



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting**  
**14 December 2017**

## **CONFLICTS OF INTEREST**

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

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

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

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

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

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

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

## **COUNCIL CODE OF CONDUCT**

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

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

## **COUNCIL CODE OF MEETING PRACTICE**

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

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

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Walgalu, Southern Ngunnawal and Bidhawal 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.

### ***Webcasting***

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

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

**ON THURSDAY 14 DECEMBER 2017  
COMMENCING AT 5.00PM**

**BUSINESS PAPER**

- 1. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**
- 2. CITIZENSHIP CEREMONY**
- 3. PRESENTATIONS**
- 4. PUBLIC FORUM**
  - 4.1 Steven Samules - Opening Lake Wallace to Recerational Fishing
  - 4.2 Margaret Mackinnon – Development at Russes Creek, East Jindabyne (DA0014/2016)
  - 4.3 Acacia Rose – Lot 17 DP236151, Old Cooma Road
  - 4.4 Peter Cocker – Lot 17 DP236151
  - 4.5 Jenette Nassar – Norris Park Toilets
- 5. DISCLOSURE OF INTEREST**

(Declarations also to be made prior to discussions on each item)
- 6. MATTERS DEALT WITH BY EXCEPTION**
- 7. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING**
  - 7.1 Ordinary Council Meeting held on 16 November 2017
  - 7.2 Closed Session of the Ordinary Council Meeting held on 16 November 2017
- 8. DELEGATE'S REPORT (IF ANY)**
  - 8.1 Minutes of the Country Mayors Meeting Held 3 November 2017 4
- 9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**
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**17. REPORTS BY GENERAL MANAGER**

Nil

**18. NOTICE OF MOTION**

**18.1** NRMA's State Wide Electric Vehical Fast-Charging Network ..... **284**

**19. MOTIONS OF URGENCY**

**20. QUESTIONS WITH NOTICE**

**21. QUESTIONS TAKEN ON NOTICE**

**22. CONFIDENTIAL MATTERS** ..... **2845**

22.1 Appointment Two External Independent members to Audit, Risk and Improvement Committee

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

22.2 AWARD THE TENDERS FOR THE PROVISION OF LOCAL LEGAL SERVICES PANEL CONTRACT

*Item 22.2 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

22.3 2018/2020 Bitumen Resealing Contract - Tender Evaluation Report

*Item 22.3 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

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## 8.1 MINUTES OF THE COUNTRY MAYORS MEETING HELD 3 NOVEMBER 2017

Record No:

|                          |   |
|--------------------------|---|
| Responsible Officer:     | General Manager   |
| Author:                  | Executive Assistant to the Mayor & Councillors  |
| Key Direction:           | 7. Providing Effective Civic Leadership and Citizen Participation   |
| Delivery Plan Strategy:  | DP7.1.3.1 Balance statutory requirements with individual choice and informed decision making  |
| Operational Plan Action: | OP7.14 Advocate with State and Federal Government for the removal of barriers to economic and community development.  |
| Attachments:             | <ol style="list-style-type: none"><li>1. Country Mayors Association Ordinary Meeting Minutes 3 November 2017 <a href="#">↓</a></li><li>2. Country Mayors Association Annual General Meeting Minutes 3 November 2017 <a href="#">↓</a></li></ol> |

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### EXECUTIVE SUMMARY

The Country Mayors Association of New South Wales met on Friday 3 November 2017 in the Jubilee Room, Parliament House, Sydney. The minutes are presented for Council's information.

### RECOMMENDATION

That Council receive and note the minutes of the Annual General Meeting and the Ordinary Meeting of the Country Mayors Association of New South Wales held on 3 November 2017.

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# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 3 NOVEMBER 2017 JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.35 a.m.

#### 1. ATTENDANCE:

Albury City Council, Mr Frank Zaknich, General Manager  
Armidale Regional Council, Cr Simon Murray, Mayor  
Armidale Regional Council, Mr Peter Dennis, CEO  
Bathurst Regional Council, Cr Graeme Hanger, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Kristy McBain, Mayor  
Bega Valley Shire Council, Ms Leanne Bames, General Manager  
Bellingen Shire Council, Cr Dominic King, Mayor  
Bland Shire Council, Cr Tony Lord, Mayor  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Ms Joanne Treacy, General Manager  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Coonamble Shire Council, Cr Michael Webb, Mayor  
Dubbo Regional Council, Cr Ben Shields, Mayor  
Dubbo Regional Council, Mr Mark Riley, General Manager  
Dungog Shire Council, Cr Tracey Norman, Mayor  
Federation Council, Cr Patrick Bourke, Mayor  
Federation Council, Mr Peter Gall, Acting General Manager  
Forbes Shire Council, Cr Graeme Miller, Mayor  
Forbes Shire Council, Mr Max Kershaw, Acting General Manager  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Steve Toms, Mayor  
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor  
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Groth, General Manager

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Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir Shire Council, Mr Max Eastcott, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Daryl Hagger, Acting General Manager  
Leeton Shire Council, Cr Paul Maytom, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Stephen Lesslie, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Moree Plains Shire Council, Ms Libby Carter, Acting General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Murrumbidgee Council, Mr Craig Moffitt, General Manager  
Narrabri Shire Council, Cr Catherine Redding, Mayor  
Narrandera Shire Council, Cr Neville Kschenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Oberon Shire Council, Cr Kathy Sajowitz, Mayor  
Oberon Shire Council, Mr Garry Wallace, General Manager  
Parkes Shire Council, Cr Ken Keith, Mayor  
Parkes Shire Council, Mr Kent Boyd, General Manager  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Administrator  
Shellharbour City Council, Cr John Murray  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Shoalhaven City Council, Mr Russell Pigg, General Manager  
Singleton Council, Cr Sue Moore, Mayor  
Snowy Monaro Regional Council, Cr John Rooney, Mayor  
Snowy Monaro Regional Council, Mr Peter Cannizzaro, Acting General Manager  
Snowy Valleys Council, Cr James Hayes, Mayor  
Tamworth Regional Council, Cr Col Murray, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Upper Lachlan Shire Council, Cr Brian McCormack, Mayor  
Upper Lachlan Shire Council, Mr John Bell, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Wagga Wagga City Council, Cr Greg Conkey, Mayor  
Wagga Wagga City Council, Mr James Bolton, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Jack O'Hara, General Manager  
Warren Shire Council, Cr Rex Wilson, Mayor  
Warren Shire Council, Mr Glen Wilcox, General Manager  
Warrumbungle Shire Council, Ms Leeanne Ryan, Acting General Manager  
Yass Valley Council, Mr David Rowe, General Manager  
LGNSW, Cr Lindsay Brown, Vice President  
Australian Stock and Property, Mr Steve Loane

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**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

- Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business
- Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight
- A Team from The Auditor Generals Office - Margaret Crawford, Auditor-General of NSW, Rod Longford, Principal Analyst Performance Audit, Caroline Karakatsanis-Director, Financial Audit
- Commissioner Mark Smethurst, NSW State Emergency Service

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 11 August 2017 be accepted as a true and accurate record (Uralla Shire Council / Gilgandra Shire Council).

**3. Matters Arising from the Minutes**

NIL

**4. Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business**

Wants to settle down the relationship between the State Government and Local Government and have a vibrant stronger sector in Local Government. A new funding formula is required which will require a change in the constitution. The State Government is investing heavily in infrastructure with \$73 billion over 4 years. Business confidence is at an all time high. Hospitals are recipients of major funding, as is safe and secure water which has been allocated over \$500 million. Councils re identifying projects under the Regional Growth Funds Social Amenities. Everybody shares not just the larger regional centres. \$50 million has been allocated to Councils affected by mining and a further \$50 million is being spent on telco blackspots. There will be an announcement shortly on Joint Organisational Structures allowing Councils voluntary membership as well as associate membership of an organization if they are a full member of another Joint Organisation Structure

**5. Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight**

The relationship between the RMS and Local Government can be improved. It needs to work more corroboratory with local government to get work done. There will be an announcement at the end of November. 65% of increase in road funds goes to regional areas The State Government is concentrating on east/west road improvements as well as the traditional major highways

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**6. A Team from The Auditor Generals Office - Margaret Crawford, Auditor-General of NSW, Rod Longford, Principal Analyst Performance Audit, Caroline Karakatsanis- Director, Financial Audit**

Margaret has been Auditor General for 18 months and has worked in all three levels of Government. Her term of appointment is 8 years from 1 October 2016 and she reports directly to the Parliament of NSW. The Audit Office undertakes financial and performance audits as well as special reviews and compliance engagements. The Auditor General does not comment on the merits of council or government policy or develop policy or guidelines for state or local government agencies. Its local government mandate is to financial audit NSW councils, perform performance audits and to report to parliament on the results of the audits. This will provide greater consistency in financial reporting and auditing, value assets, and have an increased focus on IT controls. The performance audits will examine efficiency, effectiveness, economy and compliance and will be funded by the NSW Government.

**7. Commissioner Mark Smethurst, NSW State Emergency Service**

The current emphasis is to go from the old vision to the new vision. The old vision had 17 regions, antiquated training, individual budgets, and a short sighted approach. There is now an organizational transformation, individual management model, program budget approach and a training overhaul. Currently there are 8,300 volunteers with 200 staff. The SES is working towards 20,000 volunteers to include corporate volunteers, spontaneous volunteers and community volunteers. The SES state headquarters has enhanced operational surge capacity, operational improvement (radio replacement, improved warning systems etc) with opportunities of command and control review, greater cooperation between councils, SES, RFS and less duplication, community engagement and a flood data access program.

**8. Membership**

RESOLVED That Narrandera Shire Council and Narromine Shire Council be admitted as members of the Association (Inverell Shire Council / Uralla Shire Council)

**9. CORRESPONDENCE**

Outward

- (a) Local Government NSW regarding the distribution of Local Government Procurements management fee income
  - (b) Local Government Procurement regarding the distribution of Local Government Procurements management fee income
  - (c) Shellharbour City Council advising that the Council has been admitted as a member of the Association
  - (d) The Hon Troy Grant MP, Minister for Police and Minister for Emergency Services thanking him for his presentation to the 11 August meeting
  - (e) Mr Richard Colbran, Chief Executive Officer, NSW rural Doctors Network thanking him for his presentation to the 11 August meeting
  - (f) Mr Duncan Taylor, Chief Executive Officer, Country Universities Centre thanking him for his presentation to the 11 August meeting
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- (g) The Hon Adam Marshall MP, Minister for Tourism and Major Events and Assistant Minister for Skills thanking him for his presentation to the 11 August meeting
- (h) Local Government NSW expressing disappointment that this years conference dinner is scheduled to be held on the last night of the conference
- (i) The Hon Brad Hazzard MP, Minister for Health and Minister for Medical Research expressing concern of a perceived trend towards the downgrading of services in regional hospitals

NOTED

## 10. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Moree Plains Shire Council / Lithgow City Council)

## 11. General Business

### (a) Minister for Local Government

RESOLVED That the Premier be requested to recognize Local Government through the appointment of a Minister for Local Government that only has Local Government responsibilities (Yass Valley Council / Singleton Council)

### (b) National Parks and Wildlife

RESOLVED That the Association write to the Minister for Regional New South Wales outlining the unnecessary practice of the NPWS to purchase whole properties of large productive lands that contains some ecologically important land considered for purchase and the Minister be asked to reinforce the Upper House Enquiry into the use of Productive Land and the issue of buyer security offsets of mining land (Carrathool Shire Council / Tenterfield Shire Council)

### (c) Truck Washes

RESOLVED That the Country Mayors Association of NSW requests the State Government to provide additional funding to fund Truck wash facilities around the State of NSW that will allow these much needed developments to occur in the best interest of bio-security, the environment and traffic safety (Goulburn Mulwaree Council / Yass Valley Council)

### (d) Red Gum Forestry Industry

That NSW Country Mayors Association lobby the State and Federal Governments to make the legislative and regulatory amendments as are necessary to enable the re-establishment of a sustainable red gum forestry industry in the recently proclaimed National Park forests especially in the Murray River Council and adjacent Council areas. (Murray River Council / Carrathool Shire Council)

### (e) Recycling

RESOLVED That the Association seek urgent advice from the Minister for Local Government to the suggested emerging market crisis for the recycling industry that

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China is not an option for buying recycled products and the issues for NSW  
(Singleton Council / Gilgandra Shire Council)

(f) Transport Strategy 2056

RESOLVED That the Association request the Minister for Transport and Infrastructure to extend to February 18 2018 the closing date for the Transport Strategy 2056 as there has been minimal consultation and there is a need for input from associated plans such as the Ports Plan and Tourism Plan (Yass Valley Council / Parkes Shire Council)

(g) FAG Grants

Lithgow City Council would like listed at the next meeting the reduction in the per capita component of the grant being reduced from 30% to 14%

(h) Forestry Corp Unrateable Land

A meeting of rural mayors are meeting in collaboration with LGNSW with the State Government this afternoon Oberon Shire Council will report back to the next meeting

There being no further business the meeting closed at 12.50pm

Cr Katrina Humphries

Chair – Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## AGM MINUTES

### ANNUAL GENERAL MEETING

FRIDAY, 3 NOVEMBER 2017, JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.02 a.m.

#### 1. ATTENDANCE:

Albury City Council, Mr Frank Zaknich, General Manager  
Armidale Regional Council, Cr Simon Murray, Mayor  
Armidale Regional Council, Mr Peter Dennis, CEO  
Bathurst Regional Council, Cr Graeme Hanger, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Kristy McBain, Mayor  
Bega Valley Shire Council, Ms Leanne Bames, General Manager  
Bellingen Shire Council, Cr Dominic King, Mayor  
Bland Shire Council, Cr Tony Lord, Mayor  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Carrathool Shire Council, Cr Peter Laird, Mayor  
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Federation Council, Cr Patrick Bourke, Mayor  
Federation Council, Mr Peter Gall, Acting General Manager  
Forbes Shire Council, Cr Graeme Miller, Mayor  
Forbes Shire Council, Mr Max Kershaw, Acting General Manager  
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Uralla Shire Council, Cr Michael Pearce, Mayor  
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Wagga Wagga City Council, Mr James Bolton, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Jack O'Hara, General Manager  
Warren Shire Council, Cr Rex Wilson, Mayor  
Warren Shire Council, Mr Glen Wilcox, General Manager  
Warrumbungle Shire Council, Ms Leeanne Ryan, Acting General Manager  
Yass Valley Council, Mr David Rowe, General Manager  
LGNSW, Cr Lindsay Brown, Vice President  
Australian Stock and Property, Mr Steve Loane

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**APOLOGIES:**

As read

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Annual General Meeting held on 4 November 2016 be accepted as a true and accurate record (Tenterfield Shire Council / Coonamble Shire Council).

**3. Chairman's Report**

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council / Uralla Shire Council)

**4. FINANCIAL REPORT**

RESOLVED That the financial reports for the 2016/17 year as tabled be accepted (Leeton Shire Council / Parkes Shire Council)

**5. Election of Office Bearers**

**5.1 Returning Officer**

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Temora Shire Council / Singleton Council)

The Chairperson Cr Katrina Humphries Vacated the chair

**5.2 Chairman**

The Returning Officer advised that he had received only one nominations in writing. Cr Katrina Humphries, Mayor, Moree Plains Shire Council, was nominated by Narrabri Shire Council and Lithgow CityCouncil. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Katrina Humphries elected Chairperson for the 2018/19 year

**5.5 Vice Chairman**

The Returning Officer advised that he had received one nomination in writing. Cr Michael Pearce, Mayor, Uralla Shire Council was nominated by Moree Plains Shire Council and Narrabri Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Michael Pearce elected Vice Chairman for the 2018/19 year.

**5.4 Executive**

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Nominations for the six positions on the Executive were called for. Nominations were received for Cr Kirsty McBain, Bega Valley Shire Council, Cr John Seymour, Coolamon Shire Council, Cr Jamie Chaffey, Gunnedah Shire Council, Cr Liz Campbell, Kempsey Shire Council, Cr Catherine Redding, Narrabri Shire Council, Cr Kathy Sajowitz, Oberon Council and Cr Peter Petty, Tenterfield Shire Council. As there were more nominations than positions an election was required

RESOLVED That the election be by Ordinary Ballot (Temora Shire Council / Inverell Shire Council)

As a result of the ballot the following delegates were elected to the executive for the 2018/19 year

- Cr Kirsty McBain, Bega Valley Shire Council
- Cr Jamie Chaffey, Gunnedah Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Kathy Sajowitz, Oberon Council
- Cr Peter Petty, Tenterfield Shire Council.

The Chairperson Cr Katrina Humphries resumed the chairpersonship

## **6. Secretary/Public Officer**

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Oberon Council / Uralla Shire Council)

## **7. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2017/18 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Upper Lachlan Shire Council / Gunnedah Shire Council)

## **8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Gilgandra Shire Council / Narrabri Shire Council)

## **9. Meeting dates for 2018**

RESOLVED that the meeting dates for 2018 be 2 March, 1 June, 3 August and 2 November ( Parkes Shire Council / Temora Shire Council)

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There being no further business the meeting closed at 9.35 am.

Cr Katrina Humphries  
Chair – Country Mayor's Association of NSW

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## 9.1 ADOPTION OF SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 22 NOVEMBER 2017 MEETING

Record No:

Responsible Officer: Director Operations & Infrastructure  
Author: Development Engineer  
Attachments: 1. LTC Minutes of 22 Nov 2017\_22112017\_MIN\_975 [↓](#)

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### EXECUTIVE SUMMARY

The Local Traffic Committee met on 22 November 2017 in Jindabyne. The Committee's recommendations are presented for Council's consideration and adoption.

#### OFFICER'S RECOMMENDATION

That Council:

- A. Receives and notes the minutes of the Snowy Monaro Local Traffic Committee meeting held on 22<sup>nd</sup> November 2017; and
- B. Adopts the Snowy Monaro Local Traffic Committee recommendations LTC 30/17, 31/17, 32/17, 33/17, 34/17, 35/17 and 36/17 of 22<sup>nd</sup> November 2017

### RECOMMENDATIONS OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE – 22 NOVEMBER 2017 MEETING

#### 4.1 LOCAL TRAFFIC COMMITTEE MEETING 12 OCTOBER 2017

That the minutes of the Local Traffic Committee Meeting held on 12 October 2017 are confirmed as a true and accurate record of proceedings.

#### 5.1 CORRECTION IN ADAMINABY EASTER FAIR APPLICATION

That Council provides conditional approval of the road closures and the duck race at the Annual Adaminaby Easter Fair on Saturday 31st March 2018, subject to the following conditions:

1. That the following streets be closed to vehicular traffic on Saturday 31st March 2018 between the hours of 8am and 5pm:
    - (a) Intersection of York Street and Denison Street (located at the northern end of the town centre),
    - (b) Entrance to Denison Street off the Snowy Mountains Highway, Adaminaby,
    - (c) Baker Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.
    - (d) Druitt Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.
  2. That only four (4) officials from the Adaminaby Easter Fair Committee will be at the exit point to observe the winning duck exiting the drain. Spectators will be excluded from entering this point. A "para webbing" barrier must be erected to prevent pedestrian access to the finishing point.
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9.1 ADOPTION OF SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 22 NOVEMBER 2017 MEETING

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3. That a copy of the updated Certificate of Currency for the event with a minimum of \$20 Million public liability insurance listing Snowy Monaro Regional Council as an interested party be provided.
4. That copies of road closure advertisement medium be provided.

**7.1 REQUEST FROM COOMA COACHES TO CONSIDER THE EXTENSION OF A SCHOOL BUS ROUTE FROM 1804 TO 2118 JERANGLE ROAD.**

That Council approve the request to extend the school bus route from 1804 to 2118 Jerangle Road.

**7.2 REQUEST TO APPROVE THE TEMPORARY ROAD CLOSURE IN BOMBALA STREET, DELEGATE ON 31ST DECEMBER 2017 TO HOLD NEW YEARS EVE CELEBRATIONS**

That Council provides its approval to temporarily close Bombala Street between Church Street and Victoria Parade, Delegate from 6pm on 31 December 2017 to 2:00am on 1 January 2018; subject to providing Council with a current Traffic Control Plan (TCP) from an accredited person.

**7.3 PARKING ARRANGEMENT FOR JINDABYNE BREAST SCREEN VAN VISIT 5 TO 16 FEBRUARY 2018**

That Council:

- A. Approves the parking arrangement of the Breast Screening Clinic Mobile Van from 5 to 16 February 2018; and
- B. Covers any regulatory signs, contrary to this, from 5 to 16 February 2018.

**7.4 2018 ANZAC DAY PARADE AND ROAD CLOSURES FOR BERRIDALE AND JINDABYNE**

That Council approves the 25 April 2018 ANZAC Day temporary road closures:

- A. For Berridale in Kosciuszko Road between 11:00am and 12:00pm for southbound traffic between Park Street and Myack Street and detour all traffic along Park Street and Myack Street and for northbound traffic between Highdale Street and Mackay Street and detour all traffic along Highdale Street, Gungarlin Street and Mackay Street; and
- B. For Jindabyne in Kosciuszko Road between 9:30am and 9:40am at the Banjo Patterson Park and detour all traffic along Thredbo Terrace.

**7.5 PROPOSAL TO HOLD A TRIATHLON "AUSTRALIAN ALPINE ASCENT CHALLENGE" ON 10 MARCH 2018.**

That Council approve the Traffic Management Plan (TMP) for the Australian Alpine Ascent on 10th March 2018 subject to;

- A. Providing a copy of the NSW NPWS letter of consent;
  - B. Providing a copy of the Road Occupancy Licence (ROL) from the RMS;
  - C. Providing a suitable risk assessment which addresses athletes being on or near the road for the bike and run leg, and what mitigation to risk is proposed.
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**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Local Traffic Committee Meeting**

**22 November 2017**

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**LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN SISTER PASSMORE ROOM, SNOWY RIVER HEALTH CENTRE, THREDBO TERRACE,  
JINDABYNE NSW 2627**

**ON WEDNESDAY 22 NOVEMBER 2017**

**MINUTES**

Notes:

|            |   |           |
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| <b>1.</b>  | <b>OPENING OF THE MEETING.....</b>  | <b>2</b>  |
| <b>2.</b>  | <b>APOLOGIES.....</b>   | <b>2</b>  |
| <b>3.</b>  | <b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....</b>  | <b>2</b>  |
| <b>4.</b>  | <b>ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>  | <b>2</b>  |
| 4.1        | Local Traffic Committee Meeting 12 October 2017.....  | 2         |
| <b>5.</b>  | <b>BUSINESS ARISING.....</b>  | <b>2</b>  |
| 5.1        | Correction in Adaminaby Easter Fair Application .....   | 2         |
| <b>6.</b>  | <b>ACTION SHEET .....</b>   | <b>3</b>  |
| <b>7.</b>  | <b>CORRESPONDENCE.....</b>  | <b>8</b>  |
| 7.1        | Request from Cooma Coaches to consider the extension of a School Bus route<br>from 1804 to 2118 Jerangle Road. ....                         | 8         |
| 7.2        | Request to approve the temporary road closure in Bombala Street, Delegate<br>on 31st December 2017 to hold New Years Eve celebrations ..... | 9         |
| 7.3        | Parking arrangement for Jindabyne Breast Screen Van Visit 5 to 16 February<br>2018.....   | 10        |
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| 7.5        | Proposal to hold a triathlon "Australian Alpine Ascent Challenge" on 10 March<br>2018.....  | 12        |
| <b>8.</b>  | <b>GENERAL BUSINESS .....</b>   | <b>13</b> |
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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN SISTER PASSMORE ROOM, SNOWY RIVER HEALTH CENTRE, THREDBO TERRACE,  
JINDABYNE NSW 2627**

**ON WEDNESDAY, 22 NOVEMBER 2017  
COMMENCING AT 9:30AM**

**PRESENT:** Mr Volker Georgi Chair, SMRC Development Engineer  
Councillor Lynley Miners Council Representative  
Snr Const Sam Morabito NSW Police Force Representative (Queanbeyan)  
Mrs Judie Winter Local MP Representative  
Mr Jesse Fogg Roads & Maritime Services (RMS) Representative  
Anthony Evans Manager NPWS – *left at 10.58am*  
Erin Donnelly Secretary Council and Committees

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9:52AM

**2. APOLOGIES**

Nil

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

Nil

**4. ADOPTION OF MINUTES OF PREVIOUS MEETING**

**4.1 LOCAL TRAFFIC COMMITTEE MEETING 12 OCTOBER 2017**

**COMMITTEE RECOMMENDATION**

**LTC30/17**

THAT the minutes of the Local Traffic Committee Meeting held on 12 October 2017 are confirmed as a true and accurate record of proceedings.

**Moved Snr Const Morabito**

**Seconded Mr Fogg**

**CARRIED**

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Representative of the NSW Police

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Representative of the NSW RMS

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Representative of the State MP

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Representative of the Council

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## 5. BUSINESS ARISING

### 5.1 CORRECTION IN ADAMINABY EASTER FAIR APPLICATION

The Chair alerted the committee to Adaminaby Easter Fair Application for Temporary Road Closures from the October LTC meeting. The date on the application is incorrect and should read Saturday 31<sup>st</sup> March 2018. An amended recommendation is provided below and once resolved by Council, the event organiser will be informed.

#### COMMITTEE RECOMMENDATION

LTC31/17

That Council provides conditional approval of the road closures and the duck race at the Annual Adaminaby Easter Fair on Saturday 31st March 2018, subject to the following conditions:

1. That the following streets be closed to vehicular traffic on Saturday 31st March 2018 between the hours of 8am and 5pm:
  - (a) Intersection of York Street and Denison Street (located at the northern end of the town centre),
  - (b) Entrance to Denison Street off the Snowy Mountains Highway, Adaminaby,
  - (c) Baker Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.
  - (d) Druitt Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.
2. That only four (4) officials from the Adaminaby Easter Fair Committee will be at the exit point to observe the winning duck exiting the drain. Spectators will be excluded from entering this point. A "para webbing" barrier must be erected to prevent pedestrian access to the finishing point.
3. That a copy of the updated Certificate of Currency for the event with a minimum of \$20 Million public liability insurance listing Snowy Monaro Regional Council as an interested party be provided.
4. That copies of road closure advertisement medium be provided.

