

<i>Impact on public infrastructure</i>	None expected, development to be connected to electricity but outside council's water and wastewater schemes
<i>Disabled Access</i>	Not required, but access ramp to be provided.
<i>Federal or State government policies</i>	None noted
<i>Planning studies, strategies or guidelines</i>	Nil
<i>Management Plans</i>	Nil
<i>Restrictions on the title and/or easements upon the land</i>	None known
<i>Credible research findings applicable to the proposal</i>	Nil

15 Other Matters

<i>Developer Contributions</i>	As the applicant is proposing an additional dwelling on the site, a developer contribution for rural roads will be applicable.
<i>Property Vegetation Plan (PVP)</i>	Nil
<i>Crown Land</i>	Nil
<i>Approvals under other Acts</i>	Nil
<i>Explanation of certain conditions to be imposed</i>	Nil
<i>Enforcement of conditions</i>	Standard enforcement actions
<i>Internal Referrals</i>	The proposed development was referred to the following internal Council officers. Their comments have also been summarised below:

Officer	Issues raised	Addressed by	Conditions recommended?
Health and Building Surveyor	No significant issues raised	-	Standard conditions
Roads and Stormwater Engineer			
Water and Wastewater Engineer	-	-	-

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Property Manager	-	-	-
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16 Conclusion

The proposed development is for the use of the site for a manufactured home, which will be a secondary dwelling. The proposed development complies with the provisions of the Cooma-Monaro Local Environmental Plan 2013 and the Cooma-Monaro Development Control Plan 2014 (subject to variation approval). No significant issues were raised by referring officers or adjoining land owners. As such this assessment recommends approval for Development Application 10.2016.1072.1 upon Lot: 163 DP: 750525 – 125 Caseys Road BREDBO 2626 (subject to conditions).

Quinn Maguire
Urban & Rural Planner

Date:5/04/2017

Section 79C and EP&A Act Checklist :

The suitability of the site for the development:	The site is generally suitable for development.
The provisions of any environmental planning instrument and draft environmental planning instrument:	<p>The proposal has been assessed against the provisions of all relevant SEPP's and the development has been found to achieve an acceptable level of compliance.</p> <p>The proposal has been examined in detail against the provisions of CMLEP 2013 and has been found to achieve an acceptable level of compliance.</p> <p>The proposal has been examined in detail against the provisions of the draft LEP 2013.</p>
The provision of any development control plan:	The application generally complies with the provisions of Council's relevant development control plans.
Any matters prescribed by the regulations:	The application generally complies with the <i>EP&A Regulation 2000</i> .
The likely impacts of that development, including environmental impacts on both the	The likely impacts of the development have been appropriately considered as part of this

natural and built environments, and social and economic impacts in the locality:	application, and appropriately addressed above. The cumulative impacts of the development negate any time, space, nibbling or synergistic effects.
Any submissions made in accordance with the EP&A Act or the regulations:	The application was notified and or advertised. Details of notification and submissions received are discussed below.
The public interest:	The proposal is not contrary to the public interest, as it complies with the Council's standards and will not contribute to creating an undesirable precedent.

Non Compliance with DCP

Clause 2.2.3 Building Height and Bulk- The Cooma-Monaro DCP 2014 prescribes the lowest habitable floor is to be no more than 1.2m above existing ground, due to slope of land the proposed maximum height of lowest habitable floor is 1.4m.

Clause 3.3.3 Secondary Dwellings- Under the Cooma-Monaro DCP 2014 the maximum separation between a primary and secondary dwelling in the RU1 Zone is 15m. The proposed secondary dwelling as a separation distance of 55m from the primary dwelling.

SUBMISSIONS

The application was notified, in accordance with relevant DCP requirements and the relevant statutory regulations. Notification letters were sent out to adjoining landowners and exhibited for a period of 14 days. No submissions were received

The application was not publicly advertised, in accordance with relevant DCP and the relevant statutory regulations.

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 provisions in clause 2.2.3 of the Cooma Monaro DCP 2014

Non-compliance with provisions clause 3.3.3.3 of the Cooma Monaro DCP 2014

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 below.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The proposed development will result in minimal social impact within the locality of the development. As a secondary dwelling, 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 may 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

16.1 IMPLEMENTATION PLAN - SPECIAL PROJECTS OFFICE (SPO) UPDATE - APRIL 2017

Record No:

Responsible Officer:	Director Special Projects Office
Author:	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.
Attachments:	1. Implementation Plan Progress Report ↓
Cost Centre	3130 - Merger
Project	Implementation Plan

Further Operational Plan Actions:

- OP7.5 Achieve a stronger, more efficient Council through a successful merger
- OP7.10 Investigate and implement funding opportunities to reduce Council's infrastructure gap.
- OP7.9 Community members are afforded the opportunity to review, comment and participate in decision making through policy applications.
- OP7.16 Advocate with State and Federal Government for the removal of barriers to economic and community development.
- OP7.17 Improve organisation wide Risk Management through use of ISO 31000 principles.
- OP7.18 Effective management of Council funds to ensure financial sustainability.
- 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.
- OP7.32 Undertake consultation with community and staff, providing assistance where possible, throughout the merger process.
- OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.
- OP7.36 The Executive Leadership Team will be responsible for implementing the organisation's strategies and objectives, and for carrying out the day-today management and control of Council's affairs.

EXECUTIVE SUMMARY

In July 2016, the Administrator approved engagement of the Global Collaboration Tool which will automate the planning, reporting and monitoring of the implementation plan.

A review of the Implementation Plan has been undertaken. It is important to gauge an understanding of the progress and; consider the likelihood of which actions will need to be moved into the 2018 Operational Plan.

This report seeks to provide an update on the Implementation Plan progress and recommends future streamlined reporting as we deliver outcomes of the Council merger to the community.

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the progress report on the Implementation Plan as at 31 March 2017
- B. Endorse that all outstanding actions be reviewed and included in the Snowy Monaro Regional Council Operational Plan for 2017/2018

BACKGROUND

The agreed vision for all merged councils is:

"A strong council delivers results for its community, builds successful partnerships and has the leadership, culture, people and capacities to make this happen"

The five characteristics of a modern council are:

- Strategic capacity
- Outstanding service provision
- Robust community relationships
- Strong performance
- Sound organisational health

It is noted that these are not ranked or prioritised, rather all have an equal weighting of importance for the organisation.

To support the framework, the 10 key results describe outputs that will achieve the transformation. These are:

- Service continuity, with smart service improvements
- Robust governance that delivers confidence to communities
- Easy to do business with, in person and online
- Engaged staff who understand their roles and how they contribute to the new council
- Involved communities who have their say
- Communities can readily identify with their new council
- A shared vision and direction for the whole community
- Rates maintained within existing pathways and resources used wisely to serve the entire council area
- Expected benefits which are clear, measurable and on target
- A newly elected council working for the whole community

The SMRC Implementation Plan details how each action contained in the road map relates to achieving the key result areas and is the documented plan by which each council will deliver the transformational change (stronger council) as articulated in the framework.

Overview

The Snowy Monaro Regional Council Implementation Plan contains 261 Actions that are required to be completed as part of Phase 1 of Local Government Reform – Mergers. There are 19 business units involved in delivering this plan, with responsible officers being identified. The CAMMS Global Collaboration tool is being used to implement, monitor and report progress against the implementation plan and operational plan.

Table 1 below shows a summary of the progress data currently in Global Collaboration for the adopted Implementation Plan Actions.

Timing	Total No. Actions	Not Started	In Progress	Completed	Ongoing	% Complete	On track for Completion
March 2017	261	15	53	186	7	71%	83.49%

Table 1: Action progress data

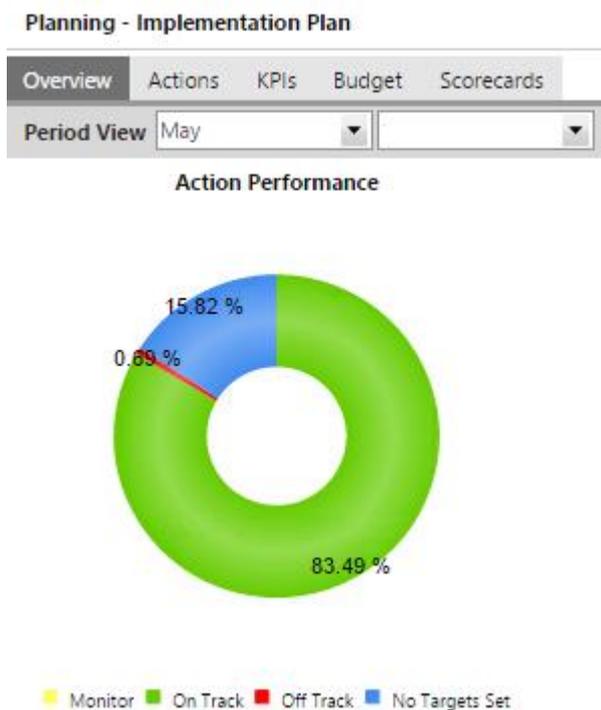


Diagram 1: CAMMS Global Collaboration tool – Implementation Plan Action Performance

*Note, the blue items did not have targets set as they are actions that are included in the implementation plan but were completed before it was adopted in June 2016. The red items are those that are recorded as being overdue and the green items are being progressed and are on track.

The off track items are:

7.1.2.1 Identify and commence priority due diligence activities, such as reviewing contracts

7.3.1.8 Deliver the program to establish the new payroll system.

Implementation Plan Uncompleted Action Status

- 75 implementation plan actions have not been completed (as at 22 March 2017)
- 15 implementation plan actions are identified as not started and listed as follows:
 - 6.2.1.2 Bring together the Local Environmental Plans administratively into a single document. Strategic Planning
 - 7.1.2.11 Contracts with some advisors to the former councils may need to be terminated Corporate Governance

16.1 IMPLEMENTATION PLAN - SPECIAL PROJECTS OFFICE (SPO) UPDATE - APRIL 2017

7.1.2.18 Review all legal documentation to assess the guarantee value, purpose and conditions.	Financial Services
7.1.2.19 Advise the institution providing the guarantee that the new council has been proclaimed.	Financial Services
7.1.2.2 Develop a staged program in the Implementation Plan to fully consolidate Local Environmental Plans.	Strategic Planning
7.1.2.20 Confirm that the guarantee has been transferred to the new council under the proclamation.	Financial Services
7.1.2.22 Undertake an assurance process to check the register against supporting documentation.	Financial Services
7.1.2.3 Review and update arrangements as needed throughout Phase 1.	Special Projects Office
7.1.2.6 Deliver the program to consolidate local regulations.	Regulatory & Compliance Services
7.1.2.6 Incorporate the statement of local benefits into the Implementation Plan	Special Projects Office
7.1.3.4 Develop, test and deliver a harmonised system for managing customer requests and complaints.	Customer Service
7.3.1.5 Develop and implement a consolidated human resources related sub-Transition plan inclusive of workforce planning related requirements	Human Resources
7.4.1.3 Continue to deliver community engagement activities	Community Development
7.4.1.5 Communicate effectively with Staff, communities and partners	Corporate Governance
7.4.1.7 Include the statement of local benefits, prepared with community input, in the Implementation Plan.	Special Projects Office

In addition to the 261 Action items, the following projects have been identified in the merger process and are due for completion by 30 June 2017:

- Signage Project
- Implement recommendations of the Asset Audit
- Property Asset Review
- Implement ICT Systems Review Recommendations

A further 3 projects will span two more financial years and are due for completion by 30 June 2019:

- Stronger Community Fund (SCF) Major Projects (Infrastructure)
 - Implement Service Review Recommendations
 - Community Grants Funding
-

Moving Towards Operational Plan

This report seeks an amendment to the reporting and dates in order to utilise the CAMMS management tool to complete the outstanding actions by the most appropriate staff member, within a realistic timeframe. There is a total of 75 items due for completion within the Implementation Plan plus the additional 6 Projects and Stronger Community Fund - Major Projects.

Any outstanding Actions and Projects at 30 June 2017 will be required to be achieved and in order to be accountable for this, the items will be included in the 2018 Operational Plan.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Implementation Plan is a comprehensive approach to ensuring and documenting the key actions required to meet the 10 key results of council mergers.

The identified actions will enable council to achieve the long term goal of better, stronger more efficient local government.

2. Environmental

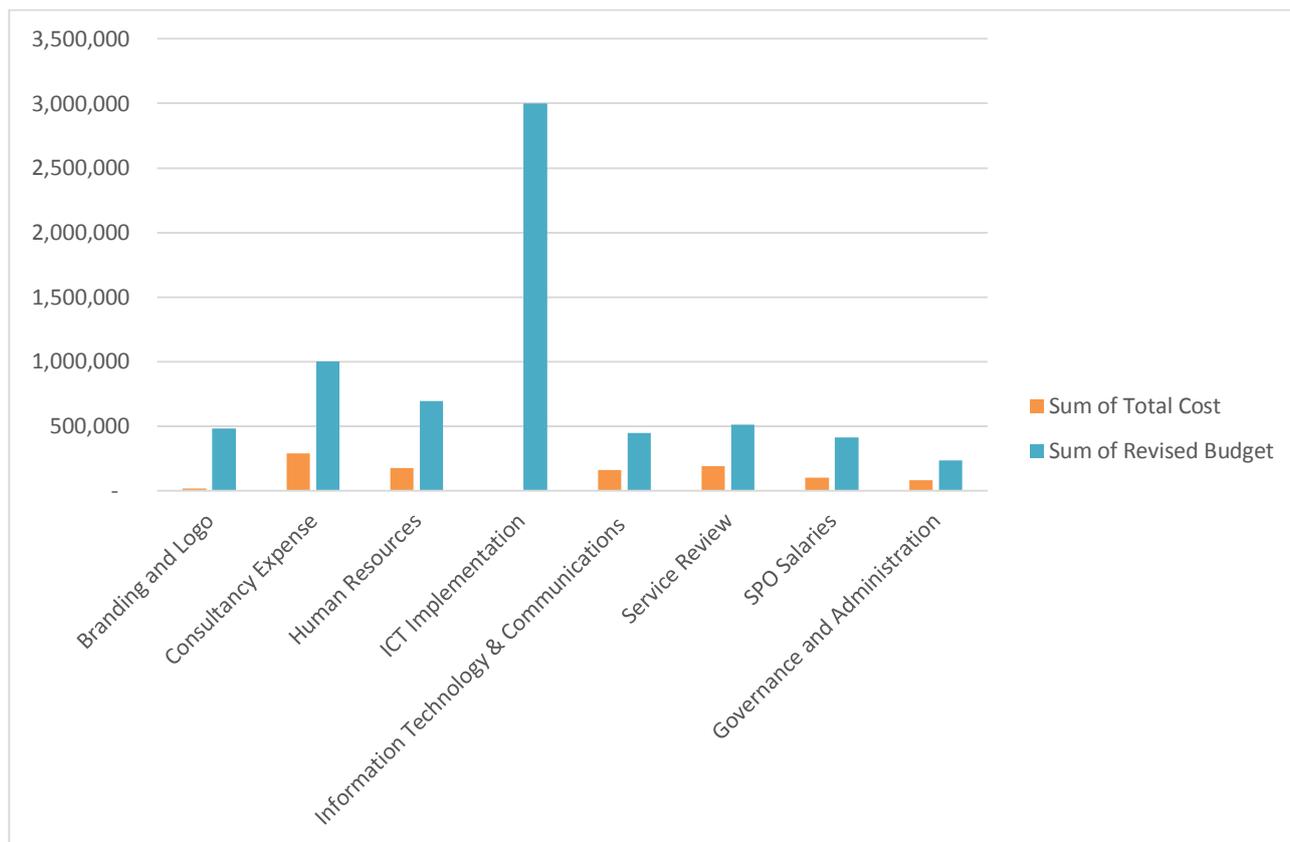
There is no negative impact on the environment by accepting the recommendations of this report. It is noted that sustainability will be a focus when considering continuous improvement opportunities, particularly through service planning, delivery and support when transforming the Council.

