



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting**  
**30 August 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.

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### **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, 81 COMMISSONER STREET, COOMA NSW  
2630**

**ON WEDNESDAY 30 AUGUST 2017  
COMMENCING AT 5.30PM**

**BUSINESS PAPER**

**1. APOLOGIES**

**2. CITIZENSHIP CEREMONIES**

- 2.1 Mrs Annie Alderson
- 2.2 Mr Stephen Blyth
- 2.3 Mr Suranga Hataraliyadhha Gedara

**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 26 July 2017
- 6.2 Closed Session of the Ordinary Council Meeting held on 26 July 2017

**7. ADMINISTRATORS REPORT (IF ANY)**

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

- 8.1 Minutes of the Administrators Delegations meeting held 25 July 2017 4
- 8.2 Minutes of the Administrator Delegations Meeting Held 7 August 2017 10
- 8.3 Minutes of the Administrators Delegations meeting held 14 August 2017 21
- 8.4 Minutes of the Administrators Delegations Meeting Held 21 August 2017 33

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

Nil

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

Nil

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

Nil

<b>12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY</b>	
Nil	
<b>13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY</b>	
13.1 Meeting Minutes for Jindabyne Memorial Hall Section 355 Committee 6 June 2017	41
13.2 Meeting Minutes for Jindabyne Beautification Section 355 Committee 6 June 2017	47
13.3 Meeting Minutes of Aitchison House Cottage Section 355 Committee for 29 June 2017	55
13.4 Minutes of Section 355 Committee for Dalgety Sport, Recreation and Showgrounds Annual General Meeting and General Meeting held on 29 June 2017	62
13.5 The Hub Youth Centre School holiday Program	69
<b>14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE</b>	
Nil	
<b>15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE</b>	
15.1 SMRC Policy 348 - Drinking Water Supply and SMRC Policy 349 - Wastewater Services	71
<b>16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION</b>	
16.1 Finalisation of Snowy Monaro Regional Council Implementation Plan - 30 June 2017	77
16.2 New Policy - Related Party Disclosures	162
16.3 Section 404 Report for the period January to June 2017	165
16.4 Monthly Funds Management Report - July 2017	167
16.5 Council Meeting Webcasting Implementation Report	173
16.6 Adoption of Councillor Training Policy	175
<b>17. REPORTS BY GENERAL MANAGER</b>	
Nil	
<b>18. NOTICE OF MOTION</b>	
<b>19. MOTIONS OF URGENCY</b>	
Nil	

**20. QUESTIONS WITH NOTICE**

**21. QUESTIONS TAKEN ON NOTICE**

**22. CONFIDENTIAL MATTERS ..... 188**

**22.1 Procurement Collaboration & Supplier Management Tool**

*Item 22.1 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.*

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**8.1 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 25 JULY 2017**

Record No:

Responsible Officer: General Manager  
Author: Secretary Council & Committees  
Attachments: 1. Minutes - Administrators Delegations Meeting held 25 July  
2017 [↓](#)

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**EXECUTIVE SUMMARY**

The Administrator considered a number of reports and exercised his Delegation on 25 July 2017 in the Jindabyne Office, 2/1 Gippsland Street, Jindabyne.

**OFFICER'S RECOMMENDATION**

That Council receive and note the minutes of the Administrator Delegations meeting, held 25 July 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*.

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**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Administrator Delegations Meeting**

**25 July 2017**

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**ADMINISTRATOR DELEGATIONS MEETING  
HELD IN JINDABYNE OFFICE, 2/1 GIPPSLAND STREET, JINDABYNE NSW 2630**

**ON TUESDAY 25 JULY 2017**

**MINUTES**

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>2</b>
	Nil	
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>	<b>2</b>
	Nil	
<b>4.</b>	<b>ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS .....</b>	<b>2</b>
<b>5.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>2</b>
5.1	Requests for Reductions in Water Consumption Charges .....	2
5.2	Snowy 1 Reservoir .....	3
<b>6.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>4</b>
<b>7.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>4</b>
<b>8.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....</b>	<b>4</b>
<b>9.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE .....</b>	<b>4</b>
<b>10.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....</b>	<b>4</b>
<b>11.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....</b>	<b>4</b>
<b>12.</b>	<b>ADMINISTRATORS REPORT (IF ANY).....</b>	<b>4</b>
<b>13.</b>	<b>CONFIDENTIAL MATTERS.....</b>	<b>5</b>

**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING  
HELD IN JINDABYNE OFFICE, 2/1 GIPPSLAND STREET, JINDABYNE NSW 2627**

**ON TUESDAY, 25 JULY 2017  
COMMENCING AT 12.00PM**

**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 12.00 PM

**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**

**5.1 REQUESTS FOR REDUCTIONS IN WATER CONSUMPTION CHARGES**

Record No:

Responsible Officer: Director Operations & Infrastructure  
Author: Personal Assistant to Deputy Director Service Delivery  
Key Direction: 1. Sustaining Our Environment for Life  
Delivery Plan Strategy: DP1.2 Ensure Council's Water and Sewer operational practices improve and enhance water quality.  
Operational Plan Action: OP1.6 Undertake monitoring practices to meet regulatory requirements and environmental best practice.  
Attachments: Nil  
Cost Centre

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Project

Further Operational Plan Actions:

### EXECUTIVE SUMMARY

There is a rising trend of consumers asking Council to reduce water consumption charges due to undetected water leaks. If this trend continues Council will lose substantial revenue based on the former Cooma-Monaro Shire Council's Water Access and Consumption Policy.

Over the past month Council has received four letters from property owners requesting a reduction in water consumption charges due to the property owner being unaware of a water leak on their property as per the former Cooma-Monaro Shire Council's Water Access and Consumption Policy.

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

#### COMMITTEE RECOMMENDATION

ADA123/17

That Council

- A. Authorise the General Manager to approve partial or full reduction on water consumption charges on a case-by-case basis where property owners have claimed an undetected water leak.
- B. Review the former Cooma-Monaro Shire Council's Water Access and Consumption Policy and introduce a new policy for Snowy Monaro Regional Council.

**Approved by Administrator Lynch**

### 5.2 SNOWY 1 RESERVOIR

Record No:

Responsible Officer: Director Operations & Infrastructure  
Author: Personal Assistant to Deputy Director Service Delivery  
Key Direction: 1. Sustaining Our Environment for Life  
Delivery Plan Strategy: DP1.2 Ensure Council's Water and Sewer operational practices improve and enhance water quality.  
Operational Plan Action: OP1.6 Undertake monitoring practices to meet regulatory requirements and environmental best practice.  
Attachments: Nil  
Cost Centre WO1134.22.401  
Project Repairs to Snowy 1 Reservoir  
Further Operational Plan Actions:

### EXECUTIVE SUMMARY

Snowy Reservoir No 1 is leaking and repairs are required to be carried out within the Reservoir. Quotes to undertake the work range from \$250,000 to \$360,000. This work will extend the life of the reservoir for 10 to 20 years and allow for the planning of a new reservoir. If repairs are not undertaken and the reservoir needs to be decommissioned, the township of Cooma will be on water restrictions during the summer months.

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

**COMMITTEE RECOMMENDATION**

**ADA124/17**

That Council approve the internal relining and repairs of Snowy 1 Reservoir.

That tenders be called to undertake the work.

**Approved by Administrator Lynch**

- 6. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
- 7. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**
- 8. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**
- 9. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**
- 10. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**
- 11. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION**
- 12. ADMINISTRATORS REPORT (IF ANY)**
- 13. CONFIDENTIAL MATTERS**

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

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**CHAIRPERSON**

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 24 July 2017 were confirmed by Council at a duly convened meeting on 31 July 2017 at which meeting the signature hereon was subscribed.

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## 8.2 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 7 AUGUST 2017

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Personal Assistant To Director of Corporate & Community Services  
Attachments: 1. Minutes Administrator Delegations Meeting 7 August 2017 [↓](#)

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### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 7 August 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 7 August 2017 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point (1) or two (2) of the Local Government Act.*

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# Minutes

**Administrator Delegations Meeting**

**7 August 2017**

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**ADMINISTRATOR DELEGATIONS MEETING  
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630  
ON MONDAY 7 AUGUST 2017**

<b>MINUTES</b>
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Notes:

1.	<b>OPENING OF THE MEETING .....</b>	<b>3</b>
2.	<b>PUBLIC FORUM.....</b>	<b>3</b>
3.	<b>APOLOGIES .....</b>	<b>3</b>
4.	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>3</b>
5.	<b>MATTERS DEALT WITH BY EXCEPTION .....</b>	<b>3</b>
6.	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>3</b>
7.	<b>BUSINESS ARISING OUT OF THE MINUTES .....</b>	<b>3</b>
8.	<b>DELEGATE'S REPORT (IF ANY).....</b>	<b>3</b>
9.	<b>ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS.....</b>	<b>3</b>
10.	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>4</b>
10.1	Proposal to Licence Property at 52 Sandy Crossing Road Bombala for Horse Grazing.....	4
10.2	Application for In-Kind Support - Lakeside Scavenge .....	5
11.	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>5</b>
12.	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>5</b>
13.	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY .....</b>	<b>5</b>
14.	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE.....</b>	<b>6</b>
15.	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE .....</b>	<b>6</b>
16.	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION .....</b>	<b>6</b>
16.1	Yallabee Lodge Management Committee - 3 July 2017.....	6
16.2	Donation Request - St Patricks Parish School.....	7

17.	REPORTS BY GENERAL MANAGER .....	7
18.	NOTICE OF MOTION .....	8
18.1	Civic Receptions .....	8
19.	MOTIONS OF URGENCY .....	8
20.	QUESTIONS WITH NOTICE .....	8
21.	QUESTIONS TAKEN ON NOTICE .....	8
22.	CONFIDENTIAL MATTERS .....	8

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 7 AUGUST 2017

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

**ON MONDAY, 7 AUGUST 2017  
COMMENCING AT 4.58PM**

**PRESENT:** Administrator Dean Lynch

**APOLOGIES:**

**Staff:** Peter Cannizzaro, Director Corporate & Community Services  
Sandra McEwan, Personal Assistant to Director Corporate & Community Services

**1. OPENING OF THE MEETING**

The Administrator opened the meeting at 4.58PM

**2. PUBLIC FORUM**

**3. APOLOGIES**

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

**5. MATTERS DEALT WITH BY EXCEPTION**

**6. ADOPTION OF MINUTES OF PREVIOUS MEETING**

**7. BUSINESS ARISING OUT OF THE MINUTES**

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

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

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 7 AUGUST 2017

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

**10.1 PROPOSAL TO LICENCE PROPERTY AT 52 SANDY CROSSING ROAD BOMBALA FOR HORSE GRAZING**

Record No:

Responsible Officer: Director Operations & Infrastructure  
Author: Property Officer  
Key Direction: 1. Sustaining Our Environment for Life  
Delivery Plan Strategy: DP1.6 Ensure Council services, facilities and land holdings achieve best practice for sustainability.  
Operational Plan Action: OP1.22 Ensure Council has a safe reliable, sustainable and cost effective assets through the effective management of Facilities, Infrastructure, Plant, Motor Vehicle and Equipment Assets.  
Attachments: Nil  
Cost Centre W/O532 – Council Housing Operations  
Project No identified project.  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

On 14<sup>th</sup> June 2017 Council resolved (ADA103/17) to set the licence fee for horse grazing at Council's property at 52 Sandy Crossing Road Bombala at \$780pa. Council has completed the boundary fence which is now secure.

However, the successful applicant has suggested that in view of the amount of weed control which will need to be carried out and the fact that the licence prevents her from using the paddock year round (she is required to spell the paddock to prevent over-grazing) a more appropriate fee would be in line with Crown land grazing permits (\$481pa.).

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

**COMMITTEE RECOMMENDATION**

**ADA125/17**

That Council

- A. Approve the licence fee for horse grazing at 52 Sandy Crossing Road Bombala to \$481pa including GST.

**Approved by Administrator Lynch**

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 7 AUGUST 2017

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## 10.2 APPLICATION FOR IN-KIND SUPPORT - LAKESIDE SCAVENGE

Record No:

Responsible Officer: Director Environment & Sustainability  
Author: Waste Management Officer  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.1.1.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.  
Operational Plan Action: OP4.2 Promote and provide operational assistance to enhance and encourage events and tourism  
Attachments: 1. Sponsorship Request Form Seaside Scavenge September 2017 ⇨  
2. Seaside (Lakeside) Scavenge Flyer September 2017 ⇨  
Cost Centre 3020 – 63162 Donations Community Groups Debt Waiver  
Project  
Further Operational Plan Actions:

### EXECUTIVE SUMMARY

Council received an email from Seaside Scavenge requesting a waiver of DA fees for the Event Permit for a clean-up event of the Jindabyne Lake Foreshore, as well as in-kind support for the waste and recycling collection from this event.

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

#### COMMITTEE RECOMMENDATION

ADA126/17

That Council

- A. Approve a donation of \$140 being the DA fees for the Event Permit for a clean-up event of the Jindabyne Lake Foreshore; and
  - B. Approve in-Kind support for the disposal of waste and recycling collected at the event;
  - C. Approve for council's assisted promotion of the event through social media and website
- The cost centre for the in-kind support is GL 10-3020-1001-63162

Approved by Administrator Lynch

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

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

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

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 7 AUGUST 2017

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

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

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

**16.1 YALLAMBEE LODGE MANAGEMENT COMMITTEE - 3 JULY 2017**

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Personal Assistant To Director of Corporate & Community Services  
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. Yallambee Lodge Management Committee - 3 July 2017 [↔](#)  
Cost Centre  
Project  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

The Yallambee Lodge Management Committee met at Yallambee Lodge, Cooma on 3 July 2017. The Minutes are attached for information.

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

**COMMITTEE RECOMMENDATION**

**ADA127/17**

That the Administrator

A. Receive and note the Minutes of the Yallambee Lodge Management Committee held on 3 July 2017.

**Approved by Administrator Lynch**

## 16.2 DONATION REQUEST - ST PATRICKS PARISH SCHOOL

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:	DP4.3.1.2 Provide and support appropriate services and facilities for children and young people within the Region.
Operational Plan Action:	OP4.16 Deliver and facilitate youth programs and services throughout the Region
Attachments:	1. St Patricks Parish School - Request for Financial Assistance with Travel Expenses for Participation in National Science Engineering Super Challenge Dated 28 06 2017 <a href="#">↔</a>
Cost Centre	Donations Community Groups
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

Students from St Patricks Parish School have been invited to partake in the National Science Engineering Super Challenge in August 2017. The school is seeking financial assistance to allow 30 students to attend.

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

#### COMMITTEE RECOMMENDATION

ADA128/17

That Council

- A. Receive and note the request from St Patricks Parish School for 30 students to attend the National Science Engineering Super Challenge in August and seeking a financial donation of \$12,900.
- B. That the Administrator not approve this financial donation.

Approved by Administrator Lynch

## 17. REPORTS BY GENERAL MANAGER

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 7 AUGUST 2017

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## 18. NOTICE OF MOTION

### 18.1 CIVIC RECEPTIONS

#### COMMITTEE RECOMMENDATION

ADA129/17

That Council review its participation in Civic Receptions and a report be provided to the new Council for their consideration.

Approved by Administrator Lynch

## 19. MOTIONS OF URGENCY

## 20. QUESTIONS WITH NOTICE

## 21. QUESTIONS TAKEN ON NOTICE

## 22. CONFIDENTIAL MATTERS

There being no further business the Administrator declared the meeting closed at 5.05pm

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CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 7 August 2017 were confirmed by Council at a duly convened meeting on 14 August 2017 at which meeting the signature hereon was subscribed.

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### 8.3 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 14 AUGUST 2017

Record No:

Responsible Officer: General Manager  
Author: Secretary Council & Committees  
Attachments: 1. Minutes - Administrator Delegations Meeting held 14 August  
2017 [↓](#)

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#### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 14 August 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 14 August 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*.

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**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Administrator Delegations Meeting**

**14 August 2017**

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**ADMINISTRATOR DELEGATIONS MEETING  
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630  
ON MONDAY 14 AUGUST 2017**

<b>MINUTES</b>
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Notes:

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>7</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>7</b>
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>	<b>7</b>
<b>4.</b>	<b>ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS .....</b>	<b>7</b>
<b>5.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>7</b>
<b>6.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>7</b>
<b>7.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>7</b>
<b>8.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....</b>	<b>8</b>
	8.1 Donation Request - Raglan Gallery and Cultural Centre Inc .....	8
<b>9.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE .....</b>	<b>8</b>
<b>10.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....</b>	<b>8</b>
<b>11.</b>	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....</b>	<b>9</b>
	11.1 Restricted Cash Reserves .....	9
<b>12.</b>	<b>QUESTIONS TAKEN ON NOTICE.....</b>	<b>15</b>
<b>13.</b>	<b>CONFIDENTIAL MATTERS.....</b>	<b>15</b>

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

**ON MONDAY, 14 AUGUST 2017  
COMMENCING AT 11.00AM**

**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 11.14am

**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**

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

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

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**8.1 DONATION REQUEST - RAGLAN GALLERY AND CULTURAL CENTRE INC**

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Acting Executive Assistant to the Administrator  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.2.1.2 Continue to support the development and redevelopment of present medical facilities within the Region.  
Operational Plan Action: OP4.13 Continue to engage with existing and emerging Medical and general Health Services throughout the Region  
Attachments: 1. Letter - Raglan Gallery and Cultural Centre Inc - Request for Council to Assist With Purchase of Defibrillator for Gallery  
Cost Centre Donations Community Groups  
Project  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

The Raglan Gallery and Cultural Centre Inc have requested that council assist with the purchase and installation of a defibrillator.

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

**COMMITTEE RECOMMENDATION**

**ADA130/17**

That Council

- A. Receive and note the request from the Raglan Gallery and Cultural Centre Inc to assist in the purchase and installation of a defibrillator; and
- B. Contribute up to \$2 000 from the donations budget.

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

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

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

### 11.1 RESTRICTED CASH RESERVES

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Acting Chief Financial Officer  
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: 1. Restricted Cash Reserves 12 May 2016  
Cost Centre 4010 Financial Services  
Project Restricted Cash Reserves  
Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

The former councils each held funds in Restricted Cash Reserves as at 12 May 2016.

In order to complete Snowy Monaro Regional Council (SMRC) 2017 Financial Statements the Internal Cash Reserves treatment needs to be determined. It is recommended that the number of Internally Restricted Cash Reserves be minimised with the residual funds available to each former Council being retained for use in that former Council LGA.

External Cash Reserves are, as the name suggests, restricted externally and therefore Council has less influence over the types of reserves. It is recommended that these be retained separately with the exception of Unexpended Grants, Water, Sewer and Domestic Waste.

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

#### COMMITTEE RECOMMENDATION

ADA131/17

That Council allocate Total Cash & Investments transferred from the former Councils to Restricted Cash Reserves as per attached.

**Note 1: Restricted Cash Reserves**

**Restricted Cash Reserves**

	Proposed SMRC Reserves			SMRC	
	Bombala	Cooma	Snowy	Balance 13 May 2016	
All figures are in thousands ('000)					
<b>Internal</b>					
Employee Leave Entitlement	650	1,553	890	<b>3,093</b>	49% of ELE Liability Adjusted - 38% Total Council GF Accumulated Depreciation
Plant & Vehicle Replacement	638	1,229	1,262	<b>3,129</b>	- Bombala & Snowy 33%; Cooma 51%
HACC Vehicle Replacement			197	<b>197</b>	Transfer to External Reserves in 2017
Quarry Operations	-	32	33	<b>65</b>	
Uncompleted Works	1,355	40	378	<b>1,773</b>	
Waste	-	-	1,815	<b>1,815</b>	Movement from External Reserve in 2017
Deposits, Retentions & Bonds	76	25	581	<b>682</b>	Adjusted to reflect General Fund Liability
Yallambee Lodge Building & Equipment	-	1,632	-	<b>1,632</b>	
Former Bombala LGA	3,270			<b>3,270</b>	
Former Cooma LGA		890		<b>890</b>	
Former Snowy LGA			906	<b>906</b>	
Other Internal				-	Subsequent cash surplus to be allocated
<b>Total Internal</b>	<b>5,989</b>	<b>5,401</b>	<b>6,062</b>	<b>17,452</b>	

**External**

Developer Contributions - General	22	570	609	<b>1,201</b>	Combine
Developer Contributions - Water	40	142	915	<b>1,097</b>	Combine
Developer Contributions - Sewer	23	-	457	<b>480</b>	Combine
Unexpended Grants	255	613	463	<b>1,331</b>	Combine
Water Supply	2,289	4,226	3,484	<b>9,999</b>	Combine
Sewerage Services	2,315	5,227	4,945	<b>12,487</b>	Combine
					Combine
					Separate Non Domestic Waste Management for
Domestic Waste Management	92	2,853	468	<b>3,413</b>	Bombala & Cooma
Aged Care Accommodation Bonds		1,602	432	<b>2,034</b>	Combine
Crown Land Reserves			30	<b>30</b>	
Jindabyne Beautification Special Levy			248	<b>248</b>	
Crown Lands - Holiday Parks			788	<b>788</b>	
Emergency Service Special Levy			14	<b>14</b>	
Other			8	<b>8</b>	
Home & Community Care Vehicle Replacement	292			<b>292</b>	
Boco Rock Community Fund		34		<b>34</b>	
Kamoto-Cooma Friendship Scholarship Fund		38		<b>38</b>	
				<b>-</b>	
<b>Total External</b>	<b>5,328</b>	<b>15,305</b>	<b>12,861</b>	<b>33,494</b>	
<b>Unrestricted</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Cash &amp; Investments</b>	<b>11,317</b>	<b>20,706</b>	<b>18,923</b>	<b>50,946</b>	

**Financial Statements  
 12 May 2016**

All figures are in thousands ('000)

**Internal**

	Former Council Financial Statements			Balance	Recommendation (if not Retain in 12/5/2016 Former Council Balances Total)
	Bombala	Cooma	Snowy	12 May 2016	
Employee Leave Entitlement	650	1,418	890	<b>2,958</b>	Combine. Each Former Council contributed between 49% - 50% of Liability
Plant & Vehicle Replacement	266	1,229	1,245	<b>2,740</b>	Combine. Each Former Council contributed between 14% - 51% of Liability
Property Development			415	<b>415</b>	
Jindabyne Childcare Centre			14	<b>14</b>	
HACC Vehicle Replacement			197	<b>197</b>	Transfer to External Reserve
Parks & Gardens			26	<b>26</b>	
Quarry Operations		32	33	<b>65</b>	Combine
Infrastructure & Facilities	550	28	472	<b>1,050</b>	
Uncompleted Works	1,355	40	378	<b>1,773</b>	Combine
Regional Bridges Replacement			-	<b>-</b>	
Council Elections		80	17	<b>97</b>	
ICT Hardware & Software			-	<b>-</b>	
Green Team Revolving Energy			34	<b>34</b>	
Rural Fire Service	20		31	<b>51</b>	
Waste Management			1,815	<b>1,815</b>	Separate Bombala & Cooma from DWM
Jindabyne Holiday Park Property			260	<b>260</b>	
Other			230	<b>230</b>	
Bombala Caravan Park	-			<b>-</b>	
Bundian Way Infrastructure	100			<b>100</b>	
Delegate Caravan Park	-			<b>-</b>	
Delegate Main Street Upgrade	179			<b>179</b>	
Bombala Pool Complex	300			<b>300</b>	