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Representative of the NSW Police

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Representative of the NSW RMS

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Representative of the State MP

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Representative of the Council

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## 6. ACTION SHEET

| Item | Reference  | Date     | Action  | Comments  | Target Completion Date | Responsibility |
|------|------------|----------|---|---|------------------------|----------------|
| 1    | LTC06/2016 | 14/04/16 | <p><b>Proposal to install 2 Mobility Impaired Parking bays in Bay Street, Jindabyne, near the shared pathway along the lake foreshore.</b></p> <p>A. That council approves two mobility impaired parking bays, at the North West end of Bay Street, Jindabyne, near the drink refill station, as per Australian Standards (where possible) including signage and pavement marking and in accordance with drawing number SK1 attached to the Business Paper.</p> <p>B. That a kerb crossing and 1.8m wide concrete footpath be constructed from the mobility impaired parking bays to the existing shared pathway.</p> | <p>Pavement marking to be completed</p> <p>Kerb crossing and footpath to be completed</p> <p>1 sign to be installed</p> | Jun 2016               | SMRC           |
| 2    | LTC3/16    | 9/06/16  | <p><b>Proposal to install a Give Way Sign in Reedy's Cutting Road at the Barry Way "T" Intersection</b></p> <p>That Council approves the installation of a Give Way sign in Reedy's Cutting Road at the Barry Way "T" intersection in Jindabyne (on the left side verge before entering Barry Way) and associated line marking.</p>   | Completed   | Oct 2016               | SMRC           |
| 3    | LTC19/17   | 12/10/17 | <p><b>Adoption of Minutes of Previous Meeting - Local Traffic Committee Meeting 26 July 2017</b></p> <p>THAT the minutes of the Local Traffic Committee Meeting held on 26 July 2017 are confirmed as a true and accurate record of proceedings</p>   | No Action Required  | Nov 2017               | SMRC           |
| 4    | LTC20/17   | 12/10/17 | <p><b>Request for Council approval of the temporary road closures of Maybe and Forbes Streets, Bombala on 11th November 2017 to</b></p>   | Letter sent   | Nov 2017               | SMRC           |

| Item | Reference | Date     | Action   | Comments    | Target Completion Date | Responsibility |
|------|-----------|----------|--|-------------|------------------------|----------------|
|      |           |          | <p><b>hold the Bombala Remembrance Day Commemoration 2017</b></p> <p>That Council approves the temporary road closures Maybe Street, Bombala between Caveat and Burton Streets and Forbes Street, Bombala between Wellington and Therry Streets on 11th November 2017 from 10am until 12pm.</p>  |             |                        |                |
| 5    | LTC21/17  | 12/10/17 | <p><b>Request for Council approval of the temporary road closure of Forbes Street, Bombala on 17th and 18th November 2017 to hold the Bombala Bike Show 2017</b></p> <p>That Council approves the temporary road closure of Forbes Street, Bombala between Wellington and Mercy Streets Friday 17th November 2017 from 12pm until 6pm and on Saturday 18th November 2017 from 8am until 6pm subject to an updated TCP signed by a person authorised by the RMS.</p>  | Letter sent | Nov 2017               | SMRC           |
| 6    | LTC22/17  | 12/10/17 | <p><b>Adaminaby Easter Fair Application for temporary road closures on 1 April 2018</b></p> <p>That Council provides conditional approval of the road closures and the duck race at the Annual Adaminaby Easter Fair on Saturday 1st April 2018, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. That the following streets be closed to vehicular traffic on Saturday 1st April 2018 between the hours of 8am and 5pm:                     <ol style="list-style-type: none"> <li>(a) Intersection of York Street and Denison Street (located at the northern end of the town centre),</li> <li>(b) Entrance to Denison Street off the Snowy Mountains Highway, Adaminaby,</li> <li>(c) Baker Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.</li> </ol> </li> </ol> | Letter sent | Nov 2017               | SMRC           |

| Item | Reference | Date     | Action  | Comments    | Target Completion Date | Responsibility |
|------|-----------|----------|---|-------------|------------------------|----------------|
|      |           |          | <p>(d) Druitt Street, Adaminaby, 30 metres east and west of the intersection of Denison Street.</p> <p>2. That only four (4) officials from the Adaminaby Easter Fair Committee will be at the exit point to observe the winning duck exiting the drain. Spectators will be excluded from entering this point. A “para webbing” barrier must be erected to prevent pedestrian access to the finishing point.</p> <p>3. That a copy of the updated Certificate of Currency for the event with a minimum of \$20 Million public liability insurance listing Snowy Monaro Regional Council as an interested party be provided.</p> <p>4. That copies of road closure advertisement medium be provided.</p> |             |                        |                |
| 7    | LTC23/17  | 12/10/17 | <p><b>Proposal to hold the annual "Hartley Lifecare Ability Cycle Challenge" on 24th to 27th November 2017</b></p> <p>That Council approves the Hartley Lifecare Ability Cycle Challenge event from 24th to 27th November 2017, subject to providing a Certificate of Currency for the event with a minimum of \$20 Million public liability insurance listing Snowy Monaro Regional Council as an interested party.</p>  | Letter sent | Nov 2017               | SMRC           |
| 8    | LTC24/17  | 12/10/17 | <p><b>Request to approve the temporary parking of the "Business Bus" in Bombala on 14th November 2017 and in Jindabyne on 15th November 2017</b></p> <p>A. That Council provides its approval to permit the “Business Bus” to park in Bombala on 14th November 2017 and in Jindabyne on 15th November 2017 between 8:30am and 3:30pm.</p> <p>B. That Council covers the regulatory parking signs for the parking bays on 14th and 15th November 2017 between 7:30am and 3:30pm (to ensure vehicles are not parked beforehand).</p>  | Letter sent | Nov 2017               | SMRC           |

| Item | Reference | Date     | Action   | Comments    | Target Completion Date | Responsibility |
|------|-----------|----------|--|-------------|------------------------|----------------|
| 9    | LTC25/17  | 12/10/17 | <p><b>Installation of No Parking signs at the Caltex Service Station, Maybe Street, Bombala</b></p> <p>That Council does not go ahead with the installation of “No Parking” signage at the Caltex Service Station in Maybe Street, Bombala as the Australian Road Rules does not allow this, which specifically states that “You must not stop your vehicle on footpaths or nature strips”.</p>  | Letter sent | Nov 2017               | SMRC           |
| 1    | LTC26/17  | 12/10/17 | <p><b>Consideration of the upgrading of the pedestrian refuge in Sharp Street Cooma CBD to a pedestrian crossing</b></p> <p>That Council refer the request to upgrade the pedestrian refuge to a pedestrian crossing in Sharp Street, Cooma, to the RMS for their determination.</p>   | Letter sent | Nov 2017               | SMRC           |
| 1    | LTC27/17  | 12/10/17 | <p><b>L'Etape Event Transport Management Plan for the event proposed to be held on 2 December 2017</b></p> <p>That Council</p> <p>A. Provides in principal support of the Traffic Management Plan (TMP) for local and regional roads being Eucumbene Road, Rocky Plains Road, Middlingbank Road, Myack Street, Dalgety Road, Campbell Street, Snowy River Way and Barry Way subject to providing a parking management plan; and</p> <p>B. Approves the installation of ‘No Stopping’ signs in Thredbo Terrace for the duration of the event as detailed in the Event Traffic Control Plan.</p> | Letter sent | Nov 2017               | SMRC           |
| 1    | LTC28/17  | 12/10/17 | <p><b>Temporary Road Closure of Denison Street, Adaminaby for the Snow Goose Hotel event on Saturday 25 November 2017</b></p> <p>That Council provides its approval of the road closure of Denison</p>   | Letter sent | Nov 2017               | SMRC           |

| Item | Reference | Date     | Action  | Comments    | Target Completion Date | Responsibility |
|------|-----------|----------|---|-------------|------------------------|----------------|
|      |           |          | Street, Adaminaby, from Baker Street to the Post Office, subject to providing: <ul style="list-style-type: none"> <li>A. A Traffic Control Plan (TCP) signed by an RMS authorised person,</li> <li>B. A copy of a Certificate of Currency stating a minimum \$20 million public liability listing Snowy Monaro Regional Council as an interested party,</li> <li>C. A Copy of letters sent to the Local Emergency Services (Fire Brigade, Ambulance and Police) listing the emergency access points.</li> </ul>     |             |                        |                |
| 1    | LTC29/17  | 12/10/17 | <b>Snowy Ride - Saturday 4 November 2017</b> <ul style="list-style-type: none"> <li>A. That Council provides its approval of the Snowy Ride Check Points at Adaminaby, Berridale, Bombala, Cooma, Dalgety and Jindabyne on the road reserve areas for the Snowy Ride on 4th November 2017, subject to providing copies of letters sent to the Local Emergency Services (Fire Brigade, Ambulance and Police) regarding the road closures for the event and emergency access points in Vale Street, Cooma.</li> </ul> | Letter sent | Nov 2017               | SMRC           |

## 7. CORRESPONDENCE

### 7.1 REQUEST FROM COOMA COACHES TO CONSIDER THE EXTENSION OF A SCHOOL BUS ROUTE FROM 1804 TO 2118 JERANGLE ROAD.

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | 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. Cooma Coaches Bus Route request for Jerangle Road   |
| Cost Centre                       | 1505 Assets and Engineering Services   |
| Project                           | Snowy Monaro Local Traffic Committee   |
| Further Operational Plan Actions: |  |

#### EXECUTIVE SUMMARY

A request has been received from Cooma Coaches seeking Council approval to extend the school bus route along Jerangle Road. A map of the proposed route extension will be provided to the Committee at the meeting.

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

#### COMMITTEE RECOMMENDATION

LTC32/17

That Council approve the request to extend the school bus route from 1804 to 2118 Jerangle Road.

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Representative of the NSW Police

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Representative of the NSW RMS

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Representative of the State MP

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Representative of the Council

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**7.2 REQUEST TO APPROVE THE TEMPORARY ROAD CLOSURE IN BOMBALA STREET, DELEGATE ON 31ST DECEMBER 2017 TO HOLD NEW YEARS EVE CELEBRATIONS**

Record No:

Responsible Officer: 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. Bombala St Delegate Road Closure NYE 2017  
Cost Centre 1505 Assets and Engineering services  
Project Snowy Monaro Local Traffic Committee  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A request has been received seeking Council approval for the temporary road closure of Bombala Street between Church Street and Victoria Parade, Delegate on 31<sup>st</sup> December 2017 between the hours of 6pm and 2:00am as has occurred in previous years.

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

**COMMITTEE RECOMMENDATION**

**LTC33/17**

That Council provides its approval to temporarily close Bombala Street between Church Street and Victoria Parade, Delegate from 6pm on 31 December 2017 to 2:00am on 1 January 2018; subject to providing Council with a current Traffic Control Plan (TCP) from an accredited person.

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**Representative of the NSW Police**

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**Representative of the NSW RMS**

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**Representative of the State MP**

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**Representative of the Council**

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**7.3 PARKING ARRANGEMENT FOR JINDABYNE BREAST SCREEN VAN VISIT 5 TO 16 FEBRUARY 2018**

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | 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:                      | <ol style="list-style-type: none"><li>1. Jindabyne BreastScreen Van Visit 2018</li><li>2. BreastScreeningClinicParking</li><li>3. Breast Screening Clinic Certificate of Currency - Murrumbidgee LHD - Jan 2012</li><li>4. Breast Screening Clinic Mobile unit_Drivers guide_151106_van 1540</li><li>5. Breast Screening Clinic Power Voltage Requirements_V1504</li><li>6. Breast Screening Clinic Mobile Van Electrical Connection_CI NSW 7 Dec 2015</li></ol> |
| Cost Centre                       | 1505 Assets and Engineering Services   |
| Project                           | Snowy Monaro Local Traffic Committee   |
| Further Operational Plan Actions: |  |

**EXECUTIVE SUMMARY**

Council has received a request to allow the mobile screening van to park behind the Jindabyne Memorial Hall and Toilet Block contrary to the regulatory signage as indicated on the map from 5 to 16 February 2018. Dimensions of the screening trailer and a copy of the public liability insurance has been provided and attached to this report.

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

**COMMITTEE RECOMMENDATION**

**LTC34/17**

That Council:

- A. Approves the parking arrangement of the Breast Screening Clinic Mobile Van from 5 to 16 February 2018; and
- B. Covers any regulatory signs, contrary to this, from 5 to 16 February 2018.

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**Representative of the NSW Police**

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**Representative of the NSW RMS**

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**Representative of the State MP**

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**Representative of the Council**

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**7.4 2018 ANZAC DAY PARADE AND ROAD CLOSURES FOR BERRIDALE AND JINDABYNE**

Record No:

Responsible Officer: 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. 2018 Anzac Commemoration\_Jindabyne (*Under Separate Cover*)  
2. 2018 Anzac Day 2018\_Berridale (*Under Separate Cover*)  
Cost Centre 1505 Assets and Engineering Services  
Project Snowy Monaro Local Traffic Committee  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

The Snowy River RSL Sub Branch has requested that Council consider the temporary road closures to hold the annual ANZAC Day parades on 25th April 2018 in Berridale and Jindabyne.

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

**COMMITTEE RECOMMENDATION**

**LTC35/17**

That Council approves the 25 April 2018 ANZAC Day temporary road closures:

- A. For Berridale in Kosciuszko Road between 11:00am and 12:00pm for southbound traffic between Park Street and Myack Street and detour all traffic along Park Street and Myack Street and for northbound traffic between Highdale Street and Mackay Street and detour all traffic along Highdale Street, Gungarlin Street and Mackay Street; and
- B. For Jindabyne in Kosciuszko Road between 9:30am and 9:40am at the Banjo Patterson Park and detour all traffic along Thredbo Terrace.

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**Representative of the NSW Police**

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**Representative of the NSW RMS**

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**Representative of the State MP**

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**Representative of the Council**

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**7.5 PROPOSAL TO HOLD A TRIATHLON "AUSTRALIAN ALPINE ASCENT CHALLENGE" ON 10 MARCH 2018.**

Record No:

|                          |  |
|--------------------------|--|
| Responsible Officer:     | 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: | OP2.6 Investigation into the use of appropriate Traffic Management measures as an aid to increase road safety throughout the Shire.  |
| Attachments:             | <ol style="list-style-type: none"><li>1. AAA Overall Course Map 2018 v1 (<i>Under Separate Cover</i>)</li><li>2. AAA 25km Trail (<i>Under Separate Cover</i>)</li><li>3. AAA 50km Trail (<i>Under Separate Cover</i>)</li><li>4. AAA COC - 2018 (<i>Under Separate Cover</i>)</li><li>5. AAA Contingency Plans AAA 2018 (<i>Under Separate Cover</i>)</li><li>6. AAA Emergency Services notice (<i>Under Separate Cover</i>)</li><li>7. AAA Parking and Access Plans (<i>Under Separate Cover</i>)</li><li>8. AAA Police Notice and Request (<i>Under Separate Cover</i>)</li><li>9. AAA SWMS 2018 (<i>Under Separate Cover</i>)</li><li>10. AAA TCP-2018 v1 (<i>Under Separate Cover</i>)</li><li>11. AAA TMP-2018 v1 (<i>Under Separate Cover</i>)</li><li>12. AAA TriKozzie Standard Overall Course Map 2018 v1 (<i>Under Separate Cover</i>)</li></ol> |
| Cost Centre              | 1505 Assets and Engineering Services   |
| Project                  | Snowy Monaro Local Traffic Committee (SMLTC)   |

**EXECUTIVE SUMMARY**

Council has received a proposal from Elite Energy Pty Ltd to hold the second "Australian Alpine Ascent" Triathlon, on 10 March 2018. The SRLTC will need to assess the bicycle leg and the parking and traffic arrangements and their impacts for the swim leg at Lake Jindabyne.

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

**COMMITTEE RECOMMENDATION**

**LTC36/17**

That Council approve the Traffic Management Plan (TMP) for the Australian Alpine Ascent on 10th March 2018 subject to;

- A. Providing a copy of the NSW NPWS letter of consent;
- B. Providing a copy of the Road Occupancy Licence (ROL) from the RMS;
- C. Providing a suitable risk assessment which addresses athletes being on or near the road for the bike and run leg, and what mitigation to risk is proposed.

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**Representative of the NSW Police**

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**Representative of the NSW RMS**

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**Representative of the State MP**

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**Representative of the Council**

## **8. GENERAL BUSINESS**

### **8.1 ROAD CLOSURE OF DENNISON STREET FOR SATURDAY 28 NOVEMBER 2017**

Snr Const Sam Morabito suggested a 'Road Closed Sign' at the top of Dennison Street should be in place, to ensure the safety of patrons as this is not indicated on the TCP.

### **8.2 SPEED LIMIT THROUGH ADAMINABY**

Councillor Lynley Miners inquired into the appropriate avenue to request a reduction in the speed limit along Snowy Mountains Highway through Adaminaby and the procedure involved.

The Chair advised Councillor Miners that this matter would need to be addressed by RMS as Council has no authority to review speed zoning. The RMS Representative indicated that he will conduct a review.

### **8.3 INTERSECTION ON POLO FLAT ROAD - SALE YARDS**

Councillor Lynley Miners informed the committee that the intersection coming from the Sale Yards onto Polo Flat Road is a concern for truck drivers when turning right onto Polo Flat Road. The speed limit at the T-intersection is 60km/h, however it is 80km a short distance away and oncoming traffic does not slow down. Councillor Miners enquired into the possibilities of moving the 60km sign further towards Polo Flat.

The Chair advised Councillor Miners that this matter would need to be addressed by RMS. The RMS Representative indicated that he will conduct a review.

### **8.4 PARKING LINES AT BOMBALA**

Councillor Lynley Miners enquired into the line markings in Bombala as some residents have claimed the angles have changed.

The committee will investigate the line marking and if this was changed during recent works.

## **9. MATTERS OF URGENCY**

## **10. NEXT MEETING**

Thursday 25 January 2018 in Cooma.

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There being no further business the Chair declared the meeting closed at 12.10PM

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CHAIRPERSON

The above minutes of the Local Traffic Committee Meeting of Snowy Monaro Regional Council held on 22 November 2017 were confirmed by Committee at a duly convened meeting on at which meeting the signature hereon was subscribed.

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## 10.1 LEASE - COUNCIL FROM KALEV HOLDINGS PTY LTD -

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:                      | 1. Lease - Mt Roberts Radio Tower - Lot 23 DP 858510 <a href="#">↓</a>  |
| Cost Centre                       | 1003 – Fleet Operations   |
| Project                           |   |
| Further Operational Plan Actions: |   |

### EXECUTIVE SUMMARY

Mt Roberts radio tower is located on privately owned land at Shannons Flat. The land on which the radio tower is located is privately owned and for many years lot 23 DP 858510 has been leased by Council to ensure the ongoing availability of radio communications for Council's fleet and plant.

The lease expired on 30 June 2017 and a new lease has been prepared for execution by Council until staff explore other options (purchasing the land, relocation of the radio tower or piggyback on existing facility).

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Approve the lease over lot 23 DP 858510 (Mt Roberts radio tower) for a further period of:
- (a) 10 years
  - Or
  - (b) 6 years
- B. Authorise the General Manager to execute the lease.

### BACKGROUND

For more than 20 years now the former Cooma Monaro Shire Council leased land from Sandra Kai Brabon and Kalev Holdings Pty Ltd for a radio tower (Mt Roberts).

The lease expired on 30 June 2017 and the Lessors have prepared and submitted a new lease for a further 10 years.

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The radio tower is critical to Council operations and sits on Lot 23 DP 858510 (Mt Roberts Radio Tower, Shannons Flat Road, Shannons Flat).

The lease is backdated to the expiry date of the former lease on 30 June 2017.

#### **QUADRUPLE BOTTOM LINE REPORTING**

##### **1. Social**

The radio transmitter on Mt Roberts is critical for Council operations and the ability of staff in the field to communicate with each other and with their Supervisors.

##### **2. Environmental**

There is no anticipated environmental impact.

##### **3. Economic**

This lease is ongoing and has been budgeted. The rent for the lease over the 10 year period is as follows:

| <b>Estimated Expenditure</b> | <b>Amount</b> | <b>Financial year</b> | <b>Ledger</b> | <b>Account string</b> |
|------------------------------|---------------|-----------------------|---------------|-----------------------|
| Years 1 and 2                | \$5,864.00    | 2018/2019             | 10            | 1003-1001-63406       |
| Years 3 and 4                | \$6,157.00    | 2020/2021             | 10            | 1003-1001-63406       |
| Years 5 and 6                | \$6,465.00    | 2022/2023             | 10            | 1003-1001-63046       |
| Years 7 and 8                | \$6,788.00    | 2024/2025             | 10            | 1003-1001-63046       |
| Years 9 and 10               | \$7,127.00    | 2026/2027             | 10            | 1003-1001-63046       |

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

The recommendation of this report ensures that Council will continue to effectively utilise Council assets through a viable radio communication network and also meet Workplace Health and Safety obligations.

Changes to the Legislation with regard to s377 delegations allowing Council to delegate to the General Manager provisions to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement, will be submitted to Council for consideration with the review of the delegations in February 2018.

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 Firm name: Last and Maxwell

**LEASE**  
 New South Wales  
 Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

**PRIVACY NOTE:** Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

**STAMP DUTY** Revenue NSW use only

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(A) **TORRENS TITLE**

|                              |
|------------------------------|
| Property leased<br>23/858510 |
|------------------------------|

(B) **LODGED BY**

| Document Collection Box | Name, Address or DX, Telephone, and Customer Account Number if any | CODE |
|-------------------------|--|------|
|                         | Reference: <input style="width: 80%;" type="text"/>                | L    |

(C) **LESSOR**

|  |
|--|
| Sandra Kai Brabon and Kalev Holdings Pty Ltd ACN 008 536 070 |
|--|

The lessor leases to the lessee the property referred to above.

(D) **Encumbrances (if applicable):**

(E) **LESSEE**

|                               |
|-------------------------------|
| Snowy Monaro Regional Council |
|-------------------------------|

(F) **TENANCY:**

|  |
|--|
|  |
|--|

- (G)
1. **TERM:** 10 Years
  2. **COMMENCING DATE:** 1 July 2017
  3. **TERMINATING DATE:** 30 June 2027
  4. With an **OPTION TO RENEW** for a period of set out in Item of Not applicable
  5. With an **OPTION TO PURCHASE** set out in clause of Not applicable
  6. Together with and reserving the **RIGHTS** set out in clause of Not applicable
  7. Incorporates the provisions or additional material set out in **ANNEXURE(S) A** hereto.
  8. Incorporates the provisions set out in registered **LEASE** No. 5672534V
  9. The **RENT** is set out in clause No. 4 of Annexure A .

DATE:

(E) I certify that I am an eligible witness and that the lessor signed this dealing in my presence.  
[See note\*\* below].

Certified correct for the purposes of the Real Property Act 1900 by the lessor.

Signature of witness:

Signature of lessor:

Name of witness:

Address of witness:

Certified correct for the purposes of the Real Property Act 1900 and Executed on behalf of the corporation named below by the authorised person(s) whose signature(s) appear(s) below pursuant to the authority specified.  
Corporation Kalev Holdings Pty Ltd ACN 008 536 070  
Authority: Section 127 of the Corporations Act 2001

Signature .....  
Name:  
Office Held Director/Secretary

Signature .....  
Name:  
Office Held Director/Secretary

I certify that I am an eligible witness and that an authorised officer of the lessee signed this dealing in my presence  
[See note \* below].

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of witness:

Signature of authorised officer:

Name of witness:  
Address of witness:

Authorised officer's name:  
Authority of officer:  
Signing on behalf of: on behalf of Snowy Monaro Regional Council

\* As the services of a qualified witness cannot be provided at lodgment, the declaration should be signed and witnessed prior to lodgment. # If made outside NSW, cross out the witness certification. If made in NSW, cross out the text which does not apply.

\*\* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

**This is the Annexure A referred to in the Lease dated:**

**Lessor SANDRA KAI BRABON AND KALEV HOLDINGS PTY LTD**

**Lessee SNOWY MONARO REGIONAL COUNCIL**

1. LESSEE'S COVENANTS

- 1.1 That the Lessee shall pay to the Lessor or as the Lessor directs:-
- 1.1.1 the rent stated in clause 4;
  - 1.1.2 the reasonable cost to the Lessor of remedying a default by the Lessee;
  - 1.1.3 the reasonable cost to the Lessor of dealing with any application by the Lessee for the consent under this lease (whether or not it is given);
  - 1.1.4 interest on these moneys when payment is more than 14 days overdue, calculated from the due date to the date of payment at the Westpac Banking Corporation Indicator Lending Rate from time to time while payment is so overdue, registration fee for registration of this lease at the Land Titles Office (payable on delivery to the Lessor's solicitor of the executed lease);
  - 1.1.5 stamp duty on this lease (payable on delivery to the lessor's solicitor of the executed lease) if not previously paid by the tenant to the Office of State Revenue and if payable by the Lessee;
  - 1.1.6 if the tenant defaults, the Lessor's reasonable legal costs relating to the default; and
  - 1.1.7 the Lessor's reasonable costs and expenses in connection with the preparation of this lease.
- 1.2 That the Lessee will when, where and so often as the need shall be, but having regard to the condition of the demised premises at the commencement of this lease and excepting reasonable wear and tear occurring during the continuance of this lease well and sufficiently maintain, amend and keep in good and substantial repair the demised premises and all appurtenances, erections and fixtures belonging to the demised premises or at any time during the continuance of this lease lawfully made or erected by the Lessor or by the Lessee upon or within the demised premises.
- 1.3 That the Lessor or any person duly authorised on its behalf, may at any time with workmen and others, and all necessary materials and appliances upon giving to the Lessee reasonable previous notice and accompanied by an authorised officer of the Lessee enter upon the demised premises, or any part thereof, for the purpose of complying with the terms of any present or future legislation affecting the same, and of any notices served upon the Lessor or the Lessee by any competent local statutory or public authority, involving the destruction of noxious weeds or animals or the carrying out of any repairs, alterations or works of a structural character, which the Lessee may not be bound, or if bound may neglect to do, and also for the purpose of exercising the powers and authorities of the Lessor under this lease; provided that if an authorised officer of the Lessee is not made available to accompany the Lessor or person duly authorised on its behalf within a reasonable time of the lessee receiving notice as

aforesaid then the Lessor or person so authorised on its behalf may enter upon the demised premises in the absence of the authorised officer of the Lessee and further provided such repairs, alterations, and works shall be carried out by the Lessor without undue interference with the occupation of the demised premises by the Lessee.

- 1.4 That the Lessee will not assign, transfer, demise, sublet, share or part with the possession or by any act or deed, procure the demised premises or any part thereof to be assigned, transferred, demised, sublet unto or put into the possession of or permitted to be used by any person persons corporation public authority or government department or instrumentality without the written consent of the Lessor which will not be given except in respect of a license to pay to the Lessor an annual fee in advance of a sum equal to an increase of ten per centum 10% of the existing annual licence fee or each additional department or instrumentality. Any such consent may be withdrawn, following a demand for payment by the Lessor in writing where the fee remains outstanding from the due date for more than ninety days. If such a demand is made the Lessee shall be allowed a period of thirty days in the notice in which to remedy the default.
- 1.4.1 The Lessee shall not without the written consent of the Lessor allow any other body or institution to install any transmitters or equipment in addition to that already on the land and will not upgrade the present facilities on a state or regional level without such written consent of the Lessor. Nothing in this clause shall affect or limit the rights given to any party under any lawful statutory provision.
- 1.4.2 Approval to any proposal on the part of the Lessee to install any transmitters or equipment of any other party shall be the subject of separate negotiations between the Lessor and the Lessee as to the amount of rent payable, PROVIDED ONLY nothing in this clause shall prevent the Lessee from adding to changing or replacing the Lessee's equipment on the existing tower.
- 1.5 That the Lessee will not use or permit the use of the demised premises otherwise than for purposes of the construction, installation, maintenance, operation, renewal and replacement of a communications network for the Snowy Monaro Regional Council or use the sites of the Easements otherwise than in accordance with the terms of the easements and will observe and perform each condition of each easement to be observed by the beneficiary of the easement.
- 1.6 That the Lessee will from time to time and at all times during the said term duly and punctually comply with all the requirements of any competent local or statutory or public authority with regard to the demised premises or the said radio repeater station or the user thereof and whether such requirements referred to structural or other alterations or improvements or otherwise.
- 1.7 That the Lessee will at all times during the said term keep the demised premises and the fencing surrounding the demised premises in a clean tidy and efficient condition in all respects to the reasonable satisfaction of the Lessor and any competent public local or statutory authority.

- 1.8 That the Lessor or any person duly authorised on his behalf may at any time upon giving to the Lessee reasonable previous notice and accompanied by an authorised officer of the Lessee enter and view the state of repair and condition of the demised premises AND THAT the Lessee will effect such repairs, maintenance as it has herein covenanted to do and of which notice shall have been given by the Lessor AND in addition that if such repairs maintenance shall not be carried out or done by the Lessee within a reasonable time then the said repairs maintenance and cleansing or any of them may be made good by the Lessor at the expense and cost of the Lessee; provided that if any authorised officer of the Lessee is not made available to accompany the Lessor or person duly authorised on its behalf within a reasonable time of the Lessee receiving notice as aforesaid then the lessor or person so authorised on its behalf may enter upon the demised premises in the absence of the authorised officer of the Lessee.
- 1.9 That the Lessee must on or before the cessation of ninety days after the expiration of the term of this lease or any extension or renewal thereof at her own cost and expense demolish and remove the said radio repeater station from the demised premises and will leave the demised premises in a level clean and tidy condition and free from rubbish and debris in all respects to the satisfaction of the Lessor, provided that during any such period of occupation by the Lessee, the Lessor will require the payment of rent, calculated at a daily rate of 1/365<sup>th</sup> of the yearly rate, AND if such demolition and removal be not completed by the Lessee within 90 days after the expiration or other determination of this lease the same may be carried out by the Lessor at the expense and cost of the Lessee;
- 1.10 That the Lessee will at all times hereafter indemnify and keep indemnified the Lessor and their and each of their executors, administrators, liquidators and assigns from and against all actions, suits, claims, demands, proceedings, losses, damages, compensation sums of money costs (including solicitor and client costs) charges and expenses arising out of any negligence on the part of the Lessee, her officers, servants, agents, contractors and workmen to which the Lessor shall or may be liable for in respect of the demised premises or the user thereof or of the sites of the easements or the user thereof or for or in respect of all losses damages accidents or injuries of whatsoever nature or kind and howsoever sustained or occasioned (and whether to any property or to any person or resulting in the destruction of any property or the death of any person or not and whether or not such person was lawfully upon, at or about the demised premises or the sites of the easements) at upon or in connection with the demised premises or the said servient tenement and although outside the same arising out of any negligence on the part of the Lessee, its officers, servants, agents, contractors and workmen AND notwithstanding that any such actions suits claims demands proceedings losses damages compensation sums of money costs charges and expenses shall have resulted from any act or thing which the Lessee may be authorised or obliged to do under these presents and notwithstanding that any time waiver or other indulgence had been given to the Lessee in respect of any obligation of the Lessee under this lease.

AND that the obligations of the Lessee under this clause shall continue after the expiration or other determination of this lease in respect of any act deed matter or thing happening before such expiration or determination.

BUT such indemnity shall not extend to any claim for loss damage accident or injury or to any liability for costs charges and expenses in respect of any such claims arising from negligence on the part of the Lessor or their or each of their executors administrators and assigns.

- 1.11 Should the Lessee continue to occupy the demised premises beyond the expiration of the term of this lease the Lessee shall do so on and subject to the covenants, terms, conditions and provisions of the lease including the obligation to pay the amounts pursuant to clause 4.1 as a six monthly tenant only at a six monthly rental equal to six months proportion of the rent (as adjusted pursuant to the provisions of the lease) payable six monthly in advance such tenancy being determinable at the will of either the Lessor or Lessee by six months notice in writing expiring on any day of the week.

That the Lessee will as a condition of exercise of its right of carriageway therefrom all of the obligations of the beneficiary as set out in the instrument filed with DP 867140 as if the Lessee were the registered proprietor of the property leased.

2. LESSOR'S COVENANTS

- 2.1 With the Lessee for quiet enjoyment.
- 2.2 That the Lessor will pay all taxes rates and assessments whether municipal local government or otherwise which are at any time during the term charged upon the demised premises, or upon the Lessor on account thereof.

3. AGREEMENTS

- 3.1 If the rent hereby reserved or any part thereof shall be unpaid for twenty eight days after demand shall have been made for the same or if there shall be any breach or non-observance of any of the covenants conditions stipulations or agreement on the part of the Lessee herein contained or implied and such breach or non-observance continues for a period of twenty eight days after notice thereof is given by the Lessor to the Lessee or then and in any of such cases it shall be lawful for the Lessor at any time thereafter to enter into and upon the demised premises or on any part thereof in the name of the whole to re-enter and to hold the said premises as fully and effectually as if this lease had not been granted without prejudice to any right cause of action or suite of the Lessor in respect of any antecedent breach or default or otherwise under these presents.
- 3.2 Such of the covenants conditions stipulations and agreements herein contained or implied as require or prescribe anything to be done or not to be done by the Lessee shall in addition to being read and construed as conditions of the lease hereby expressed to be granted be also read and construed as covenants whereby the Lessee covenants with the lessor to observe and perform the said covenants conditions stipulations and agreements.
- 3.3 (i) Any notice or communication required to be or which may be given or served by the Lessee to or upon the Lessor under this lease shall be sufficiently given or served if sent by post addressed to the Lessor;

- (ii) Any notice or communication required to be or which may be given or served by the Lessor to or upon the Lessee under this lease shall be sufficiently given or served if signed by the Lessors or one of them or their agents or solicitor and sent by post addressed to the Lessee; and
- (iii) Any notice or communication given or served by post shall be deemed to be duly given or served at the time when it would in the ordinary course be delivered.
- 3.4 This lease shall for the purpose of determining the rights and obligations of the parties be construed as if it had been executed on the day from which the term is expressed to run.
- 3.5 In this lease except insofar as the context otherwise indicates or requires:
- (i) any reference to an Act includes that Act and any Act amending or in substitution for the same;
- (ii) the expression "the Lessee" means the Lessee and any successor or permitted assign or sub-lessee of the Lessee and where not repugnant to the context includes the servants, workmen, officers, contractors and agents of the Lessee;
- (iii) the expression "the Lessor" shall include their and each of their successors, heirs, executors, administrators and assigns.
4. RENT
- 4.1 The rent for the lease period: (plus GST)
- |                |             |
|----------------|-------------|
| Years 1 and 2  | \$ 5,864.00 |
| Years 3 and 4  | 6,157.00    |
| Years 5 and 6  | 6,465.00    |
| Years 7 and 8  | 6,788.00    |
| Years 9 and 10 | 7,127.00    |
- 4.2 The Lessee shall be responsible for the maintenance of the right of carriageway in accordance with the provisions of clause 1.2 of the Section 88B Instrument creating such right of carriageway PROVIDED ONLY that while Australian Capital Television Pty Ltd shall contribute 70% of the cost of such maintenance the Lessee shall be responsible only for its share of the remaining 30% of maintenance of the said right of carriageway in proportion to the number of other lots benefited by it.
- 4.3 The Lessee will pay the rent annually within 28 days of receiving a tax invoice from the Lessee.