It is anticipated that through the merging of the three former Councils, management of the environment will be improved. These benefits are expected to be realised as the organisation harmonises policies, service models and practices, transforming the way in which services are delivered with environmental sustainability a priority of the Council.

3. Economic

The funding of these milestones contained in the implementation project is undertaken within the New Council Implementation Fund.

16.1 IMPLEMENTATION PLAN - SPECIAL PROJECTS OFFICE (SPO) UPDATE - APRIL 2017



Sub-Category	2017 YTD Expense	2016 Expenses	Budget	Budget Remaining
Branding & Logo Expenses	14,884	4,287	480,000	460,829
Consulting Expenses	175,334	115,562	1,001,000	710,104
Human Resources Costs	174,609	-	695,000	520,391
ICT Implementation Costs	-	-	3,000,000	3,000,000
Information Technology & Communications Costs	152,471	6,330	447,000	288,199
Service Review Costs	183,993	4,288	510,000	321,719
SPO Salaries	82,409	17,152	411,000	311,439
Governance and Administration Costs	59,150	23,058	235,000	152,791
Total Transition Costs	842,850	170,678	6,779,000	5,765,472

4. Civic Leadership

This report seeks to provide confidence to the community that council is ensuring a continuous improvement culture that seeks to make the most of the opportunity presented by Local Government Reform. Much has been achieved in the last twelve months and there is momentum to continue realising benefits and results for our community.

Major Projects

For any major projects where the service delivery has been partnered between Special Projects Office and an external consultant has resulted in a final report with recommendations. Each of these reports have been presented to council individually.

Risk Management

The Transition Plan identified three key strategic risks:

- Funding is not adequate for a successful merger
- Merged Council does not meet the communities expectation
- The merged Council cannot meet the benchmarks for a Fit for the Future Council

The following operational risks have also been identified:

- Organisational structure does not meet Council needs/ or results in under performance and loss of key staff
- Council does not achieve shared values, norms and expectations across the organisation
- Disruption of core services being delivered effectively and efficiently resulting in loss of community confidence
- ICT system does not meet Council needs resulting in the organisation's inability to operate or manage efficiently and in accordance with the needs of its diverse stakeholders
- Records management, systems and processes result in a loss of information that cannot be retrieved and breaches legislative and organisational requirements
- Lack of financial responsibility resulting in uncontrolled spending outside of allocated budgets for delivering planned services and operations
- Misinterpretation or disregard for statutory and legal responsibilities resulting in increased legal proceedings against council

Regular review of the identified risks and controls are undertaken. In addition, all projects approved for implementation include the preparation of a risk assessment in accordance with the enterprise risk framework.

Each month, risks and challenges to the merger project are identified and reported to the Department of Premier and Cabinet (DPC), this report includes mitigation strategies.

A report was presented to the Snowy Monaro Regional Council Audit, Risk and Improvement Committee on 22 February 2017. Feedback has been received and reporting on management of the Implementation Plan strategic risks will be presented each quarter.

IMPLEMENTATION PLAN

Snowy Monaro Regional Council - NSW

2016 - 2017

Action and Task Progress Report

Snowy Monaro Regional Council (SMRC)



ACTION PLANS



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved



No target set

In Action & Task Progress report, the traffic light displays the output by comparing the 'Target%' and the actual 'Complete%' values.

As this report is run across multiple reporting periods, the traffic light displays will not appear correctly.

The most relevant fields to note are the Status and Complete % values which determine the progress of each Action.

1.KPA1. Service continuity with smart service improvements

1.1.Services, Systems and Assets

1.1.1.Maintaining service continuity

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.6 Provide continuity of governance, service and civic activities	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Maintain the integrity of record keeping.	Annie Upton - Records Management Officer	Ongoing	12-May-2016	22-Dec-2017	-	0.00%	
ACTION PROGRESS COMMENTS: Records Working Group has met on several occasions. Achieved to date <ul style="list-style-type: none"> • Updated Naming convention procedure • Coordination of incoming surface mail 							

- Coordination of incoming email
- Set up of processes for inter office mail
- Spiceworks utilised in Cooma and Snowy for Records Helpdesk

Ongoing

- Network drive clean-up project within Service Support
- Training of Records staff on individual branch procedures
- Destruction of scheduled records

Records working Group meeting once a month as of January 2017 and providing report to Director each month.

Last Updated: 21-Feb-2017

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Designate a Public Officer for the new council.	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	

Last Updated:

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.10 Make any urgent arrangements needed to maintain service continuity.	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	

Last Updated:

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.3 Develop, adopt and implement new, consolidated Asset Management Policy.	Ashraf Ahamat - Asset Manager	In Progress	12-May-2016	31-Dec-2017	50.00%	-	

ACTION PROGRESS COMMENTS:

Asset Management Policy adopted by Council on 28/9/2016 (Resolution Number 159/16).

Document update required once strategic plan is completed

Last Updated: 02-Dec-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.41 Give consideration to potential rating structures post 4 year rate freeze	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	30-Jun-2017	10.00%	-	
ACTION PROGRESS COMMENTS: Initial analysis undertaken based on 2016 Rates for former Council areas. Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.42 Ensure that rates notices are issued by 1 August 2016.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Making of the Rates occurred before 1 August as required. Rate Notices issued in late August/ early September Last Updated: 03-Dec-2016							

1.1.3.Reviewing assets

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.1.2.1 Develop, adopt and implement a new, consolidated sewerage business plan.	Greg Searle - Water Consultant	In Progress	12-May-2016	20-May-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Sewer Work Group has engaged a consultant to undertake this work. Last Updated: 17-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.1.2.1 Councils may provide a water supply and sewerage service under the Act, as a Water Authority under the Water Management Act, or as a county council in conjunction with other councils.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.1.2.2 Develop, adopt and implement a new, consolidated water business plan.	Greg Searle - Water Consultant	In Progress	12-May-2016	31-May-2017	25.00%	-	
ACTION PROGRESS COMMENTS: See 7.1.2.3 Last Updated: 17-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.1.2.3 Identify arrangements for water and sewerage services to understand financial requirements such as pricing, billing, reporting and capital expenditure needs.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Confirm what has been transferred to the new council under the proclamation. Consider whether there are any leases that should not be carried forward to the new council and determine any action that needs to be taken.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Review the proclamation to ensure that all vehicle leases have been transferred to the new council and that all vehicles are registered and insured.	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	13-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Review completed. Last Updated: 12-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 For each of the former councils, document any plans for the acquisition or disposal of material assets.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Advise relevant parties of the proclamation and name of the new council. (Leases - other)	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Undertake any urgent actions needed to ensure that vehicles are registered, insured and legally drivable.	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	13-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 For each of the former councils, document property details, including the address, encumbrances and interests, current use, certificate of title and leases or licenses on the land.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Consider whether there are any plans for the acquisition or disposal of assets which should not be continued and any action needed. Report to the Administrator where necessary.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 This process should include 'ground-truthing' the existence and condition of assets where needed.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Morrison Low engaged to undertake asset audit Commenced 17 October 2016 Combined asset managers meeting with Morrison Low held Monday 24 October 2016 Final Report received 10 November 2016 Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Develop, adopt and implement a new, consolidated water business plan.	Linda Nicholson - Deputy Director of Service Delivery	In Progress	12-May-2016	28-Feb-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Water Work Group has engaged a consultant to undertake this work. Last Updated: 17-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Confirm what has been transferred to the new council under the proclamation. (Plant and equipment - owned)	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Confirm what has been transferred to the new council under the proclamation. (Real estate - owned)	Linda Nicholson - Deputy Director of Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 For each of the former councils, document all fixtures, fittings, plant and equipment and chattels leased or hired and their location.	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Consider whether there are any leases that should not be carried forward to the new council and any action that needs to be taken.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Confirm what has been transferred to the new council under the proclamation. (Plant and equipment - leased or hired)	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Advise relevant parties of the proclamation and name of the new council. (Real estate - owned)	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Consider whether there are any items leased that should not be carried forward to the new council and any action that needs to be taken.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 For each of the former councils, document all leases, including the address, encumbrances and interests, current use and lease documents.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 Advise relevant parties of the proclamation and name of the new council. (Plant and equipment - leased or hired)	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 Confirm what has been transferred to the new council under the proclamation. (Real estate - leased)	Linda Nicholson - Deputy Director of Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 Consider whether there are any leases that should not be carried forward to the new council and determine any action that needs to be taken.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.10 Advise relevant parties of the proclamation and name of the new council. (Real estate - leased)	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.11 For each of the former councils, document all fixtures, fittings, plant and equipment and chattels owned and their location.	SULLIVAN Peter - Deputy Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

1.1.4. Establishing consistent systems, services, plans and policies

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.2 Bring together the Local Environmental Plans administratively into a single document.	Mark Adams - Planning Manager	Not Started	12-May-2016	30-Jun-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Process cannot be substantially undertaken until after new Council is elected. Prior to this date emphasis is on developing a roadmap and land use strategy for new Shire. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.3 Deliver the program to fully consolidate Local Environmental Plans.	Mark Adams - Planning Manager	In Progress	12-May-2016	30-Jun-2017	1.00%	-	
ACTION PROGRESS COMMENTS: Emphasis at present is on preparing roadmap and overall land use strategy. Roadmap to be completed early in new year. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 For each of the former councils, document: <ul style="list-style-type: none"> • payroll systems • frequency of payroll • cost of payroll • any specific or unusual arrangements. 	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Put in place any interim arrangements needed to manage records across the new council.	Ashleigh Pimm - Records & Information Co-ordinator	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Review and update arrangements throughout Phase 1.	Ashleigh Pimm - Records & Information Co-ordinator	Ongoing	12-May-2016	29-Sep-2017	-	0.00%	
ACTION PROGRESS COMMENTS: Processes and arrangements monitored on an ongoing based and changed if necessary due to change in circumstance. Monthly working group meetings Changes discussed and implemented when arise Regular communication via phone and email regarding matters and concerns Cross training between Ashleigh and Annie in both EDRMS Last Updated: 22-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Review policies and procedures for media and higher-risk social media and determine any action that needs to be taken, potentially including a report to council.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Potential policy areas to focus on include: <ul style="list-style-type: none"> tendering and procurement of goods and services Investment Policy Borrowing Policy asset accounting policies including capitalisations thresholds, depreciation methods and disposal policies payment 	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	17-Sep-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Tendering & Procurement Policy adopted Investment Policy under consultation Other Policies to be reviewed by Finance Working Group in near future Last Updated: 25-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Develop a prioritised program in the Implementation Plan to harmonise policies and procedures.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	30-Sep-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Working Groups have developed plans. Policies that could be deleted have been identified and reported to ET. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Review and consolidate the privacy management plans and policies of each former council to comply with: <ul style="list-style-type: none"> Government Information (Public Access) Act 2009 Privacy and Personal Information Protection Act 1998 Health Records and Information Privacy Act 	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Develop a program in the Implementation Plan to harmonise record systems.	Annie Upton - Records Management Officer	In Progress	12-May-2016	31-Dec-2017	30.00%	-	
<p>ACTION PROGRESS COMMENTS: Awaiting finalisation of Contract with Technology One to progress.</p> <p>Research current practice across the 3 areas Organisational Needs moving forward System requirements Key Users across key areas Project Team to plan communicate and train</p> <p>Developing a Recordkeeping framework for approval Developing a communication plan Developing a Risk register specific to Record keeping develop Business classification Scheme in line with new structure Develop disposal Authority Develop a Training plan Develop procedures and guidelines</p> <p>Last Updated: 21-Feb-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Undertake an analysis of the investment policies, procedures and delegations of the former councils. Prepare an investment policy for the new council and put it to the council for adoption.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<p>Last Updated: 13-Feb-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Put in place any interim arrangements needed to consistently manage priority policies and procedures. Review and update arrangements throughout Phase 1.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	30-Jun-2017	80.00%	-	
ACTION PROGRESS COMMENTS: Document re Document Control Procedure being developed. Governance & HR groups have identified policies that are required to be kept or those that need to be deleted. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 For each of the former councils, document: • systems and processes • insurance arrangements • unresolved matters.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Develop, test and deliver a harmonised system for managing records.	Annie Upton - Records Management Officer	Ongoing	12-May-2016	22-Dec-2017	-	0.00%	
ACTION PROGRESS COMMENTS: Awaiting finalisation of chosen Corporate system to start development As at 2016 12 22 Contract negotiations with Technology One still to be finalised Developing a Recordkeeping framework for approval Developing a communication plan Developing a Risk register specific to Record keeping develop Business classification Scheme in line with new structure Develop disposal Authority Develop a Training plan Develop procedures and guidelines Develop long term preservation strategy Last Updated: 24-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Deliver the prioritised program in the Implementation Plan to harmonise policies and procedures.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	22-Dec-2017	100.00%	0.00%	 GREEN
Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 Document all policies and procedures of the former councils.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.11 Establish the PMO to support the Interim General Manager in implementing the new council	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.12 Establish a PMO to work intensively on the implementation of the new council.	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.1 Determine a consistent way of answering telephone calls across the new council and communicate this to staff.	Jo-Anne Mackay - Director Corporate Services	In Progress	13-May-2016	30-Jan-2017	90.00%	-	
ACTION PROGRESS COMMENTS: Consistent procedure implemented by CSO directly after Merger. Procedure to be re-communicated to all staff.							
Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.2 Put in place any interim arrangements needed to consistently manage customer requests and complaints across the new council. Review and update arrangements throughout Phase 1	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	30-Jun-2017	75.00%	-	
ACTION PROGRESS COMMENTS: Customer Service Charter adopted. Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.3 Develop a program in the Implementation Plan to harmonise customer request and complaint systems.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	31-Mar-2017	5.00%	-	
ACTION PROGRESS COMMENTS: Harmonisation of systems to occur within new Corporate Business System Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.4 Develop, test and deliver a harmonised system for managing customer requests and complaints.	Jo-Anne Mackay - Director Corporate Services	Not Started	12-May-2016	31-Dec-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Former Council's continuing with existing systems until Corporate Business System implemented Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.5 Monitor, review and adapt the plan as needed. (Customer Service)	Stephen Molloy - Director of Service Support	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: The Customer Service working group continues to monitor, review and adapt to changes as they arise. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Review financial policies, procedures and forms and identify any areas which require urgent attention.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Submit funding proposal for New Council Implementation Fund	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Develop and implement consolidated WHS requirements as part of the human resources related sub-Transition plan.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	30-Jun-2017	10.00%	-	
ACTION PROGRESS COMMENTS: All former Councils WHS policies and procedures identified. Last Updated: 20-Mar-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.2 Interim arrangements may be required in the early stages of the implementation process.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.3 Ensure new workers compensation arrangements are in place.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	30-Jun-2017	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.3 Develop a staged and prioritised program in the Implementation Plan to consolidate financial policies, procedures and forms.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-Dec-2016	100.00%	-	
Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.3 Document service levels and plan a process for service level review, as part of the Implementation Plan.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	30-Sep-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Service reviews have been documented and analysed. To complete identification of services that require detailed analysis with CAMMS during November -Report to GM and Administrator prepared with next steps. Needs to be approved and included in implementation report to Administrator approved 30/11/16 Last Updated: 02-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.4 For each of the former councils, document: • salary structures and their associated costs • positions and position descriptions • staff locations • local agreements, and any individual arrangements, as well as the basis of the arrangement and the costs	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.4 Deliver the program to consolidate financial policies, procedures and forms.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	30-Aug-2017	60.00%	0.00%	
Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.4 Prepare a report on the outcomes of the service review and associated recommendations.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Initial report on improvement actions prepared and presented to executive team 13/10/2016. Meeting with CAMMS on 11/11/16 to determine next steps Required to be reviewed by CAMMS to be presented to GM and Administrator end of Nov 2016 Report approved 30/11/16 Last Updated: 02-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.5 Develop and implement a consolidated human resources related sub-Transition plan inclusive of workforce planning related requirements	Iliada Bolton - Director Special Projects Office	Not Started	12-May-2016	30-Jun-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Currently looking at secondment or contracting options for HR support to Special Projects. Project plan for organisational structure, including policies, protocols and procedures to enable transition to the permanent structure has been consulted and adopted by Council. Last Updated: 06-Apr-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.5 For each of the former councils, document financial management and reporting systems. This includes systems for issue of financial documents, tax invoices, cheques, payment remittance advice, purchase orders, payslips, rates and charges notices and receipts	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.6 Maintain the integrity of records of employment conditions.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Ongoing	12-May-2016	22-Dec-2017	-	-	
ACTION PROGRESS COMMENTS: Previous record arrangements in place and maintained. Last Updated: 06-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.6 Put in place any interim arrangements needed to maintain financial management and reporting.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.7 Include actions in the Implementation Plan to: <ul style="list-style-type: none"> decide how payroll will be run plan for a consolidated payroll system develop and test the new system implement the new system. 	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	31-Dec-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Pay dates harmonised. Planning being done for a consolidated payroll system. Participated in Systems Assessment program - awaiting implementation of new corporate system Last Updated: 06-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.7 Develop a program in the Implementation Plan to harmonise financial management and reporting systems.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	31-Mar-2017	80.00%	-	
ACTION PROGRESS COMMENTS: Consolidated Monthly reporting process in place to Executive Team. To be further developed for Managers & Council Corporate Business System Implementation estimated to commence in early 2017. Last Updated: 17-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.8 Deliver the program to establish the new payroll system.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	31-Dec-2017	25.00%	-	
ACTION PROGRESS COMMENTS: Awaiting implementation of new corporate system. Last Updated: 06-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.8 Develop, test and deliver harmonised financial management and reporting systems.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	31-Dec-2017	1.00%	-	
ACTION PROGRESS COMMENTS: Corporate Business System implementation anticipated to commence in February, with completion by December 2017 Last Updated: 17-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.9 Review customer payment facilities to ensure there are no urgent issues which will impact service continuity. This includes: EFTPOS terminals • BPAY Day one • Australia Post • website payments • direct debit.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	13-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.43 Issue rates notices	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
ACTION PROGRESS COMMENTS: 2nd Installment of 2017 Rates Notices issued by 31/10/2016 Last Updated: 03-Dec-2016							