Seal Racecourse Road	250		250
Town & Villages Drainage	200		200
Town & Villages Shared Pathways	103		103
Town & Villages Urban Reseals	300		300
Sport & Recreation Facilities	140		140
Saleyards Infrastructure	100	53	153
Community Development	15		15
Delegate Disadvantaged Units	38		38
Deposits, Retentions & Bonds	76		76
Economic Development	80		80
Bombala CBD	300		300
Bombala River Park	150		150
Community Buildings	57		57
Endeavour Reserve Viewing Platform	40		40
Cemetery		173	173
Development		329	329
Building Renewal		-	-
Business Incentive Scheme		49	49
Community Services Building		79	79
Risk Management		113	113
Yallabee Lodge Building & Equipment		1,632	1,632
Yallabee Lodge ELE		135	135
<b>Total Internal</b>	<b>5,269</b>	<b>5,390</b>	<b>6,057</b>
			<b>16,716</b>

Combine & Expand to include Cooma & Snowy

<b>External</b>					
Developer Contributions - General	22	570	609	<b>1,201</b>	
Developer Contributions - Water	40	142	915	<b>1,097</b>	
Developer Contributions - Sewer	23	-	457	<b>480</b>	
Unexpended Grants	255	613	463	<b>1,331</b>	Combine
Water Supply	2,289	4,226	3,484	<b>9,999</b>	Combine
Sewerage Services	2,315	5,227	4,945	<b>12,487</b>	Combine
					Separate Non Domestic Waste Management for Bombala & Cooma and transfer to Internal Reserves in 2017.
Domestic Waste Management	92	2,853	468	<b>3,413</b>	Combine DWM Value at 12/5/2016
Aged Care Accommodation Bonds		1,602	432	<b>2,034</b>	
Crown Land Reserves			30	<b>30</b>	
Jindabyne Beautification Special Levy			248	<b>248</b>	
Crown Lands - Holiday Parks			788	<b>788</b>	
Emergency Service Special Levy			14	<b>14</b>	
Other			8	<b>8</b>	
Home & Community Care	292			<b>292</b>	
ELE - Water Supplies				-	Part of Water Supply Reserve
ELE - Sewer Services				-	Part of Sewerage Services Reserve
ELE - Waste				-	Part of DWM Reserve
Boco Rock Community Fund		34		<b>34</b>	
Kamoto-Cooma Friendship Scholarship Fund		38		<b>38</b>	Update name to Yamaga-Cooma Sister City Fund and transfer to Internal Reserves in 2017
<b>Total External</b>	<b>5,328</b>	<b>15,305</b>	<b>12,861</b>	<b>33,494</b>	
<b>Unrestricted</b>	<b>720</b>	<b>11</b>	<b>5</b>	<b>736</b>	Allocate Balance as 12/5/2016 to Former Council Internal Reserve
<b>Total Cash &amp; Investments</b>	<b>11,317</b>	<b>20,706</b>	<b>18,923</b>	<b>50,946</b>	

**12. QUESTIONS TAKEN ON NOTICE**

**13. CONFIDENTIAL MATTERS**

There being no further business the Administrator declared the meeting closed at 11.23am

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CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 14 August 2017 were confirmed by Council at a duly convened meeting on 21 August 2017 at which meeting the signature hereon was subscribed.

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#### 8.4 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 21 AUGUST 2017

Record No:

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

Attachments: 1. Minutes of the Administrators Delegations Meeting Held 21 August 2017 [↓](#)

#### EXECUTIVE SUMMARY

##### RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 21 August 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*.

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**SNOWY MONARO**  
REGIONAL COUNCIL

# Minutes

**Administrator Delegations Meeting**

**21 August 2017**

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

**ON MONDAY 21 AUGUST 2017**

**MINUTES**

Notes:

1.	<b>OPENING OF THE MEETING.....</b>	<b>3</b>
2.	<b>PUBLIC FORUM .....</b>	<b>3</b>
3.	<b>APOLOGIES.....</b>	<b>3</b>
	Nil	
4.	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>	<b>3</b>
	Nil	
5.	<b>MATTERS DEALT WITH BY EXCEPTION .....</b>	<b>3</b>
6.	<b>DELEGATE'S REPORT (IF ANY) .....</b>	<b>3</b>
7.	<b>CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE .....</b>	<b>3</b>
8.	<b>CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND .....</b>	<b>3</b>
11.1	ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 26 JULY 2017 MEETING .....	3
9.	<b>CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY .....</b>	<b>4</b>
10.	<b>CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....</b>	<b>4</b>
11.	<b>CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE .....</b>	<b>5</b>
12.	<b>CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....</b>	<b>5</b>
13.	<b>CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....</b>	<b>5</b>
14.	<b>REPORTS BY GENERAL MANAGER.....</b>	<b>5</b>
15.	<b>NOTICE OF MOTION .....</b>	<b>5</b>
16.	<b>MOTIONS OF URGENCY .....</b>	<b>5</b>

17.	QUESTIONS WITH NOTICE .....	5
18.	QUESTIONS TAKEN ON NOTICE.....	5
19.	CONFIDENTIAL MATTERS.....	5

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 21 AUGUST 2017

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

**ON MONDAY, 21 AUGUST 2017  
COMMENCING AT 11:00AM**

**PRESENT:** Administrator Dean Lynch  
**APOLOGIES:** Nil  
**Staff:** Joe Vescio, General Manager  
Katherine Miners, Executive Assistant to the General Manager

**1. OPENING OF THE MEETING**

The Administrator opened the meeting at 11:00AM

**2. PUBLIC FORUM**

Nil

**3. APOLOGIES**

Nil

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

Nil

**5. MATTERS DEALT WITH BY EXCEPTION**

Nil

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

Nil

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

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

**8.1 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM**

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 21 AUGUST 2017

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**THE 26 JULY 2017 MEETING**

Record No:

Responsible Officer: Manager Operations  
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. LTC\_26072017\_MIN\_923  
Cost Centre 1505 Engineering and Operations Management  
Project Snowy Monaro Local Traffic Committee  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A copy of the Minutes from the Snowy Monaro Local Traffic Committee (SMLTC) meeting held on 26<sup>th</sup> July 2017 is attached for Council's consideration and adoption of the recommendations.

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

**COMMITTEE RECOMMENDATION**

**ADA132/17**

That Council:

- A. Receives and notes the minutes of the Snowy Monaro Local Traffic Committee meeting held on 26<sup>th</sup> July 2017; and
- B. Adopt the Snowy Monaro Local Traffic Committee recommendations LTC 13/17, 14/17, 15/17, 16/17, 17/17 and 18/17 of 26<sup>th</sup> July 2017; and
- C. Authorise the expenditure and allocate an amount of \$2,000 in the 17/18 Financial Year Budget with funding to be provided from the Urban Streets cost centre.

**Moved Administrator Lynch**

**CARRIED**

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

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

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MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 21 AUGUST 2017

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11. **CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**
  
12. **CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**
  
13. **CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION**
  
14. **REPORTS BY GENERAL MANAGER**
  
15. **NOTICE OF MOTION**
  
16. **MOTIONS OF URGENCY**
  
17. **QUESTIONS WITH NOTICE**
  
18. **QUESTIONS TAKEN ON NOTICE**
  
19. **CONFIDENTIAL MATTERS**

There being no further business the Administrator declared the meeting closed at 11.02AM

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CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 21 August 2017 were confirmed by Council at a duly convened meeting on 28 August 2017 at which meeting the signature hereon was subscribed.

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### 13.1 MEETING MINUTES FOR JINDABYNE MEMORIAL HALL SECTION 355 COMMITTEE 6 JUNE 2017

Record No:

Responsible Officer: General Manager  
Author: Asset Manager  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.  
Operational Plan Action: OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity  
Attachments: 1. Meeting Minutes for the Jindabyne Memorial Hall Section 355 Committee held 6 June 2017 [↓](#) Cost Centre 1550 Jindabyne Memorial Hall  
Work Order OP1000013

Project

Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

A copy of the Meeting Minutes for Jindabyne Memorial Hall Section 355 Committee held on 6 June 2017 is attached for Council's consideration and adoption of the recommendation.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the minutes of the Jindabyne Memorial Hall Section 355 Committee held on 6 June 2017.
- B. Adopt the Section 355 Committee for Jindabyne Memorial Hall recommendation JMH 01/17 for the Jindabyne Memorial Hall to be inspected for damage, misuse or lack of cleaning after each function by Council's contract cleaner.

#### BACKGROUND

A copy of the Meeting Minutes for Jindabyne Memorial Hall Section 355 Committee held on 6 June 2017 is attached for Council's consideration and adoption of the recommendation.

The recommendation from the Minutes are as follows:

#### Recommendation JMH 01/17

General Business Item 3

To request that the Jindabyne Memorial Hall is inspected by a member of staff for damage, misuse or lack of cleaning after each function and prior to any refund being issued.

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## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

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

### **2. Environmental**

**The Jindabyne Memorial Hall Committee assists in enhancing the visual impact for hall users, the community and visitors to the township.**

### **3. Economic**

#### **Recommendation JMH 01/17**

*General Business Item 3*

*To request that the Jindabyne Memorial Hall is inspected by a member of staff for damage, misuse or lack of cleaning after each function and prior to any refund being issued.*

#### **Action -**

Council does not have a permanent staff member based in the Jindabyne Township to carry out the request to inspect the Jindabyne Memorial Hall for damage, misuse or lack of cleaning after each function.

To assist with the Section 355 Committee's request, the current contract cleaner, Mountain Maid Cleaning Services, has offered to carry out the inspection as an extra when the contract cleaner is cleaning the Jindabyne Memorial Hall every Monday and Friday at their hourly rate of \$35.00 per hour and to be included on their monthly tax invoice for cleaning services.

Continued maintenance and repair works for Jindabyne Memorial Hall have been provided for in Halls 1550 Cost Centre and Work Order OP1000013 2018 Budget.

### **4. Civic Leadership**

This Section 355 Committee is an Advisory Committee. Advisory Committees provide recommendations to Council. The facilities are managed by Council including bookings, repairs, purchasing and financial accounts.

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

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

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**Jindabyne Memorial Hall 355 Committee Meeting June 6<sup>th</sup>. 2.00pm**

**Present.** Lois Merriman. Lorraine Thomas, Bob Frost, Gunther Probst, Greta Jones, Jenny Colin.  
Nancy Gant-Thomson arrived at 2.30pm and Chrissy Webb arrived at 2.40pm

**Absent.**

**Apologies,** Neen Peendergast.

**Mail in.** Email from Lorraine re CWA's request for ladies bins

**Mail out.**

- 1 Email and photos of main light switch and correct way to stack chairs and the tables stored under the stage.
- 2 Minutes of previous meeting.
- 3 Email to Lorraine asking if we received any community grant money for the hall.

Business arising from previous meeting.

1. Minutes from previous meeting read and accepted. Moved Jenny Colin. 2nded. Gunther probst
2. Photos taken of main light switch and understage storage and correct chair stacking sent to Lorraine Thomas for printing.
3. Community Grants.

Stage wing curtains and tracks.

Nancy Gant Thompson and I have since measured the amount of woollen material needed and It is 3.5 meters tall by 5 meters wide – we would require twice this amount – one for each end of the stage. Tracts would need to be 4 meters long. I am going to Queanbeyan on 23<sup>rd</sup>. July so can purchase material from Spotlight if asked.

4. Electrical wiring of stage lighting to allow lights to be operated from old Projection booth at Eastern end of the main hall.

General Business.

1. Regarding letter received by Lorraine from the CWA. Ladies Bins not supplied in any of the old shire halls. Lorraine explained that Ladies Bins for the memorial Hall would cost \$33.00 per month. Lois explained that she empties the small tidy bins in the cubicles 3 times per week and that she only ever gets ladies sanitary items when there is a large event held at the hall ie 3 to 4 times a year. Committee members present at the time of voting voted unanimously against the
-

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installation of Ladies Bins. **Small flip top bins have since been put into each cubical which will be emptied by Lois 3 times per week.**

2

2. Lorraine gave Lois A4 size photos and laminating folders so she could make up the signs to go in storage areas so hall users would be able to see how to store tables and chairs after use in the Hall . **These photos are also to be added to the front of all Hall Users information sheets when they hire the Hall.** So hall users can readily see where and how items are stored.

**These signs have now been put in the chair storage area and on the inside of the doors to under the stage.**

3. **The Committee requests the Council accept our Recommendation** that the Jindabyne memorial Hall is inspected by a member of staff for damage, misuse or lack of cleaning after each function **and prior to any refund being issued.** The users are to be offered the option to correct any faults or to forfeit bond. Moved Bob Frost. 2nded. Lois Merriman, unanimous
4. Lorraine said that it appears the Memorial Hall has received grant money for the addition of tracks and wing curtains for the stage. **See point 3 – Business arising from previous minutes**
5. And the electrical work to allow for the operation of the stage lights from the old projection booth at the eastern end of the hall.

Meeting closed 3.00pm. Next meeting in November after new Council elections

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**13.2 MEETING MINUTES FOR JINDABYNE BEAUTIFICATION SECTION 355 COMMITTEE 6 JUNE 2017**

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action:	OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity
Attachments:	1. Meeting Minutes for Section 355 Committee Jindabyne Beautification held on 6 June 2017 <a href="#">↓</a> Cost Centre 1610 Parks, Gardens and Crown

Project

Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes for Jindabyne Beautification Section 355 Committee held on 6 June 2017 is attached for Council's consideration and adoption of the recommendations.

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

**OFFICER'S RECOMMENDATION**

That Council

- A. Receive and note the minutes of the Jindabyne Beautification Section 355 Committee held on 6 June 2017.
- B. Receive and note the information provided in regard to the sign located behind the Welcome to Jindabyne Township sign for recommendation JB 01/17 Section 355 Committee for Jindabyne Beautification.

**BACKGROUND**

A copy of the Meeting Minutes for Jindabyne Beautification Section 355 Committee held on 6 June 2017 are attached for Council's consideration and adoption of the recommendation.

The recommendations from the Minutes are as follows:

**Recommendation JB 01/17**

General Business Item 5

Greta Jones brought up the large "For Sale" sign on Kosciuszko Road right at the beginning of the entry to Jindabyne Township. This sign is far too large and over shadows the Council official welcome to Jindabyne sign.

The committee request that Council accept our recommendation to revisit the D.A. for this sign and see if the current sign complies with the approval.

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### **Recommendation JB 02/17**

General Business Item 6

The committee request that Council accept our recommendation that the Large For Sale sign on Kosciuszko Road at the Jindabyne Town entry be relocated further back from the roadside and be reduced in size.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

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

### **2. Environmental**

**The Jindabyne Beautification Committee assists in enhancing the visual impact for hall users, the community and visitors to the township. 3. Economic**

### **Recommendation JB 01/17**

General Business Item 5

*Greta Jones brought up the large "For Sale" sign on Kosciuszko Road right at the beginning of the entry to Jindabyne Township. This sign is far too large and over shadows the Council official welcome to Jindabyne sign.*

*The committee request that Council accept our recommendation to revisit the D.A. for this sign and see if the current sign complies with the approval.*

### **Recommendation JB 02/17**

General Business Item 6

*The committee request that Council accept our recommendation that the Large For Sale sign on Kosciuszko Road at the Jindabyne Town entry be relocated further back from the roadside and be reduced in size.*

### **Actions -**

Council's Manager Development Assessment, Sophie Ballinger, has advised the following in regard to the sign -

The development was approved back originally in 2011 for temporary signage.

This was amended in 2014 and for another two years as per below DA 0131/2011.

Restricted Consent Period (Amended from DA0131/2011)

1. This development is valid for a period not exceeding two (2) years from the date shown as "modification approval date" on this notice unless otherwise approved by Council. This allows continuing consent until 11/07/2016. At the end of this period the development must cease and the advertising signage is to be removed from the land.

Council's Manager Development Assessment has now contacted the developer for removal of the sign and advised the developer that the sign may not be supported in its current location.

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

This Section 355 Committee is an Advisory Committee. Advisory Committees provide recommendations to Council. The facilities are managed by Council including bookings, repairs, purchasing and financial accounts.

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

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

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**355 Beautification June 6<sup>th</sup> 2017 Meeting opened 3.00pm**

**Present.** Roger Lyons, Dean Lynch – Admin. Lorraine Thomas, Gunther Probst. Bob frost. Greta Jones. Lois Merriman. Rosemary Stewart-Beardsley.

**Absent.**

**Apologies.** Neen Pendergast

**Mail in.**

Email & photos from Lorraine re water pipe/tap and half dead tree in landscaping in town centre.

**Mail out.**

- 1 Email from Roger for working bee at claypits.
- 2 Forwarded Lorraine's Letter and photo.
- 3 Email to Lorraine asking if we had received any community grant money for 355 Beautification.
- 4 Letter to Mr. Dean Lynch – Administrator requesting his attendance at our next meeting.

**Previous Meeting Minutes read and accepted.**

Moved. Ginther probst. 2nded. Rosemary Stewart Beardsley

**Business arising from previous minutes.**

1. Working bee at claypits lake foreshore, Roger & Bridget Lyons, Lois, Rosemary and Bob. We had a successful 2 hours of hard work.
  2. Council sent a truck and manpower to clear away what we did as well as removing a couple of dead trees and weed spraying, also whipper snipping around rockpile near covered table setting.
  3. Council have also removed rotten wooden bench seat.
  4. Council have removed dead tree from beside pathway along Kosci Road toward Barry Way roundabout.
  5. Community Grants. Grant money has been allocated for:-  
  
Bin covers at town centre, some paving at town centre, New Town Centre toilets. Installation of gym equipment in Banjo Patterson Park.
  6. Grant money has been allocated to improve and maintain more foliage in the town centre.
-

7. Graffiti on defaced electrical substations has been painted over.
8. Weed spraying has been carried out along the lake foreshore.
9. Snow Tunes concert at the community stage area of claypits has been restricted to 1 day.
10. The Committee agreed to the removal of the 1/2 dead tree in the town centre car park as specified in the email and photograph from Lorraine Thomas. The Committee recommended leaving the tap and water pipe in its present location.

2

**General business.**

1. What is happening with 355 committees from now forwards. Dean Lynch and Bob Frost indicated that hopefully all current committee members would be rolled over and also nominations would be called for new members once the newly elected councillors had participated in their first Council meeting.
2. New bike racks for Banjo Patterson Park and the Town Centre have been approved and should be ready for installation in November. See attached email and photos on proposed design.
3. Dean Lynch said that the entry road to Claypits area from the Barry Way is going to be sealed. The 355 Committee request that this is done ASAP as the erosion caused by rainwater runoff is dangerous to both pedestrians and vehicles and could end up causing problems to Council.
4. The shared pathway around the lake need better signage indicating to ALL users that both bike and pedestrians use the pathway. It was suggested that the committee contact the 355 committee for the shared pathway and discuss this and see what can be done. The Beautification 355 committee is prepared to assist in any way to help reach a suitable outcome.
5. Greta Jones brought up the large "For Sale" sign on Kosciuszko Road right at the beginning of the entry to Jindabyne Township. This sign is far too large and over shadows the Council official welcome to Jindabyne sign.

**The committee request that Council accept our recommendation to** revisit the D.A. for this sign and see if the current sign complies with the approval. Moved Greta Jones. 2nded Roger Lyons.

6. **The committee request that Council accept our recommendation that** the Large For Sale sign on Kosciuszko Road at the Town entry be relocated further back from the roadside and be reduced in size.

Moved Greta Jones. 2nded Roger Lyons.

7. Greta Jones and Roger Lyons once again requested that the entry to town from the Welcome to Jindabyne sign to the concrete wall be cleaned up and the sides of the roadway be graded. Bob Frost

13.2 MEETING MINUTES FOR JINDABYNE BEAUTIFICATION SECTION 355 COMMITTEE 6  
JUNE 2017

ATTACHMENT 1 MEETING MINUTES FOR SECTION 355 COMMITTEE JINDABYNE  
BEAUTIFICATION HELD ON 6 JUNE 2017

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said he was sure funding and engineering had been approved for kerb and guttering to be done along here. Bob Frost said he would speak to Council Engineer and see where the project was up too.

8. Gunther Probst brought up the problem of the disintegrating shop awnings at the Town Centre. These need safety inspection and repairs. Who is responsible for maintenance Shopkeepers, shop owners or Council?
9. Gunther Probst also brought up the problem of the gas bottles in the lane way behind the town centre shops, these bottles do not have and safety protection fencing around them. If a car hits then and causes an explosion – who is responsible? Bob Frost said he felt there were plans afoot to upgrade this lane way.

3

10. Committee needs consultation with Council regarding the Town streetscape and beautification regarding access to funds to ensure we get the best bang for our buck. The committee needs to know time schedule for upcoming council projects so we can work together.
  11. **The committee requests Council follow our recommendation** to leave the pruning, removal or replanting of trees at the Town Centre until Spring. Moved Rosemary Stewart Beardsley. 2nded. Roger Lyons.
  12. Gunther Probst requested Council clean out the gutters around the town, The committee unanimously support this recommendation.
  13. Mr. Dean Lynch – The administrator advised that 2 million dollars is to be spent on major projects around Jindabyne over the next 2 years.
  14. Mr. Dean Lynch – The Administrator also advised the \$1 million is being spent on the Snowy River Avenue project. This also includes the removal of the toilet block at the Town Centre and a new one being built into the laneway embankment below the Super Clinic adjacent to the Memorial Hall.
-

15. **The Committee requests Council accepts our recommendation** to renew the Terms of Reference of the 355 Beautification Committee and abolish the boundary within which we are allowed to work, thus permitting committee members to do work along the Lake foreshore and other areas outside the designated town area. Moved Roger Lyons, 2nded Lois Merriman.

16. There is grant money for new bin surrounds at the town centre.

17. There is grant money to replace broken and damaged pavers at the town centre.

18. The Committee thanked Mr. Dean Lynch for attending our meeting and for his insight and assistance with our projects.

Meeting closed 4.00pm. Next meeting sometime in November after new councillors have been elected and settled into their positions.

Signed President Roger Lyons..... Dated.....