Signed by the Lessor Sandra Kai Brabon

.....  
Before me: .....

Certified correct for the purposes of the Real Property Act 1900 and  
Executed on behalf of the corporation named below by the authorised  
person(s) whose signature(s) appear(s) below pursuant to the  
authority specified.  
Corporation Kalev Holdings Pty Ltd ACN 008 536 070  
Authority: Section 127 of the Corporations Act 2001

Signature .....  
Name:  
Office Held Director/Secretary

Signature .....  
Name  
Office Held Director/Secretary

I certify that I am an eligible witness and that an  
authorised officer of the lessee signed this  
dealing in my presence:

Certified correct for the proposes of the Real  
Property Act 1900 by the authorised officer  
named below:

.....  
Name:  
Authority:

Signing on behalf of Snowy Monaro Regional  
Council

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## 10.2 CREATION OF EASEMENTS OVER LOT 20 DP 219584 FOR ACCESS TO PRIVATE PROPERTY FROM KOSCIUSZKO ROAD, JINDABYNE

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:                      | 1. Proposed Easements over Lot 20 DP 219584 <a href="#">↓</a>   |
| Cost Centre                       |   |
| Project                           | There is no identified project  |
| Further Operational Plan Actions: |   |

### EXECUTIVE SUMMARY

Council has recently reclassified lot 20 DP 219584 in Jindabyne from community land to part community land and part operational land. It is proposed to create easements for access over the operational portion of lot 20 for access to lot 22 and 23 DP 219584. At present neither of these lots enjoy coinciding legal and practical access.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Authorise staff to engage the services of a surveyor to create easements for access to lots 22 and 23 over lot 20 DP 219584.
- B. Engage the services of a solicitor to create an 88B Instrument for easements for access to lots 22 and 23 DP 219584.
- C. Authorise the General Manager and the Mayor to execute all documents associated with the plan.
- D. Authorise the expenditure and allocate an amount of \$6,500 in the 2018 Financial Year Budget with funding to be provided from Property Reserves.

#### BACKGROUND

The proposed reclassification and rezoning of part lot 20 DP 219584 was carried out by Council to provide legal access from Kosciuszko Road to the approved Shop-top housing development (DA0126/2015) at 3 McClure Circuit. The amendment and creation of an additional easement will also allow coinciding legal and practical access to the adjoining property (lot 23) which currently does not enjoy legal access from Kosciuszko Road. The Planning Proposal process has now been

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10.2 CREATION OF EASEMENTS OVER LOT 20 DP 219584 FOR ACCESS TO PRIVATE PROPERTY FROM KOSCIUSZKO ROAD,  
JINDABYNE

run and on 20 December 2016 Council resolved to proceed to reclassify the land so that part of lot 20 will continue to be classified as community land and the other half of lot 20 fronting lot 22 DP 219584 and SP 14686 will be classified as operational land. It is anticipated that the reclassification will be advertised on the NSW Legislation website very shortly.

It is proposed that Council arrange for a surveyor to create a plan for easements for access to lots 22 and SP14686. The only practical access to lot 22 and the units in SP14686 would be via an easement for access from Kosciuszko Road across the part of lot 20 which is being reclassified as operational land. The easement for access to lot 22 will be the full width of the block whereas the easement for access to lot 23 will be created over the current bitumen sealed driveway.

Council has approved a development on lot 22 (D/A 0126/2015) for construction of three shops with access from the Kosciuszko Road including three rooftop apartments, with access from McLure Circuit. A condition of the consent was that the applicant obtain legal access to the proposed shops from Kosciuszko Road via the planning process that has occurred.

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Access to the units at SP14686 has existed over lot 20 (presently community land) since around the 1970's in accordance with informal Council consent. The creation of an easement will legalise the access into the future. The creation of a separate easement for access to lot 22 will provide practical and legal access to the proposed ground floor shops. The proposed rooftop units will be accessed from McLure Circuit.

The proposal to split the access to lot 22 development will enable the proposed shops to be readily identified and accessed from MR286 and will reduce the impact of additional traffic in McLure Circuit.

Legal access from Kosciuszko Road to lot 22 development will enable the currently vacant land to be developed to provide meaningful economic outcomes to the broader community and the area in the future.

### 2. Environmental

Environmental impacts of the proposed development have been addressed in the development consent DA0126/2015. The development of lot 22 will enhance the visual amenity of the main road through the centre of Jindabyne township and it is anticipated that the proposed shops will have positive social and economic benefits to the wider community.

### 3. Economic

It is proposed to create two easements for access to lots 22 and 23 DP 219584 from Kosciuszko Road Jindabyne.

| Estimated Expenditure | Amount         | Financial year | Ledger | Account string     |
|-----------------------|----------------|----------------|--------|--------------------|
| Survey                | \$2,500        | 2018           | GL     | 10-1510-1001-61143 |
| Legal fees            | \$4,000        | 2018           | GL     | 10-1510-1001-63243 |
| <b>Total</b>          | <b>\$6,500</b> |                |        |                    |

10.2 CREATION OF EASEMENTS OVER LOT 20 DP 219584 FOR ACCESS TO PRIVATE PROPERTY FROM KOSCIUSZKO ROAD,  
JINDABYNE

---

| <b>Funding<br/>(Income/reserves)</b> | <b>Amount</b> |      | <b>Ledger</b> | <b>Account string</b> |
|--------------------------------------|---------------|------|---------------|-----------------------|
| \$6,500                              | \$6,500       | 2018 | GL            | Property Reserves     |

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

The reclassification of a portion of lot 20 DP 219584 from community land to part operational and part community land has demonstrated sound civic leadership.

The creation of easements for access to two freehold lots will provide one allotment with coinciding legal and practical access into the future and will provide the other lot with legal access in accordance with D/A Consent 0126/2015 to develop vacant land capable of delivering a genuine return to the community at large, and act to uphold the objectives of previously adopted plans and strategies.

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### Map proposed Operational Land

#### Legend

-  Operational Land
  -  Parcel
  -  Easements over Lot 20
1. Easement for access to SP 14686
  2. Easement for access to Lot 22

Cadastre and Imagery supplied by  
NSW Department of Finance  
Date imagery Jan 2011

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### 10.3 PROPOSED CLOSURE OF PUBLIC FOOTPATH & SALE TO ADJOINING NEIGHBOURS

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:                      | 1. Map Showing Pathway between Lots 38 and 39 Gardenia Court Kalkite <a href="#">↓</a>  |
| Cost Centre                       | 1834 – Unsealed rural roads   |
| Project                           |   |
| Further Operational Plan Actions: |   |

#### EXECUTIVE SUMMARY

It is proposed to close and sell the pathway between 2 and 4 Gardenia Court, Kalkite to the adjoining property owners. Whilst the sale of land with the associated “road” closure process, survey, solicitors fees etc. will not reap a significant profit for Council the transfer of responsibility for the ongoing maintenance of the pathway will benefit Council.

The pathway is a narrow strip of land between lots 38 and 39 DP 260285 Gardenia Court Kalkite which leads to Council land at the rear being lot 5 DP 1154645.

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

#### OFFICER’S RECOMMENDATION

That Council

- A. Rescind Resolution 17/16 of the Administrator Delegations dated 8 August, 2016.
  - B. Approve the proposal to apply to the Minister to close the pathway between lots 38 and 39 DP 260285 at Kalkite.
  - C. Engage the services of a surveyor to provide a plan to create two allotments over the closed pathway including an easement over Council’s sewer main.
  - D. Engage the services of Council’s solicitor to provide an 88B Instrument for the easement over the sewer main.
  - E. Accept the offer to purchase the land within the closed pathway, 50% to Mr and Mrs Harvey and 50% to Mr Cross and Ms Black for the sum of \$10,000 incl. GST each with the purchasers to pay their own legal costs.
  - F. To sell the land via the process of private treaty as it would only benefit the adjoining landowners who have expressed an interest in purchasing the land.
  - G. Authorise the General Manager to execute the Contract, 88B Instrument and Transfer of Title
-

on behalf of Council in addition to any other legal documents in connection with the road closing and sale of the pathway.

## **BACKGROUND**

On 5 August, 2016 Council considered a report regarding the proposal for the closure and sale of a public footpath at Kalkite to the owners of the adjoining property.

Following the Council meeting Mr and Mrs Harvey were notified that Council would sell the closed footpath to them for \$22,280 plus GST in accordance with the resolution.

At the same time the other adjoining owners, Mr Cross and Ms Black contacted Council asking where the matter was up to. It was explained to Mr Cross and Ms Black that as they hadn't responded to any of Council's correspondence the land had been offered to Mr and Mrs Harvey. Mr Cross said that he had not received any correspondence from Council but that it was not unusual for his mail to go astray. However, he was still interested in purchasing half of the closed pathway whilst his neighbour Mr Harvey could purchase the other half in accordance with their agreement.

In the meantime Mr and Mrs Harvey responded to Council's offer to sell the land to them for \$22,280 plus GST with a counter-offer of \$20,000 incl. GST with Council to pay all of its costs and expenses and the purchasers to pay their own legal costs and expenses. Mr and Mrs Harvey believe that the pathway is to be burdened by a sewer easement and does not have any building entitlement and therefore the sum of \$20,000 incl. GST was a fair offer and that this amount would be split equally between the two purchasers.

Mr and Mrs Harvey were informed that Mr Cross had contacted Council and had confirmed that he was interested in purchasing half the block. Mr and Mrs Harvey subsequently agreed to purchase half the block for \$10,000 incl GST and pay their own costs.

Mr Cross and Ms Black have not responded at this stage although they have indicated in phone conversations that they are keen to proceed.

Council has a sewer main that crosses the pathway at the rear of the land and the survey plan will create an easement over the sewer.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The pathway was a condition of development consent for the original Kalkite subdivision to provide public access to Taylors Bay. However, lot 5 DP 1154645 at the rear of the pathway is owned by Council with direct access to Taylors Bay .

Lot 5 is operational land which was transferred to Council when subdivision took place and a sewage pump station was constructed on the land.

### **2. Environmental**

It is not anticipated that there will be any environmental impact.

### 3. Economic

| <b>Estimated Expenditure</b>                             | <b>Amount</b>                  | <b>Financial year</b> | <b>Ledger</b> | <b>Account string</b> |
|--|--------------------------------|-----------------------|---------------|-----------------------|
| Road closing application                                 | \$476.90                       | 2018                  | GL            | 10-1834-1001-63243    |
| Survey – Plan to close the pathway                       | \$600                          | 2018                  | GL            | 10-1834-1001-63304    |
| Lodgement of Plan  | \$1,400                        | 2018                  | GL            | 10-1834-1001-63243    |
| Plan of subdivision & consolidation                      | \$3,500                        | 2018                  | GL            | 10-1834-1001-63304    |
| Subdivision Certificate                                  | \$750                          | 2018                  | GL            | 10-1834-1001-63067    |
| 88B Instrument & lodgement at LPI                        | \$3,000                        | 2018                  | GL            | 10-1834-1001-63243    |
| Bank fees for production of CT's if there is a mortgagor | \$1,000<br>(\$500 for each CT) | 2018                  | GL            | 10-1834-1001-63243    |
| Lodgement of Plan  | \$1,800                        | 2018                  | GL            | 10-1834-1001-63243    |
| Council's solicitor's fees for facilitating sale         | \$3,000                        | 2018                  | GL            | 10-1834-1001-63243    |
| <b>TOTAL EST. COSTS</b>                                  | <b>\$17,026.90</b>             | 2018                  |               |                       |
|  |                                |                       |               |                       |
| <b>Funding (Income/reserves)</b>                         | <b>Amount</b>                  |                       | <b>Ledger</b> | <b>Account string</b> |
| Income from sale of closed "road"                        | \$20,000<br>incl GST           | 2018                  | GL            | 10-1834-1001-41012    |

### 4. Civic Leadership

Resolution 17/16 of the Administrator Delegations dated 8 August, 2016 is as follows:

**COMMITTEE RECOMMENDATION**

**17/16**

That Council;

- A. Approve the proposal to apply to the Minister to close the pathway between lots 38 and 39 DP 260285 at Kalkite.
- B. Engage the services of a surveyor to provide a compiled plan to create a lot and DP number for the closed pathway including the proposed easement to drain sewerage.
- C. Engage the services of Council's solicitor to provide an 88B Instrument for drainage of sewer across the rear of the pathway and contract for sale.
- D. If there are no objections to the road closure, agree to sell the closed pathway to Mr and Mrs Harvey of 4 Gardenia Court, Kalkite for a purchase price of \$22,280.00 plus GST.
- E. In consideration of Council's Policy GOV 025 and that the pathway would not benefit anyone other than an adjoining neighbour and if no objections were received to the proposal to close the pathway, to dispose of the pathway to the adjoining owner through the process of private treaty.
- F. If objections to the proposal to close the road (pathway) are received, to bring another report to Council.
- G. Authorise the General Manager to execute the Contract, 88B Instrument and Transfer of Title on behalf of Council in addition to any *other* legal documents in connection with the road closing and sale of the pathway.

**Moved Administrator Lynch**

In order to maintain transparency Council wrote to both the adjoining owners of the pathway offering them the opportunity to purchase a section of the pathway and requesting that they confirm their interest in writing. Residents in Gardenia Court were also notified and there were no objections received.

Both adjoining owners have now responded saying that they would purchase half of the pathway each with Mr and Mrs Harvey purchasing the half adjoining Gardenia Court and Mr Cross and Ms Black purchasing the rear half of the pathway adjoining Council's property lot 5. The pathway is only of interest to adjoining landowners who originally approached Council to purchase the pathway.

Council's Policy GOV025 – Purchase, Rental and Disposal of Council Property – Clause 3.4 states:

**3.4 Disposal of Council property**

Council will identify properties for disposal. This will be determined by resolution of Council.

Properties will only be approved for disposal if:

1. the property does not form part of any Council long-term strategic plan
2. it can be demonstrated that the property is not being used for its initial purpose and will not be used for its initial purpose in the foreseeable future
3. the sale of the property benefits the wider community
4. there has been adequate consideration of an alternative use for the property.

Where Council formally resolves to dispose of a property the General Manager has the discretion to accept offers within five per cent of the valuation/reserve price and to finalise the sale within the constraints regarding the affixing of the Council seal. Unless otherwise resolved Council properties are to be disposed of by way of auction. Any resolution authorising a sale by a method other than auction must detail the reasons why an auction process will not be undertaken.



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**10.4 PROPOSED TRANSFER OF THE BOMBALA TAFE CAMPUS AT 8-12 WELLINGTON STREET,  
BOMBALA TO SNOWY MONARO REGIONAL COUNCIL**

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:                      | 1. Business Plan - The Bombala Community Development Association <a href="#">↓</a><br>2. Expression of Interest for Grant Funding <a href="#">↓</a><br>3. Building inspection - 8-12 Wellington Street Bombala <a href="#">↓</a> |
| Cost Centre                       | Property Reserves  |
| Project                           | There is no identified project at this time.   |
| Further Operational Plan Actions: |  |

**EXECUTIVE SUMMARY**

The NSW State Government placed the old primary school at 8-12 Wellington Street, Bombala on the open market through the process of an auction. The Bombala community immediately made it known to government that they wanted these buildings to be retained in community ownership.

NSW TAFE owns the buildings and at present is waiting on the Minister's consent to the transfer of lot 11 DP 871424 and lot 13 DP 871424 to Council.

The building was opened in 1863 as a primary school and any proposed works will need to be the subject of advice from Council's Heritage Adviser.

If the property is transferred to Council a significant amount of work will need to be carried out to ensure that the building is legislatively compliant.

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

**OFFICER'S RECOMMENDATION**

That Council

- A. Accept the transfer of Lot 11 DP 871424 and lot 13 DP 871424 from the NSW State Government upon receiving Minister's consent, provided the properties are transferred free of any encumbrances or restrictions on use, caveats etc..
  - B. Seek the advice of Council's Heritage Adviser with respect to any work which may be required to ensure the building is legislatively compliant.
  - C. Authorise the expenditure and allocate an amount of up to \$150,000 or the outstanding balance after the grant funding is determined, in the 2018 Financial Year Budget with funding
-

to be provided from Internal Restricted Reserves Bombala.

D. Note that the ownership of the Lot 11 DP 871424 and lot 13 DP 871424 will place continued maintenance requirements which need to be captured in asset management plans and future operational expenditure budgets.

## **BACKGROUND**

The NSW State Government placed the old primary school at 8-12 Wellington Street, Bombala on the open market through the process of an auction. The Bombala community immediately made it known to government that they wanted these buildings to be retained in community ownership.

NSW TAFE owns the buildings and at present is waiting on the Minister's consent to the transfer of lot 11 DP 871424 and lot 13 DP 871424 to Council.

### Location

The site is located on a sealed but not kerbed road approximately 850 metres from the Bombala CBD. Parking currently is either on an unsealed verge in front of the site or an unsealed unmarked car park on the site.

### Site

All the main buildings and infrastructure are located wholly within lot 11 DP 871424 which has an area of 3,300 square metres. Infrastructure such as an old incinerator, gas tanks and part of a concrete path encroach on a separate lot being lot 13 DP 871424. This lot is also included in the proposal. The old incinerator and concrete path would not be required for any continuation of use of the buildings, however if gas was still required the possibility of connecting to natural gas should be investigated. Natural gas is available in this street. The remainder of the site comprising lot 13 DP871424 is mostly grass vegetation with tree communities located in the SW corner, along the SE boundary and in the northern part of the lot.

All the services required by the community could be accommodated in the buildings and there would be no need to retain lot 13.

### Development Potential

Both lots are zoned R1 General Residential, although the land has only been used for educational activities. This would permit a residential subdivision of lot 13 yielding a maximum of approximately 6 lots. To develop these lots however would require roadworks, drainage and water and wastewater services to be provided. The wastewater drainage service for the buildings encroaches across lot 13 so if any subdivision of the site was undertaken this would need to be relocated.

Residential lots in Bombala currently sell for around \$25,000 to \$40,000. A lot in Bombala similar in size to lot 13 is currently on the market for \$105,000.

### Buildings

The buildings are not currently on any historic register however a Heritage Assessment undertaken by consultants KPMG for TAFE has the following main recommendations;

1. That the Snowy Monaro Regional Council should consider including the site on Schedule 5 – Environmental Heritage of the relevant LEP.
2. Any future changes made to the site and its important components should consider the heritage significance of the site, and work to limit impact on that significance as far as possible.
3. Given the assessed significance of the main building and staff room these buildings should be retained and conserved.
4. There is potential for archaeological deposits associated with the earliest use of the site as a school in 1863 to be present beneath any paving so permits under sections 139 and 140 of the Heritage act should be obtained before doing any work.
5. Despite the other toilet and storage buildings not being considered of heritage significance because of their spatial relationship to the other significant buildings a Statement of Heritage Impact should be prepared before any work is undertaken.

These recommendations would pose a time and financial impact on any proposed changes to the site required to facilitate any future use of the buildings.

None of the buildings are compliant with all-accessible requirements. While it appears that there are no construction impediments to providing this type of access to the main building and toilets, heritage constraints may impact greatly on costs. Whilst the interior of the toilets could not be viewed it is understood that the toilets were designed for children so adjustments would need to be made to make them more suitable. This would likely trigger the requirement to make them accessible for all.

The main building is not serviced by either water supply or wastewater drainage so inclusion of toilets or a kitchen in this building would be expensive. On the whole site the only food preparation area currently is the separate staff room. This only has a small sink and no other facilities so to provide even a basic food preparation area would necessitate expensive alterations, also triggering a requirement to provide accessible access to this staff room. Heating in the main building and staff room is by unflued gas heaters which would need to be replaced.

Presently there is a significant ant nest against the external wall of the toilet building which will need to be treated as soon as possible and it is proposed to have a termite treatment carried out at the same time. Cracks in the brick wall above the ant nest suggest that the nest may be undermining the wall.

### Power

Power has been upgraded in recent times and is in good working order.

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### Asbestos

The review by KPMG of the Asbestos Register identified minor amounts of assumed asbestos containing fibre cement sheet debris to the unsealed ground surface within part of the toilet block.

Subsequently KPMG considered that the site is considered suitable for ongoing commercial/industrial use subject to;

- Access to the unsealed soil surface within the toilets should be restricted until an assessment is undertaken to confirm the presence or absence of asbestos containing materials and, if required, appropriate action is completed to manage or remediate.

### Maintenance

TAFE currently budget around \$14,000 for general maintenance of the buildings and grounds and this would be considered a minimum. In addition to this will be rates, electricity usage and other utilities depending on the actual use of the buildings.

### Legal Issues

Blaxland Mawson & Rose have reviewed the contract a copy of which is attached. Their advice mainly concerns conditions attached to the actual purchase and exchange of contracts which would not be as relevant to Council if a transfer of title from TAFE is made. The development potential of the site would be dependent on Council being permitted to dispose of lot 13.

It will be necessary to ensure that both lots are transferred to Council free of all encumbrances as freehold operational land.

### Business Case

A business plan was created by the Bombala Community Development Association t/as The Primary Hub. This organisation, working in partnership with Council, is proposing to re-purpose the old Bombala Primary School and, in doing so, create a precinct for the arts and the community.

It is proposed to offer activities and events covering a broad range of topics to be offered to community at affordable rates reflecting the socio economic status of the town. It is envisaged that the availability of a suitable venue will revitalise the town, increasing visitation to the area as well as the region.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The location and size of these buildings would provide valuable spaces for a variety of community activities. Any relocation to this site however by community groups could impact on the use and viability of their current venues.

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## 2. Environmental

Any anticipated environmental impact which may occur as a result of works to be carried out on the building will be addressed at the time.

## 3. Economic

Council has submitted an expression of interest for grant funding through the Regional Cultural Fund 2017 (Round 1) Medium Scale for a sum of \$115,000. It is proposed that Council would contribute the amount of \$55,000 to engage the services of a Project Manager for a period of 12 months in addition to the \$115,000.

Although the Business Case has allowed for \$115,000 for the amenities upgrade and fit-out including technology suite equipment and security system there will be additional work required to ensure that the building is all accessible and to meet legislative requirements.

Council's Group Manager Development and Building Certification conducted an inspection of the property on 27<sup>th</sup> November and provided advice set out in the brief report attached to this report.

At this stage, without the benefit of quotes to carry out work, it is anticipated that to meet legislative requirements and ensure the integrity of services to the building (heating, refurb of toilets, all accessible entry to the main building, connection to natural gas etc.) may cost in the vicinity of \$235,000 - \$250,000 which was assessed as follows:

| ITEM   | COST             |
|--|------------------|
| Toilets to be upgraded (presently children's toilets)  | \$50,000         |
| Access to the building (all accessible) - ramp   | \$35,000         |
| Balustrade (does not comply, suggest tacking wire around the inside of the balustrade for the time being). | \$5,000          |
| Compliant (all accessible) carparking  | \$5,000          |
| Internal works for disabled access (ramps)   | \$10,000         |
| Tactile indicators   | \$10,000         |
| Configuration of front door & hardware   | \$15,000         |
| Carpet (non compliant at present)  | \$65,000         |
| Pest control (ants and white ants)   | \$3,000          |
| Stormwater   | \$15,000         |
| Heating  | \$22,000         |
| <b>SUB TOTAL</b>   | <b>\$235,000</b> |
| Plus 10% for contingencies   | <b>\$23,500</b>  |

10.4 PROPOSED TRANSFER OF THE BOMBALA TAFE CAMPUS AT 8-12 WELLINGTON STREET, BOMBALA TO SNOWY MONARO REGIONAL COUNCIL

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|  |                  |
|--|------------------|
| <b>TOTAL</b>   | <b>\$258,500</b> |
| <b>Less the Income from the sale of lot 13 DP 871424</b> | <b>\$105,000</b> |
| <b>Balance</b>   | <b>\$153,000</b> |

\* The above estimate of costs is not inclusive of testing for or removal of asbestos should this be necessary.

This refurb. could be funded through the sale of lot 13 which is vacant land adjoining the land on which the buildings are situated. Presently, similar vacant land in Bombala is fetching around \$105,000. If Council's grant application is successful then \$40,000 of the \$115,000 applied for will be available for the upgrade of the toilets. The balance of the grant funding is proposed to be used for technology suite equipment, security system and gallery/shop/workshop spaces and other internal fit-out.

It is anticipated that Council will be required to contribute a minimum of \$150,000 always providing the sale of lot 13 reaps a net return of \$105,000 and the application for grant funding is successful. This contribution does not include the engagement of a project manager (\$55,000) which would be a separate contribution by Council.

Ownership of the buildings located on lot 11 DP 871424 will place an additional financial burden on Council which may continue for the life of the buildings, particularly in view of its significance in the Bombala community.

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

The NSW State Government placed the old primary school at Bombala on the open market through the process of an auction. The Bombala community immediately made it known to government that they wanted these buildings to be retained in community ownership.

NSW TAFE owns the buildings and at present is waiting on the Minister's consent to the transfer to Council.

The building was opened in 1863 as a primary school and any proposed works will need to be the subject of advice from Council's Heritage Adviser.

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The Bombala Community  
Development Association

**ABN: to be applied for**

Trading as  
The Primary Hub

**Business Plan**

**Prepared:** August 2017

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## Business Plan Summary

Our organisation, working in partnership with Council, intends to re-purpose the old Bombala Primary School and, in doing so, create a precinct for the arts and the community to bloom in.

It is our intention that the precinct will act as a catalyst for both economic and social development and change, engaging all age groups and building capacity within our rural town.

The precinct will trade as The Primary Hub reflecting its link to the old Bombala Primary School and also its importance to the local community.

Activities and events offered will cover a broad range of topics and be offered at prices that reflect the socio economic status of our town. The activities and events will help revitalising our town, link to Council place activation projects and increase visitation to our area and indeed the region.

While Council funding will be required to re purpose the building and employ an Project Officer for a twelve month period, activities and events will run at a very small profit.

Long term it is viewed as desirable that the Association investigate opportunities around 2 part time paid positions being created. These positions would be assisted by the volunteers.

The Primary Hub will link artists, supporting their development and at the same time developing future audiences for arts.

The Primary Hub will challenge views with a varied program of speakers, provide opportunities for networking, business development and recreational activities.

The Primary Hub will drive innovation through both the technology suite operations and the interactions and partnerships developed amongst those attending.

The Primary Hub will be driven by the community, for the community and will succeed because of this.

## The Business

**Business name:** The Bombala Community Development Association; trading as The Primary Hub

**Business structure:** Not for Profit Incorporated Community Development Association.

**ABN:** [Registered Australian business number.] To be applied for

**Business location:** Wellington Street, Bombala

**Date established:** November 2017

**Business owners:** Financial members of the association as per members register.

**Relevant owner experience:** Membership is drawn from the broad community and the organisation has a wide range of skills and expertise. Day to day operations are managed by the Executive – President, Vice President, Secretary, Treasurer, and Communications Officer.

**Products/services:** The Association has been established to manage the repurposing of the old Bombala Primary School as a multi purpose Arts, Educational, Cultural and Heritage Community Centre.

## The Market

**Target market:** Local and regional community members with an interest in the arts and community development who aspire to a vibrant and sustainable future for the Bombala Region. It is anticipated that those within the age group of 45-65 will be the main users of the facility. This age group represents around 36% of the population.

**Marketing strategy:** Our strategy is to bring together the many threads of creativity, community development, innovation and technology under the one roof of a community driven development association.

## The Future

**Vision statement:** To be recognised as a sustainable, vibrant hub for creativity and innovation in the south east of New South Wales.

## **Goals/objectives:**

### Short Term Goals

- To secure a long term lease of the old Bombala Primary School from Snowy Monaro Regional Council
- Working in partnership with the Council and utilising funds made available by the sale of land surrounding the building re-purpose the old Primary School building including:
  1. establishment of an art gallery with suitable fittings and fixtures
  2. redevelopment of existing amenities block to include disable facilities
  3. establishment of small staff kitchen
  4. repurposing of one room of the building to suit the delivery of workshops/seminars/forums
  5. repurposing of one room of the building to suit the establishment of a technology suite
  6. repurposing of the existing office space to include a gift shop
  7. ensure all requirements of WHS and building code requirements are met
- Seek funding for initial costs associated with employing a coordinator to develop first two years of activities and events
- Seek funding to assist with the delivery of identified programs

### Long Term Goals

- Working with Council, other regional organisations, industry and community deliver programs and activities aimed at increasing community connection and innovation within the major industries of the region ie farming and timber
- Working with relevant educational bodies explore the possibilities of establishing accredited fine art courses to run out of the building
- Working with identified partners develop the hub into a facility that fosters creativity in all forms of the arts and is widely recognised and respected
- Generate sufficient income to enable the employment of a paid co ordinator to assist with managing the facility
- Ensure processes and procedures are developed to ensure long term sustainability

## The Finances

During the establishment phase, anticipated to be 24 months, income will be generated mainly via memberships, sponsorships and fund raising activities. Income generated via retail sales and commissions is anticipated to be low during this period. Workshops/seminars/forums will be run on a cost recovery basis.

Over time it is anticipated the retail sales and commissions will increase as will the profitability of workshops/seminars/forums.

Major fund raisers will be held every 6 months.

## Business details

### Products/services

We will provide a dedicated exhibition space for the visual arts, a small gift shop, workshop/seminar/forum space and a technology hub.

### Registration details

**Business name:** The Bombala Community Development Association

**Trading name:** The Primary Hub

**Date registered:** [Date business name registered.] Still to be done

**Location registered:** NSW

**Business structure:** Not for profit incorporated community development association

**ABN:** [Registered Australian Business Number.] To be applied for

**GST:** No

**Domain names:** To be applied for

**Licences & permits:** N/A

## Business premises

### Business location

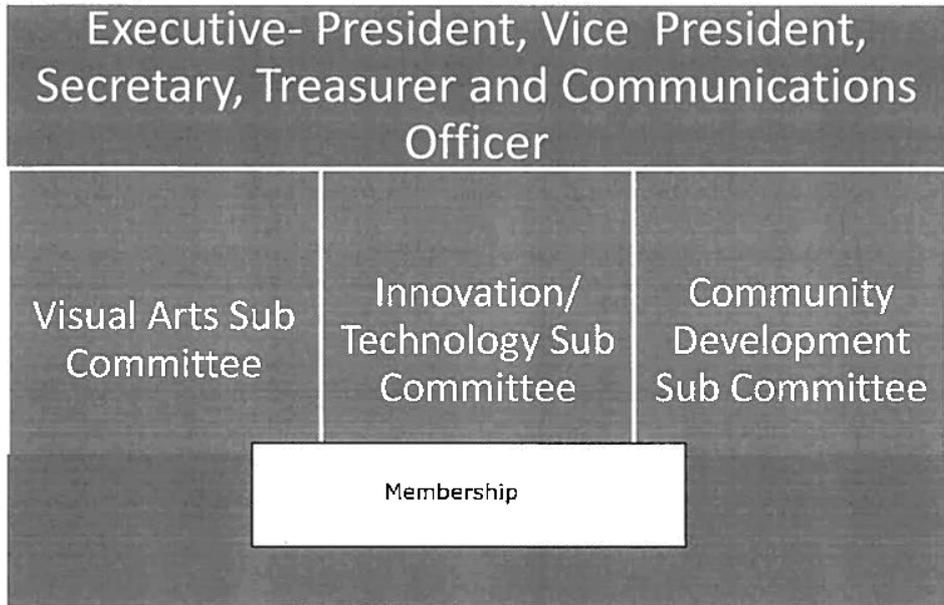
The Primary Hub is set up in the old Bombala Primary School. This historic community building is situated in Wellington Street Bombala just five minutes drive from the central business district of Bombala. The building is opposite the Bombala pre School and is

easily accessible via car or by foot. It is identified on brochures available at the Platypus Country Visitor Information Centre and various local and regional websites.