1.1.6.Planning for ICT

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Prepare the first iteration of the ICT Plan.	Scott Goudie - ICT Manager	Ongoing	12-May-2016	30-Jun-2017	-	-	
<p>ACTION PROGRESS COMMENTS:</p> <ul style="list-style-type: none"> • New Snowy Monaro Regional Council website deployed • 1300 345 345 number set up and implemented • @snowymonaro.nsw.gov.au emails set up for all staff • Email signature software rolled out across the 3 sites • Data links upgraded in Cooma and Berridale • New Video conferencing equipment and service set up in Cooma and Bombala • Intranet site template created • Citrix gateway installed in Cooma • Preferred corporate software platform selected • New Desktop roll out Cooma and Berridale. • Introduction of Electronic Timesheets for all Berridale outdoor staff. • Organised NSW LG-IT Special Interest Group Meeting in Thredbo May 2016. • New Technology One applications deployed. • Cooma and Berridale CountryTell Interconnects established. • Berridale Citrix upgrade to Xen Apps. • Introduced unified IT Helpdesk for all computer-based staff in SMRC. <p>Ongoing</p> <ul style="list-style-type: none"> • Installation of Citrix gateway in Bombala office • In/Out board development • Intranet site development • Web site development including shutting down of old sites. • Network re-design and configuration in Cooma. • Re-purposing Jindabyne ClockTower Network equipment to Cooma Office. • New Demo standing desks in Berridale and Jindabyne. • Continuing Technology One configuration and issues resolutions. • Bombala temporary data link (Vertel). • Data Validation Project for Corporate Drive information migration into EDRMS. <p>To commence</p> <ul style="list-style-type: none"> • Network strategy (Cloud vs on premise) • Telecommunications strategy and subsequent implementation • Corporate system consolidation project • New business systems deployment (Cloud v on premise) <p>Last Updated: 01-Dec-2016</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Monitor, review and adapt the plan as needed. (ICT)	Scott Goudie - ICT Manager	Ongoing	12-May-2016	22-Dec-2017	-	100.00%	

ACTION PROGRESS COMMENTS:

Development of a new ICT plan is currently well progressed. A number of workshops have been held with the members of the Executive Management Team as well as a separate workshop with ICT staff. The organisation is looking to incorporate the principles in ISO 38500 Governance of ICT.

Last Updated: 13-Jan-2017

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 For each of the former councils, document all telecommunications services or facilities and related access and use agreements.	CHERRY John - IT&C Systems Administrator	Completed	12-May-2016	20-May-2016	100.00%	-	

Last Updated:

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Confirm what has been transferred to the new council under the proclamation. (Telecommunications)	CHERRY John - IT&C Systems Administrator	Completed	12-May-2016	20-May-2016	100.00%	-	

Last Updated:

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 For each of the former councils, document all computer hardware and software owned, leased or licensed, including any related software licence agreements.	Scott Goudie - ICT Manager	Completed	12-May-2016	20-May-2016	100.00%	-	

Last Updated:

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Put in place any interim arrangements needed to ensure functionality	Ashleigh Pimm - Records & Information Co-ordinator	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Confirm what has been transferred to the new council under the proclamation. (Computer systems and technology)	Scott Goudie - ICT Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

1.1.7.Transitional Planning

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Redefining new service levels, delivery methods and supporting structures	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	22-Dec-2017	90.00%	0.00%	
<p>ACTION PROGRESS COMMENTS: RevuMap tool being used to capture service review data. Working groups and service delivery staff attended workshops with CAMMS consultants during August and September. Final service review report presented to Council 30 November 2016. Service review recommendations informing phase 2 of the organisational structure. The next priority service reviews have been included in the 2018 Operational Plan. Last Updated: 06-Apr-2017</p>							

2.KPA2. Robust governance that delivers confidence to communities

2.1.Integrated Planning and Reporting

2.1.1.Preparing a new community strategic plan

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Complete analysis and modelling to support preparation of the new resourcing strategy (Asset Management Strategy)	Ashraf Ahamat - Asset Manager	In Progress	12-May-2016	31-May-2017	5.00%	-	
ACTION PROGRESS COMMENTS: Asset audit complete. Asset Manager seconded to Special Projects Office to undertake this action. Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.2 Prepare the first iteration of a communication and engagement plan for the community.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	23-Dec-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Draft communication plan submitted 30/06/2016 Consultation with staff and LRC completed in September 2016 Final communication plan adopted by Council in October 2016 Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.3 Prepare a draft community strategic plan for consideration of the new council	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	30-Sep-2017	10.00%	-	
ACTION PROGRESS COMMENTS: IP&R Working Group has developed time table. Community Engagement to commence during April 2017. Last Updated: 06-Apr-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.3 Monitor, review and adapt the plan as needed. (Community and engagement plan - community)	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	22-Dec-2017	75.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: Communication Plan will be monitored, reviewed and adapted through the Global Collaboration management tool Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.4 Prepare and adopt a statement of vision and priorities, with community input	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	29-Sep-2017	100.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: Vision and values workshop held with Executive Team, select Managers and select Staff. New Vision and values for Snowy Monaro regional Council adopted at the December 2016 Council meeting. Further workshops to be held with all staff to determine behaviours relating to our values. These will be undertaken over the March/April period. Workshops being held with LRC members as well. The IP&R process will involve community input and a chance to look at community priorities. Special Projects Team are currently in the middle of delivering 17 Workshops Session for ALL staff and these session will roll out the organisations new Vision & Values. Last Updated: 28-Mar-2017							

2.1.2.Preparing operational plans

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.2 Prepare and commence exhibition of draft operational plan, budget, fees and charges for 2016-17.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	31-Aug-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.3 Adopt an operational plan, budget and fees and charges for 2016-17.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	30-Sep-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.4 Prepare the draft operational plan 2017-18, including integrated budget, with community input .	Stephen Molloy - Director of Service Support	In Progress	12-May-2016	31-Mar-2017	40.00%	-	
ACTION PROGRESS COMMENTS: Work has commenced on the Fees and Charges and Budget components for the 2017/18 plan. The existing Actions from the Delivery and Operations plans will be rolled over within CAMMS for review by the managers. It is expected that all the plans will be placed on public exhibition at the April Council meeting. Last Updated: 10-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.5 Adopt the operational plan 2017-18, including integrated budget.	Stephen Molloy - Director of Service Support	In Progress	12-May-2016	30-Jun-2017	10.00%	-	
ACTION PROGRESS COMMENTS: This is currently on track to be adopted at the June 2017 Council meeting. Last Updated: 10-Jan-2017							

2.1.5.Preparing a new Resourcing Strategy

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.2 Complete analysis and modelling to support preparation of the new resourcing strategy. (Workforce Plans)	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	29-Sep-2017	80.00%	-	
ACTION PROGRESS COMMENTS: CAMMS Workforce Planning Centre and Scenario Modeller being used to undertake analysis, modelling, salary harmonisation and workforce planning. CAMMS analysed the systems and compared them against the Local Government (State) Award and current industry remuneration levels and provided a report to Council. The report and recommendations were considered. Following review of the recommendations and discussion with the company that provides Council's job evaluation services, OO-Soft. The system is currently being tested and will shortly go to Council for the Administrators approval and then to Unions to commence the formal process of consultation in accordance with the Award. HR staff have gathered all the position descriptions and remuneration levels to prepare for the process of evaluating roles in the new structure. This will lay the ground work for assessing the current workforce with the new proposed structure.							

All positions will be evaluated in the OO-Soft system and assigned to a Grade within it. It is then expected that following consultation with affected staff each role will be assessed for lateral transfer, merit based internal selection processes or redeployment.

Last Updated: 28-Mar-2017

2.2.Governance and Administration

2.2.1.Establish Interim Council

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.1 Ensure the Administrator, interim General Manager and designated persons complete and lodge a disclosure of interest form.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.2 Ensure new schedule of council and committee meetings is being appropriately advertised	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.5 Prepare a new schedule of council and committee meetings	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.7 Determine and publicise a new schedule of council and committee meetings.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.8 Hold the first meeting of the new council	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.10 Determine date for first meeting of council and arrange for it	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.20 Prepare for adoption the following within the first 3 meetings of Council <ul style="list-style-type: none"> • Schedule of council and committee of council meetings • Revised delegations • Media protocols • Review of membership of advisory committees and committees established 	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.21 Establish the LRC and IAG to provide local representation and input	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	0.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 3 LRCs established (Cooma, Bombala, Snowy). LRC meetings held monthly. Joint LRC meeting held quarterly. Last meeting held 28 September 2016. LRCs will now meet jointly and this commences from March 2017. The Community Engagement Strategy (CES) was presented to the LRC for comment at the last meeting in March 2017. Last Updated: 06-Apr-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.22 Due diligence activities - Establish Audit Committee.	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<p>ACTION PROGRESS COMMENTS: Committee Established. Charter has been adopted by Council. Independent members of committee appointed. Training held for independent members and relevant staff on 9 December 2016. First meeting held on Wednesday 14 December 2016. Last Updated: 21-Dec-2016</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 The interim General Manager will be the RAO until another staff member is appointed to the role.	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
<p>Last Updated:</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Deliver the Week One Implementation Plan	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Some items included in the week one implementation plan were not able to be completed by 19 May 2016. Outstanding items have been included in the implementation plan to be actioned. Last Updated: 06-Apr-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Prepare a code of conduct for the new council which is compliant with the Model Code of Conduct. This may be based on the code of conduct of one of the former councils.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Lodge disclosure of interest form	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Undertake a thorough review of the Implementation Plan to focus on the second year of the council	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	30-Sep-2017	90.00%	0.00%	
ACTION PROGRESS COMMENTS: SPO undertook 28 Business Unit design workshops to co-design the 17/18 Operational Plan and roll over any existing Implementation plan actions for the new financial year Last Updated: 29-Mar-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Put the new code of conduct to council for adoption.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Review and update arrangements as needed throughout Phase 1.	Iliada Bolton - Director Special Projects Office	Not Started	12-May-2016	31-Aug-2017	0.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: Global Collaboration Tool is being used to review and update arrangements on deliverables of actions required in the Phase 1 Road Map							
Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Confirm that the appointment of all authorised officers has been transferred to the new council as part of the proclamation.	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.13 Adopt an Interim Executive Team structure	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.14 Make appointments to the Interim Executive Team and establish the internal working group	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.15 Adopt an organisational structure, including consultation with Consultative Committee.	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.16 Determine business address and contact details for new council	Stephen Molloy - Director of Service Support	Completed	12-May-2016	13-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.17 Determine whether any key advisors or interim arrangements are needed in specialist areas to support the new council.	Joe Vescio - General Manager	Completed	12-May-2016	30-Sep-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.2 Make appointments to acting senior staff roles	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.3 Appoint key advisors to the new council, potentially including: • accountants • auditors • bankers • insurance brokers • legal • taxation	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.4 Establish a Consultative Committee	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.4 Prepare a first iteration of the Implementation Plan	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	30-Sep-2016	100.00%	-	
Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.5 Continue to deliver the Implementation Plan and monitor and report progress.	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	22-Dec-2017	75.00%	0.00%	
<p>ACTION PROGRESS COMMENTS: Plan will be monitored, reviewed and adapted through the Global Collaboration management tool. Progress will be reported monthly.</p> <p>Implementation Plan is currently in the process of being rolled over into the Operational Plan. This was facilitated through design workshops with Business Units held by the Special Projects Office.</p> <p>By producing one 404 report we hope to maximise organisational efficiency.</p> <p>Once the final year has rolled anything outstanding from the IP will be included in the new Operational Plan for 17/18.</p> Last Updated: 28-Mar-2017							

2.2.2.Reviewing delegations

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 Review delegations and controls of higher risk functions to ensure appropriate decision making.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