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### 13.3 MEETING MINUTES OF AITCHISON HOUSE COTTAGE SECTION 355 COMMITTEE FOR 29 JUNE 2017

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action:	OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity
Attachments:	1. Meeting Minutes for Section 355 Committee Aitchison House Cottage held on 29 June 2017 <a href="#">↓</a>
Cost Centre	1590 Property Management
Project	PJ 100001 300029 300030 Aitchison House Cottage Projects

Further Operational Plan Actions:

#### EXECUTIVE SUMMARY

A copy of the Meeting Minutes of the Section 355 Committee for Aitchison House Cottage held on 29 June 2017 are attached for Council's consideration and adoption of the recommendations.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the Minutes of Section 355 Committee for Aitchison House Cottage held on 29 June 2017.
- B. Adopt the Section 355 Committee for Aitchison House Cottage recommendation AC 01/17 to formally change the Committee's title to Aitchison Cottage Section 355 Steering Committee.
- C. Receive and note the Section 355 Committee for Aitchison House Cottage recommendation AC 02/17 to proceed with the Strategic Management Plan as a priority.

#### BACKGROUND

A copy of the Meeting Minutes of the Section 355 Committee for Aitchison House Cottage held on 29 June 2017 are attached for Council's consideration and adoption of the recommendations.

The recommendations from the Minutes are as follows:

#### Recommendation AC 01/17

12 Items for Council Action

That Council formally change the name of the Committee to the *Aitchison Cottage Section 355 Steering Committee* from the existing name Aitchison House(Old Cottage) S355 Management Committee.

**Recommendation AC 02/17**

12 Items for Council Action

That Council proceed with the Strategic Management Plan is a priority as we need this completed as soon as possible to allow the committee to apply for future funding.

**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

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

**2. Environmental**

The Aitchison House Cottage Restoration Project will enhance the visual impact of the Berridale Town Centre for the community and visitors to the township and to help save the Heritage of Berridale.

**3. Economic**

**Recommendation AC 01/17**

12 Items for Council Action

*That Council formally change the name of the Committee to the Aitchison Cottage Section 355 Steering Committee from the existing name Aitchison House (Old Cottage) S355 Management Committee.*

**Recommendation AC 02/17**

12 Items for Council Action

*That Council proceed with the Strategic Management Plan is a priority as we need this completed as soon as possible to allow the committee to apply for future funding.*

**Actions –**

Funding for the Strategic Management Plan is from the \$14 million Stronger Community Projects SCFMPP024 Aitchison House.

Expressions of Interest were sent to four appropriate consultants for the Strategic Management Plan.

Council received one EOI by the due date of the 14 July 2017. The consultant is in the process of sending through the appropriate insurance policies, sign a project contract with Council and will be meeting with Council's Heritage Officer, Dr Peter Kabaila and the Section 355 Committee for consultation over the coming weeks.

Fundraising and Grant applications conducted by the Section 355 Committee will allow the committee and volunteer helpers to continue the restoration projects for Aitchison House.

**4. Civic Leadership**

This Section 355 Committee is an Advisory Committee:

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

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

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





## Minutes of the meeting of Aitchison House (Old Cottage) s355 Management Committee held at 5:00pm on 29 June 2017 at Berridale Fire Control Centre

### 1. Opening and Welcome

The Chairman Barry Aitchison opened the meeting at 5:00 pm and welcomed those members in attendance.

### 2. Present:

Barry Aitchison (Chair), David Jardine, Rob Staples, Dan Ambrush, Cheryl Mould, Colin Mould.

### 3. Apologies:

Apologies were received from Annie O'Keefe & Cathy Staples.

**Resolved** that apologies be accepted (Rob Staples/Barry Aitchison)

### 4. Minutes of Previous Meeting

**Resolved** that the minutes of the meeting held on 15<sup>th</sup> May 2017 be adopted as a true and correct record of proceedings. (Rob Staples /Colin Mould)

### 5. Business Arising from Previous Meeting

Storm water - Barry to purchase 90ml PVC lengths + bends for working bee

Windows completed and Paid for Thank you to Dane Martin

External doors David & Colin met with Tom Brown - report below

Lock up a priority Items to be covered: Post at back of cottage, External Doors, Slabs for wall, Guttering & storm water, Arch Window, Front Wall ventilation and cleaning

Seal wall inside with bond Crete.

### 6. Correspondence

Emails as received from Lorraine re queries on progress on Plan of management, Finances held by council, Annual general meeting to be held off until after new council has been elected.

Grants still not allowed to be applied for but small grants up to \$5000 are fine.

### 7. Treasurers Report

Cheryl tabled an income & expenditure statement up to 30<sup>th</sup> June 2017 with a balance of funds at \$19,973.72 less funds committed \$8925.66 leaving a balance of \$11,048.06 ex GST available.

The Shires figures re \$19,979.16 less reserve of \$3277.66 leaving a balance of 16,751.50 ex GST

This figure does not take into account the outstanding invoice for accepted works from Snowy Stone.

## 8. Other Reports

- A) A Consultant Brief for a Strategic Management Plan Review for Aitchison House Cottage has been prepared and reviewed by Mr Rob Staples and Mr Joe Vescio. In consultation with Council's Strategic Planner, Mr Adam Wood, has forwarded the Consultants Brief, Berridale Beautification Plan and the Berridale Civic Centre Precinct Plan to three appropriate consultants for their Expressions of Interest

Resolved that the Secretary liaise with Lorraine Thomas confirm a meeting time to commence the draft Strategic Management Plan (Barry Aitchison / Colin Mould)

- B) Tom Brown, David Jardine & Colin Mould met on site to inspect the external doors, floor and post at rear of cottage

Tom to inspect doors currently at Barry Aitchison House to see if suitable then assess works, Floor in kitchen to be replaced before back door fitted to get levels correct, other door in kitchen that is arched it was suggested to stone/brick in and install a window in the top half with flagstones laid on the dirt to marry in with rest of cottage, it was suggested to clean out kitchen remove old carpet and have ready for further inspection before a quote could be compiled.

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

Nil.

## 10. Committee Activity Timetable

Working bee set for Sunday 9<sup>th</sup> July 2017 at 9.00 am

- \*Clean out kitchen
- \*install PVC piping to remove water
- \*Remove Masonite from wall in large room
- \*re seal new windows
- \*General clean up and tidy

Timetable based on Strategic Management Plan and participation in Strategic Management Plan process and development.

## 11. Other business

New business

Action 1 - Storm water, down pipes, water tank and diversion of water - need to complete to preserve works - Colin to speak with Alex Corby and liaise with works required to complete and source quote

13.3 MEETING MINUTES OF AITCHISON HOUSE COTTAGE SECTION 355 COMMITTEE FOR 29 JUNE 2017

ATTACHMENT 1 MEETING MINUTES FOR SECTION 355 COMMITTEE AITCHISON HOUSE COTTAGE HELD ON 29 JUNE 2017

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Action 2 - Sealing of windows - Colin, Cheryl & David to put second coat on new windows to seal timber

Action 3 - List as tabled from site meeting held on 28<sup>th</sup> May 2017 to be emailed to Rob Staples to put into excel for costing

Action 4 - We wrote to Council requesting claiming the date for our Section 355 Annual General Meetings. We have been advised for Council Section 355 Committees to hold off on Annual General Meetings until after the Council Elections on 9<sup>th</sup> September 2017 for a new Council to be formed. Councilors will then be assigned Council Committees and Annual General Meeting dates can be advertised for the 6-week period.

Action 5 - On site working Sunday 9<sup>th</sup> July 2017 at 9.00 am to undertake list of priorities for all future works

## 12. Items for Council Action

Name of Committee.

**Recommended that** Council formally change the name of the Committee to the *Aitchison Cottage Section 355 Steering Committee* from the existing name Aitchison House(Old Cottage) S355 Management Committee (David Jardine/Colin Mould)

**Recommended that** Council proceed with the Strategic Management Plan is a priority as we need this completed as soon as possible to allow the committee to apply for future funding. (Rob Staples/Colin Mould)

## 13. Next meeting

Awaiting confirmation from Lorrain Thomas and Adam Wood for Strategic Management Plan briefing with selected consultant.

## 14. Meeting Close

There being no further business the meeting closed at 6.50pm.

The above minutes have been adopted as a true and correct record of proceedings

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Chairperson

Date of approval

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**13.4 MINUTES OF SECTION 355 COMMITTEE FOR DALGETY SPORT, RECREATION AND SHOWGROUNDS ANNUAL GENERAL MEETING AND GENERAL MEETING HELD ON 29 JUNE 2017**

Record No:

Responsible Officer: General Manager

Author: Asset Manager

Key Direction: 4. Creating a Safer, Healthier and Thriving Community

Delivery Plan Strategy: DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.

Operational Plan Action: OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity

Attachments: 1. Meeting Minutes for Section 355 Committee Annual General Meeting Dalgety Sport, Recreation and Showgrounds held on 29 June 2017 [↓](#)

2. Meeting Minutes of Section 355 Committee for Dalgety Sport, Recreation and Showgrounds held on 29 June 2017 [↓](#) Cost Centre 1555 Dalgety Showground Buildings  
1620 Dalgety Sporting Fields

Project

Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes from the Section 355 Committee for Dalgety Sport, Recreation and Showgrounds Annual General Meeting and General meeting held on 29 June 2017 is attached for Council's consideration and adoption of the recommendations.

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

**OFFICER'S RECOMMENDATION**

That Council

- A. Receive and note the minutes of the Section 355 Committee Annual General Meeting for the Dalgety Sport, Recreation and Showgrounds for 29 June 2017.
  - B. Receive and note the minutes of the Section 355 Committee Meeting for the Dalgety Sport, Recreation and Showgrounds for 29 June 2017.
  - C. Receive and note Recommendation DSRS 01/17 Section 355 Committee suggestions on works for Major Project PP 157 Replacement of Dalgety Showground equipment of Defibrillator, first aid kit and safety bunting and fencing.
  - D. Receive and note Recommendation DSRS 02/17 Section 355 Committee suggestions on works for Major Project PP 157 Replacement of Dalgety Showground equipment and PP 229 Dalgety Streetscape Project of improving signage and street lighting in the Township of Dalgety.
-

## **BACKGROUND**

A copy of the Meeting Minutes from the Section 355 Committee for Dalgety Sport, Recreation and Showgrounds Annual General Meeting and General meeting held on 29 June 2017 is attached for Council's consideration and adoption of the recommendations.

The recommendations from the Minutes are as follows:

### **Recommendation DSRS 01/17**

Request that Council look at the purchase and installing a Defibrillator and 1<sup>st</sup> Aid Kit under the equipment section as well as safety bunting/fencing under the Major Projects PP 157.

### **Recommendation DSRS 02/17**

Request that Council discuss improving signage and lighting around the village. This to be discuss with local community under Major Projects PP 157 and 229.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The adoption of Recommendation DSRS 01/17 and 02/17 would assist Council meet its social obligations by attaining the objectives of Key Direction Four of the Community Strategic Plan Delivery Program by supporting volunteer groups for Section 355 Committees.

### **2. Environmental**

**The adoption of Recommendation DSRS 01/17 and 02/17 will assist the Section 355 Committee to enhance the visual impact for Showground users, the community and visitors to the township.**

### **Recommendation DSRS 01/17**

*Request that Council look at the purchase and installing a Defibrillator and 1<sup>st</sup> Aid Kit under the equipment section as well as safety bunting/fencing under the Major Projects PP 157.*

### **Action –**

The NSW Office of Sport has a Local Sport Defibrillator Program being delivered via its existing online grant system for sporting and community groups. Applicants will need to contribute 50 per cent of the purchase price and accept any further operating expenses from their budget. The grant link has been forwarded to the Section 355 Committee to discuss with the Dalgety Show Society and other Dalgety sporting and community groups.

The recommendation from the Section 355 Committee for a Defibrillator, first aid kit and safety bunting and fencing in regard to PP 157 – Replacement of Dalgety Showground equipment - has been forwarded to the Major Projects Project Manager, Linda Nicholson, for her information and community consultation.

### **Recommendation DSRS 02/17**

*Request that Council discuss improving signage and lighting around the village. This to be discuss with local community under Major Projects PP 157 and 229.*

### **Action-**

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The recommendation from the Section 355 Committee for improved signage and street lighting in the Dalgety Township in regard to PP 157 – Replacement of Dalgety Showground equipment and PP 229 – Dalgety Streetscape Project has been forwarded to the Major Projects Project Manager, Linda Nicholson, for her information and community consultation.

**The adoption of Recommendation DSRS 01/17 and 02/17 will assist the Section 355 Committee to enhance the visual impact for Showground users, the community and visitors to the township. 4. Civic Leadership**

This Section 355 Committee is an Advisory Committee:

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

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

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

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**DALGETY SPORT, RECREATION AND SHOWGROUNDS SECTION 355 COMMITTEE**

**ANNUAL GENERAL MEETING**

**29<sup>TH</sup> JUNE 2017**

**MINUTES**

Held at the Buckley's Crossing Pub.

**Start:** 6.47pm

**Present:** Sue Fabish, Lorraine Thomas, Trish Gerny, Simon Freebody and Jo Miners

**Apologies:** Vickii Wallace

**Previous Minutes:**

Minutes distributed via email.

The last AGM was held in 2014 and at that meeting the election of Office Bearers was the only business. No matters arising from that meeting.

As Council representative, Lorraine Thomas chaired the election of office bearers.  
Lorraine welcomed all and thank them for coming.

**ELECTION OF OFFICE BEARERS 2017 - 2018**

<b>POSITION</b>	<b>NAME</b>	<b>NOMINATED</b>	<b>SECONDED</b>
CHAIRPERSON	Jo Miners	Sue Fabish	Simon Freebody
VICE CHAIRPERSON	Trish Gerny	Sue Fabish	Jo Miners
SECRETARY	Sue Fabish	Trish Gerny	Jo Miners
COMMUNITY REPRESENTATIVES	Simon Freebody Vickii Wallace Peter Lette	Jo Miners	Sue Fabish

**Meeting Closed:**

6.54pm

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## Minutes

### 355 Committee – Dalgety Sports, Recreation and Showgrounds, Buckley's Crossing 29<sup>th</sup> June 2017

#### Present:

Position	Member (Name)
Chairperson	Jo Miners
Deputy Chairperson	Trish Gerny
Secretary	Sue Fabish
Council Representative	Lorraine Thomas
Committee Member	Simon Freebody

#### 1. Opening of the Meeting

The Chair, Jo Miners opened the meeting at 6.54pm

#### 2. Apologies

An apology for the meeting was received from Vickii Wallace, Committee Member

#### 3. Adoption of Previous Minutes

Minutes distributed via email.

The last meeting was held on the 16<sup>th</sup> September 2016.

This meeting was held to discuss;

- 1) The final submission to the Council for the design of the Cattle Shed extension.

The Project supervisor, Colin Fabish discussed the design and from this meeting the design was submitted to Council. The extension is complete.

- 2) Renaming of the Pavilion – this is completed and officially opened
- 3) Name change of the 355 Committee which has occurred.

*Moved: Trish Gerny*

*Seconded: Simon Freebody*

#### 4. Business Arising from Previous Minutes

Nil

#### 5. Correspondence

In:

Out:

#### 6. Business Arising from Correspondence

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Nil

## 10. Other Business

### 10.1 Major Projects

#### PP- 068 Refurbishment of the Dalgety Show Pavilion

Refurbishment of –

- Internal ceiling and insulation
- Replace Windows with double sliding door
- New walls to separate lunch room and main area
- New Kitchen
- Storage area for Dalgety Cricket Club
- Replace exhibit shelving and glass showcases.
- Replace existing gutters and downpipes, install water tank and replace missing fascia, roof sheeting and repairs leaks
- Replace old seating that surrounds show arena

#### PP-229 Dalgety Streetscape Project

- Installation of appropriate play equipment and
- Replace soft fall

#### PP -157 Replacement of Dalgety Showground equipment

Funding allocation for streetscape improvements. Council will work with local communities to determine scope of improvements.

#### PP – 241 Installation of Dalgety Precinct equipment

Installation of equipment in the Dalgety Precinct area to improve local amenity.

There was a lot of discussion as to what could be of benefit to the Showgrounds and Dalgety itself. The general consensus was to get the Showgrounds area set up as a general multi sports field. A lot of the major projects money could go a long way to making this happen.

### 10.2 General Ideas for Dalgety.

Discussion around what also could be happening for the village.

- 1) School Sports Carnival to be held at the Showgrounds – **ACTION** Jo to Follow up with the **Principal for 2018**
- 2) Options for the fencing of the Showgrounds to stop the ball going outside the oval – **ACTION** Simon to look at options and get quotes.
- 3) Portable/permanent extra toilets at Showgrounds – **ACTION** when Crown Lands Grants becomes available – look at submitting an application with Council (Tina Patterson).

### 10.3 Role of the 355.

13.4 MINUTES OF SECTION 355 COMMITTEE FOR DALGETY SPORT, RECREATION AND SHOWGROUNDS ANNUAL GENERAL MEETING AND GENERAL MEETING HELD ON 29 JUNE 2017

ATTACHMENT 2 MEETING MINUTES OF SECTION 355 COMMITTEE FOR DALGETY SPORT, RECREATION AND SHOWGROUNDS HELD ON 29 JUNE 2017 Page 68

At present there are two types of Section 355 Committees. Firstly, a S355 Committee may manage community facilities on behalf of the Council. They aim to maximise the use of the facilities and are responsible for day-to-day management, including the organisation of maintenance and minor repairs.

Secondly, there are S355 committees that have also been established to advise Council on the needs for future enhancement, expansion or upgrade of the facilities. This is what the Dalgety Sport, Recreation and Showgrounds committee is but there may be a possibility that it will become more of a management committee.

## 11. Items for Council Action

### 11.1 Major Projects

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

**Section 355 Committee, Dalgety Sports, Recreation and Showgrounds's Recommendation:**

That Council:

- A. Request that Council look at the purchase and installing a Defibrillator and 1<sup>st</sup> Aid Kit under the equipment section as well as safety bunting/fencing under the Major Projects PP 157.
- B. Request that Council discuss improving signage and lighting around the village. This to be discuss with local community under Major Projects PP 157 and 229.

## 12. Date of next Meeting

The next meeting will be held after the elections on the 9<sup>th</sup> September, once the Councillors have been orientated to their roles.

## Close of Meeting

There being no further business the meeting concluded at 19.55pm

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**CHAIRPERSON**

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**DATE**

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

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### 13.5 THE HUB YOUTH CENTRE SCHOOL HOLIDAY PROGRAM

Record No:

Responsible Officer:	Director Environment & Sustainability
Author:	Secretary Council & Committees
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.3.1.2 Provide and support appropriate services and facilities for children and young people within the Region.
Operational Plan Action:	OP4.16 Deliver and facilitate youth programs and services throughout the Region
Attachments:	Nil
Cost Centre	
Project	
Further Operational Plan Actions:	OP4.17 Continued support and engagement with Aboriginal community.

#### EXECUTIVE SUMMARY

The Hub Youth Centre delivers an activities program each school holidays to provide recreational opportunities that also nurture personal, social and cultural development for young people. The July school holiday program engaged 321 people from across the Region. The program was delivered on a total budget of \$500; made up of equal contributions from Councils Youth Services budget, YMCA Youth Services and donations from community groups: this equates on average to \$1.55 spent on each point of contact.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the information in the report.

#### BACKGROUND

The Hub Youth centre operates as a partnership between YMCA Youth Services and Snowy Monaro Regional Council. It is staffed by the SMRC Youth Development Officer and the YMCA Youth Projects Coordinator. The Hub is the only youth centre in the Region and provides a number of services including; recreation programs, health and sexual health information, crisis and drop in support and referrals, living skills, and transition to work programs. Each year, the Hub engages more than 1500 young people and also delivers programs and workshops to all 6 High Schools across the Region.

In an effort to provide young people a safe space for socialisation and skill development outside of school, The Hub delivers an activities program each holiday period. In the July holidays, the program engaged 266 young people over 7 events which included: arts based activities, a transition to work program, a town scavenger hunt, a pop-up cinema and a live music event.

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The median age of those who participate was 14 (ages ranged between 12 & 18). 151 were male and 115 were female. 10 identified as Indigenous and 3 identified as being from a CALD background. The majority of participants engaged reside in the township of Cooma (n = 204, 76.5%) however we also engaged young people from the broader Snowy Monaro Region (n = 51, 19%) as well as visitors from other local government areas (n = 12, 4.5%).

NAIDOC Week was also celebrated during the School Holidays. NAIDOC is an opportunity to celebrate our Region's rich Indigenous culture. This community event attracted around 55 people, who represented both community members and local service providers. If we are to include this figure, The Hub Youth Centre had 321 points of contact with the community over our 8 day holiday program. This is a 37% increase when compared to the July School holidays in 2016 and a 68% increase when compared with the July school holidays in 2015.

### **QUADRUPLE BOTTOM LINE REPORTING**

#### **1. Social**

- Generates recreational, cultural and development opportunities for young people
- Encourages young people to participate and be actively involved in their local community
- Increases sense of belonging, social inclusion and pride in place
- Fosters relationships between young people, local businesses, support services and the broader community
- Bridges the divide between young people and Local Government

#### **2. Environmental**

There is no environmental impact associated with this report.

#### **3. Economic**

- Connects young people with local businesses
- Encourages travel across the Region
- Provides vocational pathways
- Fosters transition to work skills

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

- Consultation takes place to inform the program, giving young people an opportunity to have input on decisions which impact directly upon them
  - Evaluation prior to the program gives Council staff an opportunity to understand the needs of the community and simultaneously allows young people to develop advocacy and leadership skills as they feedback to Local Government
  - A holiday program is well received by the local community and produces "good news stories". This positions Council as a leader in the delivery of youth services
  - The program reflects Councils commitment to young people as identified in the Community Strategic Plan.
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**15.1 SMRC POLICY 348 - DRINKING WATER SUPPLY AND SMRC POLICY 349 - WASTEWATER SERVICES**

Record No:

Responsible Officer: Director Operations & Infrastructure  
Author: Water & Wastewater manager  
Key Direction: 1. Sustaining Our Environment for Life  
Delivery Plan Strategy: DP1.2 Ensure Council's Water and Sewer operational practices improve and enhance water quality.  
Operational Plan Action: OP1.6 Undertake monitoring practices to meet regulatory requirements and environmental best practice.  
Attachments: 1. Draft Policy - Drinking Water Supply and Draft Policy - Wastewater Services [↓](#)  
Cost Centre  
Project Amalgamation of Policies  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

Water and Wastewater Service has been assessing and amalgamating policies from the three former Councils to ensure policies are current and meet the requirements of the new Snowy Monaro Regional Council. The Drinking Water Supply Policy and Wastewater Services Policy are integral to providing water and wastewater services to the community.