**Lease**

The Association is aiming to negotiate a peppercorn lease from the Snowy Monaro Regional Council for 25 years.

**Organisation chart**



**Membership**

Membership is open to the broad community and is not based on age or gender. Nominations for the Executive will be called for on a yearly basis and nominees will be asked to include a brief resume to enable suitable qualified persons to be nominated and elected.

**Anticipated staffing requirements in the future**

| Job Title              | Quantity | Expected staff turnover | Skills necessary  | Date required                                       |
|------------------------|----------|-------------------------|---|---|
| Manager/Co-Ordinator   | 1        | 4-5 years               | <i>Relevant qualifications in Office Management and demonstrable knowledge of local arts scene and demonstrably experience in project management and project co ordinationAt least 2 years experience.]</i> | As soon as funding is available estimated 3-5 years |
| Communications Officer | [1]      | 4-5 years               | Demonstrable expertise in communications hard copy and digital  | As above  |

**Recruitment options**

Positions will be advertised in local papers, online and via social media.

**Products/services**

| Product/Service            | Description   | Price                                 |
|----------------------------|---|---------------------------------------|
| Exhibition space           | Exhibitions will feture local/regional artists and change on a three monthly basis            | 30% COMMISSION ON ALL WORKS SOLD      |
| Gifts                      | Small competitie priced locally produced gifts will be offered for sale on a commission basis | 30% commission on goods sold          |
| Workshops/Seminars/ Forums | Held on identified topics   | Averaging out at \$50 per participant |
| Hire of Venue              | Hire of worshop spaces to other community organistationsor groups                             | \$20.00 per half day                  |

**Market position:** Our activities will be offered at competitive prices and take into account the socio economic standing of the region.

**Unique selling position:** Our activities will be identified by our membership and will met their needs and aspirations.

**Anticipated demand:** In the established phase we are intending to hold

-6 workshops per year with a minimum of 10 participants at each workshop

-12 creative community development events per year attracting minimum of 10 attendees

-24 evening community connection events per year averaging 20 attendees

-venue hired on 15 occasions per year to outside organisations

**Pricing strategy:** As stated activities will be offered at competitive prices.

Sales through the gallery will attract a standard 30% commission and retail gift items will be placed for sales on a commission only basis. Commission on gift items will be 30%.

**Value to customer:** Our local customers will value the opportunity to attend workshops and seminars locally. A dedicated exhibition space is needed for the growing number of local artists wishing to exhibit their works and will be highly valued by them. It is anticipated that a number of young people and students will value the opportunity of engaging with like minded in the technology suite. The Association firmly believes that The Primary Hub is a necessity for the rural town of Bombala to meet its potential and grow and prosper.

**Growth potential:** Visitation to the region is steadily increasing and visitors value the opportunity to feel, taste and experience the region they are visiting. The Primary Hub will be attractive to both the locals and visitors and give visitors an opportunity to experience rural life through the lens of creativity.

Our workshops and seminars will target this market with specific weekend escape packages while retail activities will allow for the opportunity to purchase local art work and gifts with no up front cash outlay by the Association.

## Innovation

Innovation is required in the two main industry drivers of the region –traditional farming and timber- to ensure productivity and sustainability. The Primary Hub will partner with regional technology businesses/organisations and industry and explore possibilities for research and implementation.

The technology suite will offer students the opportunity to gain experience and expertise in coding, development of digital apps and encourage the development of innovative start up businesses.

The Primary Hub will also offer artists the opportunity to explore their chosen medium in a safe and secure facility and allow for sharing of skills and expertise.

## Insurance

**Workers compensation:** Initially this will not be required as only volunteers will be operating the facility.

**Public liability insurance:** Needs to be obtained

**General Insurance:** Needs to be obtained

## Risk management

| Risk   | Likelihood           | Impact         | Strategy  |
|--|----------------------|----------------|---|
| Theft of items from retail/exhibition areas or theft of computers or office equipment. Cost to the Association to replace the computers and or office equipment loss of interest from artists if their work was stolen | <i>Unlikely,</i>     | <i>Medium,</i> | Security system will be installed both inside and outside the building. No cash will be stored on the premises . Adequate insurance cover will be obtained. |
| Fire has the potential to damage both inside and outside of building and destroy some or all of contents   | <i>Unlikely,</i>     | <i>Medium,</i> | Smoke alarms will be installed. Adequate insurance coverage   |
| Minor injuries to those who visit the facility by way of trips or falls  | <i>Highly Likely</i> | <i>Medium,</i> | Building will be fully maintained and checked prior to opening each day.  |
| Land is not sold   | <i>Unlikely</i>      | <i>High</i>    | Funds from slae of land vital for re purposing  |

## Legal considerations

The following legislation may have an impact on the running of the business:

Council by laws and policies

Consumer Law

## Operations

### Suppliers

Gallery and retail space -Local and regional artists

Workshops/seminars/forums – Respected contractors who supply these services

Fund raising events – Local community volunteers and service clubs

**Technology (Software):** Computers in the technology suite will use open source software. The Association's computer will also use open source software to keep initial start up costs low.

Phone line and internet connection will be required.

Security system both internal and external will also be required.

**Trading hours:** The Primary Hub will initially open 3 days per week 10am-2pm. More days will be added as required or as volunteers are available.

**Communication channels:** The Association will have a post office box, email address, website and landline. Social media facebook instagram etc will also be used.

**Credit policy:** No credit will be issued all goods must be paid for at time of collection or purchase. EFT payments will be accepted, gift cards will also be available.

**Warranties & refunds:** We will comply with legislative requirements.

**Quality control:** Workshop/Seminar/Forum speakers will be recognised as leaders in their particular field.

**Memberships & affiliations:** We will work in co operation with other art based organisations, Snowy Monaro Regional Council, Bombala and District Chamber of Commerce, Delegate Progress Association and local industry groups.

## Sustainability plan

### Community impact & engagement

Our project will have a positive impact on our community and help drive sustainability and community development leading to the creation of additional economic growth and prosperity.

We believe that to ensure population growth our community must have the facilities expected by those seeking to relocate to a more connected and cohesive community.

Our community must be vibrant and offer a wide range of activities and experiences to make it an attractive alternative to other locations within the Council area and indeed in surrounding Council areas.

We believe that the strength of our community lies in its ability to work together to achieve desired outcomes and that our project will help bring together members of the community that may at times be isolated.

We further believe that the successful delivery of the project will provide a model of community development delivery for other villages and towns to use to ensure that the whole of the Snowy Monaro Regional Council can grow and prosper.

**Risks/constraints**

The long term sustainability of the business relies on the continued support of the Snowy Monaro Regional Council and the goodwill of the membership. Volunteers will be critical in the start up phase and into the future.

Support from the broad community will need to be garnered to ensure the long term future of the business.

Support from local artists and industry is also paramount in the success of the business as is the ability to attract grant funding for particular projects and activities.

## Strategies

**Action plan**

| Sustainability milestone                       | Target   | Target date     |
|--|--|-----------------|
| In partnership with the Council develop an MOU | 25 year lease, peppercorn rental, sale of land to finance re purposing               | Within 3 months |
| Open up membership                             | 25 members   | Within 6 months |
| Establish friends of The Primary Hub           | 50 friends with varying sponsorship packages   | Within 6 months |
| Data base of local artists                     | Bios of 10 artists   | Within 2 months |
| Industry engaged and assisting                 | Potential industry support identified, initial discussions held with representatives | Within 3 months |

## The Market

### Market research

There has been considerable research undertaken into what makes a rural community healthy, sustainable and vibrant. Findings agree that among other attributes a healthy community is one that is:

- Focused on the future
- Has empowered community members
- Challenges ideas
- Is focused on renewal
- Has a strong "We Can Do It" mentality
- Is optimistic

Our project strongly supports these attributes and provides a vehicle for the community to deliver against them.

### Market targets

| Market                       | Target – 12 months               | Income \$ | Costs \$ |
|------------------------------|----------------------------------|-----------|----------|
| Worshops                     | 6                                | 3,000     | 1,800    |
| Forums/Seminars              | 4                                | 975       | 500      |
| Community development events | 36                               | 4,200     |          |
| Exhibitions-commissions      | 4                                | 500       |          |
| Gifts- commissions           | \$4,000 sales in first 12 months | 1,200     | 2,800    |

### Environmental/industry analysis

Our region's economy is stable with considerable opportunity for growth if/when the second stage of the Dongwha Mill goes ahead.

According to .IdCommunity Statistics in 2016 Bombala had 1,359 persons in the Bombala region with a median age of 46.9 years. Bombala has a slightly higher percent of empty nesters (15.5% compared to the rest of the Council area 13.2%).

There have been no major differences in the make up of Bombala's population during the period 2011-2016.

## Our customers

### Key customers

Empty nesters who value the arts and or want to remain connected to the community.

Young people with an interest in technology.

### Customer management

Volunteers will be trained in house on customer service principles. All volunteers will have a good knowledge of surrounding Galleries and tourism attractions. It is estimated that the Association will initially have 25 paid upmembers with a minimum of 15 of these volunteering the time to assist with the operation of gallery/gift shop.

## S.W.O.T. analysis

| Strengths  | Weaknesses   |
|--|--|
| <i>Community organisation being run for the benefit of the whole community</i> | <i>Loss of motivation within membership if project does not proceed as planned</i> |
| <i>Broad range of skills in membership base</i>                                | <i>Local economy relies heavily on farming and timber</i>                          |
| <i>Existing group of artists eager for exhibition space</i>                    | <i>Poor seasons limit disposable income</i>  |
| <i>A community renowned for supporting each other</i>                          | <i>Short term reliance on successful funding applications</i>                      |
| <i>Exisiting links with regional art organsations and artists</i>              |  |

| Opportunities   | Threats  |
|---|--|
| <i>Diverisfaction of industry base</i>                                  | <i>Land is not sold thus funds for re purposing not easily available</i> |
| <i>Up skilling of young people</i>                                      | <i>Partnership with Council sours</i>                                    |
| <i>Opportunity to link with other regional iniatives eg Bundian Way</i> |  |
| <i>Opportunity to value add to local products and businesses</i>        |  |

## Competitors

| Competitor                                   | Established date                                    | Size  | Value to customers   | Strengths   | Weaknesses   |
|--|---|---|--|---|--|
| Platypus Country Visitor Information Centre] | 2003  | 3 part time employees                       | Stocks wide range of regional and local products. Staff knowledgable and helpful | Good location, regional awareness, well laid out purpose built facility | Relies on local government support                         |
| Borderline/<br>Bundian Way Gallery           | Borderline Gallery 2006<br>Bundian Way Gallery 2012 | Volunteers of Delegate Progress Association | Established galleries with widespread local and regional awareness               | Both Galleries enjoy widespread community support                       | Not always open at peak season                             |
| Raglan Gallery                               | Around 1960   | Run by volunteers                           | Aiming to become a Regional Gallery. Situated in a historic building             | Widely known within the region  | Lack of promotion and not well located                     |
| Local Retail outlets                         | Various   | Usually sole traders                        | Good customer service  | Strong customer loyalty   | Operate within fairly limited parametres                   |
| Regional Training Organisations              | various   | Various normally funded by government       | Participants can often receive recognised training credits                       | Usually low priced  | Courses usually offered in regional centres ie not Bombala |

## Advertising & sales

### Advertising & promotional strategy

| Planned promotion /advertising type   | Expected business improvement                                       | Cost (\$) | Target date       |
|---|---|-----------|-------------------|
| Print media and online advertising of sponsorship packages  | Raise awareness of the venture                                      | \$2,000   | Initially monthly |
| On line calendar of events and activities promoted widely via social media and linked to other regional webistes and on line publications | Raise awareness and increased attendance at activities and events   |           | Monthly           |
| Print media promotion of Exhibitions including bios of artists  | Increase attendance aat opening and raised awareness of the artists |           | 3 monthly         |
| Flyers available at all surrounding Galleries and Visitor Information Centres   | Increased awareness generating additional visitation                | \$2,000   | On going          |

## Unique selling position

Our activities will be identified by our membership, met their needs and aspirations and be offered in an inspiring community space.

“The Primary Hub- still empowering the locals two centuries on”.

## The Future

### **Vision statement**

To be recognised as a sustainable, vibrant hub for creativity and innovation in the south east of New South Wales.

### **Mission statement**

To draw together the creative, historical and economic threads of our community and establish, in a valued community building, The Primary Hub which will drive social and economic development and ensure connection and vibrancy within our rural community.

### **Goals/objectives**

#### **Long Term**

- Working with Council, other regional organisations, industry and community deliver programs and activities aimed at increasing community connection and innovation within the major industries of the region ie farming and timber
- Working with relevant educational bodies explore the possibilities of establishing accredited fine art courses to run out of the building
- Working with identified partners develop The Primary Hub into a facility that fosters creativity in all forms of the arts and is widely recognised and respected
- Generate sufficient income to enable the employment of a paid co ordinator to assist with managing the facility
- Ensure processes and procedures are developed to ensure long term sustainability

## Action plan

| Milestone  | Date of expected completion                               | Person responsible                         |
|--|---|--|
| Work in partnership with Council to have building handed over to Council and surrounding land sold | Hand over - November 2017<br>Sale of land - February 2018 | Council and Executive                      |
| Develop appropriate timelines for all re purposing work  | December 2017   | Council and Executive                      |
| Contractors selected work commenced  | June 2018   | Council and Executive                      |
| Data base of artists compiled  | October 2017  | Executive                                  |
| Potential business partners identified   | November 2017   | Economic Development Officer and Executive |
| Funding applications submitted and successful result communicated                                  | February 2018   | Economic Development Officer and Executive |
| The Primary Hub officially opened  | December 2018   | Economic Development Officer and Executive |

## The Finances

### Key objectives & financial review

#### Financial objectives

In the start up phase, to generate sufficient revenue to cover operating costs.

After five years to be generating sufficient revenue to cover costs and employ suitably qualified identified staff on a part time basis.

#### Finance required

Council will use funds from the sale of the land surrounding the building to undertake the re purposing of the building.

### Assumptions

The financial tables on the subsequent pages are based on the assumptions listed below:

#### Income for the first year of trading

Membership targets achieved

Commission sales targets achieved

Friends of The Hub sponsorship achieved (\$7,500)

Annual fund raising targets achieved (\$2,000 – street stall \$1,000 & major event \$1,000)

Worshop targets achieved (12x10personsx\$25 ph)

Volunteers operate the facility during stated times

Community development events (12 eventsx10persons x\$15 ph and 24 activitiesx20peopl5ph)

Seminars/forums (3 forums x15 attendees x \$5 and I seminar x 30 attendees x \$25PH)

**In the second and third years of trading**

Memberships increased by 50%

Commission on sales increases by 50% year 2 and then by 25% in year 3

Workshops by 50% each year

Seminars/forums by 50% each year

Community development events by 25%

Venue Hire 10% increase each year

Fund raising activities increase 50% per yer

**Expenses reflect the activities and the percentage increases.**

## **Benefits**

Economic – The project will assist in stimulating the tourism sector in Bombala leading to increased economic turnover. Speakers and forums will assist with informing and upskilling participants on a wide range of topics some of which they will be able to carry over to their businesses. We anticipate that the technology hub will lead to the establishment of start up businesses while the exhibition and gift shop space will provide additional income for local and recional artists.

Environmental- The project will have a positive impact on the local environment. A heritage building will be maintained and cared for. Recycle reuse principles will be applied to activities and events helping to educate the community and grow awareness of personal responsibilities. Speakers and forums will address a wide range of topics and it is anticipated that subjects covering environmental issues will be included in the programs.

Social- The project will assist with building community capacity, creation of networks and partnerships that will assist with broad community development. All activities and events will be inclusive and encourage the community to grow and prosper both in a social and economic sense.

Leadership – The project will showcase the abilities of local and regional artists, encourage mentoring and provide an environment in which community members will be encouraged and supported to reach their full potential.

## Start-up costs (estimation)

|   |                 |                                      |                  |
|---|-----------------|--------------------------------------|------------------|
| Website development                           | \$3,000         |                                      |                  |
| Business Registration and Association fees    | \$400           | Technology suite equipment           | \$30,000         |
| Accountant fees                               | \$600           |                                      |                  |
|   |                 | Security system                      | \$5,000          |
|   |                 | <b>Office equipment</b>              |                  |
| Utility (Electricity, gas,)                   | \$1,000         | Furniture                            |                  |
|   |                 | Gallery/Shop/workshopspaces/other    |                  |
| Phone/internet/computer connection and wiring | \$2,000         | internal fitout                      | \$40,000         |
| <b>Insurance</b>                              |                 | Amenities upgrade                    | \$40,000         |
| Building & contents AND                       |                 |                                      |                  |
| Public liability                              | \$4,000         |                                      |                  |
| Printing                                      | \$2,000         |                                      |                  |
| Stationery & office supplies                  | \$200           |                                      |                  |
| Marketing & advertising                       | \$2,000         |                                      |                  |
| More...                                       |                 |                                      |                  |
| <b>Total start-up costs</b>                   | <b>\$15,200</b> | <b>Total equipment/capital costs</b> | <b>\$115,000</b> |

Note: As the fittings are being provided by Council, depreciation will be the responsibility of Council. It is anticipated that the majority of fit out costs will be treated as expenses and not depreciated ie they will be written off in the year they are purchased. The building will be a Council asset and as such will be included in Council's depreciation schedule.

The above figures are based on similar work undertaken by Council over the last 8 months.

## Profit and loss forecast

| <b>PROFIT &amp; LOSS FORECAST</b>   | <b>[Year 1]</b> | <b>[Year 2]</b> | <b>[Year 3]</b> |
|-------------------------------------|-----------------|-----------------|-----------------|
| <b>Sales</b>                        | \$1,700         | \$2,550         | \$3,187         |
| Workshops                           | \$3,000         | \$4,500         | \$6,750         |
| Seminars/Forums                     | \$975           | \$1,462         | \$2,193         |
| Community development events        | \$4,200         | \$5,262         | \$6,577         |
| Venue hire                          | \$300           | \$330           | \$363           |
| Fund raising                        | \$2,000         | \$3,000         | \$4,500         |
| Membership                          | \$1,250         | \$1,875         | \$2,812         |
| Sponsorship                         | \$7,500         | \$7,500         | \$7,500         |
| <b>Gross profit/net sales</b>       | <b>\$16,225</b> | <b>\$26,479</b> | <b>\$33,882</b> |
| <b>Expenses</b>                     |                 |                 |                 |
| Accountant fees                     | \$600           | \$600           | \$660           |
| Advertising & marketing             | \$2,000         | \$2,000         | \$2,000         |
| Utilities (electricity, gas, water) | \$2,000         | \$3,000         | \$4,500         |
| Telephone/internet                  | \$2,000         | \$2,250         | \$2,500         |
| Repairs & maintenance               | \$800           | \$1,200         | \$1,800         |
| Stationery & printing               | \$2,200         | \$2,200         | \$2,500         |
| Insurance                           | \$4,000         | \$4,400         | \$4,840         |
| Worshops/Seminar/Forum              | \$2,000         | \$3,000         | \$4,500         |
| <b>Total expenses</b>               | <b>\$15,600</b> | <b>\$18,650</b> | <b>\$23,300</b> |
| <b>NET PROFIT</b>                   | <b>\$625</b>    | <b>\$7,829</b>  | <b>\$10,582</b> |
|                                     |                 |                 |                 |
|                                     |                 |                 |                 |
|                                     |                 |                 |                 |
|                                     |                 |                 |                 |

Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
RCF Medium Scale  
Application RCF17R1M00068 From Karen Cash - DRAFT

## Overview and Eligibility

\* indicates a required field

### Overview

Grants of between \$60,000 and \$1 million are available for the improvement of arts and cultural infrastructure and the purchase of fixed equipment used for arts and cultural purposes.

#### Funding Amount

Grants of between \$60,000 and \$1 million.

Refer to the [Regional Cultural Fund Guidelines](#) for details. It is critical you read the guidelines before progressing with your application to ensure you and your project meet the eligibility requirements.

**Please confirm you have read and understood the Regional Cultural Fund Guidelines. \***

Yes

### Eligibility

#### Purpose

Applicants must clearly demonstrate that their project will be used primarily for arts, cultural or historical purposes, and/or to improve the usability of arts and cultural facilities. The project cannot be for exclusive private benefit.

**Is your project primarily for arts, cultural or historical purposes and not for exclusive private benefit? \***

Yes  No (You're not eligible)

#### Location

To be eligible to apply for the Regional Cultural Fund your organisation must be located in a regional local government area, that is the 92 local councils outside of Sydney, Newcastle and Wollongong.

**Which is your LGA? \***

Snowy Monaro Regional Council

If your LGA is not listed you're not eligible for this fund.

#### Timing

Your project must commence within 12 months and ideally be completed within two years from when funding is approved.

**Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
RCF Medium Scale  
Application RCF17R1M00068 From Karen Cash - DRAFT**

**Confirm your project  
can commence within 12  
months of funding being  
awarded. \***

Yes  No (Consider applying for a later funding round)

**Co-investment**

You must demonstrate that you have maximised other co-investment opportunities including your organisation, Local Government, the Commonwealth or other industry contributions.

If your budget includes in-kind contributions, you must provide details of each contribution in your application and its financial value.

**Have you confirmed co-  
funding for this project?  
\***

Yes (Please detail in the Budget section)  No

**If NO, to the above,  
please detail any  
attempts you have made  
to attract additional  
funding.**

Maximum 150 words

**Do you meet all  
eligibility requirements?  
\***

Yes  No (you are not eligible to apply)

Don't meet all the criteria?

If your project does not meet the applicant eligibility conditions and you feel it should, please contact the Regional Cultural Fund team to discuss. If you submit an application that is not eligible, you will be notified after the grant round has closed. This will give you time to address ineligible matters and reapply in the next round.

For more information on eligibility including examples of eligible and ineligible projects refer to page 4 of the Regional Cultural Fund Guidelines.

If you require further information please call 8289 6575 or email regional@arts.nsw.gov.au.

Completing the application

- Remember to **save the form on a regular basis.**
- Applications **MUST** be **submitted prior to midnight of the closing date (Monday 4 September 2017).**

Applicant Details

\* indicates a required field

**Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
 RCF Medium Scale  
 Application RCF17R1M00068 From Karen Cash - DRAFT**

If an individual Business Unit of a LGA (e.g. gallery/theatre) does not have its own ABN, an application must be submitted by the LGA on behalf of the Business Unit. In this case, provide the LGA details here and complete the Business Unit details on the next page.

**Are you a LGA applying on behalf of a Business Unit? \***       Yes    No

**Organisation Legal Name \***      Snowy Monaro Regional Council

**Organisation Trading Name (if applicable)**      Snowy Monaro Regional Council

**What is your organisation's legal status? \***

- Not for profit incorporated body
- Co-operative or trust
- Local government authority
- For-profit incorporated body

For-profit organisations should refer to the section on eligibility in part three of the ACDP Guidelines on the Create NSW website.

**The applicant organisation: \***

- Owns the land & premises or facility
- Is the trustee, having care, control and management of the land & premises or facility
- Possesses an instrument of tenure (e.g. lease or user agreement) for the premises or facility and has the approval of the owner to undertake construction, extension or improvement of premises

**Contact Details**

**Street Address \***  
 81 Commissioner Street  
 Cooma NSW 2630

**Postal Address \***  
 PO Box 714  
 Cooma NSW 2630

**Phone \***  
 (02) 6458 3555

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

**Website**  
<http://www.snowymonaro.nsw.gov.au>

**ABN \***      72 906 802 034

| Information from the Australian Business Register |                               |
|---|-------------------------------|
| ABN   | 72 906 802 034                |
| Entity name                                       | Snowy Monaro Regional Council |
| ABN status  | Active                        |
| Entity type                                       | Local Government Entity       |

**Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
RCF Medium Scale  
Application RCF17R1M00068 From Karen Cash - DRAFT**

|   |   |
|---|---|
| Goods & Services Tax (GST)              | Yes   |
| DGR Endorsed                            | No  |
| ATO Charity Type                        | Not endorsed <a href="#">More information</a> |
| ACNC Registration                       | No  |
| Tax Concessions                         | No tax concessions                            |
| Main business location                  | 2630 NSW                                      |
| Information current as at 12:00am today |   |

**Head of Organisation**

Must be the Chairperson or President (Arts Organisations) or General Manager (Local Council)

**Name \*** Mr Joseph Vescio

**Position \*** General Manager

**Phone \***  
(02) 6455 1777

**Email \***  
[joseph.vescio@snowymonaro.nsw.gov.au](mailto:joseph.vescio@snowymonaro.nsw.gov.au)

**Contact Person**

**Name \*** Ms Karen Cash

**Position \*** Economic Development Officer

**Phone \***  
(02) 6458 3555

**Email \***  
[karen.cash@ssnowymonaro.nsw.gov.au](mailto:karen.cash@ssnowymonaro.nsw.gov.au)

**Local Government Authority Business Unit**

\* indicates a required field

Complete these details for the LGA Business Unit, only if it does not have its own ABN - fill in the LGA details on the previous page

**Trading Name of Business Unit \*** Economic Development

**Street Address \***  
81 Commissioner  
Street

**Postal Address \***  
pO Box  
714

Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
RCF Medium Scale  
Application RCF17R1M00068 From Karen Cash - DRAFT

Cooma NSW 2630

Cooma NSW 2630

**Phone \***  
(02) 6455 1777

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

**Website**  
<http://www.snowymonaro.nsw.gov.au>

Contact Person

If different to the contact person entered on the previous page

**Name**

**Position**

**Phone**

**Email**

Grant Administrator Details - Optional

\* indicates a required field

If nominating a third party (e.g. manager, agent or producing organisation) to administer the funds on your behalf provide details below.

**Will you be engaging another entity to administer the grant on your behalf? \***  Yes  No

Project Summary

\* indicates a required field

Project Details

**Project Title \*** **Alive and Humming**  
Must be less than 10 words.

**Describe your project \*** Our project will see the old Bombala Primary School brought back to life as a vibrant multi purpose art and cultural precinct. We will re purpose the building to include an exhibition space, workshop area, performance/seminar space, a technology hub and small office.

**Regional Cultural Fund 2017 (Round 1) MEDIUM SCALE  
 RCF Medium Scale  
 Application RCF17R1M00068 From Karen Cash - DRAFT**

The site is close to the CBD and our project has the wide support of the community.

A Project Manager will be employed for a twelve month period to oversee the development and establishment of this much needed community facility.

The facility will encourage greater participation in cultural activities, give our young people, in particular, the opportunity to improve their skill and knowledge of technology and the digital space, support all our local artists, provide opportunities for them to explore other mediums and learn new techniques. In addition the facility will provide a dedicated space to enable the community (and visitors) the opportunity of enjoying live performance, music, book readings and guest speakers in a stimulating environment.

Maximum 200 words.

*Example: The construction and fit-out of a multi-purpose secure storage area for valuable and fragile collection material. It's located in the Far West region and will serve four different arts groups. The project has support from the community as detailed in the attached letter and we have fundraised 50 per cent of the project's total cost.*

**What type of project? \***

- Entirely new build
- Upgrade to existing building (increasing footprint)
- Refurbishment of existing building (within existing footprint)
- Purchase and/or installation of fixed equipment
- Digitisation
- Repair and conservation of collections
- Other: Employment

At least 1 choice must be selected.

**Start date \***  
02/02/2018

**End date \***  
30/06/2019

**What is the primary artform of the venue where the capital works will take place? \***

- Aboriginal Arts and Culture
- Collections and Cultural Heritage
- Dance
- Design
- Digital Arts
- History
- Literature
- Multi artform

**Where will the capital works take place? \***

- Central West
- Far West
- Hunter
- Mid North Coast
- Murray
- Northern
- Richmond-Murrumbidgee
- North Western
- South Eastern
- Tweed

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- Music (including Opera and Musical Theatre)
- Screen
- Theatre (including Circus and Physical Theatre)
- Visual Arts (including Craft and Design)

Is your project involving Aboriginal communities and heritage? \*

Yes  No

Amount requested from the Regional Cultural Fund \*  
\$115,000.00

Total estimated cost of activities \*  
\$177,500.00

### Criteria 1: Strategic Assessment

\* indicates a required field

**Describe how your project contributes to the cultural, social and economic advancement of your LGA and region.**  
\*

Currently there is no dedicated arts space within Bombala limiting the ability of the local community to enjoy live performances, appreciate the talents of the large number of local artists, learn new skills, discuss new ideas & or connect in a stimulating space.

The space we intend to create will trade as The Primary Hub reflecting its link to the old Bombala Primary School & also its importance to the local community in terms of education, history & society.

Activities & events offered will cover a broad range of topics & be offered at prices that reflect the socio economic status of our town. The activities & events will help revitalise our town, linking to Council place activation projects & assist us in attracting a % of the 10.7% of visitors to our region that engage in cultural or heritage activities. (figures Destination NSW)

Our project supports & links to our Community Strategic Plan Key Direction Three Strengthening our local economy, Key Direction Four Creating a safer, healthier & thriving community & Key direction Five Enhancing our healthy, active lifestyle by providing a multi use venue to meet community needs.

The Primary Hub will link artists, supporting their development & at the same time developing future audiences for arts.

The Primary Hub will challenge views with a varied program of speakers, provide opportunities for

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networking, business development & recreational activities.

The Primary Hub will drive innovation through both the technology suite operations and the interactions & partnerships developed amongst those attending.

The Primary Hub will provide a stimulating environment in which the whole community can come together & connect, supporting the community inclusion including most importantly the growing number of our South Korean timber mill workers & encouraging the exchange of ideas & skills.

The Primary Hub will be driven by the community, for the community & will succeed because of this.