2.2.4.Undertaking Due Diligence

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.1 Develop a staged program in the Implementation Plan to consolidate local regulations.	Peter Smith - Director of Service Planning	In Progress	12-May-2016	30-Jun-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Workgroups are progressively working to align differing local regulations Further workgroup meetings scheduled to continue Last Updated: 22-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.23 Appoint an internal audit committee for the new council.	Joe Vescio - General Manager	Completed	12-May-2016	23-Dec-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Internal Audit Committee has been appointed for the new council. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.24 Hold a joint meeting of the internal audit committees of the former councils and new council.	Joe Vescio - General Manager	Completed	12-May-2016	23-Dec-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Only the former SRSC had an internal audit committee. This was expanded to create a new committee. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.25 Prepare statutory documentation for consideration and adoption by Audit Committee.	Joe Vescio - General Manager	Completed	12-May-2016	31-Mar-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Committee Established. Charter has been adopted by Council. Training held for independent members and relevant staff on 9 December 2016. First meeting held on Wednesday 14 December 2016. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Conduct a thorough review of existing insurance arrangements. This may include: • ensuring insurance arrangements for the former councils still apply until new arrangements are put in place • preparing a schedule of current insurance coverage Within first week • identifying any outstanding insurance claims or related issues • reviewing any existing industry insurance pool arrangements • evaluating existing workers compensation coverage and insurance arrangements."	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Develop a program in the Implementation Plan to consolidate insurances.	Mathew Cross - Risk Officer	Completed	12-May-2016	31-Mar-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Completed for Financial Year 2017. Three former Councils insurance consolidated into single SMRC portfolio. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 For each of the former councils, document local regulations in place.	INGRAM Grantley - Deputy Director Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 Deliver the program to consolidate insurances.	Mathew Cross - Risk Officer	Completed	12-May-2016	01-Mar-2017	100.00%	-	
ACTION PROGRESS COMMENTS: All insurances for the 2016/17 year were consolidated. Last Updated: 13-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Review changes underway or being considered at the time of the proclamation. Determine whether the changes should progress.	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Relates to Planning Proposals that were underway at time of Merger. Items have been advised to GM and Administrator and progressed. Last Updated: 16-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.4 Develop, adopt and implement a new, consolidated Enterprise Risk Management Policy.	Mathew Cross - Risk Officer	In Progress	12-May-2016	22-Feb-2017	85.00%	-	
ACTION PROGRESS COMMENTS: The Enterprise Risk Management Policy has been completed and is currently being reviewed by Executive. Last Updated: 22-Sep-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Put in place any interim arrangements needed to manage any priority issues relating to local regulations.	INGRAM Grantley - Deputy Director Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Notify insurers of the former councils that the new council has been proclaimed.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Deliver the program to consolidate local regulations.	INGRAM Grantley - Deputy Director Service Planning	Not Started	12-May-2016	31-Aug-2017	0.00%	0.00%	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 For each former council, review the grant register and note milestones and reporting conditions attached to the grants.	Lee Eiszele - Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 For each of the former councils, document all current and pending legal proceedings and tribunal action, including the venue, jurisdiction and status. Also document all potential litigation and legal disputes and any debt recovery actions underway or proposed.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Contact grant providers to advise them the new council has been proclaimed and discuss whether this has any impact on the funding.	Lee Eiszele - Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 Analyse all legal and administrative proceedings and determine any action that needs to be taken.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 For each former council, review grant programs and identify the policies, types of grants, target groups, levels of funding and the assessment process.	Lee Eiszele - Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 Determine how the establishment of the new council affects the contract and any action required.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated: 30-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 Identify any grants awarded, but not yet paid, along with any outstanding acquittal requirements from grant recipients.	Lee Eiszele - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 Notify contractors that the new council has been proclaimed and advise on the impact, if any, on their contract.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.10 Document copies of all agreements.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.11 Confirm what has been transferred to the new council under the proclamation. Consider whether there are any leases that should not be carried forward to the new council and determine any action that needs to be taken.	Scott Goudie - ICT Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.12 Identify and document all contracts to which the former councils were a party or which relate to them. This should include government contracts and funding agreements. It should also include construction, Suppliers, sales, agency, insurance, consultant, contractor, employment and other contracts.	CHERRY John - IT&C Systems Administrator	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated: 07-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.1 Develop, adopt and implement a new, consolidated Enterprise Risk Management Plan.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Adopted by ET on 30/11/2016 Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.10 Ensure the new council is identified as an employer for superannuation benefits.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.11 Assess the defined benefit superannuation plans that all former councils contributed to on behalf of employees, including the: <ul style="list-style-type: none"> • share of any deficit in the scheme • contributions • number of staff in the scheme. 	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	20-Dec-2016	10.00%	-	
ACTION PROGRESS COMMENTS: Referred to Stephen Molloy Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.12 Seek advice from superannuation funds about transfer of staff to the new council.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	20-Dec-2016	10.00%	-	
ACTION PROGRESS COMMENTS: Referred to Stephen Molloy Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.13 Establish and receive: new ABNs and TFNs • registrations for tax requirements, such as GST, FBT and PAYG withholding.	Lee Eiszele - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

2.2.6.Reviewing legal and administrative proceedings

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.26 Review council nominations to joint Regional Planning Panels	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Completed - reported to Council 29 June 2016 Last Updated: 15-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Document any outstanding notices, orders or demands issued to the former councils by any regulatory authority concerning compliance with environmental, pollution or health and safety requirements.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Determine how to respond to any outstanding notices, orders or demands.	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Completed, several matters are still progressing Last Updated: 15-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 For each of the former councils, document: <ul style="list-style-type: none"> any active and unresolved matters a brief summary of matters from the previous two years. 	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.18 For each of the former councils, document: <ul style="list-style-type: none"> registered and unregistered trademarks and certificates patents and registered designs and certificates copyrights and certificates business and domain names and certificates proprietary computer software 	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.19 Confirm that all trademarks, patents, copyrights, designs, and business names are transferred to the new council under the proclamation. Consider whether: <ul style="list-style-type: none"> existing intellectual property is sufficiently protected any new arrangements need to be enter 	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.20 Determine the manner in which the new council will execute documents and ensure this is formally determined, communicated and adhered to.	Joe Vescio - General Manager	Completed	12-May-2016	30-Jan-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Council adopted Delegations to the General Manager at the Ordinary Meeting held on 25 May 2016. Last Updated: 21-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.21 Locate and replace the common seals of the former councils with the common seal of the new council	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.22 Ensure arrangements for the custody and use of the common seal comply with clause 400 of the Regulation.	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

2.2.7.Maintaining registers

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.3 Table the consolidated pecuniary interest register at the first possible council meeting, complete with disclosure of interest forms.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.9 Consolidate the pecuniary interest registers of the former councils.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.27 Continue to maintain the pecuniary interest register.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	22-Dec-2017	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Reports to August & October Council Meetings. Copies of returns available in Berridale, Cooma and Bombala Offices Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.28 Continue to maintain registers of political donation disclosures.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Ongoing	12-May-2016	22-Dec-2017	-	100.00%	
Last Updated: 13-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.30 Consolidate registers of political donation disclosures of the former councils.	Peter Smith - Director of Service Planning	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.12 For each of the former councils, validate the contents of the land register.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.13 Develop a program in the Implementation Plan to consolidate land registers.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	30-Sep-2016	100.00%	-	
Last Updated: 27-Oct-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.14 Deliver the program to consolidate land registers.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated: 27-Oct-2016							

2.2.8.Considering local regulation

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.5 Document all environmental planning instruments and development control plans for which the former councils were the consent authority or that applied to the former local government area	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.6 Document all environmental planning instruments, development control plans and planning proposals which were being progressed or were before the former councils.	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.7 Prepare a report to the Administrator on whether and how planning instruments, proposals and plans which were being progressed or were before the former councils should progress during Phase 1. Completed	Peter Smith - Director of Service Planning	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Completed Last Updated: 15-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Document the powers and responsibilities of existing planning panels, such as Independent Hearing and Assessment Panels.	Peter Smith - Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Develop a staged program in the Implementation Plan to fully consolidate Local Environmental Plans.	Mark Adams - Planning Manager	Not Started	12-May-2016	30-Sep-2017	0.00%	0.00%	
ACTION PROGRESS COMMENTS: Roadmap for consolidation of LEPs to be developed in early 2017. Last Updated: 21-Dec-2016							

2.3.Finances

2.3.1.Maintaining sound financial management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.14 Complete analysis and modelling to support preparation of the new resourcing strategy. (Long term financial plan)	Stephen Molloy - Director of Service Support	In Progress	12-May-2016	29-Sep-2017	10.00%	-	
ACTION PROGRESS COMMENTS: The timetable for completion of this task has shifted as a result of the merger. New resourcing strategies will be required for adopting in June 2018. The Governance working group has outlined a timetable to ensure these tasks are completed on time. Input will be required from the new Council once elected in September 2017. Last Updated: 10-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.15 Notify bankers of all former councils that the new council has been proclaimed.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.16 Open new bank accounts and make other changes to banking arrangements, including investments, loans and payroll issues.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	30-Jun-2017	15.00%	-	
ACTION PROGRESS COMMENTS: Specification has been drafted and is being reviewed by various finance staff. Centralisation of investments is underway Last Updated: 13-Feb-2017							

2.3.3.Undertaking financial due diligence

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.1 Undertake a stock take of stores and inventory.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Stock take of Stores was completed as part of the reporting of annual financial statements for the former councils. Last Updated: 30-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.3 For each of the former councils, document the location, purpose, policy and procedures of stores.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	20-Dec-2016	50.00%	-	
ACTION PROGRESS COMMENTS: Currently Developing Inventory Management Procedure Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.10 Determine whether the merger affects any commitments under the terms of any existing MOUs or interagency agreements and any action required.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Working Groups are identifying Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.10 For each of the former councils, document other leases including finance leases and operating leases.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.11 Novated leases between a former council, employee and a finance company also need to be identified.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.12 For each former council, document interests held in other entities as identified in Note 19 of the Financial Statements, including: <ul style="list-style-type: none"> • subsidiaries • joint arrangements • associates • unconsolidated structured entities. 	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.13 Confirm details of interests in other entities that have been carried forward to the new council under the proclamation.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated: 30-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.14 Determine whether the merger affects continuation of the interest and any action required.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated: 30-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.15 Determine whether any parties need to be notified that the new council has been proclaimed and any action required.	Stephen Molloy - Director of Service Support	Completed	12-May-2016	17-Jun-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Numerous parties such as suppliers, ATO, Office of State Revenue, contractors, software licences etc contacted with new council details. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.16 Document the balance and transactions of all trust funds.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	01-Mar-2017	66.00%	-	
ACTION PROGRESS COMMENTS: Awaiting information from former Snowy River Shire Council Last Updated: 13-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.17 Confirm that trust funds have been transferred to the new council under the proclamation.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.18 Review all legal documentation to assess the guarantee value, purpose and conditions.	CHADWICK Jacqueline - Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Awaiting Information from former Snowy River Shire Council. No bank guarantees for the other two former Councils. Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.19 Advise the institution providing the guarantee that the new council has been proclaimed.	CHADWICK Jacqueline - Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Awaiting Information from former Snowy River Shire Council. No bank guarantees for the other two former Councils. Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.20 Confirm that the guarantee has been transferred to the new council under the proclamation.	CHADWICK Jacqueline - Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
ACTION PROGRESS COMMENTS: Awaiting Information from former Snowy River Shire Council. No bank guarantees for the other two former Councils. Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.21 For all former councils, prepare a register of all bonds, deposits and retentions.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Registers are being maintained in the three separate systems until the new finance system is implemented. A register in Tech1 will replace all three at implementation Last Updated: 13-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.22 Undertake an assurance process to check the register against supporting documentation.	CHADWICK Jacqueline - Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.23 Review the funding held in reserve to offset these liabilities, as this may need to be adjusted as part of the consolidation of all reserve funds.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	01-Mar-2017	10.00%	-	
ACTION PROGRESS COMMENTS: As part of the 2017 YE Note 6 disclosure							
Last Updated: 13-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.23 Obtain an ABN and TFN	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.24 Review the business activities (if any) of each former council to determine the effects of the establishment of the new council.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.24 Determine the auditor for the new council, who must be a person who provided auditing services for one or more of the former councils.	Stephen Molloy - Director of Service Support	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.25 Consider the impact of identical business activities coming together, such as commercial trade waste, and any implication this may have on a council's obligations under the National Competition Policy should the combined gross operating turnover of the business	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.17 Deliver the prioritised program in the finance related sub-Transition Plan.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	17-Jun-2017	50.00%	-	
ACTION PROGRESS COMMENTS: Finance Working group meeting monthly and as required Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.18 Collate agreements for loans made by former councils to other organisations such as local clubs.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.19 Check the terms of the agreement are being met, including if repayments are up to date.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.20 Confirm that the loans have been transferred to the new council under the proclamation.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.21 Advise relevant organisations of the proclamation of the new council.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.22 For all former councils, document: <ul style="list-style-type: none"> • all finance and credit agreements, including the amount, debtor, interest and repayment schedules • all bank guarantees • all internal loans, including purpose, conditions, and term interest payments. 	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.23 Confirm what has been transferred to the new council under the proclamation. (Loans - to councils)	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.24 Review loan and security agreements, including internal loans.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.25 Consider consolidating and/or renegotiating loan terms to provide favourable repayment structures.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.26 Consider whether there are any agreements and arrangements that should not be continued and any action needed.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.27 Advise lending institutions of the proclamation of the new council.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.28 Seek advice about any additional actions needed relating to loans.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.29 For each of the former councils, review readiness for the audit of Special Schedule 7 to be undertaken as part of the financial statements 2015-16.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	28-Oct-2016	100.00%	-	
ACTION PROGRESS COMMENTS: 2016 Audit undertaken Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.30 For each of the former councils, review bank statements and bank reconciliations.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.31 Prepare a list of all petty cash and change floats and validate amounts.	CHADWICK Jacqueline - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.32 For each former council, document the reserve: <ul style="list-style-type: none"> • type and purpose • balance and any recent transfers • how the funds were raised. 	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	90.00%	-	
ACTION PROGRESS COMMENTS: Balance as at 30 June 2016 to be finalised and collated. Balance of Reserves as at 12 May 2016 finalised Last Updated: 17-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.33 Assess whether reserves are adequate to cover the liabilities they are held to offset (e.g. bonds and deposits, employee leave entitlements) or any other intended purpose for the funds.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	60.00%	-	
ACTION PROGRESS COMMENTS: Recommendations for Internal Reserves to be reported to Administrator Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.34 Also assess whether there is a shortfall in s94 reserves to fund plans.	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	12-Aug-2016	100.00%	-	
ACTION PROGRESS COMMENTS: s.94 Reserves based on Developer Contributions collected. Contributions still to be collected reported in Financial Statements. Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.35 Determine any action that needs to be undertaken to protect the integrity of the reserves, including appropriate record keeping.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	90.00%	-	
ACTION PROGRESS COMMENTS: Consolidated listing of all Reserves maintained. Reserve balance and movement reported in Financial Statements. Recommendation of Internal Reserves of SMRC to be reported to Administrator Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.36 Document any bank guarantees or securities held by a former council as an alternative to providing a bond or deposit.	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	01-Mar-2017	10.00%	-	
ACTION PROGRESS COMMENTS: Awaiting Information from Former Snowy River Shire Council Last Updated: 23-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.37 For each former council, review the investments registers and the most recent investment reports to the former councils to provide an overview of the performance and value of all investments.	Lee Eiszele - Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.38 Review the employee leave entitlements liability of the former councils and assess the size of the liability and any corresponding reserve fund.	Jo-Anne Mackay - Director Corporate Services	In Progress	12-May-2016	30-Nov-2016	90.00%	-	
ACTION PROGRESS COMMENTS: Analysis undertaken on 2015 Balances. Information based on 2016 Financial Statements in process of being collated Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.39 Ensure audited financial reports for the former councils are prepared for the period from 1 July 2015 until the date of establishment of the new council	Jo-Anne Mackay - Director Corporate Services	Completed	12-May-2016	23-Dec-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Financial Statements for all three former Councils are prepared, Audited, lodged with OLG & presented to Council. Last Updated: 17-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.40 Ensure the audited financial report for the new councils is prepared for the period from the date of establishment of the new council to 30 June 2017.	Lee Eiszele - Finance Manager	In Progress	12-May-2016	27-Oct-2017	5.00%	0.00%	
ACTION PROGRESS COMMENTS: Monthly reconciliation report has been established to ensure ledgers are kept up to date and on track for financial statements. Through the finance working group responsibility for completion of the statements has been determined. Last Updated: 13-Jan-2017							

2.3.6.Preparing audited financial reports

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Designate a RAO for the new council.	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

3.KPA3. Easy to do business with, in person and on-line

3.1.Governance and Administration

3.1.1.Managing contracts, tenders and procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Identify and commence priority due diligence activities, such as reviewing contracts	CHADWICK Jacqueline - Finance Manager	In Progress	12-May-2016	01-Mar-2017	10.00%	-	
Last Updated: 30-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.11 Contracts with some advisors to the former councils may need to be terminated	CHADWICK Jacqueline - Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.25 Review tenders which are planned or under assessment and determine any action that needs to be taken	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.26 Consider any opportunities to consolidate tenders.	Suneil Adhikari - Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