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

**OFFICER'S RECOMMENDATION**

That Council adopt SMRC 348 – Drinking Water Supply Policy and SMRC 349 – Wastewater Services Policy.

**BACKGROUND**

Staff have reviewed the former three councils policies to obtain harmonisation of network operations.

**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

Harmonisation of policy provides for clear directions and service delivery efficiencies, quality and access.

**2. Environmental**

Water & Wastewater schemes are to be operated and maintained in accordance with EPA, NSW Health and Environmental Planning requirements and directives.

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### **3. Economic**

#### **Service delivery and operational efficiencies.4. Civic Leadership**

Provides improved policy direction for council staff, developers and community.

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# Policy



<b>Title of Policy</b>	<b>SMRC Policy 348 - Drinking Water Supply</b>		
<b>Responsible Department</b>	Water & Wastewater	<b>Document Register ID</b>	250.2017.348.1
<b>Policy Owner</b>	Group Manager Water & Wastewater	<b>Review Date</b>	draft
<b>Date of Council Meeting</b>		<b>Resolution Number</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	NSW Local Government Act 1993 Water Management Act 2000 Public Health Act 1991 Protection of the Environment Operations Act 1997 Water Act 2007 (Commonwealth) NSW Fluoridation of Public Works Supplies Act 1957		
<b>Aim</b>	To provide a high quality water service to customers		

## Scope

Snowy Monaro Regional Council (SMRC) is committed to providing our customers with high quality water supply services. The Water and Sewer Services section manages the collection, pumping, treatment and distribution of water in the SMRC.

This policy and supporting documentation describes the processes implemented by Council to facilitate delivery of services to customers and future customers who will be connected to Council's mains.

## Purpose

- To provide water supply services in accordance with adopted Strategic Business Plan objectives and levels of service.
- To manage water supply assets in a financially sustainable manner.
- To provide water supply services in accordance with NSW Government regulatory requirements relating to environmental health, public health, dam safety and workplace safety.
- To implement water restriction procedures based on the scarcity of source water.

## Definitions

### Drinking water or potable water

Water intended primarily for human consumption.

### Water Supply Service

The delivery of potable water to customers via Council’s network of interconnected water mains, storage dams, weirs, reservoirs/tanks, water pumping stations, bores, bulk flow meters, pressure control valves, treatment facilities, hydrants, valves, water connections and water meters.

### Policy Statement

SMRC will provide Water Supply Services compliant with NSW Health requirements in areas defined in the Strategic Business Plans by:

- Providing a water connection once payment of relevant fees and charges is made.
- Ensuring the owners and occupiers of all connected properties conform to backflow prevention requirements to protect the Council’s water supply from contamination.
- Implementing water restrictions to facilitate reduced consumption of reticulated water when it is deemed necessary by the Mayor and General Manager.

### Documentation

Wastewater Services Policy

Council Responsibility Water Supply and Meters

Backflow Prevention

Water Restrictions

Water Pricing and Charging Policy

Water Supply Section 64 Charges

Subdivisions within Council Water Areas

Responsibility of Council Pipes on Private Property

Water & Sewer Connection Procedure

### Variation

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

# Policy



<b>Title of Policy</b>	<b>SMRC Policy 349 – Wastewater Services</b>		
<b>Responsible Department</b>	Water & Wastewater Services	<b>Document Register ID</b>	250. 2017.349.1
<b>Policy Owner</b>	Group Manager Water & Wastewater	<b>Review Date</b>	
<b>Date of Council Meeting</b>		<b>Resolution Number</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	Local Government Act 1993 Public Health Act 1991 Soil Conservation Act 1938 Public Works Act 1912 Protection of the Environment Operations Act 1997 Contaminated Land Management Act 1997 The Environmentally Hazardous Chemical Act 1985 Independent Pricing and Regulatory Tribunal Act 1992		
<b>Aim</b>	To deliver adequate wastewater services to customers		

## Scope

Snowy Monaro Regional Council (SMRC) is committed to providing our customers with high quality Water and Wastewater Services. The Water and Wastewater Services section manages the collection, treatment and distribution of water in SMRC. It also collects, treats, reuses and disposes of effluent safely back into the environment.

This policy and supporting documentation describes the processes implemented by Council to facilitate delivery of services to residents who are connected to reticulated wastewater/sewerage.

## Purpose

- To provide wastewater services inclusive of Liquid Trade Waste management in accordance with adopted Strategic Business Plan objectives and levels of service.
- To provide wastewater services in accordance with adopted Development Servicing Plan objectives.
- To manage assets in a financially sustainable manner.
- To provide wastewater services in accordance with NSW Government regulatory requirements relating to environmental health, public health and workplace safety.
- To reuse treated effluent where it is beneficial and financially feasible to do so.

## Definitions

### Wastewater

Water-carried waste, in solution or suspension that is intended to be removed from a community. Also known as sewage, it is more than 99% water and is characterised by volume or rate of flow, physical condition, chemical constituents and the bacteriological organisms that it contains. The terms 'sewage' and 'sewerage' are sometimes interchanged.

**Policy Statement**

SMRC will provide wastewater services in areas defined in Development Servicing Plans by:

- Ensuring all works are provided in accordance with SMRC and other relevant Engineering Standards.
- Providing agreed services to property owners connected to wastewater systems.
- By controlling wastewater quality from commercial and non-residential properties.
- Permitting the erection of structures over or in the zone of influence of gravity sewer mains or over drainage facilities, easements, reserves or natural water courses, subject to approval of the Group Manager Transport Infrastructure (Operations).
- Providing connection to reticulated sewerage via the installation of private pump-up systems to single properties within existing sewer service areas which cannot be cost-effectively connected using conventional gravity arrangements.
- Not permitting shared pump-up systems, nor assuming responsibility for the acquisition of easements and/or maintenance of private pump-up systems.
- Reusing treated effluent where it is beneficial and financially feasible to do so.

<b>Documentation</b>	
250.2016.#.1	Water Supply Policy
250.2016.#.1	On-Site Sewage Management Policy
	Private Sewer Pumping Station
	Sewer Extensions with Development Servicing Plan Area
	Liquid Trade Waste Policy/Regulation
	Construction Over Council Underground Assets
	Sewer Extensions Outside Development Servicing Plan Area
	Developer Service Charges for Water and Wastewater where Allotments are Vacant and Part of an Existing Assessment
	Subdivisions with Council Wastewater Areas
	Responsibility of Council Pipes on Private Property

**Variation**

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

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## 16.1 FINALISATION OF SNOWY MONARO REGIONAL COUNCIL IMPLEMENTATION PLAN - 30 JUNE 2017

Record No:

Responsible Officer:	General Manager
Author:	Executive Manager Innovation & Business Development
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 - 30 June 2017 <a href="#">↓</a>
Cost Centre	3130 - Merger
Project	Implementation Plan
Further Operational Plan Actions:	<p>OP7.5 Achieve a stronger, more efficient Council through a successful merger</p> <p>OP7.10 Investigate and implement funding opportunities to reduce Council's infrastructure gap.</p> <p>OP7.9 Community members are afforded the opportunity to review, comment and participate in decision making through policy applications.</p> <p>OP7.16 Advocate with State and Federal Government for the removal of barriers to economic and community development.</p> <p>OP7.17 Improve organisation wide Risk Management through use of ISO 31000 principles.</p> <p>OP7.18 Effective management of Council funds to ensure financial sustainability.</p> <p>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.</p> <p>OP7.32 Undertake consultation with community and staff, providing assistance where possible, throughout the merger process.</p> <p>OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.</p> <p>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.</p>

### EXECUTIVE SUMMARY

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

On 26 April 2017, Council approved that all outstanding actions not completed at 30 June 2017 be included in the 2018 operational plan as tasks required to be complete to achieve a successful merger. Upon election of a new council, Phase 1 of the amalgamation is complete and council moves to the second phase of with focus on transformation.

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This report provides the final report on what the transition plan and implementation plan has achieved since the formation of Snowy Monaro Regional Council on 15 May 2016.

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

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

That Council

- A. Receive and note the final report on the Implementation Plan as at 30 June 2017
- B. Endorse that 57 outstanding actions be allocated as tasks of the merger project in the Snowy Monaro Regional Council 2018 Operational Plan

#### **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

These 10 key result areas and the stronger council framework targets will inform the development of key performance indicators for transformation projects being undertaken from 1 July 2017.

#### **Overview**

The Snowy Monaro Regional Council Implementation Plan contained 261 Actions that are required to be completed as part of Phase 1 of Local Government Reform – Mergers. There were 19

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business units involved in delivering this plan, with responsible officers being identified. The CAMMS Global Collaboration tool has been 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
June 2017	261	5	43	202	11	85.48%

Table 1: Action progress data

Period View

**Action Performance**

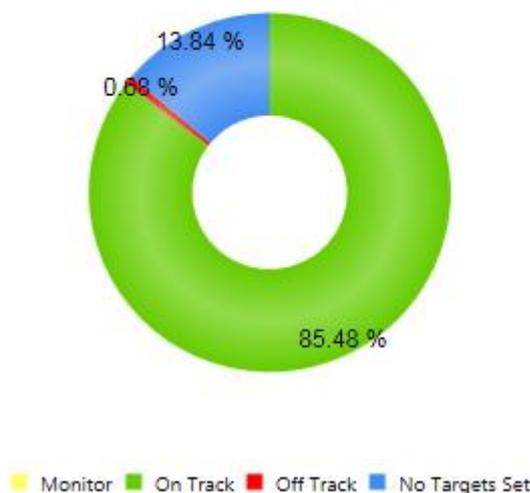


Diagram 1: CAMMS Global Collaboration tool – Implementation Plan Action Performance

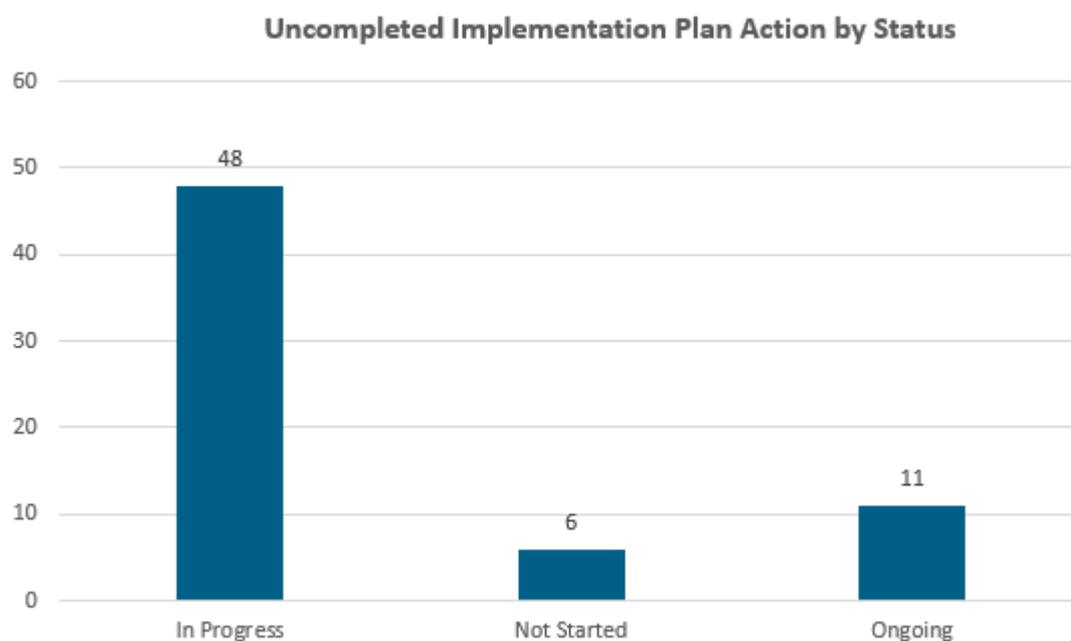
\*Note, the blue items did not have targets set as they are actions that are included in the implementation plan but were completed before it was adopted in June 2016. The red items are those that are recorded as being overdue and the green items are being progressed and are on track.

The two off track (0.68%) 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 Action Status at 30 June 2017**

- Overall 65 actions have not been completed. Table 2 shows the status of these incomplete actions



*Table 2: Status of Incomplete Actions Summary*

- 48 actions are recorded as in progress at 30 June 2017 they are as follows:

Action	Business Unit	% Complete @ 30/06/17
<b>7.3.1.53 Develop and implement a consolidated human resources related sub-Transition plan inclusive of workforce planning related requirements</b>	Human Resources	95
<b>7.1.2.7 Prepare a style guide for the new Council</b>	Communications and Public Relations	90
<b>7.3.1.48 Review the employee leave entitlements liability of the former councils and assess the size of the liability and any corresponding reserve fund.</b>	Financial Services	90
<b>7.4.1.26 Include the statement of local benefits, prepared with community input, in the Implementation Plan.</b>	Special Projects Office	90
<b>7.3.1.33 For each former council, document the reserve:</b> • type and purpose • balance and any recent transfers • how the funds were raised.	Financial Services	90
<b>7.3.1.22 Determine any action that needs to be undertaken to protect the integrity of the reserves, including appropriate record keeping.</b>	Financial Services	90
<b>7.1.3.1 Determine a consistent way of answering telephone calls across the new council and communicate this to staff.</b>	Customer Service	90
<b>7.1.2.124 Develop, adopt and implement a new, consolidated Enterprise Risk Management Policy.</b>	Risk Management & WHS	85
<b>7.1.2.131 Develop a staged program in the Implementation Plan to fully consolidate Local Environmental Plans.</b>	Strategic Planning	80
<b>7.1.2.129 Review and update arrangements as needed throughout Phase 1.</b>	Special Projects Office	80
<b>7.3.1.23 Develop a program in the Implementation Plan to harmonise financial management and reporting systems.</b>	Financial Services	80

Action	Business Unit	% Complete @ 30/06/17
<b>7.1.1.40 The information management system framework supports asset management objectives</b>	Special Projects Office	75
<b>7.1.2.126 Incorporate the statement of local benefits into the Implementation Plan</b>	Special Projects Office	75
<b>7.3.1.74 Identify process and timing for moving to new salary structure.</b>	Special Projects Office	75
<b>7.4.1.27 Monitor, review and adapt the plan as needed. (Community and engagement plan - community)</b>	Special Projects Office	75
<b>7.1.3.5 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</b>	Customer Service	75
<b>7.1.2.32 Document the balance and transactions of all trust funds.</b>	Financial Services	66
<b>7.3.1.12 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.</b>	Financial Services	60
<b>7.3.1.4 Develop, adopt and implement new, consolidated Asset Management Policy.</b>	Asset management	50
<b>7.1.2.2 Develop, adopt and implement a new, consolidated water business plan.</b>	Asset management	50
<b>6.1.2.1 Develop, adopt and implement a new, consolidated sewerage business plan.</b>	Sewerage Services	50
<b>7.3.1.58 Include actions in the Implementation Plan to:</b> <ul style="list-style-type: none"> <li>• decide how payroll will be run</li> <li>• plan for a consolidated payroll system</li> <li>• develop and test the new system</li> <li>• implement the new system.</li> </ul>	Human Resources	50
<b>7.3.1.72 Develop a procedure for filling vacancies during Phase 1, which complies with the Act and the Award</b>	Special Projects Office	50
<b>7.3.1.20 Deliver the prioritised program in the finance related sub-Transition Plan.</b>	Financial Services	50
<b>7.3.1.1 Complete analysis and modelling to support preparation of the new resourcing strategy (Asset Management Strategy)</b>	Asset management	5
<b>7.1.1.39 Installation of Regional Entry Statement and Town Entry Signage</b>	Special Projects Office	5
<b>7.1.1.36 Audit and replacement of existing asset signage.</b>	Special Projects Office	5
<b>7.3.1.29 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.</b>	Financial Services	5
<b>7.1.3.2 Develop a program in the Implementation Plan to harmonise customer request and complaint systems.</b>	Customer Service	5
<b>7.1.1.35 All asset documentation meets the requirements of Asset Audit Review</b>	Special Projects Office	48
<b>7.4.1.20 Prepare the draft operational plan 2017-18, including integrated budget, with community input .</b>	Financial Services	40
<b>7.4.1.12 Prepare a draft community strategic plan for consideration of the new council</b>	Corporate Governance	40
<b>7.1.1.38 Implement recommendations of Asset Audit Review relating</b>	Special Projects	33

Action	Business Unit	% Complete @ 30/06/17
<b>to corporate, finance and risk strategies</b>	Office	
<b>7.1.2.108 Develop a program in the Implementation Plan to harmonise record systems.</b>	Records Management	30
<b>6.1.2.4 Develop, adopt and implement a new, consolidated water business plan.</b>	Water Services	25
<b>7.3.1.52 Deliver the program to establish the new payroll system.</b>	Human Resources	25
<b>7.3.1.56 For each of the former councils, document the way in which:</b> • staff have typically been consulted broadly and on human resources, workplace and industrial matters • representation on the Consultative Committee has worked.	Human Resources	25
<b>7.3.1.42 Open new bank accounts and make other changes to banking arrangements, including investments, loans and payroll issues.</b>	Financial Services	15
<b>7.4.1.17 Adopt the operational plan 2017-18, including integrated budget.</b>	Financial Services	10
<b>7.3.1.15 Complete analysis and modelling to support preparation of the new resourcing strategy. (Long term financial plan)</b>	Financial Services	10
<b>7.1.2.17 Identify and commence priority due diligence activities, such as reviewing contracts</b>	Corporate Governance	10
<b>7.3.1.11 Assess the defined benefit superannuation plans that all former councils contributed to on behalf of employees, including the:</b> • share of any deficit in the scheme • contributions • number of staff in the scheme.	Financial Services	10
<b>7.3.1.26 Document any bank guarantees or securities held by a former council as an alternative to providing a bond or deposit.</b>	Financial Services	10
<b>7.3.1.50 Seek advice from superannuation funds about transfer of staff to the new council.</b>	Financial Services	10
<b>7.1.1.12 Develop and implement a comprehensive induction program for new Councillors including required training.</b>	Corporate Governance	10
<b>7.3.1.7 Develop and implement consolidated WHS requirements as part of the human resources related sub-Transition plan.</b>	Drainage and Stormwater Management	10
<b>7.3.1.38 Give consideration to potential rating structures post 4 year rate freeze</b>	Financial Services	10
<b>7.3.1.25 Develop, test and deliver harmonised financial management and reporting systems.</b>	Financial Services	1

- Six (6) Implementation Plan actions are identified as not started. These should be transferred into the 2018 Operational Plan as tasks of the merger project. The outstanding actions are as follows:

Action	Business Unit
<b>7.1.3.3 Develop, test and deliver a harmonised system for managing customer requests and complaints.</b>	Customer Service
<b>7.1.2.46 Undertake an assurance process to check the register against supporting documentation.</b>	Financial Services
<b>7.1.2.42 Review all legal documentation to assess the guarantee value, purpose and conditions.</b>	Financial Services
<b>7.1.2.25 Confirm that the guarantee has been transferred to the new council</b>	Financial Services

Action	Business Unit
under the proclamation.	
<b>7.1.1.37 Complete all asset management process improvements identified in the Asset Audit Review</b>	Special Projects Office
<b>7.1.2.23 Advise the institution providing the guarantee that the new council has been proclaimed.</b>	Financial Services

- 11 actions are identified as ongoing. 10 of these should be transferred into the Operational Plan as tasks and are as follows:

Action	Business Unit
<b>7.1.2.109 Develop, test and deliver a harmonised system for managing records.</b>	Records Management
<b>7.1.2.111 Maintain the integrity of record keeping.</b>	Records Management
<b>7.1.2.67 Prepare the first iteration of the ICT Plan.</b>	Information Communications Technology
<b>7.1.2.65 Monitor, review and adapt the plan as needed. (ICT)</b>	Information Communications Technology
<b>6.2.1.13 Deliver the program to fully consolidate Local Environmental Plans.</b>	Strategic Planning
<b>6.2.1.11 Bring together the Local Environmental Plans administratively into a single document.</b>	Strategic Planning
<b>7.1.2.115 Deliver the program to consolidate local regulations.</b>	Regulatory & Compliance Services
<b>7.4.1.10 Communicate effectively with Staff, communities and partners</b>	Corporate Governance
<b>7.3.1.59 Maintain the integrity of records of employment conditions.</b>	Human Resources
<b>7.1.1.7 Continue to maintain registers of political donation disclosures.</b>	Corporate Governance

The following information shows that 57 of the uncompleted actions will be transferred into the 2018 Operational Plan as tasks to be completed under the merger project.

- Eight (8) Implementation Plan Actions should not be progressed into the Operational Plan as they have either been completed since 30 June 2017 or they refer to outcomes required during Phase 1 of the Merger and are now ongoing activities. These actions are listed below:

Action	Business Unit
<b>7.1.2.114 Review and update arrangements throughout Phase 1.</b>	Records Management
<b>7.3.1.72 Develop a procedure for filling vacancies during Phase 1, which complies with the Act and the Award</b>	Special Projects Office
<b>7.3.1.74 Identify process and timing for moving to new salary structure.</b>	Special Projects Office
<b>7.1.2.129 Review and update arrangements as needed throughout Phase 1.</b>	Special Projects Office
<b>7.3.1.53 Develop and implement a consolidated human resources related sub-Transition plan inclusive of workforce planning related requirements</b>	Human Resources
<b>7.4.1.17 Adopt the operational plan 2017-18, including integrated budget.</b>	Financial Services
<b>7.4.1.20 Prepare the draft operational plan 2017-18, including integrated budget, with community input.</b>	Financial Services

<b>7.1.2.7 Prepare a style guide for the new Council</b>	Communications and Public Relations
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- Six (6) actions were identified as being essential to ensure the success of the transition project and were added to the project after the transition plan was adopted. These separate actions have all been completed. Below is a summary of the actions and the progress comments as at 30 June 2017:

<b>Implementation Plan Action:</b>	<b>Status:</b>	<b>Progress:</b>	<b>Progress Comments:</b>
<b>1.1.1.1 Property Asset Review</b>	Complete:	100%	Property Review report was presented to Council on 24 May 2017.
<b>1.1.1.2 Implement ICT Systems Review Recommendations</b>	Complete:	100%	Phased consideration of the ICT recommendations will be undertaken as opportunities to implement arise. The report has influenced the operational organisation structure.
<b>1.1.1.3 Implement Service Review Recommendations</b>	Complete:	100%	An extensive service review of Waste services has been completed. Extensive service review for sealed and un-sealed roads completed 30 June 2017. Up to 10 other service reviews have been included in the 2018 Operational Plan. Training has commenced to utilise the process mapping tool available in our software.
<b>1.1.1.4 Deliver all major infrastructure projects in accordance with grant funding</b>	Complete:	100%	The Major Project Program (MPP) was adopted on 24 May 2017. There have been 100 projects approved. A Project Manager will be responsible for the phased delivery of the \$14M. The list of projects is available on Council's website.
<b>1.1.1.5 Community Grants Funding</b>	Complete:	100%	The final round of Community Grant funds have been announced and the funding issued to all community groups. Monitoring of projects in accordance with grant fund agreements will continue over the next 24 months.
<b>1.1.1.6 Organisation Structure Project</b>	Complete:	100%	General Manager approved the final organisation structure on 30 June 2017. The final structure sees an increase of 6.88 full time equivalent positions. On 10 July 2017, consultation with managers commenced and position matching into the permanent structure is well underway. Expected completion date of position matching is 18 August 2017. People and Culture Team will then complete the transfer process. Final proposed operational structure adopted on 4 April 2017. This was issued for consultation on 1 May 2017 and comments were received up to and including 29 May 2017. 70 Submissions were received with feedback from over 100 staff members.