Must be no more than 300 words.  
Maximum 300 words.

**HINT:**

- *Explain why your community needs this project.*
- *Make the 'case for change' here, especially in a cultural context.*
- *Include if the project fits in with your local government's strategy for the region and reference the relevant documents.*

**Describe how the project will capitalise on the region's cultural talents and strengths and/or broaden and reposition their arts, screen, culture and heritage offerings. \***

The southern end of the new Snowy Monaro Regional Council has long used art as means of connecting the local community. The establishment of the new Snowy Monaro Regional Council provides the opportunity to further develop the cultural landscape and provide facilities to meet the identified needs of local communities and regional artists.

The Primary Hub will provide exhibition/workshop space and activities/ events aimed at increasing the profile of local regional artists, providing a space where they can learn from their peers, exchanging ideas and demonstrating skills. The facility will also provide activities/events aimed at increasing the broader communities understanding of issues important to them including European culture and history and also the rich Aboriginal history of the region. We will link with the Eden Local Aboriginal Land Council and deliver activities/events that support the roll out of the Bundian Way which tells the inspirational history of the First Australians including their shared history with the early European settlers.

The technology suite will allow artists and young people in particular to explore the digital space which offers opportunities across a broad spectrum including film, graphics, music and of course coding. There is currently no such space available for the public to utilise.

The Primary Hub is designed to be a stimulating space, one in which interested people can come together share their skills, experience and views and build community

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development and connection across the region. The ability to share skills and learnings and the increased sense of connection will benefit not only local Bombala artists/community members and organisations but artists/communities and organisations across the region.

Maximum 300 words

**HINT:**

- Describe how your project will improve the quality of arts and cultural offerings to the community.
- Describe how your project will improve the talents and strengths of local arts and cultural organisations.
- Attach evidence of community engagement at the relevant section of this application.

**Explain how this project will increase cultural, social and economic outcomes, including the potential to benefit more than one organisation. \***

A variety of strategies will be employed to encourage increased participation in arts/cultural activities. The Project Officer will be in charge of fitting out the space so as to allow the development of a program of activities and events which cover a broad range of topics based on identified community priorities at prices that reflect the socio economic status of our town. The Primary Hub will offer activities utilising the infrastructure in the technology suite likely to appeal to the youth of the area - gaming, coding, use of virtual reality headsets, opportunities to link with app developers etc. Opening hours initially are intended to be week days 10am-3pm and 5pm-7pm include Saturdays. This will provide the greatest opportunities for participation & encourage networks to be established & strengthened leading to improved social cohesion and connection.

Our project will impact positively on our community & help drive sustainability & development leading to the creation of additional economic growth & prosperity. To ensure economic growth, the area needs to increase its population. To achieve population growth our community must have facilities expected by those seeking to relocate. Our community must be vibrant & offer a wide range of activities & experiences to make it stand out as an attractive alternative to other locations.

We have inexpensive house/land options, a community keen to work together to achieve desired outcomes, an available work force & a supportive Council. What we need are improved job opportunities and economic growth. Infrastructure like the proposed Primary Hub will help drive this.

It is intended the Primary Hub will work closely with organisations such as South East Arts, Delegate Progress Association, the Raglan Gallery, Bombala & District Historical Society, Delegate Museum. This work will include the sharing of exhibitions & displays & linking in with activities/events occurring across the region to further support artists and organisations.

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Maximum 300 words

**HINT:**

- Explain how your project will increase access to arts and culture in your community.
- Outline direct and indirect benefits to your community and other local arts and culture organisations.
- Quantitate where possible i.e. expected increased in audience numbers or increased hours of usage by local arts organisations, increased tourism numbers.
- Include the percentage of time the facility will be used for arts and cultural purposes.

**Criteria 2: Economic assessment**

\* indicates a required field

**Demonstrate the capacity of your organisation to deliver enhanced arts, screen and cultural infrastructure \***

Snowy Monaro Regional Council has the necessary skills to deliver this project on time and within budget. To further ensure that the project meets the community's needs we will employ for a 12 month period a suitable qualified Project Officer to work with the community & relevant Council staff. Our Project contact Karen Cash has over 15 years of successfully managing both small & large scale projects for Council. The most recent one has been the construction & fit out of the new Visitor Information Centre at Bombala. This project received grant funding of \$100,000 from the State Government with Council matching the funding. The project has received praise from both visitors & locals & has become an attraction in its own right, helping to increase the length of stay in the town & also sales through the Centre. Ms Cash also oversaw a \$9 million stage of the \$74million redevelopment of the Dongwha mill at Bombala. The new mill is a major employer in the town & looking to commence the second stage of redevelopment in the next five years.

Our project has been developed in direct response to the community aspirations. The arts & cultural needs of the community are brought to the attention of Council via the Arts Advisory Networks set up in Bombala, Cooma & Jindabyne. The Bombala & Delegate Arts & Cultural Advisory Group have been discussing opportunities to repurpose buildings within Bombala to meet the needs of various groups. The old Bombala Primary School was one of these buildings & they have worked with Council to secure it for community purposes from TAFE NSW. This has been done with the support of the Deputy Premier who has been an active participant in this project. Council

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is currently in the process of finalising arrangements for the hand back of this building to the community.

Maximum 300 words

**HINT:**

- Outline your, and/or your organisation's experience in delivering improved infrastructure projects. May include cultural or non-cultural infrastructure.
- Detail how the arts and cultural needs of the community have been considered and incorporated into the planning and delivery of your project.
- Attach your CV, or that of others involved in the project, outlining their previous experience.

**Outline the project's flow-on benefits to the communities and economies in the region and how they demonstrate value for money. \***

Our project will provide the opportunity for exhibitions to travel around the region. Currently there are exhibitions held in both Cooma & Jindabyne that would be of interest to the Bombala community however we do not have a suitable venue. The Primary Hub would provide a venue & an opportunity for artists to exhibit their work on a truly regional basis. It is the same for live performances. Currently there is only the RSL auditorium or local hotels available for live performances & this limits the both the type of performance & also the age range of those attending. There would be no such restrictions at the performance space to be included in The Primary Hub which will open up the possibility for touring & audience development.

Using Id.community tools it is easy to see how The Primary Hub will assist with regional development. For instance a one day event held in Bombala that attracted 200 people spending \$35 would lead to an increase in Gross Regional Product for the region of some \$9,931 while even a one day seminar attracting only 50 people spending only \$25 increases GRP by \$1,773. Part of the role of the contracted Project Officer will be to devise a broad program of activities attracting diverse participation.

Council has done an initial assessment of the future financial costs associated with this project & is confident that The Primary Hub will generate sufficient revenue to cover operational costs & not be an ongoing drain on Council budgets.

Figures provided by Destination NSW suggest that the average spend per visitor per night engaged in culture and heritage activities is \$126. Attracting just 500 people per year to the Primary Hub will increase local economic activity by some \$63,000 with the total regional impact some \$ 89,000 further helping to stimulate the regional economy.

Maximum 300 words

**HINT:**

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- Describe how surrounding organisations or venues will also benefit from this project.
- Include other events/exhibitions that can expand or even commence following the completion of this project.

**Criteria 3: Affordability (Budget)**

\* indicates a required field

**Instructions**

Complete the budget tables below, insert \$0 (zero) to any fields that are not applicable. You are required to submit a break even budget (income equals expenditure). Include the **entire budget** for the project, not just how Regional Cultural Fund money will be spent.

- If the applicant **is** GST registered - exclude GST
- If the applicant **is not** GST registered - include GST

Remember to add the amount you are requesting in this grant at the line item 'Regional Cultural Fund (this grant)'. This amount must match the amount at 'Page 5: 'Activity Summary'.

Applicants will need to demonstrate that they maximise other co-investment opportunities including local government, the Australian Government or other industry contributions.

Refer to the [Regional Cultural Fund Guidelines](#) for further information.

**For this project, do you have a live application for any other NSW Government grants? \***

Yes (detail below)  No  
At least 1 choice must be selected.

**If YES, which NSW Government grant(s) have you applied for?**

**How will your project remain viable once complete? \***

At the conclusion of the project The Primary Hub will be handed over to the volunteer organisation who will run the venue on a day to day basis. This not for profit community organisation will handle ticket sales, memberships, sales of goods, fund raising activities and sponsorships into the future. These funds will be used to cover the day to day operations expenses and maintenance of the building.

**HINT:**

- What forms of revenue do you have to fund future operations and maintenance?
- This could include ticket sales, on-site hospitality revenue or previously committed local or state government funding.

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**Income**

**NOTE:** Provide explanatory notes, particularly for complex items or to breakdown in-kind or cash income.

| <b>Income</b>                       | <b>Amount</b>  | <b>Explanation</b>                      | <b>Confirmed (Yes/No)</b> |
|-------------------------------------|--|---|---------------------------|
| Regional Cultural Fund (this grant) | \$115,000.00 *   | fit out of building *                   | No *                      |
| NSW Government (other)              | *  | *                                       | *                         |
| Own Contribution (cash)             | *  | *                                       | *                         |
| Own Contribution (in-kind)          | *  | *                                       | *                         |
| Sponsorship/Private Sector          | *  | *                                       | *                         |
| Other In-Kind Income                | \$7,500.00 *   | volunteer labour 15x 20 hours x \$25 *  | Yes *                     |
| Australia Council                   | *  | *                                       | *                         |
| Local Government                    | \$55,000.00 *  | 12 month contract for Project Manager * | Yes *                     |
| Other Government                    | *  | *                                       | *                         |
| Other Grants                        | *  | *                                       | *                         |
|                                     | Must be a dollar amount<br>Must be a whole dollar amount (no cents). |   |                           |

**Total Income Amount**  
 \$177,500.00  
 This number/amount is calculated.

**Expenditure**

| <b>Expenditure</b>     | <b>Amount</b> | <b>Explanation</b>                     |
|------------------------|---------------|--|
| Salaries, Wages & Fees | *             | *                                      |
| Allowances/On Costs    | *             | *                                      |
| Administration         | *             | *                                      |
| Construction           | *             | *                                      |
| Contingencies          | *             | *                                      |
| Fit-out costs          | \$45,000.00 * | furniture, lighting, security system * |

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|                             |  |   |
|-----------------------------|--|---|
| Equipment                   | \$30,000.00 *  | Computers and electronic equipment for the Technology Hub *                 |
| Planning/Project Management | \$55,000.00 *  | 12 month contracted position under snowy Monaro Regional Council *          |
| Other Expenditure           | \$47,500.00 *  | repurposing of amenities block and clearing out of rooms prior to fit out * |
|                             | Must be a dollar amount<br>Must be a whole dollar amount (no cents). |   |

**Total Expenditure Amount**  
**\$177,500.00**

This number/amount is calculated.

**Budget Summary**

**This number should be zero for a break even budget \***

\$0.00

This number/amount is calculated.

**Provide other explanatory notes about your budget.**

Volunteer in kind labour will be used to clear the old furniture and clean the building prior to the fit out.  
 The current amenities block will be repurposed to include a disable facility.  
 The building is in good repair and requires very little in the way of fit out to make it operational and fit for the purposes we intend to use it for - it has until recently been used by NSW TAFE to deliver outreach services/education programs and has been well maintained by NSW TAFE.  
 Maximum 200 words.

**Criteria 4: Deliverability**

\* indicates a required field

**Tell us what steps have been taken to ensure the project has a realistic and accurate budget and timeline. \***

As this is an Expression of Interest we have not requested quotes instead we have used quotes and invoices from the recently finalised fit out of the Visitor Information Centre at Bombala. This project was completed in March of 2017 and thus the figures are current and reliable. We have also taken into consideration that quotes are only valid for a

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maximum of 6 months and hence would likely fall outside of the timelines we are planning.

Specific quotes will be called for if our Expression of Interest is successful. As per Council Purchasing Procedures we will arrange for up to three quotes for the work to be undertaken on the amenities block. We would anticipate the majority of the other fit out requirements will require a minimum of two quotes.

The timeline is considered to be realistic and takes into account likely time delays due to sourcing of some furniture/equipment from outside the area. Also taken in to consideration is the small number of available tradespeople in the region which can result in time delays.  
 Maximum 300 words.

**EXAMPLE:**

*I have three quotes from separate reputable companies and employed a contractor to verify my costings and timelines.*

**Project Timeline**

Brief timeline of the proposed project, including all key activities

| <b>Activities</b>  | <b>Dates/Timeframe</b> | <b>Confirmed (Yes/No)</b> |
|--|------------------------|---------------------------|
| Clean out of rooms prior to re fit by volunteers (In kind).<br>*                                 | 2/2/18-2/3/18 *        | Yes<br>*                  |
| Project Officer employed, consultation with the community on lay out, programs and activities    | 2/3/18-2/3/19          |                           |
| Project Officer overseeing fit out of old school building  | 2/3/18-2/9/18          |                           |
| Project Officer developing programs, processes and procedures in consultation with the community | 2/5/18-2/2/19          |                           |
| Project Officer commences delivery of activities with assistance from volunteers                 | 2/9/18-2/2/19          |                           |
| Project Officer strengthening links with surrounding arts/ cultural organisations.               | 2/5/18-/2/3/19         |                           |
|  |                        |                           |
|  |                        |                           |

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**Detail how the project  
will be delivered. \***

Council will follow its adopted procurement policy in carrying out this project. Where possible, Council uses local contractors and suppliers.

The re purposing of the building is a fairly straight forward project. The building has been inspected and has been found to be in a sound state and suitable for the purposes now intended. The amenities block can be re purposed to include a disable facility.

Volunteers have indicated that they will clean out the building prior to the fit out. This does not include any demolition work. They have also indicated that they will work with the Project Officer in determining preferred lay out.

There are currently three separate rooms /spaces plus small area that has been used as an office.

The not for profit volunteer committee who will take over the day to day running of the facility after the initial 12 month set up phase will work with the Project Officer to ensure an achievable program of events is developed and strong links established with the surrounding arts organisations.

A SWOT analyses has been undertaken for the project and forms part of the attachments to this application.

Council will advertise for the Project Officer position, conduct interviews using standard Council procedures with the 12 month contract commencing on 2 March 2018. Council believes strongly that a Project Officer is required to ensure the long term sustainability of the facility. A Project Officer will be tasked among other key deliverables with putting in place the procedures and processes required to successfully run the arts precinct and to establish/develop the necessary partnerships to ensure that the precinct contributes to the regional development of the arts.

Project Officer will work with the community on finalising all purchase requirements, order goods and set up the venue.

As there is construction work to be undertaken on the amenities block a Development Application will be required. Council is currently preparing this Application; fees are not applicable as it is a Council asset.

Any cost over runs will be met by Council utilising the former Bombala Council reserve funds now held by Snowy Monaro Regional Council. These funds can only be used on projects undertaken in the former Bombala Council area and the reserves held are more than sufficient to cover any over runs.

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Council is currently finalising the hand over of the site with TAFE NSW. Administrator Dean Lynch has approved the hand over in principle. (see attached)

Must be no more than 500 words

You should consider including the following points, if relevant:

- Outline your procurement strategy including how you will utilise local suppliers where possible
- Include what contingencies have been put in place for each stage of the project
- Evidence of stakeholder consultation and consideration of issues arising as a result
- Analysis of all options demonstrating the reason for the preferred approach
- Planning approvals considered/in place
- Identification of risks and strategies in place to address them
- Consideration of and plans for, future maintenance and operations of the facility.

NOTE: There is an opportunity to attach documents in a later section. Feel free to reference them here.

Does your organisation have a current Risk Management Plan? \*

Yes  No

## Attachments and Support Material

\* indicates a required field

Provide support material that best reflects your practice, experience and your proposed program of activity.

All support material must be provided at the time your application is submitted.

## Restrictions on Attachments

Files must not exceed 25MB.

Please provide support material documents in .pdf format where possible.

**Zip files cannot be accepted.**

## Recommended Support Material

It is **strongly recommended** you supply as much supporting information as possible. The more information provided about your project will give it a higher chance of being successful.

The level of detail provided should reflect the amount of funding requested for your project.

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**1. Confirmation letters or letters of support from owners (if not the applicant), partners, contractors or other funding agencies.**

**Attach confirmation letters or letters of support here.**

|           |   |
|-----------|---|
| Filename  | John Barilaro MP letter of support for Bombala Infants School.pdf |
| File size | 524.9 kB  |
| Filename  | letter of support.doc   |
| File size | 42.5 kB   |
| Filename  | SMRC RCF support Sept 2017.pdf                                    |
| File size | 293.3 kB  |
| Filename  | The Primary Hub project is an arts and culture.docx               |
| File size | 18.6 kB   |

A maximum of 5 files may be attached.

**2. For activities involving the development or renovation of infrastructure, you are encouraged to provide:**

**Note: some documents are marked as mandatory**

**Proof of ownership or long-term access \***

|           |   |
|-----------|---|
| Filename  | letter to Snowy Monaro Regional Council - 8-12 Wellington St Bo .._.pdf |
| File size | 263.7 kB  |

A maximum of 5 files may be attached.

**Certified cost estimate or quotes \***

|           |                                |
|-----------|--------------------------------|
| Filename  | internal costing document.docx |
| File size | 30.8 kB                        |

A maximum of 5 files may be attached.

**Formal confirmation of other funding contributions \***

|           |                            |
|-----------|----------------------------|
| Filename  | Approval to submit EOI.pdf |
| File size | 397.4 kB                   |

A maximum of 5 files may be attached.

**Detailed plans drafted by an architect/qualified draftsman**

*No files have been uploaded*  
 A maximum of 5 files may be attached.

**Planning approvals**

*No files have been uploaded*

**Photos of the site or project area \***

|           |                       |
|-----------|-----------------------|
| Filename  | Bombala Site Plan.pdf |
| File size | 19.4 kB               |

A minimum of 1 file and a maximum of 5 files may be attached.

**3. For proposals involving Aboriginal communities and heritage**

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Letters of support and confirmation of involvement from the relevant communities and/or organisations. If you have more than one letter, put them together into one file before uploading.

**Letter of support** *No files have been uploaded*  
 A maximum of 1 file may be attached.

**Provide links and passwords to any externally hosted work samples**

| Link / URL | Password | Description |
|------------|----------|-------------|
|            |          |             |
|            |          |             |
|            |          |             |
|            |          |             |

**Additional Support Material**

We encourage you to provide optional support material to strengthen your application such as reviews, articles, media, letters/emails of support.

**Attach optional support material here**

---

|           |                         |
|-----------|-------------------------|
| Filename  | Newspapaer article..pdf |
| File size | 284.1 kB                |

A maximum of 5 files may be attached.

**Declaration**

\* indicates a required field

I have read the Regional Cultural Fund Guidelines.

I certify that, to the best of my knowledge:

- all eligibility requirements have been met
- the information provided in this form and its attachments are correct
- this application has been approved by the governing body or equivalent (if applicable)
- I have the delegated authority to sign this application

I acknowledge that Regional Cultural Fund administrators have the right to withdraw any offer of funding or demand the return of funds already paid, if it is discovered that any statement made by me in this application is incorrect, incomplete or misleading, in a way that may have affected the decision to provide me with funding.

**NOTE: Once you submit your application you will be unable to edit it. Please check you have included all relevant information before submitting.**

Please type your name and details below to certify the information. Typing your name will be taken to be as binding as a signature.

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**I declare the above to be true \***  Yes

**Full Name \***

**Position \***

**Date \*** 04/09/2017  
Must be a date.

---

**Lynette Bottrill**

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**From:** John Gargett <John.Gargett@snowymonaro.nsw.gov.au>  
**Sent:** Monday, 27 November 2017 6:55 PM  
**To:** Lynette Bottrill  
**Cc:** Lorraine Thomas; Glen Hines; Peter Smith  
**Subject:** Old Primary School at Wellington Street Bombala Inspection Results  
**Attachments:** 001.JPG; 006.JPG; 007.JPG

Hi Lyn,

As requested I have conducted an inspection of the Old Primary School in Wellington Street, Bombala at 9.30am 27<sup>th</sup> November 2017 with Council's Penny White and Glen Hines. Based on the premise that the building may be used for an assembly building being a Class 9b building in the future I provide the following advice;

**Building Criteria**

1. Main building; Class 9b. Single storey; Floor area less than 2000m<sup>2</sup>. Type C Construction. Toilet block Class 10a. Staff Kitchen building Class 5 Type C Construction. Storage Building Class 10a.
2. The main building is of single storey construction consisting of timber floors, masonry walls and timber roof structure and metal roofing material.
3. The main building as measured from internal measurements was approximately 263m<sup>2</sup> with a deck of approximately 25m<sup>2</sup> at the front and a small lean-to at the rear.
4. Clearances to boundaries from the main building is more than 3m for side and rear boundaries. If any future subdivision is envisaged clearances to boundaries will need to be assessed from a fire safety prospective.
5. Three amenity buildings were identified at the rear of the property. These consisted of a toilet black, staff kitchen room and storage building.
6. Due to the age of the building and the past use significant heritage considerations need to be considered for any future development of the buildings.
7. The number and combination of sanitary facilities for each sex on site will need to be reviewed in reference to any future use.
8. The buildings appeared to be in fair to good condition with some minor cracking present. Access was not made to the sub-floor areas nor was the roofing structure viewed. Due to the age of the building it may be prudent to have the building assessed by a structural engineer to assessed the structural condition of the building.
9. The rear stair balustrade did not comply with the BCA and requires rectification work in terms of gaps in the balustrade being greater than 125mm in diameter.
10. The front veranda handrail does not comply with BCA and works will be required to address this non-compliance. Heritage advice on this aspect should be sought.
11. The stormwater drainage (downpipes, guttering and discharge pipes) for all buildings will need to be assessed and rectification works undertaken as buildings are being damaged from inadequate stormwater collection and disposal.
12. Termite activity was not assessed as part of this inspection and an independent termite assessor should be engaged to address this aspect.

**Fire Safety**

1. Two fire extinguishers were identified in the building. Both of which are non-compliant and will be required to be replaced to comply with the Building Code of Australia (BCA) and relevant Australian Standards.
2. Each of the rooms in the main building and the staff kitchen have a gas flued heater. These heaters will need to be assessed as being suitable for use.
3. All electrical cabling for all buildings will need to be assessed as being suitable for use.
4. No illuminated exit signs or emergency lighting is installed in the building however due to the size of the building as per the Building Code of Australia these essential fire safety measures are not required to be installed.

5. Three exits are available for occupants of the building. This is compliant with the BCA. However the two rear doors will be required to have door hardware replaced with BCA compliant hardware. The configuration of the front door will need to be re-assessed as the door opening is less than 750mm for the single opening.
6. Travel distances to each exits is BCA compliant.
7. As the intended use is not defined it is unclear if the required exit width of the combined three exits is achievable. Having said this there is sufficient scope to achieve the required exit width on site when the use is decided.
8. The carpet in the building will need to be assessed as being BCA compliant. It would be my recommendation that this will not be able to be achieved and as such will need to be replaced with BCA compliant material.
9. Due to the limited time to provide comment on this proposal I was unable to ascertain the location of fire hydrants in the street. You may wish to obtain a plan from the Bombala Branch Water Division on locations.
10. No fire hose reels were identified on the site however they are not required to be installed in the building.
11. There is not fire separation issues associated with the three rear buildings.

#### Disabled Access

1. No disabled sanitary facilities were identified within any of the buildings.
2. Disabled access to the main entrance, from car parking spaces on the allotment and throughout the building was found to be BCA non-compliant.
3. There is sufficient scope at the front and rear of the building to provide a compliant disabled access ramp and compliant car parking. Due to the age of the building there are significant heritage considerations for any disabled access works that may be necessary to bring the building into compliance and heritage advice will need to be sort to resolve this issue. An example of this is the work carried out on other heritage properties.
4. Internal works will be required to address changes in level throughout the building for disabled access to be provided throughout the building.
5. The main building does not have any sanitary facilities with access to sanitary facilities via a toilet block located at the rear of the property.
6. Tactile indicators have not been installed to and around the building.

I have provided some photo's as attached to highlight some of the above items. As identified from the items above the works required are to meet the current Building Code of Australia. As I understand the property may be handed to Council a risk assessment may be required to be undertaken to identify the major works that may be required to address these non-compliances.

If you have any questions in regards to the above please do not hesitate to contact me.

Regards

**John Gargett**  
Group Manager Development and Building  
Certification



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

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## 12.1 BOMBALA COMMERCIAL PRECINCT PAINTING

Record No:

|                          |   |
|--------------------------|---|
| Responsible Officer:     | Director Environment & Sustainability   |
| Author:                  | Executive Assistant to the Mayor & Councillors  |
| Key Direction:           | 3. Strengthening Our Local Economy  |
| Delivery Plan Strategy:  | DP3.1.1.2 Take full advantage of the unique assets and character of our towns and villages.   |
| Operational Plan Action: | OP3.4 Support development of Tourism infrastructure   |
| Attachments:             | <ol style="list-style-type: none"><li>1. Bombala Main Street Heritage Overview Volume 1 (<i>Under Separate Cover</i>) ⇨</li><li>2. Bombala Main Street Heritage Overview Volume 2 (<i>Under Separate Cover</i>) ⇨</li><li>3. Bombala Main Street Building Survey North West Side (<i>Under Separate Cover</i>) ⇨</li><li>4. Bombala Main Street Building Survey South East Side (<i>Under Separate Cover</i>) ⇨</li></ol> |

Cost Centre

Project

Further Operational Plan Actions:

- OP 3.2 Investigate opportunities for industry diversification across the Region
- OP 3.3 Provide facilities and amenities to accommodate visitors and their needs
- DP 3.1.3.1 Collaboration between businesses, Council and agencies
- OP 3.10 Support local business networks and our Chambers of Commerce
- OP 3.11 Support strategies to establish and grown creative industries within the region
- DP 3.1.4.2 Market the Snowy Monaro Region's "destination towns", promoting the history of the area, access to tourism attractions and develop tourism for the future of the region
- OP 3.18 Review and implement Economic Development Strategy for the region

### EXECUTIVE SUMMARY

The Bombala and District Chamber of Commerce proposed the 'Paint the Town Rad' idea which would involve the community coming together to paint the facades of the buildings in the main street. The project is to be managed and undertaken by the Chamber.

During the Administration period, \$10,000 was committed to the Chamber.

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

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**OFFICER'S RECOMMENDATION**

That Council

- A. Note the previous resolution ADA96/16 adopted by the Administrator;
- B. Authorise the expenditure and allocate an amount of \$10,000 in the 2017/2018 Financial Year Budget with funding to be provided from internal restrictions to the Bombala and District Chamber of Commerce;
- C. Authorise the expenditure subject to the Bombala and District Chamber of Commerce providing evidence of completion of the project and supporting documentation provided;
- D. Note that the funds are only to be used for heritage colour paint in accordance with the advice provided by the heritage advisor and not preparation works.

**BACKGROUND**

During the administration period, the Bombala and District Chamber of Commerce raised concerns about the state of the building facades in Maybe Street. It was agreed that the appearance of the shops in the commercial precinct need to be improved. The suggestion was made that by way of painting the facades in a heritage scheme would greatly assist in improving the appearance and overall experience. It was agreed that Snowy Monaro Regional Council would potentially supply the funds for the Chamber to purchase the paint, subject to the Chamber of Commerce organising all the shop keepers to agree to the refurbishment and then to carry out the work in a timely and safe fashion.

The Bombala and District Chamber of Commerce proposed the 'Paint the Town Rad' idea which would involve the community coming together to paint the facades of the buildings in the main street. The Chamber of Commerce feel that the Bombala community would benefit from this project as it would encourage visitation and tourism. They also feel that it would encourage more people to remain in the area as the streetscape would be a source of pride for the towns' people. The Chamber also feels that due to the historical nature of the Bombala area, that a heritage palette of colours would be most appropriate. It would also give the town a unique identity within the Snowy Monaro.

During various meetings with members of the Bombala and District Chamber of Commerce, the Administrator committed to donating \$10,000 in total to be put towards painting materials for the business houses to be painted.

The Administrator passed the below resolution (ADA 93/16), whereby there is an outstanding action to establish a budget for the project which to date has not been finalised.

The Administrator allocated \$40,000 for Council's heritage advisor to assess the streetscape and develop a colour pallet in line with the historical elements of the area (resolution 148/17). Please see attached heritage studies.

Painting of the facades in Maybe Street would also coincide with the streetscape works of Therry Street and Maybe Street under the adopted Major Projects program.

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**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

Council recognises its role in supporting community and cultural development. Our adopted Vision and Values aim to inform our decision making process in that we are a trusted community partner. This process has been developed to ensure that the LGA invests in events that have the potential to raise economic, social or cultural benefits to our community.

Further, the Chamber of Commerce feel the Bombala community would benefit greatly from revitalising the appearance of the main street, both socially and economically and feel that it would improve the atmosphere of the town.

**2. Environmental**

Any waste paint and waste materials (including paintbrushes, paint tins etc) from the project will need to be disposed of through an appropriate facility. These materials will need to be delivered to the Community Resource Recovery Centre located at either the Cooma or Jindabyne landfills.

**3. Economic**

| Estimated Expenditure     | Amount   | Financial year | Ledger |   | Account string |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------------------|----------|----------------|--------|---|----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Reimbursements            | \$10,000 | 2018           | G      | L | 1              | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 6 | 3 | 4 | 2 | 7 |
| Funding (Income/reserves) | Amount   |                | Ledger |   | Account string |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Internal Reserves         | \$10,000 | 2018           | G      | L | 1              | 0 | 9 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 | 5 | 1 | 1 | 6 |

**4. Civic Leadership**

**Previous Resolutions**

The following resolution was passed on 6 December 2016 at the Administrator Delegations Meeting:

|  |                  |
|--|------------------|
| <b>COMMITTEE RECOMMENDATION</b>  | <b>ADA 93/16</b> |
| That Council   |                  |
| A. Liaise with the Bombala Chamber of Commerce to potentially develop a strategy for painting the facades; and |                  |
| B. Establish a budget for the project.   |                  |
| <b>Approved by Administrator Lynch</b>   |                  |

The following resolution was passed on Wednesday 26 July 2017 at the Ordinary Council Meeting:

MINUTES OF THE ORDINARY COUNCIL MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 26 JULY 2017

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

**COUNCIL RESOLUTION**

[148/17]

That Council:

- A. Receive and note the information in the report on Heritage Grants – 2017-18 & 2018-19;
- B. Accepts the offers of NSW Office of Environment & Heritage for Local Government Heritage Advisors (\$11,500 per annum), Local Heritage Places (\$7,000 per annum), Snowy Monaro Heritage Planning Study – former Bombala Shire (\$40,000) (one year), Bombala and Delegate Heritage Main Street Study (\$10,000) (one year); and
- C. Allocate \$13,000 to the Local Heritage Places Grant for 2017-18 and 2018-19.