3.2.Communication and engagement

3.2.1.Creating a single point of entry to the websites

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.1 Deliver a new website.	Aaron Jeszczenko - System Administrator	Completed	12-May-2016	31-Mar-2017	100.00%	-	
Last Updated:							

4.KPA4. Engaged staff who understand their roles and how they contribute to the new council

4.1.Human Resources

4.1.2.Communicating with staff

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.5 Provide clarity to staff about job security and consultation processes	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.5 Prepare a staff communication and engagement plan.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	30-Sep-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Draft communication plan submitted 30/06/2016 Consultation with staff and LRC completed in September 2016 Final communication plan adopted by Council in October 2016 Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.6 Prepare the first iteration of a communication and engagement plan for staff.	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	17-Jun-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Draft communication plan submitted 30/06/2016 Consultation with staff and LRC completed in September 2016 Final communication plan adopted by Council in October 2016 Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.7 Monitor, review and adapt the plan as needed. (Community and engagement plan - staff)	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: Communication and Engagement Plan was submitted to all council staff and LRCs for comment during August and September 2016 Feedback used to update plan. Final copy adopted by Administrator on 17 October 2016. Resolution 54/16 Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.5 Communicate effectively with Staff, communities and partners	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	30-Sep-2017	25.00%	-	
ACTION PROGRESS COMMENTS: DRAFT Community Engagement Strategy has been sent to Local Representative Council for consultation. Currently in talks with Online Engagement Software provider Bang the table. Report to go to Administrator Delegation Meeting 31.03.2017 to adopt community consultation questionnaire. Special Projects Office is currently providing project milestones, timelines and organisational structure updates on the Intranet Last Updated: 28-Mar-2017							

4.1.4. Developing the organisational structure to senior staff level

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.6 Adopt an interim structure to senior staff level	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.7 Develop and recommend an interim structure to senior staff level	Joe Vescio - General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.8 Develop and recommend an organisational structure to senior staff level, including consultation with Consultative Committee	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.9 Make appointments to senior staff roles after consultation with council	Joe Vescio - General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

4.1.5.Filling vacancies

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.8 Develop a procedure for filling vacancies during Phase 1, which complies with the Act and the Award	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	17-Jun-2016	50.00%	-	
ACTION PROGRESS COMMENTS: Protocols for vacancy management and lateral transfer management developed. Last Updated: 06-Jan-2017							

4.1.7. Developing a new salary structure

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.9 Identify process and timing for moving to new salary structure.	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	30-Jun-2017	50.00%	-	
<p>ACTION PROGRESS COMMENTS: CAMMS workforce planning centre to inform salary harmonisation project.</p> <p>CAMMS analysed the systems and compared them against the Local Government (State) Award and current industry remuneration levels and provided a report to Council. The report and recommendations were considered.</p> <p>Following review of the recommendations and discussion with the company that provides Council's job evaluation services, OO-Soft. The system is currently being tested and will shortly go to Council for the Administrators approval and then to Unions to commence the formal process of consultation in accordance with the Award.</p> <p>Last Updated: 28-Mar-2017</p>							

4.1.9. Implementing successful change management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.9 For each of the former councils, document the way in which: <ul style="list-style-type: none"> • staff have typically been consulted broadly and on human resources, workplace and industrial matters • representation on the Consultative Committee has worked. 	HEFFERNAN Kelly - Human Resources and Payroll Officer	In Progress	12-May-2016	30-Jun-2017	25.00%	-	
<p>ACTION PROGRESS COMMENTS: As at the end of January 2017 the new Constitution for the Consultative Committee is being prepared for adoption by the Committee. This has been done in co-operation with the Committee, Unions and the Executive of Snowy Monaro Regional Council.</p> <p>There are a lot of workplace and industrial matters being discussed at the moment due to the new permanent structure being released and appointments made this year. There have been presentations to various working groups within the organisation with the intention that this will filter to the remainder of the workforce. The GM presented at the annual Christmas party and outlined what the process will be and took questions from staff. There is also a regular email from the GM to all staff across the new local government area. The SPO recently did a presentation at the Consultative Committee Meeting and at the recent Managers Meeting to explain the processes that are going to take place to ensure a consistent message is disseminated among staff.</p> <p>Last Updated: 31-Jan-2017</p>							

5.KPA5. Involved communities who have their say

5.1.Communication and Engagement

5.1.1.Maintaining communications including media liaison

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.12 Appoint the council media spokesperson and review associated protocols	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.13 Review associated media protocols	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.1 Establish a single phone number for entry to council	Scott Goudie - ICT Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.2 Reserve a domain name for the new council.	Scott Goudie - ICT Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.3 Develop a functional single point of entry for new council website.	Aaron Jeszczenko - System Administrator	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.4 Adopt a new council spokesperson and communicate to staff.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.6 Reserve social media accounts for new council	Tobi Varcoe - Governance Officer	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

5.1.2.Maintaining community engagement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.29 Hold at least monthly meetings of each LRC and the IAG	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	31-Aug-2017	40.00%	0.00%	
ACTION PROGRESS COMMENTS: LRC Bombala, Cooma & Snowy have all met at least monthly since July 2016. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Determine and publicise the business addresses, contact details and physical locations of the new council's service centres and work locations. This includes: <ul style="list-style-type: none"> • postal address • telephone numbers • website address • email addresses. 	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.1 Organise for telephone numbers to appear in and digital versions of the White Pages, noting the due dates for print version listings.	Stephen Molloy - Director of Service Support	Completed	12-May-2016	12-Aug-2017	100.00%	-	
ACTION PROGRESS COMMENTS: Council has been contacted by White Pages and arrangements made to display the 1300 number only in the new White Pages with the former Council entries to be deleted. Last Updated: 10-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.1 Seek a list of all major community events scheduled in each of the former council areas and work with the interim General Manager to agree who will attend major events	Stephen Molloy - Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: List of events already in existence through the Cooma Visitors Centre on a regional basis. Upcoming events identified and attendance by Council determined. Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.2 Write to all key community groups and partners	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
ACTION PROGRESS COMMENTS: Undertaken by Administrators Executive Assistant Last Updated: 23-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.3 Continue to deliver community engagement activities	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	31-Aug-2017	60.00%	0.00%	
ACTION PROGRESS COMMENTS: Youth Week - Community consultation Welfare Team Meeting and school visits once a week, youth group meetings every Tuesday night. Jindabyne OP Shop Youth Night. Southern Kosciuszko Aboriginal Working group- Aboriginal heritage matters Jindabyne Trail Stewardship and Cycling club - trail maintenance and projects Adaminaby Men's Shed - consultation Community Drug Action Team - Local projects cease Snowy & choices Regional Skate Park Reference Group NADOC WEEK- celebrating Indigenous & TSI - Art Display Disability & Inclusion Action Plan Homelessness Reference group Draft Community Engagement Strategy has been presented to the LRCs and the strategy will be presented to the Administrator for adoption on 26 April 2017. Last Updated: 06-Apr-2017							

5.1.3.Preparing a communication and engagement plan

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.6 Prepare a community communication and engagement plan	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<p>ACTION PROGRESS COMMENTS: Draft communication plan submitted 30/06/2016 Consultation with staff and LRC completed in September 2016 Final communication plan adopted by Council in October 2016 Last Updated: 23-Nov-2016</p>							

6.KPA6. Communities can readily identify with their new council

6.1.Visual Identity

6.1.1.Developing the new visual identity

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.1 Adopt a logo and other elements of the visual identity for the new council.	Stephen Molloy - Director of Service Support	Completed	12-May-2016	23-Dec-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.2 Prepare a style guide for the new Council	Stephen Molloy - Director of Service Support	In Progress	12-May-2016	23-Dec-2016	90.00%	-	
ACTION PROGRESS COMMENTS: The Style Guide has been developed, put out for staff comment and reviewed post the comments received. It was presented to the Executive Team on 12/01/17 for adoption. Last Updated: 10-Jan-2017							

9.KPA9. Expected benefits which are clear, measurable and on target

9.1.Local Benefits

9.1.1.Identify potential local benefits

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.5 Monitor, review and adapt the Plan as needed. (Implementation Plan)	Iliada Bolton - Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	0.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Global Collaboration tool is being used to monitor, review and adapt the implementation plan.</p> <p>Report to Council 30 November 2016 to recommend the finalisation of the transition plan and create a strategic implementation plan to address all outstanding items as well as identified projects for the council transformation.</p> <p>Last Updated: 23-Nov-2016</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.6 Incorporate the statement of local benefits into the Implementation Plan	Iliada Bolton - Director Special Projects Office	Not Started	12-May-2016	28-Feb-2017	0.00%	-	
<p>ACTION PROGRESS COMMENTS: Linda is collating the DRAFT Local benefits community consultation 30.03.2017</p> <p>Last Updated: 29-Mar-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.7 Include the statement of local benefits, prepared with community input, in the Implementation Plan.	Iliada Bolton - Director Special Projects Office	In Progress	12-May-2016	31-Mar-2017	90.00%	-	
<p>ACTION PROGRESS COMMENTS: Linda Nicholson will be collating this document 30.03.2017</p> <p>Last Updated: 29-Mar-2017</p>							

10.KPA10. A newly elected council which is working for the whole community

10.1.Council Election

10.1.1.First election of a new council

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.4 Undertake necessary statutory requirements in respect of engaging Electoral Commission and undertake required tasks as necessary	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	28-Feb-2017	5.00%	-	
ACTION PROGRESS COMMENTS: Work to commence early in the new year to ascertain what needs to happen. The former Councils have all signed agreements with the AEC to run the elections and we need to determine if a new agreement has to be signed in the name of the new Council. Will contact OLG January/February to see what we need to do. Last Updated: 11-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.18 Develop and implement a comprehensive induction program for new Councillors including required training.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	30-Apr-2017	5.00%	-	
ACTION PROGRESS COMMENTS: Discussion has occurred in Governance Working Group - will develop March/April 2017 Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.19 Include planning for the local government elections in the Implementation Plan.	GUTHRIE Robin - Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	28-Feb-2017	5.00%	-	
ACTION PROGRESS COMMENTS: Discussed at Governance Working Group. All former Council signed contract with AEC to carry out election. Contact to be made with OLG in Jan/Feb to ascertain actions that need to be taken. Last Updated: 01-Dec-2016							

16.2 ALGA SUBMISSION TO THE COMMONWEALTH GOVERNMENT - 2017-2018 FEDERAL BUDGET

Record No:

Responsible Officer: Acting Director Corporate & Community Services
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. ALGA Letter - Submission 2017-2018 Federal Budget [↓](#)
2. ALGA Submission 2017-2018 Federal Budget [↓](#)
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Australian Local Government Association (ALGA) provided a Submission to the Commonwealth Government in January 2017 to assist in the development of the 2017-2018 Federal Budget.

The ALGA are lobbying at the Federal level on our behalf and are requesting councils to provide feedback to their local Federal Parliamentary Representative.

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

OFFICER'S RECOMMENDATION

- A. That Council receive and note the Letter and Submission from the ALGA.
- B. That Council consider assisting the ALGA to lobby the Commonwealth Government on our behalf by agreeing to meet with our local Federal Parliamentary Representative to discuss the impacts of the key priorities in the Submission on our community.

BACKGROUND

The ALGA is urging the Commonwealth to invest in key strategic priorities which reflect the aspirations of regional councils and the recommendations contained within are designed to support our councils and communities to grow and develop into the future.

Some key priorities included in the Submission are that the Government:

- keeps its commitment to restore indexation to Financial Assistance Grants (FAGs)
- permanently double the funding for Roads to Recovery
- make the Bridges Renewal program permanent
- establish a Local Freight Productivity Investment Plan

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The key strategic priority recommendations proposed by ALGA will have positive impacts on our community, resulting in less funding constraints for Council. This will ensure that crucial services can be delivered to stimulate growth and build community resilience.

2. Environmental

There are no detrimental environmental impacts.

3. Economic

There is economic benefits to the community through funding opportunities.

4. Civic Leadership

Council is demonstrating leadership to the community in supporting programs that ensure ongoing financial sustainability of Local Government.



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

7 March 2017

Snowy Monaro Regional Council
PO Box 714
COOMA NSW 2630

RECEIVED
10 MAR 2017

BY:

To the Mayor, Councillors and CEO (please distribute accordingly)

I am writing to you to seek your assistance.

In January, ALGA provided its submission to the Commonwealth Government to assist in the development of the 2017-18 Federal Budget. I am now enclosing a copy of that submission to inform you of the key strategic priorities in which ALGA is urging the Commonwealth to invest - priorities which reflect the aspirations of your council and your state or territory local government association.

The submission is titled *Investment in Tomorrow's Communities* and the recommendations contained within are designed to support our councils and communities to grow and develop into the future.

ALGA's number one priority is to ensure that the Government keeps its commitment to restore indexation to Financial Assistance Grants (FAGs) in the 2017-18 Federal Budget. This is an issue that impacts on every council in the nation.

By the Government's own estimates, the 2014-15 freeze on indexation to FAGs will see councils miss out on around \$925 million in funding over the four years to 30 June 2018. This is funding that councils such as your own could have used to maintain local community infrastructure and fund crucial community services.

Although the 2016-17 Federal Budget indicated that the Government intends to restore indexation in the coming financial year, there are no guarantees and neither the local government sector, nor your council, should take this outcome for granted.

While I and the ALGA team are lobbying at the Federal level on your behalf, I urge you to give our campaign a local flavour and meet with your local Federal Parliamentary representative(s) to explain the impact the freeze has had on your community, and how much more you will be able to do if the freeze is ended in this year's Federal Budget.

You can also help our national advocacy efforts by contacting your Federal Parliamentary representatives through our online campaign website: www.endthefreeze.com

Your assistance at the local level is vital to ensuring every local Federal representative is able to speak on your behalf in their respective party rooms and budget discussions about the importance of this funding stream, its deterioration in recent years, and the fundamental need to restore indexation.

Your advocacy will complement and reinforce the lobbying ALGA is doing on your behalf with the Prime Minister, senior ministers, the Leader of the Opposition, shadow ministers, party leaders and officials. Your efforts will also ensure that Federal MPs and Senators know your council's experiences during the freeze first hand, and understand why restoring FAGs indexation will not only support your community, but the role of your community in the national economy.

In addition to this core issue there are a number of other strategic partnerships that ALGA is promoting on behalf of your community in its budget submission that will not only support local communities but could boost national GDP by \$5.5 billion and create more than 45,000 new jobs.

One of these proposals is ALGA's call for the Government to establish a Local Freight Productivity Investment Plan, to be funded at \$200 million per annum over the next five years. The plan is designed to ensure that first/last mile and freight connectivity issues are addressed to improve national productivity. This plan will directly unlock local and regional productivity improvements through investment that enhances access for freight vehicles and boosts connectivity between local roads and preferred state and national freight routes.

I encourage you to read the budget submission, where ALGA is calling on the Government to partner with the sector to:

- ensure the ongoing financial stability of Local Government;
- support local transport networks to aid economic growth;
- mitigate the risks of a changing climate and the impacts from natural disasters; and
- increase the liveability of our communities through improved local infrastructure.

Your support and advocacy at the local level for any of all the proposals put forward by ALGA will provide substantial leverage and help give the next Federal Budget the local focus that our communities need and deserve.

I encourage you to arrange a meeting with your local Federal representative(s) at your earliest opportunity, and preferably before the end of March which is the critical month for budget deliberations.

Yours Sincerely,



Mayor David O'Loughlin
ALGA President



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

Submission to the 2017-18 Federal Budget

Investment in tomorrow's communities

January 2017

19 January 2017

The Hon Scott Morrison MP
Treasurer
Parliament House
CANBERRA ACT 2600
By email: prebudgetsubs@treasury.gov.au

Dear Treasurer

ALGA 2017-18 Budget Submission

The Australian Local Government Association (ALGA) is pleased to present this Submission to highlight Local Government's priorities for consideration in the lead up to the 2017-18 Federal Budget are now underway.