			<p>Developed new Salary System - completed salary harmonisation.</p> <p>All Directors are appointed. Group Manager recruitment still underway.</p>
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### ***Transition Projects Completed***

The Special Projects Office was set up in June 2016 and has been responsible for managing the Transition and Implementation Plan. In consultation with Department of Premier and Cabinet the following major projects were completed by the team:

<b>Project</b>	<b>Outcome</b>	<b>Key Result Area</b>
<b>Asset Audit</b>	An asset audit was undertaken by an external consultant and provided 22 recommendations for the Council to consider in order to better plan and manage assets. A two year project has been approved to implement the findings of the audit	Expected benefits which are clear, measurable and on target
<b>Transition Project Management</b>	A business intelligence system has been implemented allowing council to consolidate corporate plans and improve the monitoring and reporting against both the operational plan and the transition/implementation plan	Robust governance that delivers confidence to communities
<b>Benchmarking</b>	Council participated in the Local Government Effectiveness Survey. The 2016 results will inform future strategic direction based on past performance.	Expected benefits which are clear, measurable and on target
<b>Communications</b>	The dedicated resource of a Communications Officer was approved, recruited and appointed. This is supported by a Digital Media Officer. A digital media strategy was prepared and has assisted with council better managing external communications. This initiative has provided needed support to the Administrator and Council in building Council's reputation and presence in the community.	Communities can readily identify with their new council

Project	Outcome	Key Result Area
<b>Salary Harmonisation</b>	A new salary structure was endorsed by the Administrator and General Manager late in 2016. This has supported the organisation structure project and informs workforce and financial impacts for SMRC	Robust governance that delivers confidence to communities
<b>Vision &amp; Values</b>	<p>An external consultant was engaged to work with Council to develop the vision and values that will guide the organisation into the future. Engagement with the executive team, a cross section of managers and employees and the local representative committees was undertaken during October-November 2016 with the following vision and five values being adopted by Council in December 2016.</p> <p><i>A trusted community partner</i></p> <ul style="list-style-type: none"> <li>• Innovative</li> <li>• Together</li> <li>• Solutionary</li> <li>• Accountable</li> <li>• Caring</li> </ul> <p>Following this, a transition plan was developed and implementation commenced, beginning with the development of a guiding collation of six “bright spots” and 18 separate workshops held over 12 weeks. All council employees were invited to attend and a total of 332 employees participated</p>	Engaged staff who understand their roles and how they contribute to the new council
<b>Organisation Structure</b>	A functional structure was issued for consultation during November/December 2016. This enabled Council to recruit the Director and Group Manager (level 2 and 3) positions. During February the General Manager and Administrator endorsed a recommended hierarchy and structure principles which enabled the Special Projects Office to build a proposed operational structure. This was approved for consultation in April 2017. The consultation period was for the month of May 2017 and following further consultation with People & Culture and each Director; the General Manager issued a final permanent structure on 30 June 2017. The Innovation & Business Development team developed the analysis tool to enable an effective transfer in accordance with the lateral transfer, vacancy and redeployment protocols which has enabled a focus on building a sustainable, affordable and resilient workforce post May 2019.	Service continuity, with smart service improvements

Project	Outcome	Key Result Area
<b>Community Engagement</b>	The Special Projects Office ran the project to develop a Community Engagement Strategy for Council that will underpin community engagement into the future. Included in this project was the purchase of EngagementHQ, an online engagement tool that was launched at the inaugural networking expo. In addition, the team worked with Communications and Governance departments to deliver six visioning forums across the region, drop in sessions and issuing of hard copy surveys. This was a capacity building exercise resulting in over 12 employees being involved in our community engagement initiatives during May and June 2017. The data collected will inform the development of the first Community Strategic Plan for Council	Involved communities who have their say  Easy to do business with, in person and online  A shared vision and direction for the whole community
<b>Property Review</b>	The Special Projects Office sponsored two additional projects looking at council property. This included an audit of all council land as well as an assessment of the conditions of all council buildings that house employees. This will inform future strategic recommendations for the use of council land and building assets.	Service continuity, with smart service improvements

## 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 have enabled council to build a strong foundation that will support the long term goal of being better, stronger more efficient local government.

### 2. Environmental

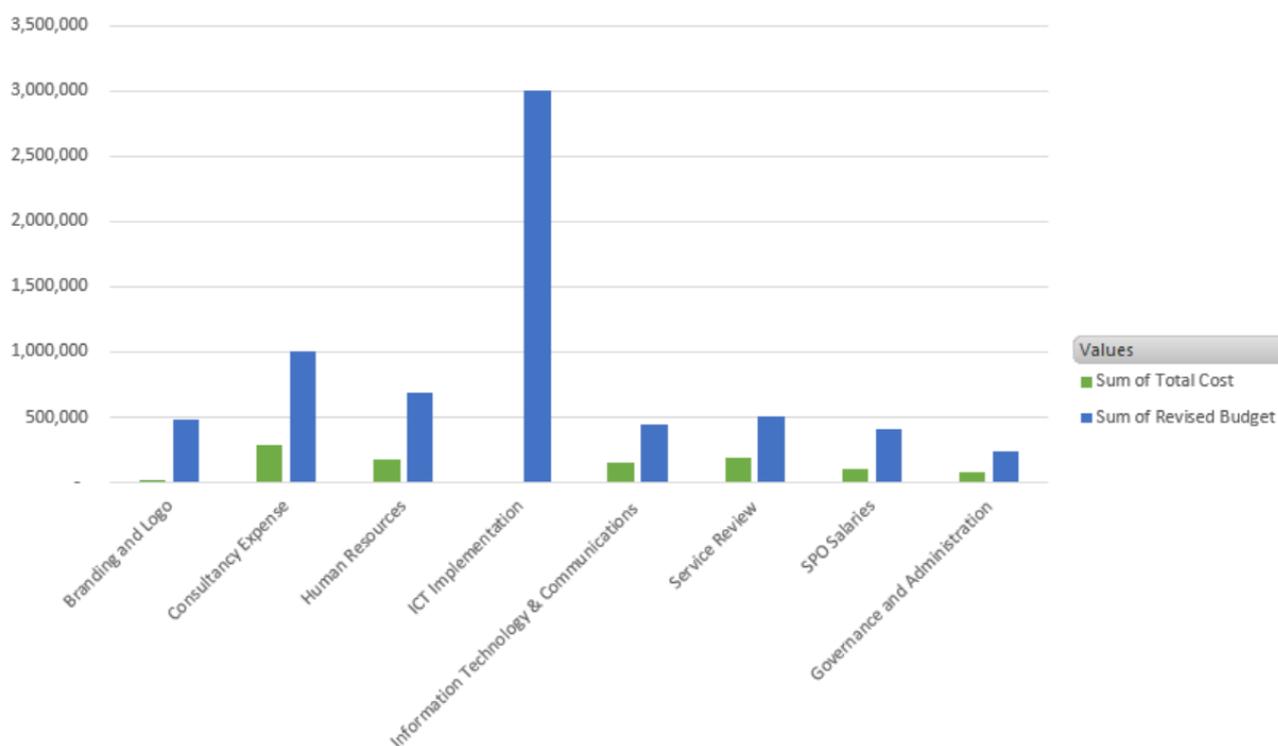
There is no negative impact on the environment by accepting the recommendations of this report. It is noted that sustainability will be a focus when considering continuous improvement opportunities, particularly through service planning, delivery and support when transforming the Council.

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.

Category	2017 YTD Expense	2016 Expenses	Budget	Budget Remaining
Consulting Expenses	200,053	115,562	1,001,000	685,385
Branding & Logo Expenses	14,884	4,287	480,000	460,829
Human Resources Costs	174,609	-	695,000	520,391
Information Technology & Communications Costs	176,692	6,330	447,000	263,978
Service Review Costs	186,238	4,288	510,000	319,474
Governance and Administration Costs	69,350	23,058	235,000	142,592
ICT Implementation Costs	-	-	3,000,000	3,000,000
SPO Salaries	82,902	17,152	411,000	310,946
<b>Total Transition Costs</b>	<b>904,727</b>	<b>170,678</b>	<b>6,779,000</b>	<b>5,703,595</b>



#### 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 since May 2016 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.

The management of risks identified in the Transition Plan are reported to Council's Audit, Risk and Improvement Committee (ARIC). A full review of the risks was completed in May 2017. This risks remain on Council's risk register and are monitored in accordance with enterprise policy and procedure.

A full copy of the Implementation Plan progress report is attached. It is noted that the traffic lights are not enabled as the report has spanned over multiple time periods.

In order to continue transformation and utilise the work undertaken for the transition program, the Innovation & Business Development Unit has been set-up with a focus of transformation through strategic planning and cyclical reviews of business operations. The focus of this group will be to leverage innovative programs, through effective project management and governance systems that will ensure organisational sustainability.

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# IMPLEMENTATION PLAN

Snowy Monaro Regional Council - NSW

As at 30 June 2017

## Action and Task Progress Report

Snowy Monaro Regional Council (SMRC)



## ACTION PLANS

### 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 %
7.1.1.26 Provide continuity of governance, service and civic activities	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 %
7.1.2.87 Designate a Public Officer for the new council.	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 %
7.1.2.101 Make any urgent arrangements needed to maintain service continuity.	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 %
7.1.2.111 Maintain the integrity of record keeping.	Records Management Officer	Ongoing	12-May-2016	22-Dec-2017	-	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Records Working Group has met on several occasions.</p> <p>Achieved to date</p> <ul style="list-style-type: none"> <li>• Updated Naming convention procedure</li> <li>• Coordination of incoming surface mail</li> <li>• Coordination of incoming email</li> <li>• Set up of processes for inter office mail</li> <li>• Spiceworks utilised in Cooma and Snowy for Records Helpdesk</li> </ul> <p>Ongoing</p> <ul style="list-style-type: none"> <li>• Network drive clean-up project within Service Support</li> <li>• Training of Records staff on individual branch procedures</li> <li>• Destruction of scheduled records</li> </ul> <p>Records working Group meeting once a month as of January 2017 and providing report to Director each month.                      Last Updated: 21-Feb-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.4 Develop, adopt and implement new, consolidated Asset Management Policy.	Asset Manager	In Progress	12-May-2016	31-Dec-2017	50.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.38 Give consideration to potential rating structures post 4 year rate freeze	Director Corporate Services	In Progress	12-May-2016	30-Jun-2017	10.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Initial analysis undertaken based on 2016 Rates for former Council areas. 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.	Water Consultant	In Progress	12-May-2016	20-May-2017	50.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
6.1.2.3 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.	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 %
6.1.2.4 Develop, adopt and implement a new, consolidated water business plan.	Water Consultant	In Progress	12-May-2016	31-May-2017	25.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> See 7.1.2.3 Last Updated: 17-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.1.2.5 Identify arrangements for water and sewerage services to understand financial requirements such as pricing, billing, reporting and capital expenditure needs.	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 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.	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 %
7.1.2.2 Develop, adopt and implement a new, consolidated water business plan.	Water & Wastewater Manager	In Progress	12-May-2016	28-Feb-2017	50.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.3 For each of the former councils, document any plans for the acquisition or disposal of material assets.	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 %
7.1.2.22 Advise relevant parties of the proclamation and name of the new council. (Leases - other)	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 %
7.1.2.27 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.	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 %
7.1.2.47 Advise relevant parties of the proclamation and name of the new council. (Plant and equipment - leased or hired)	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 %
7.1.2.48 Confirm what has been transferred to the new council under the proclamation. (Plant and equipment - leased or hired)	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 %
7.1.2.49 Confirm what has been transferred to the new council under the proclamation. (Plant and equipment - owned)	Deputy Director Service Delivery	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.50 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.	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 %
7.1.2.51 For each of the former councils, document all fixtures, fittings, plant and equipment and chattels leased or hired and their location.	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 %
7.1.2.53 Review the proclamation to ensure that all vehicle leases have been transferred to the new council and that all vehicles are registered and insured.	Deputy Director Service Delivery	Completed	12-May-2016	13-May-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Review completed.							
Last Updated: 12-Jan-2017							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.68 Advise relevant parties of the proclamation and name of the new council. (Real estate - leased)	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 %
7.1.2.69 Advise relevant parties of the proclamation and name of the new council. (Real estate - owned)	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 %
7.1.2.70 Confirm what has been transferred to the new council under the proclamation. (Real estate - leased)	Assets Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.71 Confirm what has been transferred to the new council under the proclamation. (Real estate - owned)	Assets Manager	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.72 Consider whether there are any leases that should not be carried forward to the new council and any action that needs to be taken.	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 %
7.1.2.73 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.	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 %
7.1.2.77 For each of the former councils, document all fixtures, fittings, plant and equipment and chattels owned and their location.	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 %
7.1.2.78 For each of the former councils, document all leases, including the address, encumbrances and interests, current use and lease documents.	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 %
7.1.2.79 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.	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 %
7.1.2.81 This process should include 'ground-truthing' the existence and condition of assets where needed.	Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

**1.1.4 Establishing consistent systems, services, plans and policies**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.11 Bring together the Local Environmental Plans administratively into a single document.	Planning Manager	Ongoing	12-May-2016	30-Jun-2017	-	-	
<b>ACTION PROGRESS COMMENTS:</b> 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. Aiming to have new consolidated LEP delivered by mid 2019. Last Updated: 21-Jul-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.13 Deliver the program to fully consolidate Local Environmental Plans.	Planning Manager	Ongoing	12-May-2016	30-Jun-2017	-	-	

**ACTION PROGRESS COMMENTS:**

Emphasis at present is on preparing roadmap and overall land use strategy. Road map report sent to Council in May and adopted.

Last Updated: 21-Jul-2017

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.35 All asset documentation meets the requirements of Asset Audit Review	Asset Manager	In Progress	01-Jan-2017	30-Jun-2017	48.00%	-	

**ACTION PROGRESS COMMENTS:**

Information gathering commenced for roads asset plan

To ensure that the asset management plan(s) are based on robust and reliable data, this task will be recommenced after a single, accurate asset register has been compiled as part of the implementation of the new business system.

Last Updated - 05/06/2017

Valuation methodology and assumptions documented

Valuation methodology and project plan for 2017 valuation of water and wastewater assets reviewed by Council's auditors

Last Updated - 05/06/2017

This task will be actioned following successful implementation of the integrated asset and financial (business) system

Last Updated - 05/06/2017

All current asset management plans cover a 20 year time horizon.

The combined asset management plans for the new council will use the same format, covering a 20 year time frame

Last Updated - 05/06/2017

Existing asset management plans include level of service statements, expenditure forecasts and improvement plans. This format will be maintained when combined asset management plans are drafted for the new council.

Last Updated - 05/06/2017

An asset management policy and asset management strategy have been adopted for the new council, based on the documents from the former Cooma-Monaro Shire Council.

These documents will be reviewed and refined to better meet the needs of the new council once a single asset register and asset management system are in place.

Last Updated - 05/06/2017

Last Updated: 05-Jun-2017

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.37 Complete all asset management process improvements identified in the Asset Audit Review	Asset Manager	Not Started	01-Jan-2017	30-Jun-2017	0.00%	-	
Last Updated: 17-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.38 Implement recommendations of Asset Audit Review relating to corporate, finance and risk strategies	Asset Manager	In Progress	01-Jan-2017	30-Jun-2017	33.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> All three branches (the three former Councils) already used long term financial planning as part of the IP&R process. This practice will continue with the new amalgamated Council Last Updated: 05-Jun-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.40 The information management system framework supports asset management objectives	Asset Manager	In Progress	01-Jan-2017	30-Jun-2017	75.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Preliminary combined asset hierarchies completed for all asset classes in consultation with the respective service working groups. These hierarchies will be further reviewed and refined as a collaborative exercise during the asset data migration phase of the Technology One implementation.  Existing asset register in Cooma branch fully aligned and directly linked with financial records. This model will be adapted to the Technology One system when the new asset management system is configured.  The Civica Authority and Technology One products were reviewed in a rigorous evaluation process, and the Technology One product was adopted as best suiting the needs of Council. Council wide implementation of the system has commenced, but is outside the scope of this specific task. Last Updated: 05-Jun-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.8 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.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.15 For each of the former councils, document: <ul style="list-style-type: none"> <li>• systems and processes</li> <li>• insurance arrangements</li> <li>• unresolved matters.</li> </ul>	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 %
7.1.2.20 Review and consolidate the privacy management plans and policies of each former council to comply with: <ul style="list-style-type: none"> <li>• Government Information (Public Access) Act 2009</li> <li>• Privacy and Personal Information Protection Act 1998</li> <li>• Health Records and Information Privacy Act</li> </ul>	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 %
7.1.2.41 Potential policy areas to focus on include: <ul style="list-style-type: none"> <li>• tendering and procurement of goods and services</li> <li>• Investment Policy</li> <li>• Borrowing Policy</li> <li>• asset accounting policies including capitalisations thresholds, depreciation methods and disposal policies</li> <li>• payment</li> </ul>	Finance Manager	Completed	12-May-2016	17-Sep-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Tendering & Procurement Policy adopted Investment Policy under consultation Borrowing Policy currently out for comment Last Updated: 04-Jul-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.45 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.	Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated: 13-Feb-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.55 For each of the former councils, document: <ul style="list-style-type: none"> <li>• payroll systems</li> <li>• frequency of payroll</li> <li>• cost of payroll</li> <li>• any specific or unusual arrangements.</li> </ul>	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 %
7.1.2.86 Deliver the prioritised program in the Implementation Plan to harmonise policies and procedures.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	22-Dec-2017	100.00%	-	
Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.93 Develop a prioritised program in the Implementation Plan to harmonise policies and procedures.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	30-Sep-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.94 Document all policies and procedures of the former councils.	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 %
7.1.2.96 Establish a PMO to work intensively on the implementation of the new council.	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 %
7.1.2.97 Establish the PMO to support the Interim General Manager in implementing the new council	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 %
7.1.2.104 Put in place any interim arrangements needed to consistently manage priority policies and procedures. Review and update arrangements throughout Phase 1.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	30-Jun-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.108 Develop a program in the Implementation Plan to harmonise record systems.	Records Management Officer	In Progress	12-May-2016	31-Dec-2017	30.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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 %
7.1.2.109 Develop, test and deliver a harmonised system for managing records.	Records Management Officer	Ongoing	12-May-2016	22-Dec-2017	-	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Awaiting finalisation of chosen Corporate system to start development</p> <p>As at 2016 12 22 Contract negotiations with Technology One still to be finalised</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                      Develop long term preservation strategy</p> <p>Last Updated: 24-Jan-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.113 Put in place any interim arrangements needed to manage records across the new council.	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 %
7.1.2.114 Review and update arrangements throughout Phase 1.	Records & Information Co-ordinator	Ongoing	12-May-2016	29-Sep-2017	-	-	
<b>ACTION PROGRESS COMMENTS:</b> 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, Harley and Annie in both EDRMS Last Updated: 04-Jul-2017							

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.	Director Corporate Services	In Progress	13-May-2016	30-Jan-2017	90.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 Develop a program in the Implementation Plan to harmonise customer request and complaint systems.	Director Corporate Services	In Progress	12-May-2016	31-Mar-2017	5.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.3.3 Develop, test and deliver a harmonised system for managing customer requests and complaints.	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 %
7.1.3.4 Monitor, review and adapt the plan as needed. (Customer Service)	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 %
7.1.3.5 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	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 %
7.3.1.7 Develop and implement consolidated WHS requirements as part of the human resources related sub-Transition plan.	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 %
7.3.1.21 Deliver the program to consolidate financial policies, procedures and forms.	Finance Manager	Completed	12-May-2016	30-Aug-2017	100.00%	-	
Last Updated: 04-Jul-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.23 Develop a program in the Implementation Plan to harmonise financial management and reporting systems.	Director Corporate Services	In Progress	12-May-2016	31-Mar-2017	80.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.24 Develop a staged and prioritised program in the Implementation Plan to consolidate financial policies, procedures and forms.	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 %
7.3.1.25 Develop, test and deliver harmonised financial management and reporting systems.	Director Corporate Services	In Progress	12-May-2016	31-Dec-2017	1.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.35 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	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 %
7.3.1.39 Interim arrangements may be required in the early stages of the implementation process.	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 %
7.3.1.40 Issue rates notices	Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 2nd Installment of 2017 Rates Notices issued by 31/10/2016							
Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.44 Put in place any interim arrangements needed to maintain financial management and reporting.	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 %
7.3.1.45 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.	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 %
7.3.1.46 Review financial policies, procedures and forms and identify any areas which require urgent attention.	Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.53 Develop and implement a consolidated human resources related sub-Transition plan inclusive of workforce planning related requirements	Director Special Projects Office	In Progress	12-May-2016	30-Jun-2017	95.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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. Draft Workforce Plan has been prepared. Awaiting legal advice before presenting for adoption.							
Last Updated: 14-Jun-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.55 Ensure new workers compensation arrangements are in place.	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 %
7.3.1.57 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 • loca	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.58 Include actions in the Implementation Plan to: • decide how payroll will be run • plan for a consolidated payroll system • develop and test the new system • implement the new system.	Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	31-Dec-2017	50.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.59 Maintain the integrity of records of employment conditions.	Manager Corporate/Governance (Public Officer)	Ongoing	12-May-2016	22-Dec-2017	-	-	
<b>ACTION PROGRESS COMMENTS:</b> Previous record arrangements in place and maintained. Last Updated: 06-Jan-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.69 Submit funding proposal for New Council Implementation Fund	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 %
7.3.1.73 Document service levels and plan a process for service level review, as part of the Implementation Plan.	Director Special Projects Office	Completed	12-May-2016	30-Sep-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 Extensive Roads Service Review currently being undertaken; Extensive Waste Service review completed in May 2017 Last Updated: 14-Jun-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.76 Prepare a report on the outcomes of the service review and associated recommendations.	Director Special Projects Office	Completed	12-May-2016	12-Aug-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Initial report on improvement actions prepared and presented to executive team 13/10/2016. Final Report approved 30/11/16 The 2018 priority service reviews have been included in 2018 Operational Plan Last Updated: 14-Jun-2017							