**Approved by Administrator Lynch**

## Donations

Decisions to donate to community groups, individuals and towards events must be considered in a transparent process. The granting of financial assistance must be by specific formal resolution of Council.

Council makes decisions regarding donations to community groups, individuals and events based on Council's Policy GOV011. The relevant section of the policy applicable to this request is:

### **3.3. Donations Granted Under S356 Local Government Act 1993**

*In accordance with Section 356 of the Local Government Act 1993, Snowy Monaro Regional Council (SMRC) may contribute money or grant financial assistance to community groups and members of the community for the purpose of exercising Council's functions.*

#### *Public Notice*

*In accordance with the Local Government Act Section 356(2) Council must give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so. Public notice is not required under any of the following circumstances:*

- if the assistance is part of a specific program which has been included in Council's management plan*
- if the program's budget does not exceed 5% of Council's income from ordinary rates for the year*
- if the program is uniformly available to all or a significant group of persons within the area*
- Where an entity is already deemed 100% exempt from payment of rates they will not be eligible for further financial assistance from Council.*

As this program's budget does not exceed 5% of Council's income from ordinary rates for the year there is no need for public notice.

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## 12.2 ESTABLISHMENT OF A SNOWY-MONARO BUSINESS AWARDS PROGRAM

Record No:

|                          |  |
|--------------------------|--|
| Responsible Officer:     | Director Environment & Sustainability                                |
| Author:                  | Economic Development Officer   |
| Key Direction:           | 3. Strengthening Our Local Economy                                   |
| Delivery Plan Strategy:  | DP3.6 Collaboration between businesses, Council and agencies.        |
| Operational Plan Action: | OP3.16 Support local business networks and our Chambers of Commerce. |
| Attachments:             | Nil  |
| Cost Centre              | 7010   |
| Project                  | Further Operational Plan Actions:                                    |

### EXECUTIVE SUMMARY

Council is working to strengthen its relationships with businesses, Chambers of Commerce and Progress Associations across our area. To this end Council has been working with the various organisations on a range of projects, identifying opportunities for businesses and linking businesses with relevant Government Agencies if required.

Council Officers have been exploring ways to improve the overall business environment and to assist businesses to make the most of the opportunities created by the new Council. One of the opportunities explored has been the creation of Business Awards program.

At the Combined Chambers meeting held at Berridale on 31 October the establishment of Snowy Monaro Business Awards were discussed.

The meeting agreed that this opportunity should be further explored and a Report to Council prepared.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Approve the establishment of the Snowy Monaro Regional Council Business Awards program.
- B. Endorse the commencement of the program in February 2018.

### BACKGROUND

A Business Awards program is recognised widely as a good vehicle to assist with business development. It allows for the achievements of local businesses to be recognised, business networks to be strengthened and team morale to be increased. A Business Awards program can also lead to increased Chamber of Commerce membership.

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The former Bombala Council delivered successful Business Awards programs in partnership with the Bombala and District Development Association. The Awards evening provided a rare opportunity for the businesses to come together celebrate their successes and build networks.

The initial planning work for the program (if approved) would commence immediately with the establishment of a working group made up of the Economic Development Officer (Chair), Communications Team representative and a representative from each of the Chambers of Commerce.

At this stage it is thought that nominations would open 1 February 2018 and close 30 March 2018, with the winners announced at a Gala Evening the last week of May. The location of this event has not yet been decided. At this stage there will be up to 11 local award categories for which individual businesses can nominate. About half of these award categories will be the same as those for the Regional and State Awards, but the remainder can be locally original categories tailored to the Snowy Monaro region. Winners will receive a trophy and a certificate, along with the prestige of receiving an award, particularly as this is an inaugural event. The trophies will be purchased locally and certificates can be produced in house. Judges will be sourced from within the local area, possibly from the Chambers of Commerce, and will be decided following discussions with the working group. The NSW Business Chamber is providing Council with some guidelines in this regard.

Winners from the Snowy Monaro Business Awards would, if members of a Chamber of Commerce, proceed to the Regional awards held August/September and then Regional winners proceed to the State Awards held late October/mid-November.

Consultation has taken place with Gary Ryan, Regional Manager from the NSW Business Chamber. He has provided templates for businesses to use to nominate and has also agreed to Council using the NSW Business Chamber portal for the uploading of the applications. This will make it easy for Chamber members to proceed to the Regional and State Awards should they be a winner at the local level, but at the same time will not exclude non Chambers members from entering our local awards.

Council's Economic Development Officer has also had discussions with Ms Sarah Cooper the Economic Development Manager from Eurobodalla Shire Council. Ms Cooper initiated the Business Awards program for Eurobodalla in 2016 and successfully delivered this program in 2016 and 2017. In both years the program has made a profit for Council and has been well supported by local Chambers and businesses. Ms Cooper has shared a vast amount of information with Snowy Monaro Council's Economic Development Officer which will assist Council in delivering the planned Awards.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council recognises that it has a role to play in supporting local businesses and providing the framework to ensure the continued economic development of the region.

The Business Awards program aims to provide a platform to celebrate business success across the Council area and provide opportunities for Award winners to be recognised regionally and on a State level. In addition the program is anticipated to build Chamber memberships and strengthen business networks.

### **2. Environmental**

The program is unlikely to have any environmental impacts.

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12.2 ESTABLISHMENT OF A SNOWY-MONARO BUSINESS AWARDS PROGRAM

|   |                 |         |               |   |                       |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
|---|-----------------|---------|---------------|---|-----------------------|---|---|---|---|---|---|---|---|---|--|--|--|--|--|
| Advertising costs                                 | \$1,000         |         | G             | L | 1                     | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |
|   | <b>\$27,320</b> |         |               |   |                       |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
| <b>Funding<br/>(Income/reserves)</b>              | <b>Amount</b>   |         | <b>Ledger</b> |   | <b>Account string</b> |   |   |   |   |   |   |   |   |   |  |  |  |  |  |
| Gala evening<br>dinner – 200<br>tickets @ \$80 pp | \$16,000        | 2017/18 | G             | L | 1                     | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |
| Sponsorship                                       | \$4,000         | 2017/18 | G             | L | 1                     | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |
| In Kind Council                                   | \$7,380         | 2017/18 | G             | L | 1                     | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |
| In kind Chambers<br>of Commerce                   | \$4,100         | 2017/18 | G             | L | 1                     | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |
|   | <b>\$31,480</b> |         |               |   |                       |   |   |   |   |   |   |   |   |   |  |  |  |  |  |

**4. Civic Leadership**

Council’s Vision is to be a trusted community partner. Programs such as the planned Business Awards are a visible way Council can work with the community in a positive manner, provide support to the business community and promote our area as a great place to do business.

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### **12.3 ECONOMIC DEVELOPMENT INITIATIVES IN ASSOCIATION WITH CANBERRA REGION JOINT ORGANISATION OF COUNCIL'S**

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Environment & Sustainability   |
| Author:                           | Economic Development Officer  |
| Key Direction:                    | 3. Strengthening Our Local Economy  |
| Delivery Plan Strategy:           | DP3.6 Collaboration between businesses, Council and agencies.   |
| Operational Plan Action:          | OP3.20 Identify local initiatives to broaden our economy and improve employment and apprenticeship opportunities. |
| Attachments:                      | Nil   |
| Cost Centre                       | 7010  |
| Project                           | CBRJO Economic Development Working Group  |
| Further Operational Plan Actions: |   |

#### **EXECUTIVE SUMMARY**

This Report provides information for Council on some initiatives that the Economic Development Officer is involved with in conjunction with the Canberra Region Joint Organisation of Councils. These initiatives aim to build the profile of the region as a good place to do business in, a great place to live and a region that is open for investment.

The initiatives highlighted also promote local businesses with the aim to help them grow, increasing economic activity and job opportunities.

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

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

That Council receive and note the information in the report on activities of the Canberra Region Joint Organisation of Councils' (CBRJO) Economic Development Working Group.

#### **BACKGROUND**

Council is a member of the CBRJO, as were the former Bombala Council, Cooma Monaro Shire Council and Snowy River Shire Council. An Economic Development Working Group was established a number of years ago. This group has worked on a number of projects and has shared valuable information.

More recently the Group has been working on the development of two major projects – the new Canberra Region website and the Regional Champions program.

The new website was launched 31 October 2017 at Canberra Airport. This was an excellent opportunity for the regions to showcase their areas as the event was attended by a range of Government officials and numerous Embassy delegates.

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Our region, the Alpine Region, showcased produce from Wild Brumby Distillery, Eucumbene Trout Farm and numerous smaller producers. Promotional material from the area was included in the bags handed out to all attending. There was positive interest in the area and both Wild Brumby and Eucumbene Trout Farm made new valuable contacts. Following from this event CBRJO has been invited to supply local produce for a private dinner for the Australian High Commission.

The Regional Champions program has been designed to highlight the benefits/opportunities of each of the regions under the broad headings of live/work/invest. We have currently identified five Regional Champions:

- Brad Spalding from Wild Brumby Distillery. Brad established the Distillery a number of years ago and it has grown into a well-recognised tourist attraction. It allows us to promote the opportunities of living and working in the area
- Duncan Isaksen-Loxton from Five Six. Duncan's IT business is a good example of a younger person moving to the area and starting up an IT business. It allows us to promote the fact that our area has the necessary services to enable these types of businesses to establish.
- Jane Cay - Birdsnest. Jane's business has won numerous awards and her success is well documented. Having her as one of our Region Champions helps us to build the region's profile and be recognised as a place for innovative businesses to establish in.
- David Van der Plaats - High Country Trusses and Frames. This is a successful manufacturing business whose owners have and continue to invest in the region. Inclusion in the Regional Champions program enables another side of doing business in our region to be told.
- Penny Campbell Lou Lou's and Hillside Cottage. Penny's businesses are great examples of a business person seeing a niche in the market and then successfully filling it. Telling Penny's story allows us an opportunity to inspire those thinking of moving to the region and starting up a small business.

CBRJO has received \$50,000 funding from the NSW Regional Growth Fund for marketing and promotion of the Regional Champions program. Consultants Three Sides Marketing, a Canberra based firm, will be in our region early December for interviews and filming with the nominated Regional Champions.

Over time more Regional Champions will be identified and promoted which will assist us in further promoting the benefits and attractions of our region.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Involvement in this Group enables Council to strengthen its links with a range of both State and Federal Government Agencies, surrounding Councils and the business community.

The website and programs such as the Regional Champions are aimed at lifting the profile of our region, encouraging economic growth/tourism and increasing our population leading to positive social outcomes for our community.

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## **2. Environmental**

There are no adverse environmental impacts of this item.

## **3. Economic**

Staff time is the major economic component of involvement in the Economic Development Working Group. A maximum of six meetings per year are held. These meetings are normally held in Bungedore and generally commence at 10.30 and conclude by 2.30. In addition from time to time there are events such as the website launch that the Group members are encouraged to attend.

## **4. Civic Leadership**

Council's Vision is to be a trusted community partner, showing innovation and finding new ways to solve problems, build partnerships and grow the region. Involvement in the Economic Development Working Group helps us to achieve this.

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### 13.1 ALCOHOL FREE ZONES: CLARIFICATION AND PROCESS UPDATE

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Environment & Sustainability  |
| Author:                           | Community Development Officer  |
| Key Direction:                    | 4. Creating a Safer, Healthier and Thriving Community  |
| Delivery Plan Strategy:           | DP4.19 Provide adequate infrastructure that meets the current and future needs of our emergency services as legally required by legislation and service agreement. |
| Operational Plan Action:          | OP4.61 Implement actions highlighted in Council's Crime Prevention Plan  |
| Attachments:                      | 1. AFZ APA Report by NSW Police <a href="#">↓</a>  |
| Cost Centre                       | 2420   |
| Project                           | Alcohol Free Zones / Alcohol Prohibited Areas  |
| Further Operational Plan Actions: |  |

#### EXECUTIVE SUMMARY

A previous report was provided to Council on this subject at its meeting on 19 October 2017. Per that report, the NSW Police have asked Council to consider establishing, and re-establishing, a number of Alcohol Free Zones and Alcohol Prohibited Areas across our region. This report seeks to answer questions emerging from the previous report, and briefly outline next steps.

This report also provides Council with the NSW Police Monaro Local Area Command's full report about the proposed Alcohol Free Zones and Alcohol Prohibited areas in our region; and maps developed by our GIS Officer showing where the proposed zones are located in each town. Proposed Alcohol Prohibited Areas are featured in red, and Proposed Alcohol Free Zones in yellow.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the information in the report about Alcohol Free Zones and Alcohol Prohibited Areas.

#### BACKGROUND

Snowy Monaro Regional Council is working with the NSW Police Crime Prevention Unit to explore the establishment, and re-establishment, of Alcohol Free Zones and Alcohol Prohibited Areas across the region (maps below). The zones are designed to work in conjunction with other initiatives, such as Liquor Accords and Community Drug Action Teams, to minimise alcohol-related harm and crime in our communities.

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Sections 632A and 644 of the *Local Government Act 1993* provide Council with the power to establish Alcohol Free Zones and Alcohol Prohibited Areas, subject to the other requirements of these sections.

There is also a Ministerial Direction issued in relation to the establishment of these zones, which provides clear direction as to the procedural requirements to be followed. The actions shown in the 'next steps' section below reflects those requirements.

The attached information from the Local Area Command illustrates that the previously applied zones within Cooma have been effective. The Cooma zones have been in place for several years.

### ***How They Work***

Alcohol Free Zones and Alcohol Prohibited Areas empower police to confiscate alcohol during those times when the zones are active. Individuals can be fined for non-compliance. The objective is to ensure the safety of everyone using the space.

These areas are called Alcohol Free Zones where they apply to roads, adjacent footpaths, and car parks; Alcohol Prohibited Areas refer to other lands owned by Council, such as parks and walking/shared trails.

These areas are designed to complement other harm minimisations strategies; for instance, the Snowy Mountains' Liquor Accord's *banned from one, banned from all* policy and initiatives undertaken by the Cooma and Snowy Community Drug Action Teams.

### ***When They Will Operate***

The proposed Alcohol Free Zones will operate from 7:00pm – 9:00am. Seven o'clock was selected as the start time to minimise preloading (e.g., people drinking on their way to the pub).

The proposed Alcohol Prohibited Areas will operate from 9:00pm – 9:00am. These times are proposed in recognition of people's use of parklands for BBQs and picnics, particularly in the summer months.

The zones will not operate during the day.

Event exemptions can be granted by Council; a simple, accessible process for this will need to be established. There are also mechanisms to permit consumption of alcohol in specified areas within such zones (for example, the outdoor dining area at the front of the Alpine Hotel in Cooma).

### ***Who Will Enforce Them***

NSW Police will enforce all Alcohol Free Zones and Alcohol Prohibited Areas. This responsibility will not fall on Council.

### ***Next Steps***

Bearing in mind feedback from Council and a letter received from a member of the public, Council's Community Development Planner will now:

- Undertake internal consultation in relation to the cost of implementation
-

13.1 ALCOHOL FREE ZONES: CLARIFICATION AND PROCESS UPDATE

- Undertake consultation with the newly established Snowy Monaro Regional Youth Council
- Undertake consultation with the affected communities inclusive of the relevant stakeholders, with a particular emphasis on areas of concern (e.g., Ginger Lee Park in Bombala, Berridale Skate Park etc)
- Review and revise the proposed Alcohol Free Zones and Alcohol Prohibited Areas based on consultations per above
- Prepare a revised report to Council, costings inclusive, asking to proceed with the public exhibition period

It is anticipated that this report will be prepared for the March 2018 Council meeting. This timeframe will ensure adequate consultation is undertaken across communities, given the upcoming school holidays period during which many stakeholders are on holidays.

### Maps

Alcohol Prohibited Areas are featured in red; Alcohol Free Zones are shown in yellow.



Proposed Alcohol Prohibited Area - Berridale

13.1 ALCOHOL FREE ZONES: CLARIFICATION AND PROCESS UPDATE



Proposed Alcohol Prohibited Areas – Bombala

13.1 ALCOHOL FREE ZONES: CLARIFICATION AND PROCESS UPDATE



Proposed Alcohol Free Zones and Alcohol Prohibited Areas – Cooma

13.1 ALCOHOL FREE ZONES: CLARIFICATION AND PROCESS UPDATE



Proposed Alcohol Free Zones and Alcohol Prohibited Areas – Jindabyne 1



Proposed Alcohol Free Zones and Alcohol Prohibited Areas – Jindabyne 2 (Claypits Recreation Area)

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Alcohol Free Zones and Alcohol Prohibited Areas are a useful crime prevention tool. Establishment of these zones, to be enforced by police, work in conjunction with other harm minimisation/ community safety initiatives to address:

- Crime,
- Anti-social behaviour,
- Littering,

and generally improve the users' experience of place.

## **2. Environmental**

Establishment and enforcement of Alcohol Free Zones and Alcohol Prohibited Areas can assist in minimising litter and its impact on our land and waterways.

## **3. Economic**

Decreased instances of crime and anti-social behaviour (destruction of property, graffiti, etc) increase the appeal of an area, the user experience, and therefore the user's *perception* of an area. These improvements have well-researched economic benefits.

## **4. Civic Leadership**

Establishment of Alcohol Free Zones and Alcohol Prohibited Areas reinforces Council's commitment to:

- the safety and well-being of residents;
- the ongoing success of our local businesses, who are impacted by the physical appearance and social perceptions of our towns and villages; and
- preservation of our natural environment, which is itself a key economic driver.

This process also reinforces that Council is a good community partner, working together with regional police and local businesses to address social challenges such as street drinking and anti-social behaviour. It shows the community that we are proactive and solutions-focused, with an understanding of the complex relationship between the social, environmental, and economic well-being of our region.

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Snowy Monaro Regional Council

81 Commissioner Street  
Cooma NSW 2630

**RE: Submission relating to the implementation of Alcohol Free Zones and Alcohol Prohibited Areas within the Snowy Monaro Regional Council area**

Thank you for consulting the Monaro Local Area Command in relation to the establishment of Alcohol Free Zones and Alcohol Prohibited Areas within the Snowy Monaro Regional Council area.

This submission is divided into three sections:-

1. Crime Prevention and Community Safety principles which influence the foundational beliefs upon which police base their support for the establishment of Alcohol Free Zones and Alcohol Prohibited areas.
2. Alcohol Free Zones: Statistical and anecdotal information provided in support of the creation of nine zones. Bombala: - zone 1, Cooma: - zones 2 – 4, Jindabyne: - zones 5 – 9 Jindabyne.
3. Alcohol Prohibited Areas: Statistical and anecdotal information provide in support of the creation of 13 areas. Berridale: - area 10, Bombala: - areas 11-12, Cooma: - areas 13-15, Jindabyne: - areas 16-22.

Notes:

1. The information provided in this proposal is evidence based and a reflection of past irresponsible behavior arising from the consumption of alcohol within the nominated zones.
2. Requested zones have been amended for the townships of Jindabyne and Cooma as a result of evidence and antidote information obtained after a joint assessment of the areas between staff from Snowy Monaro Regional Council and police from the Monaro Local Area Command.
3. This report identifies individual areas, or zones that can be readily identified and effectively signposted (refer to attached maps). It is hoped that council may consider establishing all, or the majority of, these zones with a view of combating anti-social behavior and alcohol related violence within the community. The zones also provide council with a real opportunity to positively influence the public's perception of, and shape the culture surrounding 'street drinking' within Jindabyne.

4. It is proposed the Alcohol Free Zones are implemented from 7pm-9am and the Alcohol Prohibited Areas implemented from 9pm-9am. Council obviously have flexibility surrounding the hours and dates of operation for each zone and the ability to exempt any zone or area for special functions or events.
5. Officers from the Monaro Local Area Command fully support all of the proposed areas as outlined in this submission. The Monaro Local Area Command gives a commitment to enforce any alcohol free zone or alcohol prohibited area that might be established by council. Officers such as the Crime Prevention Officer and Licensing Officer for Monaro are also dedicated to assist in other community programs such as education, awareness and harm minimisation programs surrounding laws relating to alcohol free zones and alcohol prohibited areas.

### **Crime prevention principles, community safety principles and perceived social costs**

The prohibition of alcohol consumption in public areas is an important and ongoing strategy adopted by many councils within New South Wales to help curb antisocial behaviour and alcohol related crime in specified areas. Many Regional Councils, including Armidale, Tweed Heads, Queanbeyan and Tamworth have established alcohol free zones and alcohol prohibited areas.

People who frequent the established areas have become accustomed to, and largely abide by, the laws that prohibit them from consuming alcohol within the area. When this pattern of behavior is established it assists in developing a culture within the community that fosters responsible drinking habits.

The Intergovernmental Committee on Drugs had stressed the importance of reducing the supply of alcohol within regional areas. The National Drug Strategy document mentions the importance of local council's involvement in campaigns to help shape the culture of young people and their acceptance of alcohol <sup>(1)</sup>. Further the document identifies the importance of alcohol harm reduction and encourages strategies that help to reduce harm to individuals <sup>(2)</sup>. One of the good practice examples includes creating safer settings such as 'dry areas' through the establishment of Alcohol Free Zones and Alcohol Prohibited Areas.

The National Institute of Justice state the consumption of alcohol (and drugs) by people impact on crime indirectly because it effects their behaviour and is associated with violence and other illegal activity <sup>(3)</sup>. The Australian Drug Foundation produced a report in 2012 indicating alcohol consumption is strongly related to a wide range of crimes, including antisocial behaviour and interpersonal crime <sup>(4)</sup>.

The National Crime Prevention Framework cites crime prevention principles that can reduce the long term costs associated with crime and can reinforce social cohesion within communities <sup>(5)</sup>. The conclusion reached is that the implementation of Alcohol Free Zones and Alcohol Prohibited Areas assists in reducing the amount of alcohol consumed within public areas and thus assists in reducing the likelihood of crime occurring.

(1) National Drug Strategy 2016-2025, p.16 draft form for public consultation  
(2) National Drug Strategy 2016-2025, p.12 – 24 draft form for public consultation  
(3) Drug & Alcohol Crime & Offences, National Institute of Justice  
(4) Prevention Resource Quarterly 2012, Australian Drug Foundation  
(5) Australian and New Zealand Crime Prevention Senior Officers' Group (ANZCP SPG) p.3

The signage displayed upon the establishment of Alcohol Free Zones and Alcohol Prohibited Areas not only enables law enforcement officers to actively reduce the amount of alcohol consumed within the public sphere, it also has the effect of informing community members and visitors that the town does not welcome 'street drinkers'. Signs are an 'ownership' cue and form a principle of association with Crime Prevention through Environmental Design.

Areas that appear 'owned' and 'cared for' are less likely to be damaged or littered and are more likely to be respected.

Alcohol Free Zones and Alcohol Prohibited Areas also help to improve the perception of safety within the nominated areas. In general, 'street drinkers' can increase the perceived fear of crime which can lead to avoidance of the area. Avoidance of specific areas leads to a reduction in natural surveillance which renders a location vulnerable for the commission of offences such as malicious damage, littering and more serious offences such as assaults and sexual assaults.

Alcohol Free Zones and Alcohol Prohibited Areas work best when the local community engages in other strategies simultaneously. There have already been significant inroads made in addressing issues of anti-social behavior and alcohol related crime in the Snowy Monaro Regional area. These inroads have been made as a consequence of the collaborative approach made by both Police, Local Council, Business and general community. The Snowy Monaro Regional area already have effective Community Drug and Alcohol Action Teams (CDAT), proactive Liquor Accord and active Business Chambers who have already implemented a number of harm minimization strategies within the local community to assist in reducing alcohol related crime.

That being stated, the NSW Bureau of Crime and Statistics Research depicts Jindabyne as being over represented for the commission of liquor and drug offences, albeit those figures are influenced adversely by a seasonal fluctuation in population <sup>(6)</sup>. Current legislative powers such as 'move on directions', whilst effective, are reliant on people behaving in a criminal manner prior to police intervention and are not as proactive in reducing potential harms as enforcement activities within 'dry areas' can be.

The Monaro Command Police, although buoyed by the decline in the majority of key crime categories, do not consider a single alcohol related offence as being within their degrees of tolerance. There exists a financial and social cost with the commission of any alcohol related offence. Costs are incurred in clearing up broken bottles and rubbish, the repair of damaged property, the physical and psychological harm inflicted upon those who are affected by violent crime or by the impact on the town's reputation.

It is for these reasons Police continue to strive to eliminate alcohol related crime and propose the creation of the following Alcohol Free Zones and Alcohol Prohibited Areas as part of a holistic approach to reduce alcohol related harms.

(6) NSW Bureau of Crime and Statistics  
2016: Liquor offences: 1836 per 100 000 population as compared to the NSW State average of 795  
2016: Drug offences: 3477 per 100 000 population as compared to the NSW State average of 146

## Section 2 – Alcohol Free Zones

Alcohol Free Zones can be established on public roads, footpaths, car parks and laneways. The following submission will detail statistical and anecdotal evidence which is an indication of past irresponsible behavior arising from the consumption of alcohol within each of the specific zones. For this report a twelve month period from July 2016 to June 2017 has been considered.

In 2009 the NSW Government implemented ministerial guidelines in support of alcohol-free zones as a measure to help prevent antisocial behavior as a result of alcohol consumption in a public place. According to these guidelines, obstruction (by persons), littering, personal injury, property damage and police interventions that have occurred within the nominated area are reasons for requesting the proposed area.

The evidence contained within this submission has been obtained from an interrogation of the NSW Police Force Computerised Operational Policing System (COPS). COPS is an operational computer system designed to capture and record crime. An 'event' is created by police within COPS when they attend an incident which they believe to be reportable. Other information within this submission arises from the observations of local Police as well as, information provided by members of the public, local business owners, managers and employees.

The proposed Alcohol Free Zones are identified on the attached maps and represented with corresponding zone numbers.

**NOTE: For these areas to be legally enforceable signage must be adequate and must indicate times, dates and nominated area of enforcement.**

### Berridale

No Alcohol Free Zones are proposed for Berridale.

### Bombala

#### **Proposed Zone 1: Riverside Park Car Park Area, Therry Street, Bombala**

The township of Bombala has a low rate of volume crime predominately due to the limited population of 1400 people. The town is not however without its incidents of alcohol related crime.

Surveillance of this area conducted by local police indicates they have observed people consuming alcohol in this nominated area which has required police interaction. The Riverside Park is also nominated in Section Three – as an alcohol prohibited area.

Within the period from July 2016 until October 2017 police have responded to the following alcohol related incidents within/near the proposed area.

- Person Search
- Vehicle Search
- Drug Detection

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

## Cooma

**Proposed Zone 2: Sharp Street from Vale to Bombala Streets, Bombala Street from Sharp to Commissioner Street, Commissioner Street from Bombala to Vale Streets, Vale Street from Commissioner to Sharp Streets:**

The implementation of the Alcohol Free Zones in the past in this area has been very successful at reducing alcohol consumption on the nominated streets and footpaths. People who frequent the proposed area have become accustomed to, and largely abide by, the zone laws that prohibit them from consuming alcohol within the area. Police believe that if the area is not reinstated some patrons from the licensed premises may congregate and consume alcohol around these areas, particularly in the early hours of the morning. Further, if the zones are not reinstated the area could be subjected to noise complaints and it could increase the likelihood of alcohol related crime and anti social behaviour occurring within the area.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Drug Detection
- Move on Direction
- Person Search
- Vehicle Search
- Street Offence
- Assault
- Miscellaneous
- Malicious Damage
- Offence Against the Person
- Located Vehicle/Vessel

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Proposed Zone 3: Sections of Massie Streets and Bombala Street that surround Centennial Park (Refer to Proposed Alcohol Prohibited Area 13).**

The implementation of Alcohol Prohibited Areas in the past in this area has been very successful at reducing alcohol consumption within the park and surrounding streets. People who frequent the proposed area have become accustomed to, and largely abide by, the zone laws that prohibit them from consuming alcohol within the area. Police believe that if the area is not reinstated people may congregate and consume alcohol around this area, particularly in the early hours of the morning. Further, if the zones are not reinstated the area could be subjected to noise complaints and it could increase the likelihood of alcohol related crime and anti social behaviour occurring within the area.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Move on directions
- Person Search
- Drug Detection
- Street Offence

- Vehicle Search
- Intoxicated Person

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the re-establishment of an alcohol free zone within this area.

**Proposed Zone 4: Car park area attached to the skate park off Commissioner Street, Cooma:**

This area is nominated due to the antidotal evidence received that the area is frequently used as a gathering location, particularly for the youth, where they tend to 'hang out' around/in vehicles at the location and consume alcohol. These young people are not necessarily users of the skate park. This area is attached to the Cooma Skate Park which is nominated as proposed area 15. During the assessment of this location rubbish, including empty alcohol containers, were located within this area which is supportive of the antidotal evidence.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

## **Jindabyne**

**Proposed Zone 5: Jindabyne Town Centre (Including surrounding streets of Thredbo Terrace and Kosciuszko Road)**

Surveillance conducted of this area indicates people often conceal alcohol bottles and food wrappers within bushes around the location. People have been observed walking and consuming alcohol in the area and have been observed urinating in public. Late night food outlets within this area appear to be the reason some people gather in this area after closing of licensed premises nearby. Business owners indicate in the mornings they are often cleaning up bottles and other litter from around their premises, more specifically on Thursday morning's and on the weekends. They have reported that on occasions they need to clean where people have urinated on buildings.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Intoxicated Person
- Noise Complaint
- Assault
- Brawl
- Concern for Welfare
- Move-on Directions
- Fire
- Street Offences
- Resist/Hinder/Assault Police
- Crowd Control Management.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Proposed Zone 6: Street and car park areas encompassing the Skate Park and Bowling Club (This area includes surrounding streets and public parking spaces of Bay Street, Kosciuszko Road and Banjo Paterson Crescent)**

Surveillance conducted of this area indicates that people often discard alcohol bottles and food wrappers around the location.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Move-on Directions
- Street Offences
- Concern for welfare
- Intoxicated person

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Note:** There are car parking spaces and grass lands within this area that are owned by the Bowling Club. These are marked on the map within this section in green. Due to the liquor license attached to the Bowling Club, alcohol consumption within this car parking area is already restricted.