ALGA acknowledges the challenging fiscal environment facing the Australian Government and the Government's commitment to return the Budget to a surplus by 2021. ALGA notes with continued concern the stubbornly high level of unemployment, particularly youth unemployment, in rural and regional Australia. ALGA also notes the growing income disparity across Australia's regions and the importance of supporting jobs growth, innovation and opportunities for all Australians regardless of where they live. For these reasons, ALGA believes that the Federal Budget should prioritise investment in programs, projects and support that boost the capacity of our local communities, now and into the future.

Local Government was deeply disappointed by the decision in the 2014-15 Budget to pause the indexation of Financial Assistance Grants (FAGs) for three years. This decision will see FAGs frozen at their current level until this financial year and will result in a permanent reduction in the FAGs base by an estimated 13%. The impacts of this decision have been felt deeply, particularly by councils in rural and regional areas which are relatively more dependent on FAGs, and ALGA expects that those councils will continue to feel the impacts for many years. ALGA asks the Australian Government to ensure the indexation of FAGs is restored in this Budget and that work can begin on a genuine discussion about the quantum and indexation methodology of FAGs.

ALGA acknowledges the significant injection of funding for Roads to Recovery and other infrastructure programs, announced since the 2015-16 Budget. This was warmly welcomed by councils, but the additional tied infrastructure funding cannot offset the general-purpose funding foregone due to the indexation freeze of FAGs. The doubling of Roads to Recovery

funding recognises the challenge faced by councils in managing the local roads network and ALGA believes that the funding for Roads to Recovery should be permanently doubled and the Bridges Renewal program also be made permanent. In the coming budget, ALGA sees a need for additional targeted strategic funding with a focus on freight to address both the challenges and opportunities in first-mile and last-mile regional roads projects to drive productivity improvements. A renewed focus on the benefits of investment in community infrastructure is also needed.

ALGA supports the restoration of fairer roads funding for South Australia. The additional funds (\$17.5 million in 2013-14) provided to South Australian councils from 2004 to 2014 recognised the manifestly unfair treatment of South Australian Local Government in the provision of local roads funding from the Federal Government. The strong case and need for this additional funding remain unchanged and ALGA believes that the Federal Government should reinstate this additional funding, with such funding indexed annually in line with the indexation of the Financial Assistance Grants.

Finally, ALGA calls for additional investment in natural disaster mitigation to improve the resilience of local communities and reduce the escalating relief and recovery costs of disaster events. This includes funding to help councils prepare their adaptation strategies to deal with the impacts of climate change and support work to ensure planning decisions are based on best evidence, as well as seeing the opportunity for collaboration and innovation in this space.

The initiatives ALGA has proposed in this Submission are investments that not only support communities directly, but could boost Australia's economic competitiveness. ALGA has commissioned the National Institute of Economic and Industry Research (NIEIR) to model the economic and employment benefits of the proposals included in this document. The outcomes clearly demonstrate that there are strong benefits to the national economy from the initiatives proposed by ALGA.

The 2017-18 Budget should include a commitment to:

- Restore the restoration the indexation of the Financial Assistance Grants;
- Establish a Local Freight Productivity Investment Plan, funded at \$200 million per annum over the next five years, to ensure that first mile/last mile and freight connectivity issues are addressed to improve national productivity;
- Restore fairer roads funding for South Australia by reinstating the additional roads funding for South Australian councils of \$17.5 million per annum.
- Make the Bridges Renewal Program permanent;
- Fund community infrastructure at a cost of \$300 million per annum for the next four years to stimulate growth over the longer term and build community resilience;
- Invest \$100 million over four years to support local governments' capacity to manage their own unique climate risks;
- Fund a targeted disaster mitigation program at a level of \$200 million per annum;
- Include betterment funding as a core element of Natural Disaster Relief and Recovery Arrangements (NDRRA).

Beyond 2017-18, the Federal Government should commit to:

- Returning the quantum of the Financial Assistance Grants to a level equal to at least 1% of Commonwealth tax revenue and implementing a revised indexation methodology which better reflects the cost increases faced by councils;
- A permanent doubling of Roads to Recovery funding; and
- Reviewing the new arrangements for funding municipal services in indigenous communities by 2020 to ensure that services are meeting the needs to communities and that there has not been a shifting of responsibilities and costs on to local governments.

ALGA understands the fiscal challenges facing the Commonwealth, however, expenditure on priorities does not wait for a convenient moment. Indeed, ALGA would argue that in times of fiscal constraint governments should focus on community priorities and investment in productive infrastructure through the most efficient processes to deliver programs. The direct funding of Local Government to deliver infrastructure and services is appropriate in the current environment.

I commend this Budget submission to you.

Yours sincerely

Mayor David O'Loughlin

President

Preamble

The Australian economy is growing, albeit in an uneven manner. With lower, but stable, economic growth in China and European uncertainty, the international outlook remains fragile. This has been evidenced by adjustments to Budget outcomes and forecasts in recent years. ALGA understands the budgetary pressures which the Government faces and its commitment to bring the Budget back to surplus.

Building a strong Budget surplus over the coming years will require difficult choices and discipline, but those constraints should not be at the expense of support for essential community services, investment in infrastructure and initiatives that are vital to increase Australia's international competitiveness and the sustainability of local communities. ALGA supports the Government's agenda of boosting productivity, reducing red and green tape and investing in vital national infrastructure projects. ALGA believes that these goals will be easier to achieve if the Government's priorities include a complementary focus on support for our communities.

Local Government welcomes the Australian Government's focus on innovation. The sector has a long history of early-adoption of new technologies and practices and using its own resources to drive local innovation, based on local knowledge and expertise.

In this Budget Submission, ALGA proposes some initiatives for the 2017-18 Budget which reflect the immediate priorities of local government, and some further initiatives for future years which the Government may consider as fiscal conditions improve.

Local Government Nationally

Local Government nationally employs just under 187,000 Australians (around 10 per cent of the total public sector),¹ owns and manages non-financial assets with an estimated written down value of \$385 billion (2014-15)², raises around 3.5 per cent of Australia's total taxation revenue per annum³ and has annual operational expenditure of around \$34 billion (2014-15), over 5 per cent of total public sector spending.⁴

Local Government's expenditure is directed towards the provision of local services across the nation. These services include: housing and community amenities; transport and communications; recreation and culture and general public services.⁵

¹ABS Cat No 6248.0.55.002 Employment and Earnings, Public Sector, Australia 2014-15.

² ABS Cat No. 5512.0 Government Finance Statistics, Australia

³ ABS Cat No. 5506.0 Taxation Revenue series.

⁴ ABS Cat No. 5512.0 Government Finance Statistics, Australia.

⁵ Op cit at 4 above.

Independent research commissioned by ALGA in 2012 shows that a majority of Australians agree that local councils play an important role in their lives.⁶

It should be noted that at an aggregate level, local government undertakes its work while being more than 80% self-funded. However, many rural and regional councils do not have the means to collect the same revenues as their urban and larger regional counterparts and are consequently much more reliant on external funding sources. Adequate grant levels are absolutely critical for these councils to be able to function in the best interests of their residents and to equalise the availability of services and infrastructure across the community. Considerable local government funds are spent on vital additional work that relates to broad national issues. As the level of government closest to Australians, Local Government is aware of and understands the myriad of challenges faced by local and regional communities as they live, work and interact in an increasingly complex domestic and global environment. Local and regional communities require support to respond and adapt to factors they cannot control, such as drought, natural disasters and economic upheavals.

Local Government strives, wherever possible, to assist communities to overcome these types of challenges, enhance their capacity to respond to new and unforeseen challenges and identify opportunities that can help build resilience and increase overall prosperity.

The Australian Government has shown that it understands and appreciates that Local Government's strength lies in its capacity to identify and respond to the diverse and emerging needs of communities across Australia.

The Australian Government has also shown its commitment to working with Local Government to achieve real and meaningful outcomes for local and regional communities. ALGA looks forward to the Government continuing this important partnership.

The Reform of Federal Government Funding of Local Government

These ALGA Board recognises the importance of a consistent framework for advocacy and has adopted a set of principles to serve as the core of the arguments that ALGA will make in the coming years to ensure communities are supported by services that are stable and effective.

In the Australian Federation, the majority of taxation revenue is collected in an efficient way by the Australian Government but the responsibility for the provision of infrastructure and delivery of services lies with the other levels of government.

The Australian Government currently provides funding to Local Government through a mix of ad hoc project funding and on-going program funding. Funding is both on a tied and untied

⁶Unpublished research 2012.

basis and provides irreplaceable support for local governments and their communities. The funding allows local governments to deliver vital local services and infrastructure..

Federal funding is essential for Local Government's financial sustainability and the main avenue through which the Australian Government provides funding to Local Government is through Financial Assistance Grants. These grants were equal to around 1% of Commonwealth taxation revenue in 1996 but have declined significantly over the past twenty years and now amount to approximately 0.6%.

All levels of government agree on the need to better align funding with responsibility and on the need for a more effective mechanism to share tax revenue. The primary purpose of any reform of funding and roles should be to improve the efficiency and cost effectiveness of the delivery of services and infrastructure to Australians no matter where they live. Local Government must be part of reforms to our intergovernmental relations.

In implementing reform, the ALGA is committed to the following principles:

- All Australians, no matter where they live, should be entitled to a reasonable level of local services and infrastructure.
- Local Governments require certainty of funding if they are to effectively manage their asset base.
- Federal funding to Local Government should be provided primarily as untied grants but also, where appropriate, through tied grants.
- Financial Assistance Grants provided by the Australian Government to Local Government should remain untied and solely for the purpose of council recurrent expenditure.
- Additional Federal funding should be provided to councils to address infrastructure investment aimed at improving national productivity.
- In the long term, the level of funding provided to councils through untied Financial Assistance Grants should be restored to an amount equal to 1% of Federal Taxation revenue.
- In the more immediate term:
 - Funding should be indexed annually in line with movements in a local government cost index which reflects the changes in costs of delivering local government services; and
 - total Commonwealth funding provided to councils by the Australian Government should not fall below 1% of Federal Taxation revenue.
- Any legal doubts about the ability of the Australian Government to directly fund Local Government to deliver services and infrastructure should be resolved.

- Any major reform of inter-governmental funding should include commitments by the Commonwealth and States to incorporate these principles.

The Inadequacy of The Financial Assistance Grants for Local Government

Over the last decade, Local Government has consistently raised more than 80 per cent of its total revenue from own sources. This is a fundamental point. The Productivity Commission has made it clear that local government is near its maximum capacity to generate own-source revenues⁷. This indicates there is limited scope for local government to introduce new or additional revenue streams. General purpose grants, such as FAGs are increasingly important to Local Government.

However, as the Australian Government has noted in the Local Government National Report⁸, averages can mask the true situation of specific local councils and individual councils have differing abilities to raise revenue. The Productivity Commission has previously confirmed that a significant number of local councils, particularly in rural and remote areas, will remain dependent on grants from other spheres of government to meet current expenditure. The Commission further concluded that some councils will always remain highly dependent on FAGs, notwithstanding they might have fully utilised their own-source revenue raising capacity.⁹ This is why intergovernmental funding, particularly FAGs, continues to be very important in ensuring local and regional communities are financially capable of meeting both day-to-day costs and new challenges, whilst retaining sufficient flexibility to harness new opportunities. Funding certainty is critical to the long-term planning of local and regional communities.

The decision to freeze the indexation of FAGs until 2017-18, and therefore permanently reduce estimated funding to councils into the future by more than \$300 million per annum, will impact most on vulnerable and grant-dependent councils and their communities. As the responsibilities of councils and the costs of delivering services increase, these reductions will have a real and growing impact which undermines future service delivery.

Of all the levels of government in Australia, the Australian Government has the greatest capacity to raise revenue relative to its responsibilities. On the other hand, ABS statistics show that Local Government is the least taxing of Australia's three levels of government.¹⁰

The *Local Government (Financial Assistance) Act 1995* embodies the principle that the Commonwealth should distribute a proportion of revenue to Local Government to support the building of resilient and prosperous communities. The FAGs, which are untied in the hands of local councils, are intended to improve local government's capacity to provide communities with an equitable level of services and to increase the effectiveness and efficiency of Local Government. FAGs are crucial to ensuring service delivery, particularly, for

⁷ Productivity Commission report *Assessing Local Government Revenue Raising Capacity* (April 2008), Finding 5.4, p.xxxvii (herein referred to as the 'PC report').

⁸ Australian Government *National Local Government National Report 2008-09*

⁹ Op. cit at 7 above, Finding 5.5, p.xxxviii.

¹⁰ See ABS Cat No. 5512.0 Government Finance Statistics series.

regional and remote communities. In order to deliver services designed for the needs of specific communities, these grants must remain untied.

A Better Funding Pool and More Appropriate Indexation

Although FAGs are intended to supplement the ability of Local Government to support functions, they have fallen over time as a proportion of overall Commonwealth taxation revenue.

In 1996 FAGs were equal to about 1% of Commonwealth tax revenue. By 2013-14, FAGs amounted to around 0.67 per cent of total Commonwealth taxation revenue, continuing a long trend of FAGs falling as a proportion of the Commonwealth's taxation revenue. The decision to freeze the indexation of FAGs until 2017-18 will see that proportion of revenue drop to approximately 0.6 per cent. This dramatic and continuing decline in general purpose funding has resulted in councils struggling to maintain appropriate local government services. The current base funding of approximately \$2.3 billion should be increased to better reflect the actual cost of local government services and infrastructure and should be restored to a level equal to at least 1 per cent of Commonwealth taxation revenue.

The escalation methodology for the FAGs also requires revision. The methodology is based on population growth and inflation and has remained unchanged for decades, despite significant changes in our economy such as the introduction of GST and real wages growth. Councils costs are not driven by the same factors as the CPI, accordingly escalation by the CPI is inadequate to maintain the real value of the grants. Over the last decade in particular, the inadequate escalation methodology has contributed to a growing gap in the funds required by Local Government to meet increased demand for local community infrastructure and services. In contrast, the general-purpose funding provided from the Commonwealth to the states and territories through the GST more transparently reflects growth in the real economy and trends in costs.

Although horizontal fiscal equalisation is one of seven federally legislated principles for the allocation of FAGs, the Productivity Commission has observed that 'the current level of FAGs is insufficient to achieve horizontal fiscal equalisation' and that 'there is a case to review the provision of Australian Government general purpose grants to local government'¹¹.

Given the demands upon Local Government and its limited capacity to raise additional own-source revenue, adequate revenue growth for general purposes can only be achieved through an increase in the quantum of intergovernmental financial transfers.

ALGA seeks a change to both the base funding for FAGs, and the indexation methodology, so that communities can have the certainty they need to plan adequately for future challenges. Reform of these arrangements would help to ensure a revenue stream for Local Government that will reasonably keep pace with demand for service delivery and infrastructure provision.

¹¹ PC report, op cit at 10 above, Finding 5.6, p.xxxviii.

In turn, better funding levels will boost community resilience and Australia's overall prosperity in the future.¹²

Local Government would welcome the opportunity to further its partnership with the Australian Government by working together to identify constructive general purpose funding reform options that more adequately meet community needs and fulfil the Commonwealth's objectives as set out in the *Local Government (Financial Assistance) Act 1995*. Such reforms would enable Local Government to more fully meet the diverse economic, social and environmental needs of local and regional communities, whilst delivering on important national priorities being pursued at the Australian Government and COAG levels.

Greater Efforts to Prevent Cost Shifting

A key driver of the increased demand on local government finances is its role as a major service provider of Commonwealth and state services. Local Government remains committed to playing this role and continuing the productive partnerships between all levels of government in Australia. However, as Local Government has been providing those services on behalf of those other levels of government, it is unreasonable to expect Local Government to meet the costs of the services if funding is withdrawn, particularly, without any consultation.