1.1.6 Planning for ICT

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

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

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

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

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.112 Put in place any interim arrangements needed to ensure functionality	Records & Information Co-ordinator	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 %
7.3.1.79 Redefining new service levels, delivery methods and supporting structures	Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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 have informed the operational organisation structure. Future extensive service reviews will include recommendations on resource allocations. The next priority service reviews have been included in the 2018 Operational Plan.                      Last Updated: 20-Jul-2017</p>							

**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)	Asset Manager	In Progress	12-May-2016	31-May-2017	5.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Asset audit complete.                      Asset Manager seconded to Special Projects Office to undertake this action.                      Last Updated: 23-Nov-2016</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.12 Prepare a draft community strategic plan for consideration of the new council	Director Special Projects Office	In Progress	12-May-2016	30-Sep-2017	40.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Community Engagement for the purpose of developing the Community Strategic Plan was undertaken during May and June 2017. The survey "Your Say Snowy Monaro" was launched on 10 May 2017 and is open for responses to 31 July 2017. This survey was available both online and hard copy. Staff from the Community Development, Communications and Governance teams have been reviewing all data collected through the visioning forums, drop ins and surveys.                      A meeting was hosted by Queanbeyan Palerang Regional Council (QPRC) to discuss options to align our CSPs. An interactive map idea and consistency in layout was supported. A proposed timing schedule for Governance to prepare the Draft Community Strategic Plan was agreed and provided to General Manager on 4 July 2017.                      Last Updated: 20-Jul-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.13 Prepare and adopt a statement of vision and priorities, with community input	Director Special Projects Office	Completed	12-May-2016	29-Sep-2017	100.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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&amp;R process will involve community input and a chance to look at community priorities.</p> <p>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 &amp; Values.                      Last Updated: 28-Mar-2017</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.30 Prepare the first iteration of a communication and engagement plan for the community.	Director Special Projects Office	Completed	12-May-2016	23-Dec-2016	100.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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>							

2.1.2 Preparing operational plans

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

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.20 Prepare the draft operational plan 2017-18, including integrated budget, with community input.	Director of Service Support	In Progress	12-May-2016	31-Mar-2017	40.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

**2.1.5 Preparing a new Resourcing Strategy**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.71 Complete analysis and modelling to support preparation of the new resourcing strategy. (Workforce Plans)	Director Special Projects Office	Completed	12-May-2016	29-Sep-2017	100.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Snowy Monaro Regional Council Workforce plan has been finalised. The document will inform key performance indicators to ensure recommendations are considered and implemented. The document was critical to the development of the permanent organisation structure.                      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.                      People and Culture team 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.                      Last Updated: 20-Jul-2017</p>							

**2.2 Governance and Administration**

**2.2.1 Establish Interim Council**

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.13 Due diligence activities - Establish Audit Committee.	General Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.14 Ensure new schedule of council and committee meetings is being appropriately advertised	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 %
7.1.1.17 Ensure the Administrator, interim General Manager and designated persons complete and lodge a disclosure of interest form.	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 %
7.1.1.18 Establish the LRC and IAG to provide local representation and input	Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> The LRCs will be dissolved on 30 June 2017 in preparation for the Local Government Elections in September 2017. Last Updated: 14-Jun-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.21 Hold the first meeting of the new council	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 %
7.1.1.23 Prepare a new schedule of council and committee meetings	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 %
7.1.1.24 Prepare for adoption the following within the first 3 meetings of Council <ul style="list-style-type: none"> <li>• Schedule of council and committee of council meetings</li> <li>• Revised delegations</li> <li>• Media protocols</li> <li>• Review of membership of advisory committees and committees established under Secti</li> </ul>	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 %
7.1.2.11 Confirm that the appointment of all authorised officers has been transferred to the new council as part of the proclamation.	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 %
7.1.2.18 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.	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 %
7.1.2.19 Put the new code of conduct to council for adoption.	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 %
7.1.2.82 Adopt an Interim Executive Team structure	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 %
7.1.2.83 Adopt an organisational structure, including consultation with Consultative Committee.	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 %
7.1.2.89 Determine business address and contact details for new council	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 %
7.1.2.92 Determine whether any key advisors or interim arrangements are needed in specialist areas to support the new council.	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 %
7.1.2.100 Lodge disclosure of interest form	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 %
7.1.2.102 Make appointments to the Interim Executive Team and establish the internal working group	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 %
7.1.2.107 The interim General Manager will be the RAO until another staff member is appointed to the role.	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 %
7.1.2.125 Deliver the Week One Implementation Plan	Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.129 Review and update arrangements as needed throughout Phase 1.	Director Special Projects Office	In Progress	12-May-2016	31-Aug-2017	80.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Global Collaboration Tool is being used to review and update arrangements on deliverables of actions required in the Phase 1 Road Map. Review of progress undertaken by Department of Premier and Cabinet (DPC) before hand over to Office of Local Government (OLG). The review was positive and OLG with SMRC transition program and phase 1 merger outcomes. Last Updated: 20-Jul-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.130 Undertake a thorough review of the Implementation Plan to focus on the second year of the council	Director Special Projects Office	Completed	12-May-2016	30-Sep-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Any existing Implementation Plan actions that have not been completed by 30 June 2017 have been incorporated into the 2018 Operational Plan Last Updated: 14-Jun-2017							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.65 Establish a Consultative Committee	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 %
7.3.1.66 Make appointments to acting senior staff roles	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 %
7.4.1.25 Continue to deliver the Implementation Plan and monitor and report progress.	Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Plan will be monitored, reviewed and adapted through the Global Collaboration management tool. Progress will be reported monthly. 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. By producing one 404 report we hope to maximise organisational efficiency. Once the final year has rolled anything outstanding from the IP will be included in the new Operational Plan for 17/18. Last Updated: 20-Jul-2017							

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

**2.2.2 Reviewing delegations**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.105 Review delegations and controls of higher risk functions to ensure appropriate decision making.	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 %
6.2.1.14 Develop a staged program in the Implementation Plan to consolidate local regulations.	Director of Service Planning	Completed	12-May-2016	30-Jun-2017	100.00%	-	

**ACTION PROGRESS COMMENTS:**

Workgroups are progressively working to align differing local regulations  
 Further workgroup meetings scheduled to continue  
 Staff continuing to progressively align regulations

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.2 Appoint an internal audit committee for the new council.	General Manager	Completed	12-May-2016	23-Dec-2017	100.00%	-	

**ACTION PROGRESS COMMENTS:**

Internal Audit Committee has been appointed for the new council.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.19 Hold a joint meeting of the internal audit committees of the former councils and new council.	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.

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.	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.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.9 Analyse all legal and administrative proceedings and determine any action that needs to be taken.	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 %
7.1.2.14 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.	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 %
7.1.2.29 Contact grant providers to advise them the new council has been proclaimed and discuss whether this has any impact on the funding.	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 %
7.1.2.35 For each former council, review grant programs and identify the policies, types of grants, target groups, levels of funding and the assessment process.	Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.36 For each former council, review the grant register and note milestones and reporting conditions attached to the grants.	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 %
7.1.2.38 Identify any grants awarded, but not yet paid, along with any outstanding acquittal requirements from grant recipients.	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 %
7.1.2.39 Notify insurers of the former councils that the new council has been proclaimed.	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 %
7.1.2.58 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.	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 %
7.1.2.59 Determine how the establishment of the new council affects the contract and any action required.	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 %
7.1.2.60 Document copies of all agreements.	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 %
7.1.2.64 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.	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 %
7.1.2.66 Notify contractors that the new council has been proclaimed and advise on the impact, if any, on their contract.	Finance Manager	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.115 Deliver the program to consolidate local regulations.	Deputy Director Service Planning	Ongoing	12-May-2016	31-Aug-2017	-	-	
Last Updated: 21-Jul-2017							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.119 Put in place any interim arrangements needed to manage any priority issues relating to local regulations.	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 %
7.1.2.120 Review changes underway or being considered at the time of the proclamation. Determine whether the changes should progress.	Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Relates to Planning Proposals that were underway at time of Merger. Items have been advised to GM and Administrator and progressed.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.121 Conduct a thorough review of existing insurance arrangements. This may include: <ul style="list-style-type: none"> <li>• ensuring insurance arrangements for the former councils still apply until new arrangements are put in place</li> <li>• preparing a schedule of current insurance coverage Within first week</li> <li>• identifying any outstanding insurance claims or related issues</li> <li>• reviewing any existing industry insurance pool arrangements</li> <li>• evaluating existing workers compensation coverage and insurance arrangements."</li> </ul>	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.122 Deliver the program to consolidate insurances.	Risk Officer	Completed	12-May-2016	01-Mar-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> All insurances for the 2016/17 year were consolidated.							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.124 Develop, adopt and implement a new, consolidated Enterprise Risk Management Policy.	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 %
7.3.1.6 Develop, adopt and implement a new, consolidated Enterprise Risk Management Plan.	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 %
7.3.1.11 Assess the defined benefit superannuation plans that all former councils contributed to on behalf of employees, including the: <ul style="list-style-type: none"> <li>• share of any deficit in the scheme</li> <li>• contributions</li> <li>• number of staff in the scheme.</li> </ul>	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 %
7.3.1.30 Ensure the new council is identified as an employer for superannuation benefits.	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 Establish and receive: new ABNs and TFNs • registrations for tax requirements, such as GST, FBT and PAYG withholding.	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 %
7.3.1.50 Seek advice from superannuation funds about transfer of staff to the new council.	Finance Manager	In Progress	12-May-2016	20-Dec-2016	10.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Referred to Director of Service Support Last Updated: 23-Feb-2017							

**2.2.6 Reviewing legal and administrative proceedings**

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.16 For each of the former councils, document: • any active and unresolved matters • a brief summary of matters from the previous two years.	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 %
7.1.2.84 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"> <li>existing intellectual property is sufficiently protected</li> <li>any new arrangements need to be enter</li> </ul>	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 %
7.1.2.91 Determine the manner in which the new council will execute documents and ensure this is formally determined, communicated and adhered to.	General Manager	Completed	12-May-2016	30-Jan-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.95 Ensure arrangements for the custody and use of the common seal comply with clause 400 of the Regulation.	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 %
7.1.2.98 For each of the former councils, document: <ul style="list-style-type: none"> <li>registered and unregistered trademarks and certificates</li> <li>patents and registered designs and certificates</li> <li>copyrights and certificates</li> <li>business and domain names and certificates</li> <li>proprietary computer software</li> </ul>	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 %
7.1.2.99 Locate and replace the common seals of the former councils with the common seal of the new council	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 %
7.1.2.116 Determine how to respond to any outstanding notices, orders or demands.	Director of Service Planning	Completed	12-May-2016	20-May-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Completed, several matters are still progressing							
Last Updated: 15-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.117 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.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

**2.2.7 Maintaining registers**

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.8 Continue to maintain the pecuniary interest register.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.1.29 Table the consolidated pecuniary interest register at the first possible council meeting, complete with disclosure of interest forms.	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 %
7.1.2.74 Deliver the program to consolidate land registers.	Director Service Delivery	Completed	12-May-2016	12-Aug-2016	100.00%	-	
Last Updated: 27-Oct-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.75 Develop a program in the Implementation Plan to consolidate land registers.	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 %
7.1.2.80 For each of the former councils, validate the contents of the land register.	Director Service Delivery	Completed	12-May-2016	17-Jun-2016	100.00%	-	
Last Updated:							

**2.2.8 Considering local regulation**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
6.2.1.15 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	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 %
6.2.1.16 Document all environmental planning instruments, development control plans and planning proposals which were being progressed or were before the former councils.	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 %
6.2.1.19 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	Director of Service Planning	Completed	12-May-2016	12-Aug-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Completed Last Updated: 15-Nov-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.131 Develop a staged program in the Implementation Plan to fully consolidate Local Environmental Plans.	Planning Manager	In Progress	12-May-2016	30-Sep-2017	80.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Roadmap for consolidation of LEPs was to be developed in early 2017. Report sent to Council in May 2017 and adopted. Consolidated LEP aiming to be delivered by mid 2019. Last Updated: 21-Jul-2017							

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

**2.3 Finances**

**2.3.1 Maintaining sound financial management**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.15 Complete analysis and modelling to support preparation of the new resourcing strategy. (Long term financial plan)	Director of Service Support	In Progress	12-May-2016	29-Sep-2017	10.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.41 Notify bankers of all former councils that the new council has been proclaimed.	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 %
7.3.1.42 Open new bank accounts and make other changes to banking arrangements, including investments, loans and payroll issues.	Finance Manager	In Progress	12-May-2016	30-Jun-2017	15.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.1.33 Undertake a stocktake of stores and inventory.	Finance Manager	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Stocktake 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 %
7.1.2.13 Determine whether the merger affects any commitments under the terms of any existing MOUs or interagency agreements and any action required.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Working Groups are identifying Last Updated: 01-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.23 Advise the institution providing the guarantee that the new council has been proclaimed.	Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.24 Confirm details of interests in other entities that have been carried forward to the new council under the proclamation.	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 %
7.1.2.25 Confirm that the guarantee has been transferred to the new council under the proclamation.	Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.26 Confirm that trust funds have been transferred to the new council under the proclamation.	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 %
7.1.2.28 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	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 %
7.1.2.30 Determine whether any parties need to be notified that the new council has been proclaimed and any action required.	Director of Service Support	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.31 Determine whether the merger affects continuation of the interest and any action required.	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 %
7.1.2.32 Document the balance and transactions of all trust funds.	Finance Manager	In Progress	12-May-2016	01-Mar-2017	66.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.33 For all former councils, prepare a register of all bonds, deposits and retentions.	Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.34 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"> <li>• subsidiaries</li> <li>• joint arrangements</li> <li>• associates</li> <li>• unconsolidated structured entities.</li> </ul> Also document: <ul style="list-style-type: none"> <li>• interagency ag</li> </ul>	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 %
7.1.2.37 For each of the former councils, document other leases including finance leases and operating leases.	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 %
7.1.2.40 Novated leases between a former council, employee and a finance company also need to be identified.	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 %
7.1.2.42 Review all legal documentation to assess the guarantee value, purpose and conditions.	Finance Manager	Not Started	12-May-2016	01-Mar-2017	0.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.43 Review the business activities (if any) of each former council to determine the effects of the establishment of the new council.	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 %
7.1.2.44 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.	Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.1.2.46 Undertake an assurance process to check the register against supporting documentation.	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 %
7.1.2.52 For each of the former councils, document the location, purpose, policy and procedures of stores.	Finance Manager	Completed	12-May-2016	20-Dec-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Currently Developing Inventory Management Procedure Last Updated: 23-Feb-2017							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.103 Obtain an ABN and TFN	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 %
7.3.1.8 Advise lending institutions of the proclamation of the new council.	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 %
7.3.1.9 Advise relevant organisations of the proclamation of the new council.	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 %
7.3.1.10 Also assess whether there is a shortfall in s94 reserves to fund plans.	Director Corporate Services	Completed	12-May-2016	12-Aug-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.12 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.	Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	60.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.13 Check the terms of the agreement are being met, including if repayments are up to date.	Director Corporate Services	Completed	12-May-2016	17-Jun-2016	100.00%	-	

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

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

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

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.20 Deliver the prioritised program in the finance related sub-Transition Plan.	Director Corporate Services	In Progress	12-May-2016	17-Jun-2017	50.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.22 Determine any action that needs to be undertaken to protect the integrity of the reserves, including appropriate record keeping.	Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	90.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.26 Document any bank guarantees or securities held by a former council as an alternative to providing a bond or deposit.	Finance Manager	In Progress	12-May-2016	01-Mar-2017	10.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.27 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	Director Corporate Services	Completed	12-May-2016	23-Dec-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.29 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.	Finance Manager	In Progress	12-May-2016	27-Oct-2017	5.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.32 For all former councils, document: • 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.	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 %
7.3.1.33 For each former council, document the reserve: • type and purpose • balance and any recent transfers • how the funds were raised.	Director Corporate Services	In Progress	12-May-2016	01-Mar-2017	90.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.34 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.	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 %
7.3.1.36 For each of the former councils, review bank statements and bank reconciliations.	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 %
7.3.1.37 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.	Director Corporate Services	Completed	12-May-2016	28-Oct-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 2016 Audit undertaken							
Last Updated: 03-Dec-2016							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.43 Prepare a list of all petty cash and change floats and validate amounts.	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 %
7.3.1.47 Review loan and security agreements, including internal loans.	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 %
7.3.1.48 Review the employee leave entitlements liability of the former councils and assess the size of the liability and any corresponding reserve fund.	Director Corporate Services	In Progress	12-May-2016	30-Nov-2016	90.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.49 Seek advice about any additional actions needed relating to loans.	Director Corporate Services	Completed	12-May-2016	20-May-2016	100.00%	-	
Last Updated:							

**2.3.6 Preparing audited financial reports**

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

**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 %
7.1.2.12 Contracts with some advisors to the former councils may need to be terminated	Finance Manager	Completed	12-May-2016	01-Mar-2017	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.17 Identify and commence priority due diligence activities, such as reviewing contracts	Finance Manager	In Progress	12-May-2016	01-Mar-2017	10.00%	-	

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

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

**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 %
7.4.1.21 Deliver a new website.	System Administrator	Completed	12-May-2016	31-Mar-2017	100.00%	-	

**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 %
7.3.1.68 Provide clarity to staff about job security and consultation processes	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.75 Monitor, review and adapt the plan as needed. (Community and engagement plan - staff)	Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.77 Prepare a staff communication and engagement plan.	Director Special Projects Office	Completed	12-May-2016	30-Sep-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.78 Prepare the first iteration of a communication and engagement plan for staff.	Director Special Projects Office	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.10 Communicate effectively with Staff, communities and partners	Director Special Projects Office	Ongoing	12-May-2016	30-Sep-2017	-	-	
<b>ACTION PROGRESS COMMENTS:</b> Communication plan is in place. Communications Officer is now responsible for organisational communications. Last Updated: 14-Jun-2017							

**4.1.4 Developing the organisational structure to senior staff level**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.61 Adopt an interim structure to senior staff level	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 %
7.3.1.63 Develop and recommend an interim structure to senior staff level	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 %
7.3.1.64 Develop and recommend an organisational structure to senior staff level, including consultation with Consultative Committee	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 %
7.3.1.67 Make appointments to senior staff roles after consultation with council	General Manager	Completed	12-May-2016	20-May-2016	100.00%	-	

4.1.5 Filling vacancies

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.72 Develop a procedure for filling vacancies during Phase 1, which complies with the Act and the Award	Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	17-Jun-2016	50.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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 %
7.3.1.74 Identify process and timing for moving to new salary structure.	Director Special Projects Office	In Progress	12-May-2016	30-Jun-2017	75.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> The Snowy Monaro Regional Council salary structure has been developed and approved. Salary harmonisation analysis is currently being undertaken by the Innovation & Business Development Team to inform the position matching process. The timing to move to the new structure is guided by industrial advice, the lateral transfer, vacancy and redeployment protocols. People and Culture Team will be implementing the transfer following completion of position matching. Last Updated: 20-Jul-2017							

4.1.9 Implementing successful change management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.3.1.56 For each of the former councils, document the way in which: <ul style="list-style-type: none"> <li>• staff have typically been consulted broadly and on human resources, workplace and industrial matters</li> <li>• representation on the Consultative Committee has worked.</li> </ul>	Human Resources and Payroll Officer	In Progress	12-May-2016	30-Jun-2017	25.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      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.                      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.                      Last Updated: 31-Jan-2017</p>							

**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 %
7.1.2.10 Appoint the council media spokesperson and review associated protocols	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	17-Jun-2016	100.00%	-	

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

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.4 Reserve social media accounts for new council	Governance Officer	Completed	12-May-2016	20-May-2016	100.00%	-	

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

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

**5.1.2 Maintaining community engagement**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.20 Hold at least monthly meetings of each LRC and the IAG	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	31-Aug-2017	100.00%	-	

**ACTION PROGRESS COMMENTS:**  
 LRC Bombala, Cooma & Snowy have all met at least monthly since July 2016 until June 2017 when they were disbanded.

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"> <li>• postal address</li> <li>• telephone numbers</li> <li>• website address</li> <li>• email addresses.</li> </ul>	Director of Service Support	Completed	12-May-2016	20-May-2016	100.00%	-	

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.3.7 Organise for telephone numbers to appear in and digital versions of the White Pages, noting the due dates for print version listings.	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.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.7 Continue to deliver community engagement activities	Director Special Projects Office	Completed	12-May-2016	31-Aug-2017	100.00%	-	

**ACTION PROGRESS COMMENTS:**

The Community Engagement Strategy was adopted by the Administrator on 26 April 2017.  
 Engagement HQ was launched on 10 May 2017 for Council to provide online engagement options.  
 Centralised community engagement coordination is not supported and has not been resourced in the permanent structure.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.8 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	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.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.9 Write to all key community groups and partners	Director Special Projects Office	Completed	12-May-2016	20-May-2016	100.00%	-	

**ACTION PROGRESS COMMENTS:**

Undertaken by Administrators Executive Assistant

5.1.3 Preparing a communication and engagement plan

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.28 Prepare a community communication and engagement plan	Director Special Projects Office	Completed	12-May-2016	17-Jun-2016	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> 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							

**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 %
7.1.1.36 Audit and replacement of existing asset signage.	Purchasing Officer	In Progress	01-Jan-2017	30-Jun-2017	5.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Rebranding of Cooma, Razorback &amp; Bombala offices will commence WB 20th March by vendor Stockl.                      Berridale, Polo Flat &amp; Jindabyne depots are complete. Landfill sites (x9) are in production. Jin Health Center, Water/Waste assets and some recreational signage is in design, and about 30 other smaller signs have been updated or replaced. All new signs are being designed to meet the requirements of our insurer.                      Last Updated: 19-Mar-2017</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.39 Installation of Regional Entry Statement and Town Entry Signage	Purchasing Officer	In Progress	01-Jan-2017	30-Jun-2017	5.00%	-	
<p><b>ACTION PROGRESS COMMENTS:</b>                      Concept design has been approved.                      Project plan near completion.                      New completion date for installation has been brought forward to May 31st 2017                      Last Updated: 19-Mar-2017</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.7 Prepare a style guide for the new Council	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

**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 %
7.1.2.126 Incorporate the statement of local benefits into the Implementation Plan	Director Special Projects Office	In Progress	12-May-2016	28-Feb-2017	75.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Local benefits will be included in the Draft Community Strategic Plan due to be prepared by September 2017. Council is required to utilise the Local Benefits Tracking tool and report outcomes to OLG on a quarterly basis.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.2.127 Monitor, review and adapt the Plan as needed. (Implementation Plan)	Director Special Projects Office	Completed	12-May-2016	22-Dec-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Global Collaboration tool is being used to monitor, review and adapt the implementation plan.  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.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.4.1.26 Include the statement of local benefits, prepared with community input, in the Implementation Plan.	Director Special Projects Office	In Progress	12-May-2016	31-Mar-2017	90.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Local benefits to be considered for inclusion in the Draft CSP to be developed by September 2017 Last Updated: 20-Jul-2017							

**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 %
7.1.1.12 Develop and implement a comprehensive induction program for new Councillors including required training.	Manager Corporate/Governance (Public Officer)	In Progress	12-May-2016	30-Apr-2017	10.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Discussion has occurred in Governance Working Group - will develop July 2017 Last Updated: 18-Jul-2017							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.22 Include planning for the local government elections in the Implementation Plan.	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	28-Feb-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Discussed at Governance Working Group. All former Council signed contract with Electoral Commission to carry out election.							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
7.1.1.31 Undertake necessary statutory requirements in respect of engaging Electoral Commission and undertake required tasks as necessary	Manager Corporate/Governance (Public Officer)	Completed	12-May-2016	28-Feb-2017	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Electoral Commission engaged to run election.							