**Proposed Zone 7: Alcohol Free Zone:- Street areas and car park areas surrounding Nuggets Crossing and connecting streets (Includes council owned car parking areas, Park Road, Snowy River Avenue, Gippsland Street, Kalkite Street, Thredbo Terrace, Kosciuszko Road, Clyde Street, Bent Street and Kurrajong Street)**

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Intoxicated Person
- Noise Complaint
- Assault
- Concern for Welfare
- Move-on Directions
- Street Offences
- Resist/Hinder/Assault Police
- Malicious Damage
- Offences against the person

Surveillance conducted of this area indicates people smash and discard empty alcohol bottles and other rubbish in a small concealment area adjacent to Mitre 10 and within the car park surrounding the National Parks Visitor Centre. This littering appears to be occurring predominantly on Wednesday night/Thursday morning. Information has been provided indicating that at least one of the local businesses employs extra staff to remove this litter in a timely fashion. Further information was also received suggesting the verandah areas within this zone were being used of a night by groups of people consuming alcohol.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Note:** Section 3A:- It is noted within this zone there are a number of privately managed car parking spaces and road related areas. These areas are marked on the attached map (green 3A). These areas are managed by Nuggets Crossing and the National Parks Visitor Centre. Police have made contact with management of both of these locations. Both locations are willing to consider release of the area to council so council are capable of establishing Alcohol Free Zones within their parking and road related areas. They were informed there is specific legislation and costs surrounding this proposal. Even if these areas remain private lands, people must cross zone 3's proposed alcohol free zone in order to get to the location, thus providing authorised personnel with an opportunity to enforce the requirements of the zone.

**Proposed Zone 8: Gippsland Street (from Snowy River Ave to Ingebyra Street) Munyang Street, Ingebyra Street, Bogong Street.**

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Street Offences
- Offences against the person
- Check Benefices
- Located vehicle/vessel

Surveillance conducted of this area indicates this area is a popular thoroughfare for people to migrate from a high residential area to the main entertainment district. Surveillance conducted indicates people often carry and consume alcohol as they travel through this proposed zone. Police have approached residents within this area who state they often see empty alcohol bottles discarded on the street.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Proposed Zone 9: Banjo Paterson Crescent from Kosciuszko Road to Townsend Street. Townsend Street from Banjo Paterson Crescent to Cobbon Crescent**

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Person Search
- Vehicle Search
- Malicious Damage
- Miscellaneous
- Drug Detection

Surveillance conducted of this area indicates this area is a popular thoroughfare for people to migrate from a high residential area to the main entertainment district. Surveillance conducted indicates people often carry and consume alcohol as they travel through this proposed zone. Residents within this area state they often see empty alcohol bottles discarded on the street.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

### Section 3 – Alcohol Prohibited Areas

Alcohol Prohibited Areas cover any other public place that is not a public road, part of a public road or a car park. It is noted that some of these areas are used for welcomed recreational activities. For this reason it is recommended that times be considered for each of these locations as deemed appropriate. For example, as police encounter the majority of alcohol related issues of a night time, police would be supportive of the areas being enforceable from 9pm to 9am. This would allow for extended usage of the area for welcomed recreation activities in the warmer summer months.

The following submission will detail statistical and anecdotal evidence which is an indication of past irresponsible behavior arising from the consumption of alcohol within each of the specific areas. For this report a twelve month period from July 2016 to June 2017 has been considered.

The evidence contained within this submission has been obtained from an interrogation of the NSW Police Force Computerised Operational Policing System (COPS). COPS is an operational computer system designed to capture and record crime. An 'event' is created by police within COPS when they attend an incident which they believe to be reportable. Other information within this submission arises from the observations of police and information provided by members of the public, business owners, managers and employees.

The proposed Alcohol Prohibited Areas are identified on the attached maps and represented with corresponding area numbers.

**NOTE: For these areas to be legally enforceable signage must be adequate and must indicate times, dates and nominated area of enforcement.**

#### Berridale

**Proposed Area 10: Skate Park and surrounding parkland – bordered by Jindabyne Road, Myack Street, Bolton Street, Berridale**

The township of Berridale has a low rate of volume crime predominately due to its population being a total of 1200 people. That being stated it is not without its incidents of alcohol related crime. Surveillance of this area conducted by local police indicates they have observed people consuming alcohol in this nominated area which has required police interaction.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within/near the proposed area.

- Drug detection
- Person Search
- Vehicle Search
- Assault

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

## Bombala

**Proposed Area 11:** Bombala Skate Park, Ginger Lee Memorial park, Footpath area between Ginger Lee memorial park and Bicentennial Park – bordered by Monaro Highway and Mahratta Street, Bombala

The township of Bombala has a low rate of volume crime predominately due to the limited population of 1400 people. The town is not however without its incidents of alcohol related crime. Surveillance of this area conducted by local police indicates they have observed people consuming alcohol in this nominated area which has required police interaction.

Within the period from July 2016 until October 2017 police have responded to the following alcohol related incidents within/near the proposed area.

- Drug detection
- Person Search
- Vehicle Search
- Malicious Damage
- Move on direction
- Resist/Hinder/Assault Officer

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

**Proposed Area 12:** Riverside Park, Bombala (bordering street is also proposed. See Proposed Zone 1)

The township of Bombala has a low rate of volume crime predominately due to the limited population of 1400 people. The town is not however without its incidents of alcohol related crime with local police stating they have witnessed alcohol consumption in this nominated area which has required police interaction.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within/near the proposed area.

- Person Search
- Vehicle Search
- Drug Detection

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol free zone within this area.

## Cooma

**Proposed Area 13:** Centennial Park (Surrounding streets are also proposed, see Proposed Zone 3)

The implementation of the Alcohol Prohibited Areas in the past in this area has been very successful at reducing alcohol consumption within the park. People who frequent the proposed area have become accustomed to, and largely abide by, the zone laws that

prohibit them from consuming alcohol within the area. Police believe that if the area is not reinstated it may encourage people to congregate and consume alcohol within the area. Further, if the zone is not reinstated the area could be subjected to noise complaints and could increase the likelihood of anti social behaviour and alcohol related crime occurring, for example malicious damage within the area. Any antisocial behaviour and/or decay in the environment may lead to people avoiding the area for intentional recreation use.

Local Police also indicate young people, and other disruptive people, have been known to gather at this location and consume alcohol. It was reported to police that frequent cleaning of Centennial Park is required to remove glass and rubbish, which often contains empty alcohol containers.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Move on directions
- Person Search
- Drug Detection
- Street Offence
- Vehicle Search
- Resist/Hinder/Assault Officer

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

#### **Proposed Area 14: Norris Park Cooma**

The implementation of the Alcohol Prohibited Areas in the past in this area has been successful at reducing alcohol consumption within the park area. People who frequent the proposed area have become accustomed to, and largely abide by, the zone laws that prohibit them from consuming alcohol within the area. Police believe that if the area is not reinstated it may encourage people to congregate and consume alcohol within the area. Further, if the zone is not reinstated the area could be subjected to noise complaints and could increase the likelihood of alcohol related crime and anti social behaviour occurring, such as malicious damage. Any antisocial behaviour and decay in the environment may lead to people avoiding the area for intentional recreation use.

Local police indicate they often see those who they move on from Centennial Park re gathering in this area which makes it an important area to keep alcohol free during the nominated times.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within/near the proposed area.

- Street Offence
- Drug Detection
- Person Search
- Vehicle Search

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 15: Skate Park – Murray Street, Cooma**

This area is nominated due to the antidotal evidence received that the area is frequently used as a gathering location, particularly for the youth where they tend to 'hang out' around/in vehicles at the location and are not necessarily users of the skate park. Police are powerless to move people on from this location unless other offences have/are occurring as the area is not currently an alcohol prohibited area. This area borders Murray Street car park which is nominated as proposed zone 4. During the assessment of this location, rubbish including empty alcohol containers were located within this area which supports the antidotal evidence.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

## **Jindabyne**

**Proposed Area 16 - Alcohol Prohibited Area – Walking tracks and surrounding parkland situated between Gippsland Street and Kosciusko Road, Jindabyne**

There have been no alcohol related events recorded in the twelve month period from July 2017 to June 2016 however Police have been provided with information that suggests irresponsible behavior arising from the consumption of alcohol has occurred within this zone.

The pathways from Gippsland Street towards the Jindabyne town center form part of a frequently used walking thoroughfare. This thoroughfare is used by people commuting from a high residential area to the entertainment district.

Surveillance of this area by local Police supports the assertion that people are transiting through this area as they consume alcohol. Police have spoken with members of the public in the area who complain that they often see people finishing alcoholic drinks and then discarding the empty bottles within this zone. Observations of the area support the assertion that alcohol packaging is frequently discarded within this zone.

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 17 - Alcohol Prohibited Area – Skate Park and surrounding public land situated off Bay Street, Jindabyne**

Surveillance of the proposed area suggests that young people tend to gather at this location and at time, consume alcohol. It was reported to police that frequent cleaning of the skate park is required to remove broken bottles and rubbish. This area is bordered on one side by an alpine lake. Over a number of years drownings have occurred in the lake that have been linked, along with other causal factors, to alcohol consumption.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Street Offences
- Move on directions
- Intoxicated person
- Concern for welfare
- Check Benefices

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Note:** There are open spaces within this area that are owned by the Bowling Club. These are indicated on the map within this section in green. Due to the liquor license attached to the Bowling Club, alcohol consumption within the area is already restricted.

**Proposed Area 18: - Banjo Patterson Park, Jindabyne**

Surveillance of the area by local Police suggests this area is used by people consuming alcohol. This area is bordered on one side by an alpine lake. Over a number of years drownings have occurred in the lake that have been linked, along with other causal factors, to alcohol consumption.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Street Offences
- Move on directions
- Intoxicated person
- Concern for welfare
- Check Benefices

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 19:- Park land and footpath between Banjo Patterson Park and Foreshore Park, Jindabyne**

This area contains the footpath which continues on from proposed area 18. This area is bordered on one side by an alpine lake. Over a number of years drownings have occurred in the lake that have been linked, along with other causal factors, to alcohol consumption.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Street Offences
- Move on directions
- Concern for welfare
- Check Benefices

For these reasons police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 20:- Foreshore Park Area, Jindabyne (as indicated on the annexure)**

Information received from members of the public and local police for this area indicates that alcohol is often consumed near the clay pit areas by gatherings of people. This area is a popular spot used for walking along the foreshore between the Clay Pits and Banjo Patterson Park. This area is bordered on one side by an alpine lake. Over a number of years drownings have occurred in the lake that have been linked, along with other causal factors, to alcohol consumption.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Noise complaints
- Move on directions
- Concern for welfare
- Intoxicated persons
- Check Benefices

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 21:- Foreshore Park area and area commonly known at the Clay Pits (Including Foreshore Park) as indicated on the annexure:**

Information received from members of the public and local police for this area indicates that alcohol is often consumed near the clay pit areas by gatherings of people. This area is a popular spot used by locals and visitors for outings and special events. This area is bordered on one side by an alpine lake. Over a number of years drownings have occurred in the lake that have been linked, along with other causal factors, to alcohol consumption.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Check Benefices
- Noise complaints
- Move on directions
- Concern for welfare
- Intoxicated persons

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.

**Proposed Area 22:- Jindabyne Lions Park (off Kalkite Street)**

The area is within close proximity to a licensed premise and is often used as a thoroughfare between the local shopping precinct and residential areas. Intoxicated people are often spoken to by Police within the area. Antidotal information received indicates empty alcohol containers have been located within the park.

Within the twelve month period from July 2016 until June 2017 police have responded to the following alcohol related incidents within the proposed area.

- Located Vehicle/Vessel

For these reasons, and the crime prevention advantages mentioned in section one, police are in full support of the establishment of an alcohol prohibited area within this area.



Naomi Nemeč  
Senior Constable  
Crime Prevention Officer  
Monaro Command



Neil Grey  
Detective Chief Inspector Grey  
Crime Manager  
Monaro Command

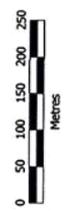


**LEGEND**

|                    |                      |
|--------------------|----------------------|
| [Purple Box]       | AFZ PROPOSED AREA 5  |
| [Blue Box]         | AFZ PROPOSED AREA 6  |
| [Orange Box]       | AFZ PROPOSED AREA 7  |
| [Light Blue Box]   | AFZ PROPOSED AREA 8  |
| [Light Green Box]  | AFZ PROPOSED AREA 9  |
| [Light Purple Box] | AFZ PROPOSED AREA 10 |
| [Light Orange Box] | AFZ PROPOSED AREA 11 |
| [Light Blue Box]   | AFZ PROPOSED AREA 12 |
| [Light Green Box]  | AFZ PROPOSED AREA 13 |
| [Light Purple Box] | AFZ PROPOSED AREA 14 |
| [Light Orange Box] | AFZ PROPOSED AREA 15 |
| [Light Blue Box]   | AFZ PROPOSED AREA 16 |
| [Light Green Box]  | AFZ PROPOSED AREA 17 |
| [Light Purple Box] | AFZ PROPOSED AREA 18 |
| [Light Orange Box] | AFZ PROPOSED AREA 19 |
| [Light Blue Box]   | AFZ PROPOSED AREA 20 |
| [Light Green Box]  | AFZ PROPOSED AREA 21 |
| [Light Purple Box] | AFZ PROPOSED AREA 22 |

# JINDABYNE

## 2017 PROPOSAL FOR ALCOHOL FREE ZONES AND PROHIBITED AREAS WITHIN THE SNOWY MONARO REGIONAL COUNCIL

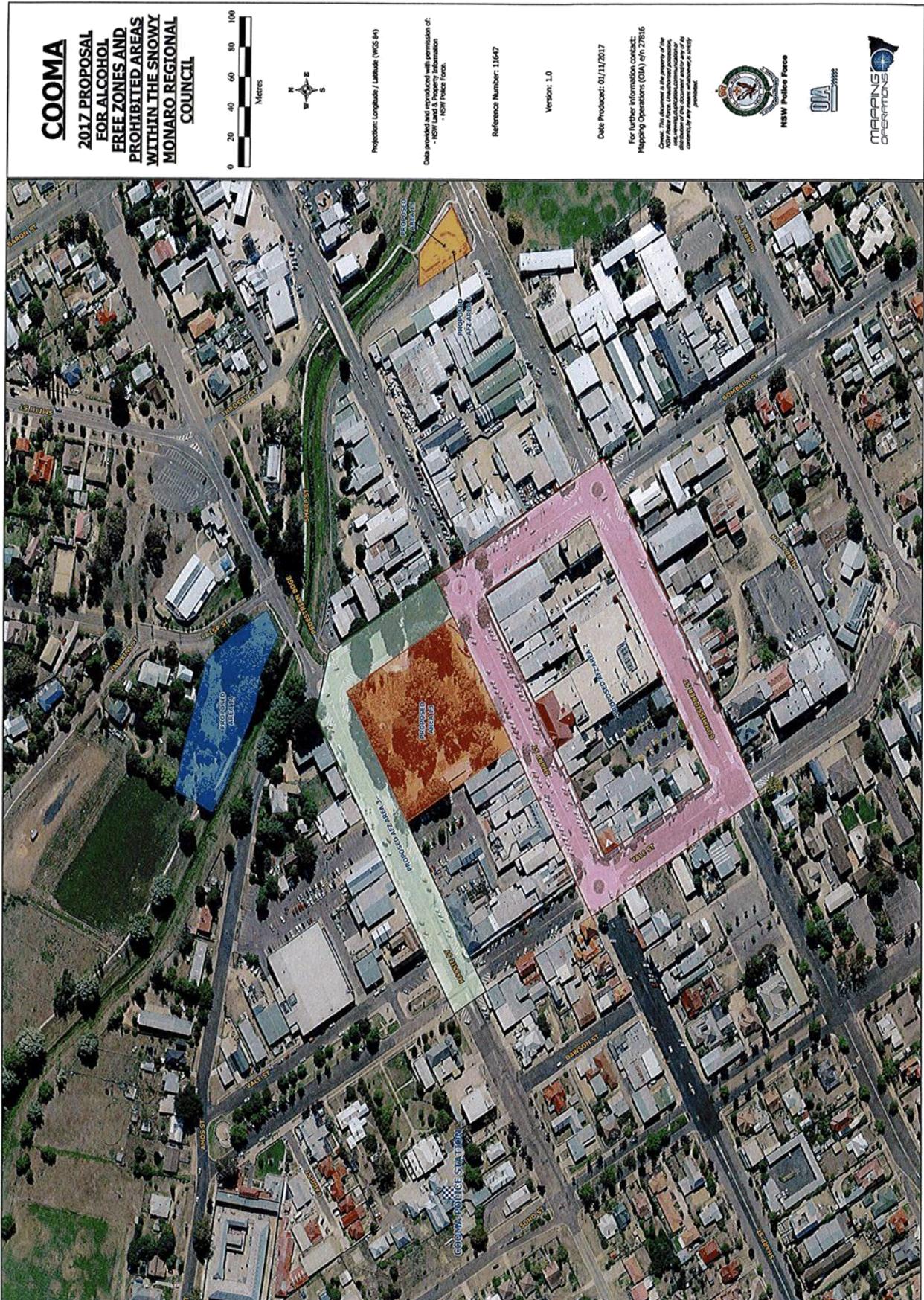


Reference Number: 11647 Date Produced: 06/11/2017  
 Projection: Longhairs / Labruks (Australia GD04) Version: 1.0

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

Record No:

|                          |   |
|--------------------------|---|
| Responsible Officer:     | Director Environment & Sustainability   |
| Author:                  | Environment and Recreation Coordinator  |
| Key Direction:           | 5. Enhancing Our Healthy, Active Lifestyle  |
| Delivery Plan Strategy:  | DP5.3 Provide a well-connected and sustainable network of shared paths and trails throughout the Region.  |
| Operational Plan Action: | OP5.16 Advocate for increased funding to continue the expansion and enhancement of trail networks across the Region.  |
| Attachments:             | <ol style="list-style-type: none"><li>1. Attachment 1 Interlinking Shared Trail Map (<i>Under Separate Cover</i>) ⇒</li><li>2. Attachment 2- TVT Proposed Bridge Sites (<i>Under Separate Cover</i>) ⇒</li><li>3. Attachment 3- Gaden Road Site Survey (<i>Under Separate Cover</i>) ⇒</li><li>4. Attachment 4- Kosciuszko road Crossing Options Report (<i>Under Separate Cover</i>) ⇒</li></ol> |
| Cost Centre              | 7020  |
| Project                  | Interagency Shared Trail Proposal- Gaden Trout hatchery to Lake Jindabyne Community Trail   |

### EXECUTIVE SUMMARY

This report updates Council about an opportunity to connect the Thredbo Valley Track (TVT) within Kosciuszko National Park to the Lake Jindabyne Shared Trail via Gaden Trout Hatchery.

The Snowy Monaro region has a growing reputation as a mountain biking destination. Particularly around Jindabyne, there is strong support from the community and key stakeholders to develop products that increase visitation outside the winter months. The further development of mountain biking trails is a key part of boosting non-winter tourism in the area.

The immediate priority for further trail development is the completion of a trail linking Thredbo to Jindabyne. The current trail links Thredbo Village to Lake Crackenback Resort. The National Parks and Wildlife Service (NPWS) are currently progressing work on an extension of this existing trail from the Lake Crackenback Resort to the Gaden Trout Hatchery (please see attachment 1). To complete the connection to Jindabyne another section linking the Gaden Trout Hatchery to the existing Hatchery Bay trail (Lake Jindabyne) via Gaden Road (Crown Reserve) is required. Once finished, it will complete the project, creating a world class trail extending all the way from Thredbo to Jindabyne. With this goal in mind, there is real momentum among the stakeholders to utilise an integrated approach to completing this project.

The NSW NPWS has committed over \$7 million to the completion of the TVT between Lake Crackenback Resort and the Gaden Trout Hatchery. Thredbo resort has also invested a significant amount of funding toward the expanding network of trails within the resort area. This has resulted

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in an increase in sales of more than 50% for summer chair lift tickets in Thredbo. Jindabyne is also benefitting from tourism growth during the summer months.

The final stages of the Thredbo to Jindabyne link, including the bridge construction will be dependent on the award of grant funding to both NPWS and Council. Council has committed to finding an appropriate and safe trail link from the proposed bridge site to the existing Lake Jindabyne Community Trail (Hatchery Bay trail). Council is being asked to make the following contributions:

- Agree to undertake ownership of and responsibility for the Crown Reserve known as Gaden Road;
- Continue negotiations with landowners and key stakeholders for amendment of the Crown road reserve so that it is concurrent with the actual physical road for the 2km length back to Kosciusko Road.

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

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

That Council

- A. Receive and note the update on the interlinking shared trail project
- B. Agree to proceed with taking ownership of the Crown road reserve named Gaden Road once the National Parks and Wildlife Service have committed to funding and constructing their section of the linking trail.
- C. Agree to continue negotiation with landholders for amendment of the registered Crown road reserve and mitigation measures to reduce impact on land and farming enterprises
- D. Note the expenditure of approximately \$1000 for the Crown road amendment from the 2017 Financial Year Budget with funding to be provided from Recreation Planning budget

#### **BACKGROUND**

The development of mountain biking trails in the region is seen as a key part of improving non-winter tourism to the Snowy Monaro. This particularly is the case around Jindabyne and along the nearby Thredbo Valley. Whilst key stakeholders are currently investing their own funding into shared trail planning and implementation, there is also a shared vision to develop a world class product. This includes linking the existing shared trails between Thredbo and the Lake Jindabyne Shared Trail via Gaden Trout Hatchery. The interlinking trail network has the potential to be both spectacular and iconic, attracting significant visitation among mountain bikers, fisherman, hikers and runners. There are many benefits associated with the success of the project. Both NPWS and Thredbo Resort have invested a combined total of more than \$8million in the planning and implementation of the shared trail so far.

The NSW National Parks and Wildlife Service (NPWS) is continuing construction of the Thredbo Valley Track (TVT) extension downstream of the Lake Crackenback Resort (Attachment 1- Location Map). The former Snowy River Shire Council was approached in the initial phases of the project for their support to work in partnership with NPWS on the project. On the provision NPWS were

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successful in receiving funds to complete both the TVT and construction of a bridge over the Thredbo River near Gaden Trout Hatchery; Council had agreed to assist with finding an appropriate and safe trail link from the bridge to its existing Lake Jindabyne Community Trail.

Gaden Picnic area is currently under the management of NSW Fisheries. Over the past 2 years NPWS, Council, NSW Fisheries and private landholders have been negotiating over how the project will work and how the potential impacts of increased visitation to the site could be managed for each party involved. Site surveys, bridge engineer designs, and trail plans have also taken place during this time. The following report provides the most up to date scope for the project along with a recommendation for Council's involvement in the next planning phases.

At the Council meeting held 25 August 2015, the former SRSC was updated on the shared vision for the region's shared trails, along with a project to interlink trail networks from the Thredbo Valley into Jindabyne Township. Council agreed to ongoing communication with key parties with regard to the trail infrastructure and associated issues on the facilities at the Gaden Picnic Area.

NPWS agreed to take ownership of the bridge infrastructure and completed a concept design for two proposed locations. This included the Gaden Picnic Area and Paddy's Corner, located approximately 250m down-stream (Attachment 2- proposed bridge locations).

NSW Fisheries provided in-principle support for the project however there were a number of concerns related to increased pressure on facilities at the picnic area as visitation to the site increased. Resources at Gaden Trout Hatchery are minimal and may require an upgrade to support visitor demand. Negotiations between each party with regard to how impacts could be reduced and who would be responsible for long term maintenance were becoming difficult.

At the Council meeting held 26 October 2016 the Administrator was further updated on the project. Following the officer's recommendation adopted:

*That Council:*

- A. Agree to ownership of the shared trail link through Gaden Picnic Area*
- B. Agree to continue communication with NSW Fisheries and NPWS on arrangement for grant funding and MOU*
- C. Agree to explore options associated with the connecting the Lake Jindabyne Shared Trail from Hatchery Bay to Gaden via Kosciuszko road*

Since this resolution other stakeholders have changed their positions regarding the preferred location for the trail in relation to the Gaden Trout Hatchery. The reasons for this and the new preferred trail route are further discussed below.

### **Trail Connection via Gaden- Trail link Options**

During the negotiation phases of the project Council completed a full survey of the area (Attachment 3). The survey has assisted in the process in working out land boundaries, Crown Road Reserve and right of carriageway easements along with options for the NPWS bridge crossing.

The preferred option for the bridge location and trail link was originally directly through the Gaden Trout Hatchery picnic area. However, the preferred option now is for the bridge to be located at

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Paddy's Corner and for the trail to then continue via the Crown Road Reserve along Gaden Road. The reasons for this include:

- The Gaden Trout Hatchery is only accessible via a Right of Carriageway that runs over private property. A change in use of the Carriage way may result in a dispute with property owners in the instance increased visitation becomes a burden on the farming enterprise
- A public Crown Road corridor already exists to Paddy's corner
- Negotiation with Gaden Trout Hatchery staff over long term management as a result of increased use of the picnic area facilities would require an MOU between each party. Concerns over increased waste, potential need to upgrade toilet septic system, parking, and security would be a burden to onsite management as a direct result of the trail. NSW Fisheries is not supportive of dealing with any increased management without a commitment from the other parties to take over some of the long term management issues.
- Linking the trail via Paddy's Corner rather than Gaden Picnic area would simplify any further formal negotiation with NSW Fisheries. The Paddy's Corner option is supported by Gaden Trout Hatchery staff.
- Whilst Council already struggle to maintain its own expanding list of assets across the region, committing to anything outside our existing responsibilities would not be a desirable outcome.
- Farming land surrounds the access to the Gaden Trout Hatchery. Landholders currently have an unfenced area over the Gaden road whereby stock can access the Thredbo River. Landholders have expressed concerns related to impact on stock from potential increase in traffic and visitation to the site.

### **Next Steps for Council**

NPWS are seeking Council's support to direct the TVT via a bridge crossing at Paddy's Corner. This enables the trail connection to take place on a public Crown road reserve. This therefore excludes the need to seek approval and undertake any formal MOU agreement with both NSW Fisheries and surrounding landholders.

Council's Group Manager – Transport Infrastructure (Operations) has been consulted with regard to the project. The response included;

*Traditionally it has not been Council policy to accept Crown Roads onto their asset list and gazette it as a Council public road. However I cannot speak for the new Council and ultimately this will have to go before them for a decision. Given the state of the existing network, budget constraints and ongoing issues between Crown Lands and Councils in respect of roads, I would find it difficult to support such a proposal.*

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For the project to continue Council must consider the following:

- **Taking ownership of the Crown Road reserve**  
Initial conversation related to this project have taken place with NSW Department of Industry (Crown Lands). Council would be required to take ownership of the Crown Road reserve (Gaden Road) if the trail connection were to proceed. (Attachment 3- Survey). The road reserve is about 2 kilometres long. Gaden Road is bitumen sealed and in good condition.
- **Deviation of Crown Road paper boundary**  
As mentioned previously, a full survey has been undertaken in the area. The survey (Attachment 3) shows that the paper boundary of the Crown Road does not match the actual road on-site. Deviation from the boundary of the road reserve as registered can constitute trespassing and maybe problematic. If Council agree to take ownership of the Crown Road Reserve to enable the project to continue, arrangements should be made with the landholder to amend the registered easement.
- **Undertaking further negotiation with stakeholders**  
The desired outcomes are to reduce trail user conflict on the surrounding landholders' farming operations. Long term management may require fencing and management of vehicles in the instance of increased traffic, and if parking becomes an issue for landholders. This would be resolved in partnership with NPWS and the Monaro Acclimatisation Society who are the trustee of the Paddy's Corner Reserve.
- **Undertaking further, detailed design for safe passage over Kosciuszko Road**  
An option's report for a safe pedestrian crossing was undertaken (Attachment 4- Options Report). According to Roads and Maritime Service (RMS), if NPWS and Council wish to connect trails via Kosciuszko Road, an appropriate pedestrian crossing would need to be considered. The existing location does not meet RMS safety standards due to the speed of traffic and visibility. The options report recommends that an underpass for trail users would be the preferred option.

Council will need to undertake an engineer design for an underpass in the instance both NPWS and Council agree on proceeding with the project and that NPWS are successful in obtaining grant funding for the construction of the bridge.

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

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

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## 2. Environmental

NPWS have undertaken a full environmental assessment for both the TVT extension and proposed bridge crossing to ensure minimal impact to Thredbo River and surrounding environment. Trail construction will incorporate design standards that will ensure minimal impact and reduced maintenance costs.

## 3. Economic

The proposed plans for further development of shared use trails will help increase tourism during the summer months and create sustainable cycling businesses in the region. This would also increase demand for accommodation, retail and other recreational business in the Region.

Both NPWS and SMRC have a submission in the Regional Growth Environmental Tourism Fund (RGETF). NPWS have prepared a submission for the completion of the TVT and construction of the bridge. SMRC have a submission in for \$19million for Trail construction- Lake Jindabyne, Cooma Trail Master plan and Murrumbidgee River Trail Link. The outcome of this interagency project will be subject to availability of grant funding. This would include costs associated with the detailed design for a Kosciuszko road underpass, and any further works associated with landholder consultation (stock crossing, improved parking area).

At this point in time the costs involved in progressing with the project include;

- Crown Road Reserve transfer-Survey work is already complete. There will be no associated costs with the road transfer
- Boundary Adjustments- Legal fees and detailed survey plan required

| Estimated Expenditure         | Amount | Financial year | Ledger |   | Account string |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |
|-------------------------------|--------|----------------|--------|---|----------------|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|
|                               |        |                | G      | L | 1              | 0 | 7 | 0 | 2 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |  |
| Legal fee-boundary adjustment | \$1000 | 2017/18        | G      | L | 1              | 0 | 7 | 0 | 2 | 0 | 1 | 0 | 0 | 1 |  |  |  |  |  |  |

Note: The Natural Account level detail cannot be provided at this time.

## 4. Civic Leadership

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

Council have been updated on issues and progress related to shared trail development. The latest reports to Council meetings held August 2015 and August 2016 outlined details on shared trial connection and planning/negotiation progress.

Council is also showing leadership through a partnership approach with other key stakeholders including NPWS, NSW Fisheries, Jindabyne Cycling Club and Jindabyne Trial Stewardship.

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## 14.2 TREE REMOVAL AT DALGETY SHOWGROUND

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Operations & Infrastructure   |
| Author:                           | Recreation & Property Technical Officer  |
| Key Direction:                    | 5. Enhancing Our Healthy, Active Lifestyle   |
| Delivery Plan Strategy:           | DP5.2 Upgrade and maintain current investments in community, sporting, recreation and fitness facilities and infrastructure. |
| Operational Plan Action:          | OP5.2 Maintenance of sport and recreational facilities in accordance with Recreation Management Plans.                       |
| Attachments:                      | Nil  |
| Cost Centre                       |  |
| Project                           |  |
| Further Operational Plan Actions: |  |

### EXECUTIVE SUMMARY

Following the failure of a large pine tree at the Dalgety Showground in August this year it was determined that there are an additional four large pine trees which have a significant amount of dead wood and pose a risk to users of the facility.