A greater focus on cost shifting is especially relevant as discussions about the roles and responsibilities of each level of government continue in the context of COAG discussions and future opportunities to develop a taxation reform agenda.

Withdrawal of funding once councils have accepted a service delivery role exposes councils to community pressure to fund the continuation of the service. This is cost shifting and a poor outcome for communities. Importantly, it can erode the value of the FAGs and other federal funding provided to Local Government by forcing councils to divert resources into areas formerly funded by other levels of government.

Cost shifting by the Commonwealth and state governments has been estimated to have a negative impact on councils of up to \$1.1 billion annually.¹³ The effects of cost shifting to Local Government from other levels of government (mainly state governments) for which the sector remains uncompensated, have magnified over recent years, and present a genuine threat to the ongoing financial sustainability of the sector. This is because other levels of government continue, whether indirectly or directly, to assign additional responsibilities to councils. These include increased emergency and disaster management, environmental programs, community education, business development, management of certain land and the transfer of roads. Compulsory amalgamations in some jurisdictions over recent years,

¹² See speech by Treasury Secretary Dr Ken Henry AC, 'Fiscal Policy – More than just a national budget' 30 November 2009, in which he acknowledges that '[w]hatever the size of government, fiscal sustainability is important for maintaining macroeconomic stability, reducing aggregate economic vulnerabilities; and in those ways, improving aggregate economic performance. It reduces the degree of uncertainty about future policy settings and facilitates growth-enhancing economic decision-making, especially regarding the accumulation of physical and human capital.'

¹³ House of Representatives Standing Committee on Economics, Finance and Public Administration, *Rates and Taxes: A Fair Share for Responsible Local Government*, October 2003.

coupled with state-prescribed responsibilities, for example in the Northern Territory, have also increased opportunities to cost shift onto the local government sector.

In April 2006, all Australian governments signed the *Intergovernmental Agreement Establishing Principles Guiding Intergovernmental Relations on Local Government Matters* (the IGA). The IGA outlines a set of principles designed to establish an ongoing framework to address future cost shifting and prevent the cost shifting that has occurred in the past. The IGA expired in 2011 and to this date, progress has been made between the jurisdictions to re-engage on this issue.

ALGA is committed to good-faith discussions between the jurisdictions to prevent cost-shifting. Effective intergovernmental collaboration and processes are important in avoiding and preventing cost shifting practices. This lack of progress impacts not only the long-term financial sustainability of local government, but impacts all jurisdictions. As noted above, there is little scope left for Local Government to increase own-source revenue in order to meet the additional costs that come with new responsibilities.

Local Freight Productivity Investment Plan

ALGA strongly supports the Australian Government's focus on improved productivity through investment in infrastructure. The efficient movement of freight is essential in a productive economy and targeted investment and regulatory reform across the different transport modes are important to ensure that our freight moves in a timely way and by the most appropriate mode, whether by ship, rail, pipeline, air or road.

Local roads are a critical part of our transport infrastructure and play a vital role. The issue of first and last mile access is an important factor in the productivity equation. We must unlock local and regional productivity improvements through investment that improves access for freight vehicles and connectivity between local roads and preferred state and national freight routes.

This is a national, state and industry matter and Local Government needs access to an initial five-year funding grant program to effectively play its role in providing a national transport network fit for purpose which is capable of supporting growth and national productivity. Local Government proposes a Productivity Investment Plan to facilitate increased freight access on local roads by addressing current barriers to effective implementation of the Heavy Vehicle National Law. The Plan would address the following gaps in the existing system and capability:

Systems Gaps. Local Government must work with the National Heavy Vehicle Regulator and jurisdictions to enhance the heavy vehicle access permit system, including addressing the following systems gaps:

- all relevant route and vehicle information needs to be provided to local government road managers;

- local government staffing capacity and administrative systems need to be enhanced to process consents;
- adequate information on key road assets needs to be developed to inform council decisions;
- systems developed to share relevant information between neighbouring road managers to avoid discontinuity, and to inform investment decision-making;
- systems developed to reduce the administrative burden, in particular duplication of decision making.

Planning Gaps. Funding for five years to facilitate and support Regional Groups of Councils to liaise with jurisdictions and industry to undertake demand forecasting, initial route assessment and prioritisation and the development of Regional Freight Plans.

Knowledge Gaps. Funding for five years to undertake assessments of key local road assets including up to 24,000 strategic bridges on designated freight routes.

Funding Gaps. Funding to address pinch points and improve vital infrastructure that limits capacity on designated freight routes.

ALGA is proposing this Plan be funded at \$200 million over five years. ALGA's analysis shows this investment could unlock **over \$1 billion** in additional GDP and create up to **9500 new jobs**.

Roads and Bridges

Permanent Doubling of Roads to Recovery

The maintenance of the local road system is one of Local Government's major tasks and in most councils, it is the single largest item of expenditure. Total expenditure on local roads by councils is estimated to be well in excess of \$4 billion. The Roads to Recovery Program is a true partnership between the Australian Government and Local Government. Recent Government announcements of one-off doubling of Roads to Recovery funding and allocating revenue from the fuel excise indexation recognises both the important role and the strength of that partnership.

However, the ALGA study released in 2010 into local road funding found that the funding shortfall to simply maintain, rather than improve, Australia's local roads to 2025 is around \$1.2 billion annually. The continued underinvestment in local roads hinders local and regional social and economic development and ultimately affects the development and productivity of the nation as a whole. Therefore, ALGA calls on all major political parties to commit to the permanent doubling of the Roads to Recovery funding.

Permanent Bridges program

The *2015 State of the Assets Report* shows councils own \$1.71 billion timber bridges, 4% of which are in poor or very poor condition, with many situated in councils which have little capacity to cover the costs of the necessary improvements. ALGA strongly welcomed the much-needed bridge renewal program of \$300 million over five years, aimed at helping councils address the very substantial problems affecting local bridges, especially timber bridges. However, given the magnitude of the task facing councils to manage this

infrastructure, ALGA believes the Australian Government should look to make this program permanent to allow greater productivity benefits to be realised.

Restoration of Fairer Roads Funding for South Australia

In recognition of the manifestly unfair treatment of South Australia in the provision of \$17.5 million of local roads funding from the Australian Government, for South Australian councils previously provided to rectify this situation. The strong case and need for this additional funding remain unchanged and ALGA believes that the Australian Government should reinstate a fairer funding level for South Australia, with additional funding indexed annually in line with the indexation of the Financial Assistance Grants.

The proposals will aid in ensuring Australia's road infrastructure is in the best condition possible, will support the movement of goods and people and continue to respond to the development and evolution of our economy. These proposals could generate **over \$1.7 billion** in additional GDP as well as create **16,500 new jobs**.

Community Infrastructure

Local Government is responsible for community infrastructure with a written down value of \$385 billion and an estimated replacement value of \$438 billion. The 2015 State of the Assets Report concluded that 11% of this infrastructure is in poor or very poor condition despite the sector's intensive focus in recent years on strategic asset management. Well-located, well-designed and properly maintained community infrastructure helps produce better quality outcomes for Australian communities as well as facilitating greater social inclusion. It also helps achieve other important social and regional policy outcomes, including attraction and retention of skilled workers, community health and well-being, social cohesion and tolerance, building social capital and enabling broad-based education and learning.

Local Government's community infrastructure includes a large range of arts, cultural, educational, sporting and recreation facilities. There is a need for resources to ensure that local community infrastructure across a range of activities can be brought up to a standard which allows equitable access for all, including people with disability, women and older people (a growing issue as our population ages).

Funding support for community infrastructure will assist all local councils to plan and deliver adequate and appropriate community infrastructure. ALGA is urging political parties to commit to specific local government community infrastructure funding at the level of \$300 million per annum over the next four years. ALGA modelling shows the potential additional GDP generated by this proposal as **\$1.4 billion** and it creating **14,900 new jobs**.

Climate Change

Managing the effects of a changing climate requires effort by every level of government in Australia. The outcome of the Conference of Parties 21 (COP 21) held in Paris in December 2015 sets the scene for increased efforts to address climate change. ALGA strongly supports the Australian Government's commitment, through COP 21, to holding the increase in the global average temperature to well below 2 °C above pre-industrial levels and to pursue

efforts to limit the temperature increase to 1.5°C above pre-industrial levels, recognising that this would significantly reduce the risks and impacts of climate change.

While much can be done to reduce greenhouse gas emissions in all parts of Australia, ALGA welcomes COP21's acknowledgement of the importance of sub-national governments, including local governments, in addressing and responding to climate change. This is a partnership and opportunity for collaboration that local government is eager to engage with and hopes, in addition to funding to assist local activities, that the Government's Direct Action program can continue to be improved and refined to increase local government participation.

The role of cities is particularly important. As one of the most urbanised countries in the world, with over 80 per cent of Australia's population living in cities including large regional centres, the role of our cities and the role of councils within these cities in addressing climate change is hard to overstate.

Local government in Australia has a proven track record in addressing climate change and our cities will play an important role in helping the Australian Government achieve internationally agreed climate change targets. Many councils have responded by adopting proactive climate change strategies to reduce emissions and to adapt to unavoidable climate change impacts. However, they need assistance to implement projects and other key aspects of these strategies. Local government, working in partnership with the Australian Government, can deliver highly effective climate change projects that can mitigate the production of greenhouse gas emissions in cities, and also greatly assist the community to be better prepared and better able to adapt to future climatic conditions.

For other, less prepared councils, particularly smaller councils in regional areas, small grants may also be needed. This will support them with such things as consulting with their community to undertake climate vulnerability assessments and develop adaptation plans as well as to fund their long-term management and implementation.

These steps will assist communities in guarding against the worst impacts of unavoidable climate change, provide opportunities for local development and increase local knowledge to contribute to the national response. ALGA's modelling shows that this proposal will boost national GDP by as much as **\$453 million** and create **4,700 new local jobs**.

Local government is also seeking a commitment from the Commonwealth to work in partnership on the policy and implementation challenges of reducing emissions associated with street-lighting. In particular, local government needs a commitment from the Australian Government to work together to remove the economic disincentives of converting existing street lighting infrastructure to energy efficient technology. This would include working with the street light infrastructure owners, relevant pricing regulators and, as necessary, the Australian Competition and Consumer Commission.

In addition, ALGA is calling on the Commonwealth to renew funding to the National Climate Change Adaptation Research Facility (NCCARF). The work undertaken over the last three years has produced beneficial outcomes, including a comprehensive tool, information library and the establishment of a community of practice. It will be impossible to update these resources, and therefore keep them relevant, without ongoing and stable funding.

Indigenous Australians

Initiatives aimed at closing the gap between Indigenous and non-Indigenous Australians in the areas of housing, health, early childhood development, education, economic participation and remote service delivery are vital if our nation is to overcome the economic and social costs of disadvantage being experienced disproportionately in our Indigenous communities.

Family well-being is supported by Local Government in Indigenous communities and is a major focus in providing municipal services and infrastructure. Appropriate resources must be provided for these services and infrastructure and it is important that the reforms in this area achieve the best outcomes for communities. Relevantly, the principle that financial assistance allocated to councils should recognise the needs of Aboriginal peoples and Torres Strait Islanders within their boundaries, is also one of the principles for the allocation of general purpose grants.

ALGA calls on the Australian Government to commit to a review of the new arrangements for funding municipal services in Indigenous communities, to ensure that services are meeting the needs to communities and that there has not been a shifting of responsibilities and costs on to local governments. **ALGA believes this Review should take place by 2020.**

It is important that all parties commit to consult and work with elected local government Indigenous councils on policies and programs aimed at meeting the needs of local communities including, where necessary, the removal of barriers on land tenure for councils so they are better placed to provide services and maintain facilities and infrastructure in Indigenous communities. It is important that the Australian Government plays a key role in resolving this issue with the States and Land Councils so that Local Government is not hindered in performing these roles.

ALGA is also calling for the renewal of the National Partnership Agreement on Remote Indigenous Housing (NPARIH), highlighting the need for increased local engagement and utilising local services and resources. This will increase the effectiveness of service delivery as well as the quality of those services.

Natural Disasters

Local Government has been a strong supporter of the Natural Disaster Relief and Recovery Arrangements (NDRRA) under which the costs of restoring government infrastructure are shared across the levels of government, with the Commonwealth committed to meeting up to 75 per cent of those costs. ALGA strongly supports maintaining the current level of support provided under the NDRRA and calls upon all parties to commit to this position.

ALGA believes the capacity of communities to identify, mitigate and respond to natural disasters is critical. In the face of an increase in extreme weather events, rebuilding infrastructure to its original specifications and condition is not sufficient. Betterment funding, or a small additional investment, will save millions of dollars in years to come by ensuring that infrastructure is rebuilt to withstand its new situation. ALGA is calling for political parties to commit to higher and more targeted mitigation funding, with betterment funding as a core element, to assist Local Government to strengthen the resilience of local communities. Specifically, ALGA is calling for a dedicated natural disaster mitigation program funded by the Commonwealth, state and local government on a 2:2:1 basis.

Conclusion

We are facing a difficult and uncertain political and economic environment, but this is an ideal time to invest in roads and bridges, community infrastructure and guarding against the world impacts of climate change. It is also the time to start the discussion about the reality of the current funding constraints experienced by councils, and what needs to be done to safeguard the crucial services all Australians require. Local Government's record in achieving real results as a partner with other levels of government and in response to community needs, is strong. The sector has delivered nearly 60,000 projects in partnership with the Commonwealth Government since the creation of Roads to Recovery in 2001. Local Government stands ready to continue that relationship and build on that record.

This submission has proposed a series of projects and programs designed to not only support the provision of world-class services to our communities, especially for our most vulnerable, but many with clear economic benefits for the nation. In fact, the proposals outlined here could generate as much as **\$5.5 billion** in additional GDP and create over **45,600 new jobs** in local communities.

16.3 MONTHLY FUNDS MANAGEMENT REPORT - MARCH 2017

Record No:

Responsible Officer: Acting Director Corporate & Community Services
Author: Finance Assistant
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action: OP7.18 Effective management of Council funds to ensure financial sustainability.
Attachments: Nil
Cost Centre 4010 Financial Services
Project Funds Management
Further Operational Plan Actions: OP7.2 Completion of reporting requirements in accordance with legislation.

EXECUTIVE SUMMARY

The following details funds management position for the reporting period ending 31 March 2017. Cash and Investments are \$73,083,959.

Certification

I, Jo-Anne Mackay, Responsible Accounting Office 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 31 March 2017.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

BACKGROUND

Council's Cash and Investments 31 March 2017 consists of:

31/03/17	Cash at Bank	Investments	Total
SMRC	1,426,396	53,087,862	54,514,258
Merger Grant		18,569,701	18,569,701
Total	\$1,426,396	\$71,657,563	\$73,083,959

NB: The balance of the Merger Grant includes attributable expenditure to 31/1/2017.

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 \$71,657,563 on 31 March 2017.