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## 16.2 NEW POLICY - RELATED PARTY DISCLOSURES

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Finance Manager
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.17 Effective management of Council funds to ensure financial sustainability.
Attachments:	<ol style="list-style-type: none"><li>1. Draft Related Party Disclosures Policy (<i>Under Separate Cover</i>) ⇨</li><li>2. Draft KMP Related Party Declaration Form (<i>Under Separate Cover</i>) ⇨</li><li>3. Related Party Disclosures Accounting Standard AASB 124 (<i>Under Separate Cover</i>) ⇨</li></ol>
Cost Centre	NA
Project	NA
Further Operational Plan Actions:	NA

### EXECUTIVE SUMMARY

The draft Related Party Disclosures Policy as attached has undergone the appropriate staff consultation and has been displayed on public exhibition for 28 days. Council received one submission on this Policy.

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

#### OFFICER'S RECOMMENDATION

That Council:

1. Note the comments received on the Policy during the public exhibition period.
2. Adopt the Related Party Disclosures Policy.

### BACKGROUND

For periods commencing 1 July 2016, the requirements of AASB124 *Related Party Disclosures* will apply to General Purpose Financial Statements prepared by not-for-profit public sector entities.

The first reporting period that Snowy Monaro Regional Council will need to disclose Related Party Transactions in the Financial Statements is 1 July 2017 to 30 June 2018.

Council needs to implement suitable processes/mechanisms now to capture relevant related party information including information on Key Management Personnel (KMP). The processes should also facilitate capturing any changes that may occur, throughout the year (e.g. resignation of KMP). Key Management Personnel will include the General Manager, Directors and Councillors. Any transaction

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between Council and these parties, whether monetary or otherwise, will need to be identified and may need to be disclosed.

The Draft Policy was placed on Public Exhibition for a period of 28 days and one submission was received.

The following comments relating to the policy were received from Mr Andrew Thaler.

Comment	Response
<i>The lack of public awareness of the policy is most important. Have you have one previously to now or is this the first time this policy has been countenanced?</i>	This policy is a new Policy. It has been introduced as a result of changes to the Australian Accounting Standards which apply to periods commencing on the 1 July 2016.
<i>Will the enactment or adoption of this policy be undertaken by the current administrator Lynch, or will it be the job of the incoming council body, as elected in September, to review and ultimately decide, or not decide, the adoption of this policy?</i>	Australian Accounting Standard AASB 124 Related Party Disclosure applies to Not-for-Profit Public Sector Entities for annual periods beginning on or after the 1 July 2016. The first full annual period beginning after this date for the Snowy Monaro Regional Council is 1 July 2017 to 30 June 2018. Compliance with this standard is not a decision of Council (or the Administrator). The Policy serves to apply the standard to the individual needs of Snowy Monaro Regional Council and to inform the new Council of new requirements under this standard and begin the process for capturing the required data/transactions. The Draft Related Party Transactions Policy is presented to Council for adoption with this report.
<i>This draft policy must be extended to ALL staff and not just the executive of council.</i>	Council Policies are developed and approved by Council to help govern how the organisation operates and apply to all parties within the organisation. The Accounting Standard AASB 124 defines a related party as a person or entity that is related to the entity that is preparing its financial statements (the reporting entity) – please refer to the standard definitions page 6 of the Accounting Standard AASB 124.
<i>The idea in part 9, particularly 9.1 and 9.2 of the draft policy restricting the register from public access even under GIPA provide a dangerous restriction of the information that should be publicly available.. the idea of this policy as I read and understand it is to provide a mechanism of managing perceived conflicts of interest and bias; yet here clauses 9.1 and 9.2 seek to withhold from public scrutiny the very information that is pertinent to the efficacy of and the operation of the policy. The only way there can be honest in the use of the policy is if it is disclosed on a continual and real-time basis on the council website and in the council offices. The old adage that “if you aren’t doing anything wrong you have nothing to hide” quite appropriately applies to this point. If there has been</i>	The Policy does not seek to manage perceived conflicts of interest. This Policy’s intention is to provide a mechanism for capturing information required under Australian Accounting Standards.

<i>honest and forthright disclosure of potential conflicts of interest, and there is an active effort to manage them, then making the register publicly available is the MOST important step in providing that public surety and protection of the council staff and their decisions</i>	
<i>If there are omissions from the register under this policy; how would anybody know? No one person or individual could possess the knowledge to enforce the accuracy of the register and only a wide ranging review by the public upon the Public Employees and Officers of the council could ensure accuracy and honesty. If this register is made private and withheld from public scrutiny then it is surely worthless and absolutely pointless.</i>	The transactions in the register are reported in Council's Annual Financial Statements, which are a public document. Compliance with Australian Accounting Standards and the Local Government Act requirement for Council's auditor to be the Auditor General are the measures in place to ensure accuracy and integrity of the disclosures.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

This policy provides processes and information for Key Management Personnel.

### **2. Environmental**

There is no direct environmental impact as a result of this recommendation.

### **3. Economic**

There are no additional costs associated with this recommendation.

### **4. Civic Leadership**

Whilst these reporting requirements do not come into effect for Snowy Monaro Regional Council until the period ending 30 June 2018, it is prudent that the Policy and processes be put in place now in order to capture this information in the current financial year.

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### 16.3 SECTION 404 REPORT FOR THE PERIOD JANUARY TO JUNE 2017

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Special Projects Officer
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:	OP7.2 Completion of reporting requirements in accordance with legislation.
Attachments:	1. Operational Plan - January to June 2017 - Action and Task Progress Report ( <i>Under Separate Cover</i> ) ➡
Cost Centre	Corporate Governance
Project	IPR Legislative Reporting Requirements
Further Operational Plan Actions:	Nil

#### EXECUTIVE SUMMARY

Under Section s404(5) of the Local Government Act 1993 (the Act), the General Manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in the delivery program. Progress reports must be provided at least every six (6) months.

This report covers the period between 01 January 2017 and 30 June 2017 and is the second progress report for the new Snowy Monaro Regional Council.

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

#### OFFICER'S RECOMMENDATION

That Council

A. Review and note the Delivery Program – Action and Task Progress Report

#### BACKGROUND

CAMMS Global Collaboration Tool was introduced for the 2016-17 Operational Plan. This tool has enabled the Integrated Planning and Reporting strategic documents to be reported, monitored and managed through an automated system. Over the short-to-medium term, the system has created greater efficiency in delivering these reports and is an encouraging step towards Council achieving its vision by demonstrating the values; innovative, accountable and together.

Section 428 of the Act states that Council's Annual Report includes the achievements in implementing the Delivery Program and the effectiveness of the principle activities undertaken in achieving the objectives in the Community Strategic Plan at which those activities are directed.

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Accordingly, the Section 404(5) reports presented to Council will form part of the Annual Report, a copy of which is submitted to the Minister for Local Government in November each year.

The attached Section 404 report provides an overview of all activities undertaken between July 2016 and June 2017 and will be published separately to this report as part of Council's commitment to providing the community with current information on our progress towards achieving the Community Strategic Plan.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council's community engagement prior to developing the adopted IPR plans promote access and equity in an effort to ensure they best reflected the community's goals and aspirations. The Section 404 Report provides information on progress that Council has made towards the stated overarching goals in the Community Strategic Plan.

### **2. Environmental**

Through the quadruple bottom line reporting mechanism stated in the integrated planning and reporting framework, all council actions, projects or recommendations must consider the impact on the environment prior to being undertaken or commenced.

### **3. Economic**

Preparation of the s404 report for the period of January to June 2017 has been undertaken by Innovation & Business Development (IBD) Unit but is a cost related to an operational function within the Corporate Governance service.

### **4. Civic Leadership**

This report promotes accountability and is a mechanism used to ensure that Council and the community are aware of progress towards achieving the agreed outcomes. Timely reporting also provides confidence that we are conducting our business in accordance with legislative and statutory requirements.

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## 16.4 MONTHLY FUNDS MANAGEMENT REPORT - JULY 2017

Record No:

Responsible Officer: 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 July 2017. Cash and Investments are \$76,178,802.

### Certification

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

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

### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report indicating Council's Funds Management position as at 31 July 2017.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

### BACKGROUND

Council's Cash and Investments 31 July 2017:

31/07/2017	Cash at Bank	Investments	Total
SMRC	3,042,716	55,941,320	58,984,036
Merger Grant		17,194,766	17,194,766
<b>Total</b>	<b>\$3,042,716</b>	<b>\$73,136,086</b>	<b>\$76,178,802</b>

NB: The balance of the Merger Grant includes expenditure to 30/06/2017

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## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Total Cash and Investments are available to provide services and Infrastructure to the community in accordance with the 2018 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 \$73,136,086 on 31 July 2017.

#### Interest Income on Investments:

Adopted Budget	\$1,387,408
Annual Budget	\$1,387,408
Budget YTD	\$115,617
Interest YTD	\$161,868

Investment Portfolio Returns:

Month	Annualised Return	90 Day Bank Bill *	Margin
July 2017	2.58%	1.69%	0.89%

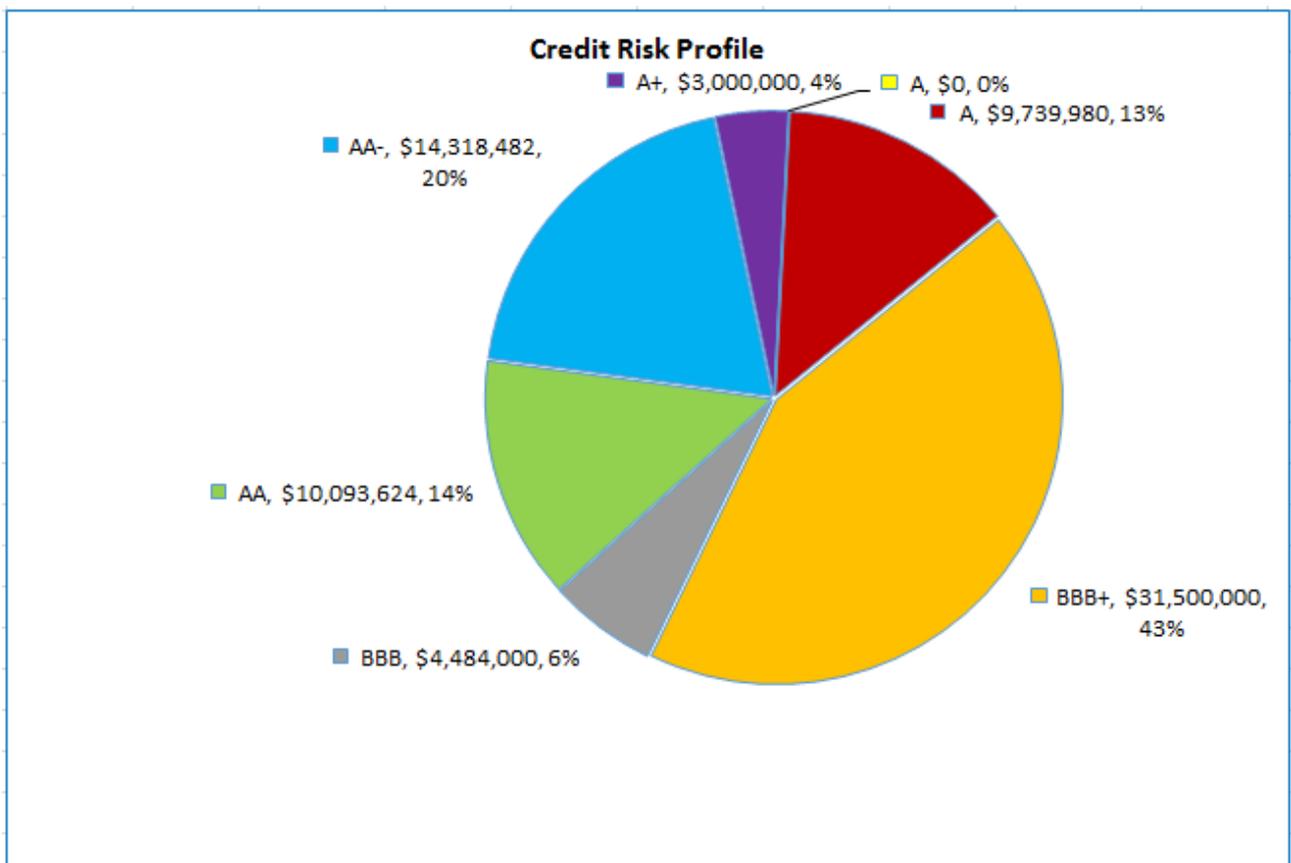
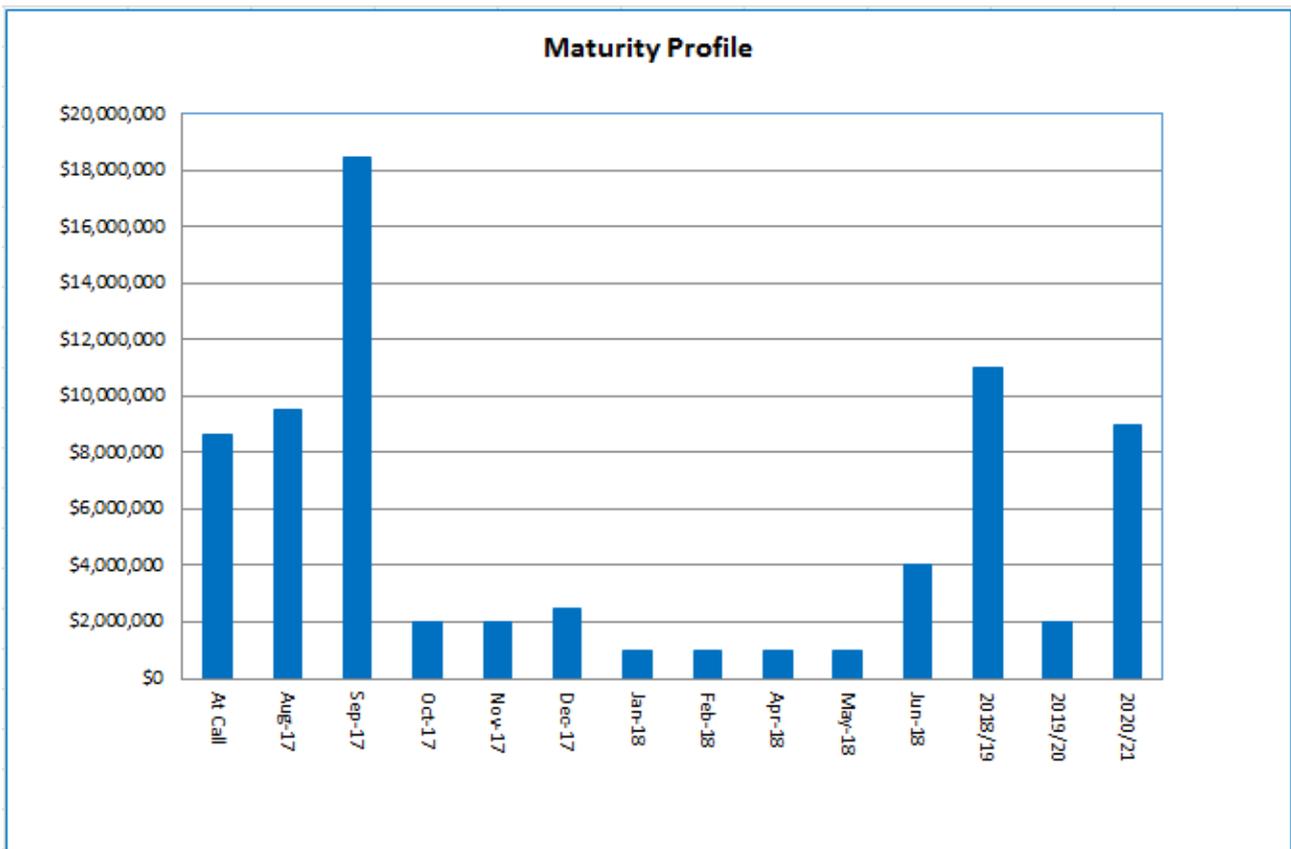
\* The Australian Financial Markets Association (AFMA)

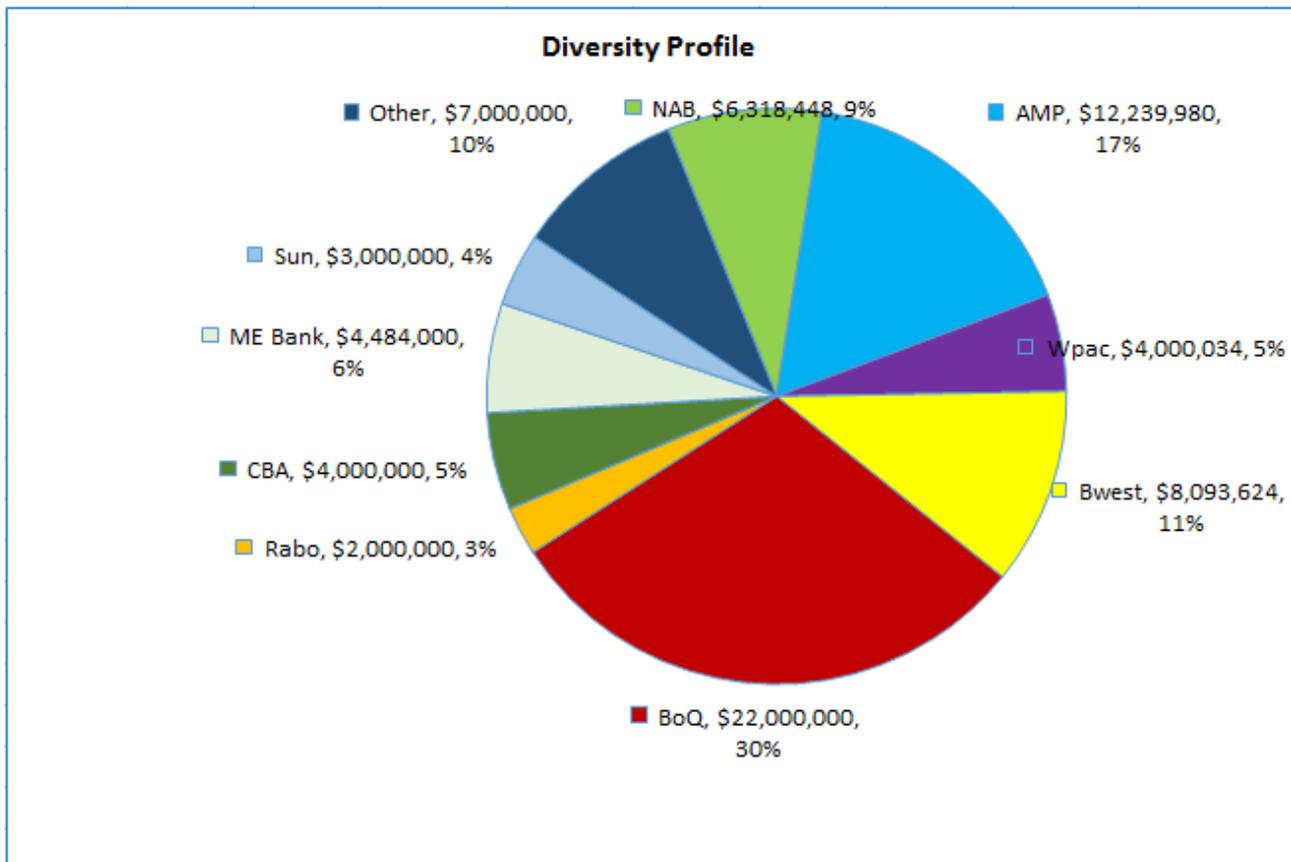
Investments Register - 31 July 2017:

DATE INVESTED	FINANCIAL INSTITUTION	Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	NAB Maxi Account	A1+/AA-	At Call	31,049	Variable	At Call
16-Feb-17	AMP	A1/A	TD	1,000,000	2.75%	15-Aug-17
15-Mar-17	AMP	A1/A	TD	2,000,000	2.75%	15-Sep-17
16-Dec-16	Bank of Qld	A2/BBB+	TD	2,500,000	2.80%	20-Sep-17
20-Jun-17	Bank of Qld	A2/BBB+	TD	1,500,000	2.60%	18-Dec-17
11-Jul-17	Bank of Qld	A2/BBB+	TD	1,000,000	2.65%	08-Jan-18
n/a	National Australia Bank - At Call	A1+/AA-	At Call	2,287,399	1.20%	At Call
n/a	AMP Bank - At Call	A1/A	At Call	1,657,811	2.05%	At Call
n/a	AMP Bank - 31 days Notice Account	A1/A	31 days	1,082,169	2.15%	31 days
07-Feb-17	AMP Bank	A1/A	TD	1,000,000	2.75%	08-Aug-17
13-Feb-17	Suncorp Bank	A1/A+	TD	2,000,000	2.65%	14-Aug-17
29-Aug-16	Westpac Bank	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
05-Jul-17	Suncorp Bank	A1/A+	TD	1,000,000	2.36%	03-Oct-17
24-Apr-17	Bank of Queensland	A2/BBB+	TD	1,000,000	2.60%	23-Oct-17
10-Mar-17	National Australia Bank	A1+/AA-	TD	2,000,000	2.61%	10-Nov-17
24-Jul-17	Bankwest	A1+/AA	TD	1,000,000	2.40%	21-Dec-17
23-May-17	AMP Bank	A1/A	TD	1,000,000	2.60%	23-Feb-18
10-Apr-17	Bankwest	A1+/AA	TD	1,000,000	2.60%	10-Apr-18
08-May-17	National Australia Bank	A1+/AA-	TD	1,000,000	2.53%	08-May-18
09-Mar-17	National Australia Bank	A1+/AA-	TD		2.74%	10-Sep-18

16.4 MONTHLY FUNDS MANAGEMENT REPORT - JULY 2017

				1,000,000		
12-Sep-14	RaboDirect	P-1/Aa2 Moody's	TD	2,000,000	4.10%	11-Sep-18
19-Jun-17	Bendigo and Adelaide Bank	A2/BBB+	TD	2,000,000	2.75%	19-Dec-18
22-Feb-17	Westpac Bank	A1+/AA-	TD	2,000,000	2.80%	22-Feb-19
09-Jun-17	Rural Bank Limited	A2/BBB+	TD	4,000,000	2.75%	07-Jun-19
16-Sep-15	Bank of Queensland	A2/BBB+	TD	1,000,000	3.20%	17-Sep-19
21-Mar-17	Bank of Queensland	A2/BBB+	TD	1,000,000	3.15%	20-Mar-20
23-Mar-16	ING Bank	A1/A	TD	1,000,000	3.66%	22-Mar-21
23-Jun-16	Commonwealth Bank	A1+/AA-	TD	4,000,000	3.47%	23-Jun-21
26-Jun-17	Bank of Queensland	A2/BBB+	TD	4,000,000	3.30%	25-Jun-21
25-May-17	Bankwest	AA	TD	2,500,000	2.50%	06-Sep-17
26-May-17	ME Bank	BBB	TD	2,500,000	2.52%	23-Aug-17
21-Jun-17	ME Bank	BBB	TD	1,984,000	2.55%	19-Sep-17
n/a	Westpac Maxi-Account	A1+/AA-	At-Call	34	0.70%	n/a
23-Jun-16	Bankwest	A1+/AA	At-Call	3,593,624	2.00%	n/a
26-Jun-17	Bendigo and Adelaide Bank	A2/BBB+	TD	4,000,000	2.72%	26-Jun-18
28-Jun-17	Bank QLD	A2/BBB+	TD	9,500,000	2.50%	27-Sep-17
	<b>TOTAL</b>			<b>73,136,086</b>		





#### 4. Civic Leadership

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

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

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## 16.5 COUNCIL MEETING WEBCASTING IMPLEMENTATION REPORT

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Manager Information & Communications Technology
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.4.1.3 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:	OP7.32 Increased public awareness of our service delivery through community education and consultation.
Attachments:	Nil
Cost Centre	N/A
Project	Webcasting Council Meetings
Further Operational Plan Actions:	N/A

### EXECUTIVE SUMMARY

With Council's investment in implementing webcasting capability within the Cooma head office to communicate information and the decision making processes to a wide geographical audience, there is now an opportunity to maximise return on investment and fulfil capabilities around digital democracy by centralising councils meeting location and utilising the webcast system to its full potential.

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

#### OFFICER'S RECOMMENDATION

That all Council meetings be conducted in the Cooma head office chambers to take advantage of the investment made in the webcasting service.

### BACKGROUND

Installation of Council's webcasting solution was completed on 8 August 2017 in the Chambers of Council's Cooma head office marking a completion of Council Resolution 126/17. The system consists of three HD Pan/Tilt/Zoom cameras, a wired sixteen microphone audio system and web streaming software and equipment.

Presentation and access to the meeting webcast is via a dedicated page on Council's existing website with delivery of the webcast available in two different quality streams:

- a Low Definition stream for slower or limited internet connections
  - a High Definition stream for faster higher capacity internet connections.
-

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The viewing audience enjoys increased access to information and the Council decision making process, allowing the community to gain a better understanding about the services and processes of Council.

### **2. Environmental**

None anticipated.

### **3. Economic**

Centralising the meetings in Cooma enables Council to maximise return on investment by utilising the capabilities of the webcast system to its full potential.

### **4. Civic Leadership**

Webcasting of Council meetings demonstrates a commitment by Council to engage with its residents to provide greater access to the decision making process. It also provides a broader means of communication allowing greater access to information.

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## 16.6 ADOPTION OF COUNCILLOR TRAINING POLICY

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Manager Corporate/Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.9 Ensure Councillors are provided with opportunities to contribute to their professional development.
Attachments:	1. Draft Councillor Training Policy <a href="#">↓</a>
Cost Centre	Governance
Project	Councillor Induction Program
Further Operational Plan Actions:	N/A

### EXECUTIVE SUMMARY

The local government election will be held on 9 September 2017. To ensure a seamless transition from Administration to an amalgamated Council a number of activities are required to be undertaken. One of these is the adoption of a Councillor Training Policy.

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

#### OFFICER'S RECOMMENDATION

That Council:-

Adopt the attached Draft Councillor Training Policy subject to confirmation by the new Council.

### BACKGROUND

One of the key activities that has been identified by Council requiring to be done prior to the Council Elections on 9 September 2017 is the adoption of a Councillor Training Policy.

It is expected that Councillors will be from a range of diverse backgrounds with different skills and competencies. Despite this, few new Councillors would have extensive knowledge of the system of local government, how a council works, what services council provides or the full range of their roles and responsibilities.

This policy has been created to assist Councillors to acquire and maintain the skills they will require to carry out their role as a councillor and to ensure that they have access to training and development to enhance and maintain those skills.

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This Policy identifies suggested topics for training as well as identifying imperative, desirable and developmental training.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The implementation of this policy will assist Councillors in carrying out the role expected of them by their community. It will assist with the education of their roles and responsibilities on a number of topics and help them to make informed and knowledgeable decisions within the local government framework.

### **2. Environmental**

There are no environmental impacts identified with the adoption of this policy.

### **3. Economic**

There are no costs associated with the adoption of this policy.

### **4. Civic Leadership**

This execution of this policy will assist Councillors with the responsibility prescribed in Section 232 of the Local Government Act 1993, *“to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillor”*.

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# Policy



<b>Title of Policy</b>	<b>SMRC – Councillor Training</b>		
<b>Responsible Department</b>	Governance	<b>Document Register ID</b>	250.[document year].[document number].[document part]
<b>Policy Owner</b>	Group Manager Governance	<b>Review Date</b>	Date [document date1]
<b>Date of Council Meeting</b>	Date Approved [checklist 25002 10 DD LAST VALUE]	<b>Resolution Number</b>	Number [checklist 25002 11 DD LAST VALUE]
<b>Legislation, Australian Standards, Code of Practice</b>	Local Government Act 1993 (NSW) - Section 232 Local Government (General) Regulation 2005 Office of Local Government Circulars 07/22 and 09-36 Office of Local Government Councillor Development Strategy		
<b>Aim</b>	To assist Councillors to acquire and maintain the skills necessary to perform the role of councillor.		

## 1 Objective

This policy has been established to help Councillors with the responsibility prescribed in Section 232 of the *Local Government Act 1993*, “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillor”.

It has also been established to help Council ensure that councillors have access to training and educational opportunities to enable them to clearly understand their role and responsibilities and to develop and maintain the skills and knowledge to perform their job well and in the best interests of the community they represent.

## 2 Background

The knowledge, skills and experiences that Councillors bring when they are elected are enhanced during an induction program generally and will need to be supplemented with further knowledge and skills development relevant to the specific role and responsibilities of Councillors.

It is important that Councillors possess or have the opportunity to quickly attain a clear understanding of the system of Local Government, how their Council works and the full range of their roles and responsibilities.

It is equally important that all Councillors have continuing opportunities to undertake appropriate skills development and training in areas needed to assist them to carry out their role effectively and responsibly.

A well-planned, structured and continuing training and professional development program enables Councillors to continue to develop relevant skills and knowledge over time. This is important given the varying responsibilities of the role, the dynamic nature of the legislative and policy framework within which local government operates, the many competing priorities and high community expectations.

Benefits of a councillor induction program include:

- enables councillors to quickly become familiar with how the council works, the 'rules' under which a council operates and the complexities of the role
- provides an opportunity to set a positive tone
- establishes clear roles and responsibilities
- builds positive working relationships from the outset.

Benefits of a professional development program include:

- Opportunity to provide needs-based training and professional development to Councillors to assist them to function well in their role and to make informed and effective decisions.
- Opportunity for Councillors to learn new skills, knowledge and gain experience, and
- Opportunity to provide structured updates on changes to key legislation and policies as well as briefings to Councillors on key issues.

### 3 Definitions

In this Policy, the following definitions apply:

<b>LGA</b>	Local Government Act 1993 (NSW)
<b>Policy</b>	Councillor Training and Development Policy
<b>OLG</b>	Office of Local Government
<b>Training</b>	Educational and/or Development and/or Training Opportunities

### 4 Application of Policy

This Policy applies to Councillors.

This Policy has been prepared with reference to:

- Councillor Expenses and Facilities Policy
- Local Government NSW Training and Development Plan
- Office of Local Government Circulars 07/22 and 09-36 and Guidelines for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors, and
- Office of Local Government Councillor Development Strategy.

As a minimum, this Policy should be read in conjunction with Council's Councillor Expenses and Facilities Policy.

### 5 Policy

The training made available to Councillors will assist them in carrying out their local government duties. Training will be offered on a continual basis throughout the Councillor's term.

The development and delivery of a continuing professional development program for Councillors has a number of phases including:

- Induction of Councillors
  - Commitment to continuing professional development for Councillors,
  - Training and development needs analysis,
  - Development of a training and development plan (including budget allocation)
-

- Delivery, and
- Evaluation

## 5.1 Induction of Councillors

Preliminary induction training by councils should take place as soon as possible after the polls are declared following a new election and prior to the first council meeting. This should aim to provide Councillors with the basic information they need to function in their role, including in meetings.

Candidates for elections will be made aware of the proposed timetable for the induction program. Candidates may then make tentative arrangements to enable them to attend the induction program if they are elected.

The rest of the induction program should then be delivered within approximately two months of the polls being declared.

Suggested topics for an induction manual include:

- Basic information about the Council
- Profiles (demographic, economic etc) of the local government area
- Information about council meetings
- Key planning and policy documents and information
- Key legislation
- Information about support for councillors
- Other useful resources, such as Bluett's Local Government Handbook NSW, and/or details about where they may be accessed.

Appendix A provides a checklist of the content that could be included in an induction manual or on-line resource. It is suggested that on-line resources include hyperlinks to electronic versions of any plans, policies etc referred to in the councillor induction manual.

## 5.2 Commitment to Continuing Professional Development for Councillors

Council will establish, maintain and promote their commitment to Councillor training and development.

Councillor training and development should be seen as an investment to enhance the effectiveness of the Council's performance in achieving its goals (as for workforce development).

Training offered to Councillors will be classified as:

- Imperative,
- Desirable, and
- Developmental.

## 5.3 Imperative Training

Training offered to Councillors is considered imperative when:

- It is vital to the role of Councillor,
  - Should be attended by all Councillors, and
-

- Specific to the legislative and governance roles and functions such as:
  - Roles and responsibilities of Councillors,
  - Relationship between Councillors, General Manager and staff,
  - Meeting Procedures,
  - Conflict of Interest and Code of Conduct policies as adopted by Council, and
  - Good governance.

Councillors should attend the matters listed as “Imperative Training” at least once every term.

## 5.4 Desirable Training

Training offered to Councillors is considered “desirable” when:

- It is important to the role of Councillor, and
- It is in the best interest of the Councillor to attend.

Training may arise from time to time when it relates to the maintenance of good governance. It may include, but not limited to community issues which address environmental, social and economic issues and challenges:

- Financial Skills
- Planning Legislation
- Strategic Management
- Community Leadership
- Media Skills
- Handling Difficult People for Councillors, and
- Performance Management of Senior Staff.

Councillors should attend the matters listed as “Desirable Training” at least once every term.

## 5.5 Skills and Knowledge Self-Assessment Tool

The following list of key skills and knowledge areas will assist Councillors to become more effective. This list will identify some possible training and developmental areas for Councillors.

### Important skills:

- Leadership skills,
- Relationship management,
- Communication skills including negotiating, conflict resolution, advocacy and lobbying,
- Presentation skills,
- Problem solving and analytical skills,
- Teamwork skills, and
- Organisational skills.

### Knowledge of:

- Federal, State and Local Government relationships,
-

- 
- How Local Government Councils operate,
  - Role of a Councillor,
  - Councillor, General Manager and staff relationships,
  - Code of Conduct and Conflict of Interests,
  - Key aspects of the Local Government Act 1993,
  - Environmental planning and assessment processes,
  - Whole of community representation
  - Social justice principles,
  - Meeting regulations and procedures,
  - Strategic management planning and reporting,
  - Financial management requirements in the Local Government Act and Local Government
  - (General) Regulation and reporting processes,
  - Asset management, and
  - Knowledge of the demographic profile of the Council area and the social, environmental and economic issues facing the community.

## **5.6 Developmental Training**

Training offered to Councillors is considered “developmental” when it is aimed at further developing the skills or professional expertise of the Councillor.

Councillors are encouraged to accept training classified as “developmental”. Such training may include, but is not limited to:

- attendance at LGNSW workshops whether public, in house, regional programs or induction seminars,
- seminars and informal sessions conducted by Council with appropriate guest speakers and trainers,
- purchase of training booklets and discussion papers that could be distributed to Councillors for information, on-line training delivery, and
- mentoring.

Council considers that the following topics are considered important for Councillors’ continuing development.

- Conflict of Interest and Model Code of Conduct,
  - Financial Skills,
  - Good Governance,
  - Planning Legislation Skills and Knowledge,
  - Effective Meeting Skills,
  - Strategic Management,
  - The Effective Chair in Local Government,
  - Councillors as Change Initiators,
-

- Understanding Sustainability for Councillors,
- Media Skills,
- Advanced Media Skills,
- Dynamic Presentation Skills,
- Performance Management of Senior Staff,
- Connecting with the Community,
- Lobbying for Success,
- Community Leadership,
- Preventing Bullying and Harassment Training for Councillors
- Handling Difficult people for Councillors, and
- Speed Reading Skills for Councillors.

## 5.7 Minimum Training Requirements

The minimum requirements for Councillor training are:

- Internal Councillor Induction Sessions, and
- Councillor Information Seminars as delivered by OLG, LGNSW or other appropriate training providers.

## 5.8 Budget

Each year, the Council will allocate a budget to support the Councillor training and development activities to be undertaken in the following year. Progress against expenditure of the budget allocation should be reported on a quarterly basis.

Council will need to determine the size of the budget allocation, which may change annually, depending on training needs. For example, when a new Council is elected, there will be a need to budget for an induction program.

## 5.9 Approval of Training Payment of Expenses

Approval for training and reimbursement for expenses relating to a Councillor's attendance at training will be determined in accordance with Council's "Councillor Expenses and Facilities Policy".

Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW – October 2009, written by the Division (now Office) of Local Government and the Department of Premier and Cabinet states:-

*2.3.2 Training and development Councils should provide for training and development in their policies and make separate provision in their budgets for the payment of training and development expenses for councillors. This is in accordance with NSW Government policy, which aims to ensure that councillors have adequate training and skills development to ensure they carry out their functions effectively. The Division of Local Government is currently implementing a Councillor Development Strategy to ensure that councillors have access to the training and resources needed to understand and undertake their role effectively and to facilitate continuing professional development opportunities. Councils are also being encouraged to develop, fund and implement a councillor training and development program based on a systematic skills analysis and assessment of professional development needs of their councillors. The nature of this program will vary from council*

*to council depending on resources and need. Guidance on the preparation of professional development programs for councillors may be found in the Division's Councillor Induction and Professional Development Guide on our website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)*

*Councillor expenses and facilities policies should support and encourage an active learning process and skills development in addition to providing for attendance at seminars and conferences related to council functions. It is essential where council is paying these expenses that the training or educational course is directly related to the councillor's civic functions and responsibilities.*

## **5.10 Notification to Councillors**

- Every effort will be made by the Mayor and/or General Manager to provide Councillors with as much notice as possible of upcoming training.
- Councillors are encouraged to visit the "learning solutions" section of the LGNSW web site [www.lgnsw.org.au](http://www.lgnsw.org.au) to identify upcoming training programs, and
- Councillors may also notify the Mayor or General Manager of any training that they may wish to attend.

## **5.11 Recording and Reporting**

The data to be maintained will include:

- Courses, workshops or information sessions formally made available to Councillors,
- Classification of training made available under this policy; and
- Councillors who have undertaken the training.

Data that is required by legislation will be published in the Annual Report.

Reports relating to training for Councillors will be made available at any other times, by the request to Council, Mayor or General Manager.

A training database will be used to identify gaps in the Council training requirements and will be used to determine the delivery of formal training.

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## Appendix A

### Councillor Induction Manual – Content Checklist

Induction Manual	
Topic Area	Suggested Content
Basic information about the council	✓ Composition and structure
	✓ Organisational chart
	✓ Key function and service areas, senior staff and contacts
	✓ Information and/or chart showing the relationships between councillors and council staff and decision making process
	✓ Council facilities and LGA map
Profile of the local government area	✓ Population statistics, land use, business use and major features
Information about council meetings	✓ Agenda and minutes of recent meetings
	✓ Meeting times and frequency, venues, deadlines and delivery of minutes
	✓ Council committees and their composition
Key planning and policy documents and information	✓ Current Community Strategic Plan, Delivery Program, Operational Plan and Resourcing Strategy
	✓ Most recent annual report
	✓ End of Term report of last Council
	✓ Code of conduct
	✓ Meetings code of practice
	✓ Policy on the provision of councillor expenses and facilities
	✓ Delegations
	✓ Policy on access to information
	✓ Other relevant plans, policies and procedures
	✓ Policy register/list of policies
Key legislation	✓ Advise where a copy of key legislation or relevant excerpts from legislation such as the Local Government Act 1993 and the Local Government (General) Regulation 2005 is available
	✓ List of key legislation under which councils have governance responsibilities (for example, the EP&A Act and the POEO Act) as well as personal responsibilities under legislation (for example, the WH&S Act and the State Records Act)
	✓ How to access up-to-date versions of the legislation on line ( <a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a> )
Information about support for councillors	✓ Councillor expenses and facilities and how to make requests and claims
	✓ Training and skills development needs assessment
	✓ Training and skills development programs
	✓ Contact details of council officer/s that councillors may contact for information
Other useful resources and/or details about where they may be accessed	✓ Induction program presentations and materials
	✓ Contact details for key organisations such as the Office of Local Government and Local Government NSW.
	✓ A copy of useful publications such as the Office and Association's joint publication, Councillor Guide, OLG Circulars and how councillors may subscribe to mailing list, and Bluett's Local Government Handbook NSW

## Appendix B

## **Skills and Knowledge Self-Assessment – Checklist for Councillors**

The following is a list of the key skills and knowledge areas of effective councillors. This list will identify some possible training and developmental areas for you as a councillor and will assist council to prioritise the training and development opportunities provided to councillors.

If you consider that you possess the characteristic to a satisfactory level, place a tick in the check-box.

### **Important skills:**

- Leadership skills
- Relationship management
- Communication skills including negotiating, conflict resolution, advocacy and lobbying
- Presentation skills
- Problem solving and analytical skills
- Teamwork skills
- Organisational skills

### **Knowledge of:**

- Federal, State and Local Government relationships
  - How local government councils operate
  - Role of a councillor
  - Councillor, General Manager and staff relationships
  - Code of Conduct and conflict of interests
  - Key aspects of the Local Government Act 1993
  - Environmental planning and assessment processes
  - Whole of community representation
  - Social justice principles
  - Meeting regulations and procedures
  - Strategic management planning and reporting
  - Financial management requirements in the Local Government Act and
  - Local Government (General) Regulation and reporting processes
  - Asset management
  - Knowledge of the demographic profile of my council area and the social, environmental and economic issues facing my community
-

## Appendix C

### Further Opportunities for Councillor Professional Development

#### 1. Local Government NSW (LGNSW)

As the peak organisation representing elected representatives in NSW, the Association provides a range of professional development and training opportunities to its members.

As a service to its members, the Association provides professional development and training specifically catering to the needs of councillors to assist them to understand their role and enhance their skills.

The public workshops are delivered in large regional centres, as well as in metropolitan areas and for Regional Organisations of Councils (ROCs).

In house workshops at the council's own premises and weekend workshops are also available.

Workshop facilitators are experts in their field and have proven experience in the local government industry. The workshops are based on good practice adult learning principles and practice with opportunities for participants to be active learners and to be able to reflect on their experiences.

The Association's Councillor Professional Development Program includes the following modules:

- Elected life – An essential Induction for NSW Local Government Councillors
  - Asset Management for Councillors
  - Climate Change Training for Councillors
  - Conflict of Interest & the Model Code of Conduct
  - Community Leadership
  - Councillors as Change Initiators
  - Development Approvals – the Heritage Perspective
  - Dynamic Presentation Skills
  - Effective Chair in Local Government (half day)
  - Effective Meeting Skills
  - Engaging with the Community
  - Financial Issues in Local Government
  - Good Governance
  - Handling Difficult People for Councillors
  - Long Term Strategic and Financial Planning
  - Managing Time and Stress
  - Media Skills (basic and advanced programs available)
  - Mediation Skills for Councillors
  - Performance Management of Senior Staff
  - Pitching for Success
  - Planning Legislation Skills and Knowledge
  - Preventing Bullying and Harassment for Councillors
-

- Speed Reading Skills for Councillors
- Strategic Management
- Understanding Sustainability for Councillors

The Association's learning arm, Learning Solutions, also offer executive coaching for councillors as well as in-house training tailored to an individual council's needs.

A comprehensive calendar of workshops in Sydney and in regional areas and details about the content of these programs are available on the Association's website at [www.lgnsw.org.au](http://www.lgnsw.org.au)

### **2. Australian Centre of Excellence for Local Government (ACELG) (now hosted by University of Technology: Centre for Local Government (UTS:CTS)**

The Centre is funded by the Australian Government. Its mandate is to enhance professionalism and skills in local government, showcase innovation and best practice, and facilitate a better-informed policy debate. The Centre aims to build on existing programs and networks and offers the Excellence in Local Government Leadership Program nationally.

Further information can be obtained from the University of Technology's website [www.uts.edu.au](http://www.uts.edu.au)

### **3. Local Government Training Institute**

This division of Hunter Councils Inc offers a range of local government specific short courses for councillors as well as council staff and members of the public.

Further information can be obtained from [www.lgti.com.au](http://www.lgti.com.au)

### **4. Australian Institute of Company Directors**

This national organisation for directors' mission is to make a difference in the quality of governance and directorship and offers Governance Essentials for Local Government, a local government sector-specific version of the Foundations of Directorship program.

Further information can be obtained from [www.companydirectors.com.au](http://www.companydirectors.com.au)

### **Variation**

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

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## 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 Procurement Collaboration & Supplier Management Tool**

Item 22.1 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.