Consolidated interest income on investments

Adopted Budget	\$1,365,408
Annual Budget	\$1,655,048
Budget YTD	\$1,241,286
Interest YTD	\$1,460,988

Council's investment portfolio returns

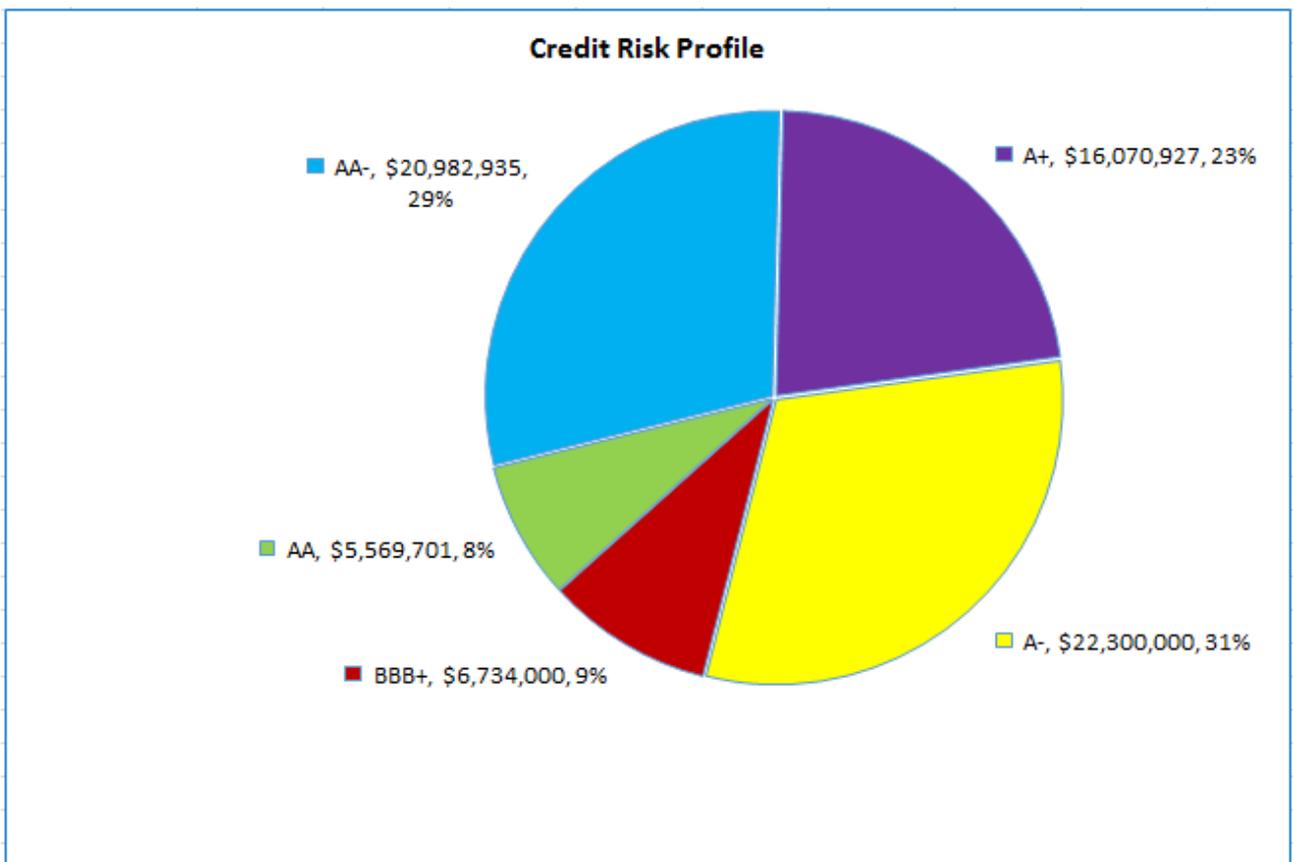
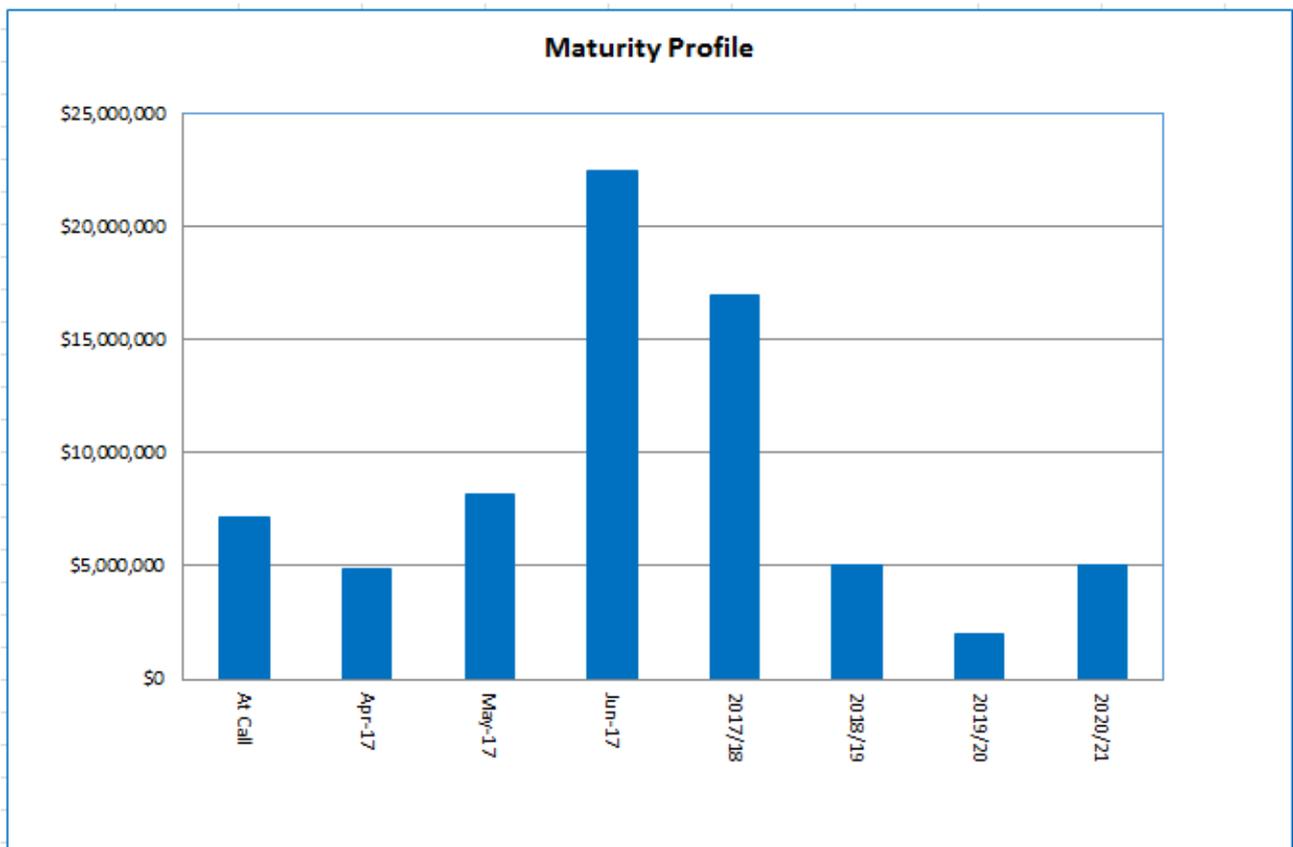
Month	Annualised Return	90 Day Bank Bill*	Margin
March	2.77%	1.63%	1.14%
February	2.46%	1.78%	0.68%
January	2.75%	1.78%	0.97%
December	2.76%	1.76%	1.00%
November	2.71%	1.77%	0.94%
October	2.86%	1.75%	1.11%
September	2.79%	1.73%	1.06%
August	2.90%	1.74%	1.16%
July	3.03%	1.86%	1.17%

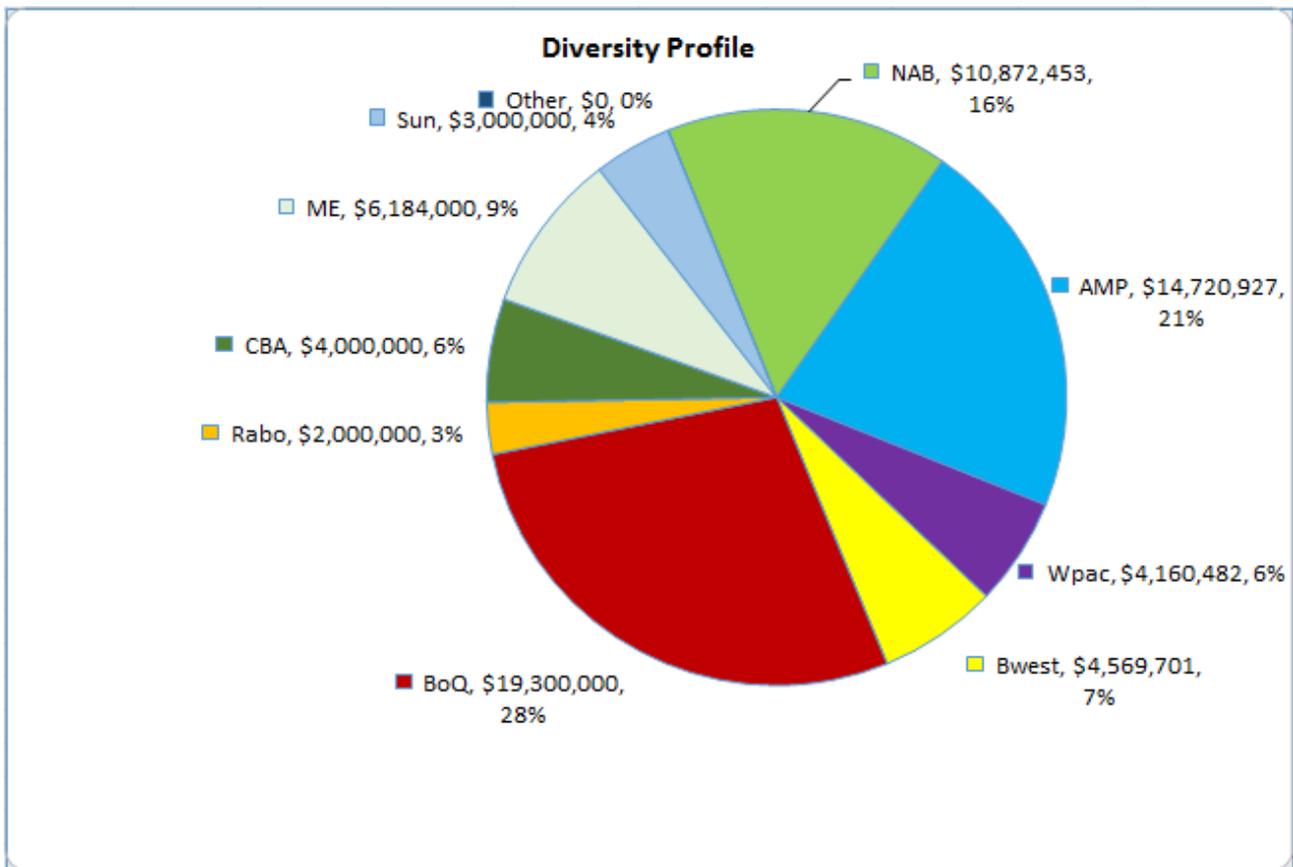
* The Australian Financial Markets Association (AFMA)

The table below lists the invested funds.

16.3 MONTHLY FUNDS MANAGEMENT REPORT - MARCH 2017

INVESTMENTS REGISTER						
31-March-2017						
DATE	FIN INST.	Rating	TYPE	CURRENT INVESTMENT	INT RATE	MATURITY
n/a	NAB Maxi A	A1+/AA-	At Call	30,935	Variable	At Call
15-Sep-16	AMP	A1/A+	TD	2,000,000	2.75%	15-Sep-17
17-Nov-16	NAB	A1+/AA-	TD	1,500,000	2.74%	14-Jun-17
16-Dec-16	Bank of Qld	A2/A-	TD	2,500,000	2.80%	20-Sep-17
16-Dec-16	Bank of Qld	A2/A-	TD	1,000,000	2.80%	20-Jun-17
12-Jan-17	Bank of Qld	A2/A-	TD	1,000,000	2.80%	11-Jul-17
16-Feb-17	AMP	A1/A+	TD	1,000,000	2.75%	15-Aug-17
n/a	National Au	A1+/AA-	At Call	641,518	1.20%	At Call
n/a	AMP Bank -	A1/A+	At Call	1,646,500	2.05%	At Call
n/a	AMP Bank -	A1/A+	31 days	1,074,427	2.15%	31 days
09-Jan-17	Bankwest	A1+/AA-	TD	1,000,000	2.50%	10-Apr-17
26-Oct-16	Bank of Que	A2/A-	TD	1,000,000	2.70%	24-Apr-17
06-Feb-17	National Au	A1+/AA-	TD	1,000,000	2.50%	08-May-17
23-May-16	AMP Bank	A1/A+	TD	1,000,000	3.00%	23-May-17
06-Jan-17	Suncorp Bar	A1/A+	TD	1,000,000	2.60%	05-Jul-17
07-Feb-17	AMP Bank	A1/A+	TD	1,000,000	2.75%	08-Aug-17
13-Feb-17	Suncorp Bar	A1/A+	TD	2,000,000	2.65%	14-Aug-17
29-Aug-16	Westpac Ba	A1+/AA-	TD	2,000,000	3.00%	29-Aug-17
02-Mar-17	AMP Bank	A1/A+	TD	1,000,000	2.75%	31-Aug-17
10-Mar-17	National Au	A1+/AA-	TD	2,000,000	2.61%	10-Nov-17
09-Mar-17	National Au	A1+/AA-	TD	1,000,000	2.74%	10-Sep-18
12-Sep-14	RaboDirect	P-1/Aa2 Mo	TD	2,000,000	4.10%	11-Sep-18
22-Feb-17	Westpac Ba	A1+/AA-	TD	2,000,000	2.80%	22-Feb-19
16-Sep-15	Bank of Que	A2/A-	TD	1,000,000	3.20%	17-Sep-19
21-Mar-17	Bank of Que	A2/A-	TD	1,000,000	3.15%	20-Mar-20
23-Mar-16	ING Bank	A2/A-	TD	1,000,000	3.66%	22-Mar-21
23-Jun-16	Commonwe	A1+/AA-	TD	4,000,000	3.47%	23-Jun-21
01-Dec-15	ME Bank	BBB+	TD	1,000,000	2.75%	24-May-17
02-Nov-16	NAB	A1+/AA-	TD	750,000	2.75%	31-May-17
23-Nov-16	ME Bank	BBB+	TD	1,984,000	2.75%	21-Jun-17
30-Nov-16	AMP Bank	A1/A+	TD	500,000	2.75%	24-May-17
07-Dec-16	Beyond Ban	BBB+	TD	850,000	2.80%	31-May-17
12-Dec-16	NAB	A1+/AA-	TD	450,000	2.67%	05-Apr-17
21-Dec-16	AMP Bank	A1/A+	TD	1,000,000	2.80%	21-Jun-17
21-Dec-16	Bank QLD	A2/A-	TD	1,300,000	2.72%	24-May-17
18-Jan-17	ME Bank	BBB+	TD	1,400,000	2.70%	19-Apr-17
25-Jan-17	Rural Bank	A2/A-	TD	1,000,000	2.45%	26-Apr-17
22-Feb-17	ME Bank	BBB+	TD	1,800,000	2.60%	17-May-17
08-Mar-17	NAB	A1+/AA-	TD	2,000,000	2.53%	07-Jun-17
22-Mar-17	NAB	A1+/AA-	TD	1,500,000	2.56%	19-Jul-17
n/a	Westpac Ma	A1+/AA-	At-Call	160,482	0.70%	n/a
n/a	Bankwest	A1+/AA	At-Call	3,569,701	2.00%	n/a
21-Dec-16	AMP	A1/A+	TD	4,500,000	2.80%	21-Jun-17
09-Jan-17	Bank QLD	A2/A-	TD	10,500,000	2.73%	28-Jun-17
				71,657,563		





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.

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 Options Report - Pryce Street - Berridale

Item 22.1 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

22.2 TENDER EVALUATION AND AWARD OF CONTRACT NO. 10005871 FOR THE BOMBALA WATER TREATMENT PLANT CONTROLS SYSTEMS UPGRADE

Item 22.2 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and (dii) of the Local Government Act because it contains and 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.

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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.