Three quotes have been obtained for the removal of these trees:

McMahon's Earthmoving and Tree Services

Snowy Mountains Tree Services

Jindabyne Landscaping

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

### OFFICER'S RECOMMENDATION

That Council;

- A. Accept the quote from McMahon's Earthmoving and Tree Services
- B. Authorise the expenditure and allocate an additional amount of \$11,380 in the Open Spaces and Recreation Budget for the current financial year with funding to be provided from Reserves.

### BACKGROUND

The failure of a large pine tree at the Dalgety Showground in August 2017 was followed up with a site visit by staff who determined that there are four additional trees which are in poor condition and require removal in order to reduce the risk to users of the facility.

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## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The Dalgety Showground is a facility that is utilised by the community for a range of recreational activities. The annual Show is held in early March and is a focal event for a large proportion of the surrounding region. The arena is also used for equestrian events and other sporting activities throughout the year.

### **2. Environmental**

The removal of these trees will improve the safety of the facility and also provide the opportunity to improve the landscaping appeal of the grounds so that they provide seasonal shade during summer and less shade through the winter.

### **3. Economic**

There is no current budget allocation for this work to be undertaken during the current financial year in the Open Space and Recreation budget and it is requested that the funds please be allocated from reserves so that this work can be done prior to the 2018 Dalgety Show.

### **4. Civic Leadership**

The removal of these trees will demonstrate effective leadership through the provision of safe recreational facilities and is in keeping with Council's Tree Management Policy.

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## 15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 - INFRASTRUCTURE

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Environment & Sustainability  |
| Author:                           | Strategic Planner  |
| Key Direction:                    | 6. Managing Development and Service Delivery to Retain the Things We Value   |
| Delivery Plan Strategy:           | DP6.2.1.1 Ensure that Council's land use planning and development policies enhance liveability.  |
| Operational Plan Action:          | OP6.13 Review Local Environment Plan.  |
| Attachments:                      | <ol style="list-style-type: none"><li>1. Planning Proposal - BLEP2012 Amendment - Zone SP2 to Bombala and Coolumbooka Rivers (<i>Under Separate Cover</i>) ⇨</li><li>2. Envirokey Biodiversity Assessment accompanying Planning Proposal - BLEP2012 introduction of Zone SP2 to Bombala and Coolumbooka Rivers (<i>Under Separate Cover</i>) ⇨</li><li>3. Dept. of Primary Industries - Fisheries - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li><li>4. Dept. of Primary Industries - Water - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li><li>5. NSW Office of Environment and Heritage - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li><li>6. Gateway Determination - Planning Proposal to amend BLEP2012 - Zone SP2 to Bombala and Coolumbooka Rivers (<i>Under Separate Cover</i>) ⇨</li><li>7. Transport for NSW - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li><li>8. NSW Roads and Maritime Service - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li><li>9. NSW Environmental Protection Agency - submission to Planning Proposal BLEP2012 Amendment (<i>Under Separate Cover</i>) ⇨</li></ol> |
| Cost Centre                       | 8010   |
| Project                           | Planning Proposal related to a new Bombala River weir and low level bridge   |
| Further Operational Plan Actions: | OP6.12 Ensure that the local planning framework enhances amenity, safety and sustainability of community neighbourhoods.<br>OP7.11 Ensure community members are afforded that opportunity to review, comment and participate in Council decision making.   |

### EXECUTIVE SUMMARY

Snowy Monaro Regional Council has exhibited a Planning Proposal to make a second amendment to the *Bombala Local Environmental Plan 2012*. The Planning Proposal advocated for the introduction of new zoning SP2 – Infrastructure to lands along the Bombala and Coolumbooka

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15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

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Rivers within Bombala township, extending to and including the area of the existing Coolumbooka weir storage. This zoning change would permit the construction of a new weir adjacent the planned low-level Bombala River crossing near the location of Young Street.

The Planning Proposal received an affirmative Gateway determination on 29 March, 2017. The Planning Proposal was exhibited from 19 April, 2017 to 17 May, 2017. Post-exhibition assessment of the Planning Proposal has now taken place. In light of commentary on the Planning Proposal provided by government agencies and consideration of the implications of the Planning Proposal, indefinite postponement of the Planning Proposal by Council is recommended.

Planning for Bombala's future water supply should instead be conducted via a Regional Integrated Water Cycle Management Plan, as noted in Council's Operational Plan at OP6.4. Postponement will allow development of a holistic strategy for the management and development of water resources and water supply infrastructure in Bombala. It will allow full consideration of the costs, benefits and implications of all options that are available to satisfy those requirements. It is also important that strategies for Bombala's future water supply are integrated with planning and land use strategies for Bombala. Without this detailed strategic planning behind the planning proposal, it is unlikely to be accepted by the Department of Planning. Notwithstanding this, staff recommend continued investigation of options for the Bombala truck bypass bridge, taking into account the suggested absence of the Bombala River weir nearby.

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

**OFFICER'S RECOMMENDATION**

That Council

- A. Note the Planning Proposal to the Bombala Local Environmental Plan 2012 as exhibited for public comment.
- B. Note the commentary provided by various agencies in response to the exhibition of the Planning Proposal.
- C. Indefinitely postpone the continued implementation of the Planning Proposal and any further development of the Bombala River weir concept until relevant land use and water cycle strategies can be developed for Bombala.
- D. Plan for Bombala's future water supply as a part of the Regional Integrated Water Cycle Management Plan as at Operational Plan action OP6.4. Determine an appropriate set of measures for future Bombala water supply arising from that Plan.
- E. Notify the Department of Planning that the Council will not be continuing with the Planning Proposal at this time.

**BACKGROUND**

The Planning Proposal originates from the decision of the former Bombala Shire Council of 18 March 2015 to pursue planning approval for a new low level weir and road crossing on the Bombala River nearby to Young Street in the urban area of Bombala. This would necessarily require the rezoning of affected lands to Zone SP2 – Infrastructure. The subject Planning Proposal was developed subsequent to this by Zenith Town Planning on behalf of Snowy Monaro Regional Council.

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15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

The Planning Proposal obtained Gateway Approval from the NSW Department of Planning on 29 March, 2017. Council was required by the Gateway determination to consult with several government agencies. These were the Office of Environment and Heritage, WaterNSW, Department of Primary Industries – Fisheries, Land and Property Management Authority, Transport for NSW and Forestry Corporation. Council was not granted authorisation to use its delegation for plan making for this LEP amendment and plan making will be at the discretion of the Department. The Planning Proposal was exhibited from 19 April, 2017 to 17 May, 2017.

The Planning Proposal advocates for the installation of Zone SP2 – Infrastructure (to be designated Zone SP2 – Water Supply System) to lands along the Bombala River. This is illustrated by the excerpt map below.

Several agencies provided comment on the Planning Proposal. These were the NSW Office of Environment and Heritage (OEH), NSW Transport – Roads and Maritime Services (RMS), Transport for NSW, the NSW Environmental Protection Agency (EPA), the NSW Department of Primary Industries – Fisheries (DPI Fisheries), and the NSW Department of Primary Industries – Water (DPI Water). Some of these agencies registered significant concern at the Planning Proposal. All agency submissions are attached to this report.

The assessment of the merits of the Planning Proposal requires the comparison of the two options available to Council. One option is to reject the current Planning Proposal and retain the current LEP:

- Retain current land zoning arrangements along the Bombala and Coolumbooka River below the existing Coolumbooka River weir, those lands being zoned R1 – General Residential, RE1 – Public Recreation, R5 – Large Lot Residential.
- Retain current Zone RU1 – Primary Production applying to the lands of the existing Coolumbooka River weir.

This is illustrated on the LEP land zoning map excerpt overleaf.



Council will then plan for Bombala water supply needs via the Regional Integrated Water Cycle Management Plan cited at Operational Plan action OP6.4.

Alternatively, Council may seek to implement the Planning Proposal:

- Install of Zone SP2 – Infrastructure (to be designated SP2 – Water Supply System) to lands along the Bombala and Coolumbooka Rivers in the township of Bombala and to the lands of the existing Coolumbooka River weir.

This is illustrated on the LEP land zoning map excerpt below.



Zone SP2 – Infrastructure contains the following objectives:

- To provide for infrastructure and related uses.
- To prevent development that is not compatible with or that may detract from the provision of infrastructure.

Zone SP2 – Infrastructure contains compulsorily-included land uses to its Land Use Table. *Roads* must be included in the BLEP2012 Zone SP2 – Infrastructure as either ‘permitted without consent’ or ‘permitted with consent’. Also included as ‘permitted with consent’ is *the purpose shown on the Land Zoning Map, including any development that is ordinarily incidental or ancillary to development for that purpose*. In the case of this proposal that purpose is *Water Supply System*.

NSW Roads and Maritime Service expressed concern at the possibility for exempt and complying development to take place nearby to RMS bridge infrastructure under Zone SP2 – Infrastructure. This concern arises from the relationship of Zone SP2 – Infrastructure to Environmental Planning Instruments within the NSW planning system. Of particular note is *State Environmental Planning Policy (Infrastructure) 2007* which provides scope to conduct development for various purposes as exempt or complying development within Zone SP2 – Infrastructure. This means that RMS would not necessarily be notified or consulted of a development taking place as they would ordinarily be if development took place via a development assessment process.

These additional potential implications of the Proposal further detract from its suitability in this situation. Were the Proposal to proceed, additional measures should be put in place to ensure adequate notification of RMS where development may affect RMS’ bridge infrastructure and Classified Road.

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15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

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SP2 – Infrastructure would be an appropriate method to allow for the construction of a new Bombala River weir at the given location, were it apparent that this is a sound method of addressing Bombala’s water supply needs. The appropriateness of the new zoning is contingent on the appropriateness of pursuing this specific weir development. Ordinarily in evaluating a Planning Proposal for a land zoning change it would be correct practice to evaluate the appropriateness of the full range of potentially allowable land uses as they might generally apply. In the case of Zone SP2 – Infrastructure, the zone is designated for that specific development and maintenance of that specific land use and this would be specifically stated on the LEP mapping.

It is not apparent that the Bombala River weir is the optimal solution to provide water supply to Bombala into the future. The development of a new Bombala River weir has been pursued to date without adequate regard to the full potential implications of that proposal and without an adequate exploration or assessment of alternatives for supplying water to Bombala into the future. A more detailed evaluation would need to include commentary on the specific form that *water supply system* development is expected to take – and the impacts of this – were the Planning Proposal to be implemented.

A superior alternative to the current process would be to fully investigate all aspects of water supply and water cycle management for Bombala. This would include an assessment of the prospective water supply requirements of the community, investigation of the various options to meet those needs and the relative impacts of those options to the environment, to existing development and infrastructure, to the community and the ongoing financial and resourcing burden to Council. Government agencies making submissions about the Planning Proposal noted several shortcomings of the current Proposal in this regard. The NSW Dept. of Primary Industries – Water (DPI Water) suggested the preparation of an Integrated Water Cycle Management Strategy to address Bombala’s water supply needs over a 30 year time horizon. Staff concur that planning for Bombala’s future water supply should instead be conducted via a Regional Integrated Water Cycle Management Plan, as noted in Council’s Operational Plan at OP6.4.

The weir to be installed to the Bombala River will be located 360 metres downstream (SSW) from the Monaro Highway road bridge over the Bombala River. Estimates of the average increase in water depth in the new weir impoundment (the waterway area from the new weir to the existing Coolumbooka River weir) are estimated to be an average of 2 metres according to the Planning Proposal, and approximately 1.5 metres according to the assessment provided by Envirokey (both documents attached). This equates to ~10cm increase at the base of the Coolumbooka River weir.

There are several implications arising from this. Internal staff discussions have revealed issues with this resulting from the fact that the raising of the water level will also result in a similar raising of the water table to adjoining lands. This has the potential to impact upon Council’s underground water and sewer infrastructure. There is also the possibility that such a shift in the water table will undermine nearby buildings or structures by affecting the load bearing stability of soils in the water table.

A raising of the water table will likely affect the health of trees and vegetation adjoining the Bombala River. This will potentially spoil parkland areas to the central areas of Bombala township by causing inundation of tree roots and potentially changing the salt content of those soils. These lands provide significant aesthetic, amenity and recreation value for Bombala township to the benefit of both residents and visitors. They are the subject of significant ongoing investment and upkeep by Council. Damage inflicted upon these areas would significantly – potentially

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fundamentally – undermine the ability of the adjoining lands to uphold the objectives of their respective zones, those being RE1 – Public Recreation and SP3 – Tourist.

The objectives of Zone RE1 – Public Recreation are:

- To enable land to be used for public open space or recreational purposes.
- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.

Incurring damage to parkland assets in the adjoining RE1 Zone through a rise in the water table would be in conflict with the third listed objective. In so doing, this would significantly undermine the ability of those lands to uphold the above objectives in a manner according with community expectations.

The objectives of Zone SP3 – Tourist are:

- To provide for a variety of tourist-oriented development and related uses.

A loss of amenity to SP3 Zone lands through damage to riverside vegetation would detract from those lands being able to uphold this objective.

An increase of the water depth back to the existing Coolumbooka River weir carries other unknown or unquantified risks to existing development. In their submission detailed in the table below, NSW Roads and Maritime Service expressed concern over the effect of increased water depth on bridge infrastructure over the Bombala River and Coolumbooka River. The new weir impoundment on the Bombala River and associated increase in water depth will leave a greater extent of the Bombala River bridge structure subject to being submerged.

Internal consultations with Council staff also identified issues with the Proposal. The Acting Group Manager - Water and Wastewater identified several items of concern as follows. If a water depth increase occurs along the length of the new weir impoundment, it is not clear how flood conditions would then affect infrastructure including sewer infrastructure located adjacent the Bombala River. Council has a transfer sewer main running underneath and alongside the Bombala River. Changes to the depth of the water table around the Bombala River may interfere with this infrastructure. Additionally, man holes to access this infrastructure are located alongside the Bombala River and will likely be inundated by the Bombala River if a weir is installed. The main sewer pump station in Bombala is approximately 60m from the banks of the Bombala River and is close to the level of the existing water table. This infrastructure is already noted by the Environmental Protection Agency as being a suboptimal installation. There already exists the potential for pollution events emanating from the sewer pump station as a result of surcharges. Raising the Bombala River level and the surrounding water table level would further exacerbate this risk and complicate Council's ongoing efforts to improve upon this situation. The weir itself would aggravate any such pollution event by restricting the flow of water and material along the Bombala River. This possibility is particularly significant given the aforementioned areas set aside for amenity and recreation.

This report recommends the indefinite postponement of the Planning Proposal. Several unresolved issues with the current approach have been noted in this report. Instead it is recommended that the issue of water supply be addressed through the Regional Integrated Water Cycle Management Plan. the conduct of an analysis of Bombala water supply issues and projected needs and the development of options to approach this matter should they be required. Any

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15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

further investigation of a potential Bombala River weir should include detailed examination of the implications of the new impoundment, including affects to water depth, water table depth and subsequent effects to the nearby infrastructure and environment. This should happen only subject to the direction of an Integrated Water Cycle Management Plan, if it is to occur at all.

It is recommend that Council change its approach to planning for the Bombala truck bypass via a new Bombala River Bridge in light of the recommendations of the report. A bridge design for the bypass should be pursued with a view to the Bombala River continuing to flow in the present manner at the location of the bridge crossing, rather than being tempered by the installation of a weir.

Agency submissions received in relation to the Planning Proposal are attached to this report. However, the following table summarises the issues raised in the submissions and a response from Council's strategic planning staff.

| Submission                             | Comment   | Planning response  |
|--|---|--|
| NSW Office of Environment and Heritage | OEH has reviewed the <i>Terrestrial and Aquatic Biodiversity Assessment Bombala Weir and Low-level Bridge</i> February 2016 by Envirokey and supports its recommendations and conclusions with regard to threatened species, communities, populations and their habitats and mitigation measures to be implemented. | The inclusion of the Envirokey report alongside the Planning Proposal documentation is noted as a preliminary assessment of environmental impacts of the new weir construction only.         |
|  | Presence of platypus habitat will require careful planning and design. A Platypus management plan should be created following the management guides set out by the Australian Platypus Conservancy and Platypus Spot.   | Any future works affecting the Bombala River in relation to the Bombala River weir concept should account for platypus habitat in their planning and design, should this initiative proceed. |
|  | Aboriginal sites are known to occur around Bombala township and within the general locality. An Aboriginal cultural heritage assessment will be required. The Bombala River is a significant landscape feature that is often associated with Aboriginal people's traditional use of an area.                        | Council should undertake further investigation of Aboriginal cultural heritage values will be undertaken if further development of the Bombala River weir concept is pursued.                |
|  | The planning proposal makes reference to hydraulic assessment of the weir being in the FRMS. OEH can't find any reference to any proposed water supply weir in the Bombala River or   | If the Bombala River weir concept is to be pursued, further assessment of the impacts on water levels and hydrology should be undertaken to inform the design and planning of this           |

15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

|   | potential impacts.  | infrastructure.  |
|---|---|--|
| NSW Environmental Protection Agency         | The EPA is the Appropriate Regulatory Authority (ARA) under the <i>Protection of the Environment Operations Act 1997 (POEO Act)</i> for activities carried on by Council. This includes works to expand water storage on Bombala River. Works to construct the weir must conform with the <i>POEO Act</i> and other standards (as noted in the submission).   | EPA's role as Appropriate Regulatory Authority is noted with respect to any future works to develop a weir on the Bombala River.   |
| Transport for NSW                           | Transport for NSW have no comment at this stage of the planning process.  | Noted.   |
| NSW Transport – Roads and Maritime Services | The rezoning will allow a range of works in the proposed SP2 zone as 'development permitted without consent' or as 'exempt development'. Works could occur within close proximity to the bridges without any consultation with RMS. No works should be carried out within the Bombala River bridge footprint unless authorised by RMS.  | This concern is fairly held. Zone SP2 – Water Supply System would allow for exempt and complying development on rezoned lands under the provisions State Environmental Planning Policies. This outcome is not desirable for the management of RMS assets.                                    |
|   | It is not clear what impacts the weir will have on RMS bridges, particularly the bridge over Bombala River at Bombala. RMS drawings for both RMS bridges (Bombala and Coolumbooka Rivers) do not contain Australia Height Datum details. Levels can't be correlated with the proposed weir structure and resultant maximum water level. The Bombala River bridge has not been designed to be submerged. | If the Bombala River weir concept is to be pursued, further assessment of the impacts on water levels and hydrology should be undertaken to inform the design and planning of this infrastructure. Additional alterations to the Coolumbooka River weir are not anticipated by the Proposal. |
|   | No works should be carried out within the Bombala and Coolumbooka River bridge footprints unless authorised by RMS.   | Any future works that take place near Bombala and Coolumbooka River bridges must involve consultation with RMS. The Planning Proposal is not optimal in this regard.   |
|   | The latest inspection of the Bombala River bridge conducted in March 2017 noted a flood level on Pier 1 which was one metre down from the soffit of the headstock. The river level was 6.5m during the inspection. At Coolumbooka   | It is noted that the new weir pool would increase water depth by an estimated two metres. This provides cause for concern when considered alongside this comment.  |

15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

|  |   |   |
|--|---|---|
|  | River bridge, a flood in 2011 resulted in reported water level 300mm over the top of the bridge deck.   | The Planning Proposal does not endorse changes to Coolumbooka River weir affecting the existing Coolumbooka River bridge but would potentially allow this.  |
| NSW Department of Primary Industries – Fisheries | The Department’s assessment does not concur that the Bombala River weir is “an extension of the existing weir pool”. The proposal involves the construction of a new weir which will create a new weir pool and inundate a previously un-impacted section of river channel.   | This criticism of the Planning Proposal is fair. The future construction of a Bombala River weir is a distinct item of infrastructure capable of operating independently of the Coolumbooka River weir (and the Coolumbooka River weir of it). It causes additional impacts to those already existing.                                    |
|  | The footprint of the proposal, as shown in the Planning Proposal (Zenith) and Biodiversity Assessment (Envirokey), is likely to be incorrect. The weir pool is likely to extend further up the Bombala River than shown and is therefore likely to affect additional properties.  | This criticism of the Planning Proposal is fair. A Bombala River weir will impact upon the pooling of waters within the Bombala and Coolumbooka Rivers. It is not apparent in the Planning Proposal why Coolumbooka River water levels are affected upstream of the Bombala-Coolumbooka confluence but Bombala River levels would not be. |
|  | The Coolumbooka and Bombala Rivers are Type 1 (highly sensitive), Class 1 (major) key fish habitats. Both are highly valued recreational fishing areas. These rivers are part of the Endangered Ecological Community (EEC) of the Snowy River Catchment in NSW under the <i>Fisheries Management Act</i> . A new weir across the Bombala River would obstruct fish passage to more than 50km of the upper reaches of the river. Significant offsets to compensate loss of flowing river habitat, impacts on the EEC and recreational fishing would be required. | These concerns in conjunction with others noted in this report suggest that further options should be considered for securing water supply in Bombala. Postponement of the Planning Proposal will allow Council to pursue a Regional ICWM Plan to address water supply in Bombala as per Operational Plan action OP6.4.                   |
| NSW Department of Primary Industries – Water     | The proposed rezoning of the Bombala River is not supported. DPI Water has significant reservations with regard to the suitability of the intended purpose of the rezoning, which is to enable the construction of a storage weir on the Bombala River.   | Council should plan for Bombala water supply via the Regional IWCM Plan as at Operational Plan action OP6.4. This will allow confidence from relevant agencies that Council has adequately considered all the available options and the costs and benefits to these   |

15.1 PLANNING PROPOSAL TO AMEND BOMBALA LOCAL ENVIRONMENTAL PLAN 2012 TO INTRODUCE ZONE SP2 -  
INFRASTRUCTURE

|  |  |  |
|--|--|--|
|  |  | options.   |
|  | The proposal development of the Bombala River channel within the town precinct as a town water supply storage is not adequately justified or supported.  | The Planning Proposal does not justify a new weir relative to other water supply options which may exist. Staff recommend that Council develop a Regional IWCM Plan as per OP6.4. This will allow consideration of all available options.  |
|  | Issues in meeting Bombala's town water supply requirements during serious drought periods have occurred in the past. Future water supply should be based on justified water requirements, a framework of water use efficiency and best management practice. To meet NSW best practice local water utilities must prepare and implement a 30-year Integrated Water Cycle Management (IWCM) Strategy.                                | Council should plan for Bombala water supply within the context of the Regional Integrated Water Cycle Management Plan as at Operational Plan action OP6.4. This will allow Council to consider all water supply options and the costs and benefits of these options.  |
|  | The proposed rezoning should sit within a broader strategy for sustainable water use in Bombala. Integrated Water Cycle Management Planning (IWCM) is recommended as an appropriate planning mechanism to manage Bombala urban water services. An ICWM Plan would allow comparison of economic and other costs/benefits of various proposals.  | Council should plan for Bombala water supply within the context of the Regional Integrated Water Cycle Management Plan as at Operational Plan action OP6.4. This will allow Council to consider all water supply options and costs and benefits of these options. It is unclear that a Bombala River weir is the most effective or efficient option that exists. |
|  | The environmental assessment appears preliminary only. A number of issues are identified but not effectively addressed at this stage. These include "Loss of vegetation and habitat", impacts to Threatened Ecological Communities, connectivity of habitat within the Bombala River and dispersal potential of immature platypus. Mitigation measures discussed are brief and non-specific with regard to environmental outcomes. | Staff concur further environmental assessment and planning is required if the Bombala River weir is pursued. The variety of environmental issues raised by the submission are best addressed by holistic planning for water supply. The Regional IWCM Plan process as at OP6.4 is recommended for this purpose.  |
|  | The goal of the State Weirs Policy is to halt and, where possible, reduce and remediate the environmental impact of  | The principles of the NSW Weirs Policy should be considered in developing a Regional IWCM Plan as at OP6.4. The  |

|  |   |  |
|--|---|--|
|  | weirs. The Principles of NSW Weirs Policy should be addressed and incorporated at this early stage of development planning. | potential costs, impacts and advantages of a Bombala River weir could then be compared to other options. |
|--|---|--|

**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

Council’s response to the Planning Proposal has implications for social outcomes. The Bombala River within Bombala provides significant social value in supporting amenity and recreation within the township. Council continues to make improvements to parklands and walking facilities adjoining the Bombala River, including pedestrian bridge access at the present time. Preservation of these values as per this report’s recommendation supports several Integrated Planning and Reporting directions. These include Delivery Program item DP6.2.1.2: “Plan for, and undertake, works to improve the visual amenity of towns and villages”, as well as Delivery Program item 6.2.1.1: “Ensure that Council’s land use planning and development policies enhance liveability” and its component Operational Plan action OP6.12: “Ensure that the local planning framework enhances amenity, safety and sustainability of community neighbourhoods”.

**2. Environmental**

The implementation of the Planning Proposal to apply Zone SP2 – Water Supply System to lands along the Bombala River within Bombala township would result in substantial environmental impact. The zone is expressly configured to allow for the construction of a weir on the Bombala River. As discussed in this report and in submissions to this report, this has the potential to impact aspects of the environment including (but not limited to) interrupted continuity of fish habitat, loss of amenity to Bombala open space areas adjoining the river and impacts to flood behaviour and the adjoining water table.

Staff recommend the development of a holistic strategic approach to address future water supply and water resource management in Bombala, rather than the continued pursuit of weir construction in the absence of such a strategic approach. This should occur through the Regional Integrated Water Cycle Management Plan as described at Operational Plan action OP6.4.

The recommended course within this report allows for the pursuit of several of Council’s Integrated Planning and Reporting outcomes. In postponing changes to the Bombala LEP and allowing fuller consideration of Bombala’s water supply needs in the context of a IWCM Plan, Council upholds Delivery Program items 1.2.1.1: “Ensure that Council’s development and land use strategies, local environmental plans and planning policies consider biodiversity and natural values”, DP1.3.1.1: “Ensure Council services, facilities and land holdings promote best practice for sustainability” and DP6.2.1.1: “Ensure that the local planning framework enhances amenity, safety and sustainability of community neighbourhoods.”

**3. Economic**

Potential negative impacts to existing infrastructure and to Bombala parkland amenity incurred by construction of a Bombala River weir will result in significant economic cost. These impacts are described at length in the background to this report.

The impacts described in this report will significantly undermine Council’s ability to uphold directions from Council’s Integrated Planning and Reporting framework. In particular this would include Delivery Program item DP3.1.1.2: “Take full advantage of the unique assets and character

of our towns and villages". Potential harm to the Bombala River and its surrounding parkland spaces via raising of the water table and potential pollution incidents arising from the installation of the weir would fundamentally oppose this direction. This is particularly the case if the economic benefit of visitation to the Bombala Caravan Park were to be negatively affected by such outcomes.

This report recommends the cessation of the current Planning Proposal process. There are no further costs anticipated as a result of the conduct of the Planning Proposal after this point, if this is the approach to be taken. Council (and the former Bombala Council) have incurred some costs in consulting expenses to advance the Planning Proposal to its present stage.

In pursuing the recommended alternative approach via development of a Regional Integrated Water Cycle Management Plan, Council will incur costs. Those costs will be reported to Council as that project proceeds in line with Council's adopted Operational Plan.

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

Council upholds its requirement to display civic leadership through the conduct of the Planning Proposal and its evaluation of it. This has provided the opportunity to evaluate issues associated with the Planning Proposal and allow effective decision making. This upholds SMRC Delivery Program item 7.1.1.2: "Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest". The exhibition of the Planning Proposal has enabled Operational Plan action OP7.11 to be practiced: "Ensure community members are afforded that opportunity to review, comment and participate in Council decision making".

The result of this evaluation is that staff strongly recommend to Council the postponement of the current Planning Proposal. Staff suggest that Council should pursue a Regional Integrated Water Cycle Management Plan as included in Council's adopted Operational Plan. At this time staff suggest that this is the appropriate way to uphold Delivery Program item 6.1.2.3: "Ensure that the Region's Local Water Utility is financially sustainable in the long term including investment in new and replacement infrastructure".

This outcome supports ongoing items from Council's Integrated Planning and Reporting Framework. These include Delivery Program item DP6.1.2.2: "Provide water and sewerage infrastructure improvements in accordance with the Water and Wastewater Strategic Business Plan, Integrated Water Cycle Management Plan and other related studies", and particularly its component Operational Plan action OP6.4: "Investigate Regional Integrated Water Cycle Management (IWCM) Plan". Staff suggest that conduct of an IWCM Plan would be the appropriate method to identify water supply needs for Bombala and the most effective method of obtaining the required water supply into the future.

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**15.2 ADAMINABY SEWAGE TREATMENT PLANT - FUNDING APPLICATIONS TO THE FEDERAL GOVERNMENT "BUILDING BETTER REGIONS" PROGRAM AND THE STATE GOVERNMENT "SAFE AND SECURE WATER" PROGRAM**

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Operations & Infrastructure   |
| Author:                           | Manager Water & Waste Services   |
| Key Direction:                    | 6. Managing Development and Service Delivery to Retain the Things We Value   |
| Delivery Plan Strategy:           | DP6.6 Ensure that the Region's Local Water Utility is financially sustainable in the long term including investment in new and replacement infrastructure. |
| Operational Plan Action:          | OP6.12 Implement the current Strategic Business Plan for water and sewer to comply with the NSW Office of Water Guidelines.                                |
| Attachments:                      | 1. Letter from State Government advising succesful EOI <a href="#">↓</a>   |
| Cost Centre                       | 2150 Sewer Treatment   |
| Project                           | Adaminaby STP Upgrade and Augmentation – Project No.260219   |
| Further Operational Plan Actions: |  |

**EXECUTIVE SUMMARY**

The Federal Government has announced the second round of funding under the Building Better Regions (BBR)Funding Program. Council was successful in gaining funds of 3.5 million in the first round for the replacement of the Bombala STP.

Similar to the Bombala STP, the Adaminaby STP is also long past its life and needs replacement urgently. The EPA has issued a Pollution Reduction Program (PRP) for the plant and Council needs to take urgent action under this PRP.

Due to lack of resources for these major projects Council needs to look for funding opportunities and this Federal Government BBR program and the State Government Safe and Secure Water (SSW) programs are good sources of funding. Both funding programs are subject to co-funding and Councils commitment to the co-funding is required.

Council' co-funding could be sourced from loans or if successful in obtaining funds from both the state and federal government, loans may not be required. However Councils initial commitment is required for the 50% funding to enable us to submit the applications.

Council submitted an expression of interest (EOI) to the State Government for funding the construction of the Bombala STP. We have recently received a positive response to this EOI and have now advanced to the second stage which is the application for funding (refer attachment).

If Council is successful in getting the state government funds, then the augmentation of the Bombala STP will be fully funded by both the commonwealth and state governments.

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OUT17/46093

Mr Joseph Vescio  
General Manager  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

Dear Mr Vescio

**Safe and Secure Water Program – Bombala Sewerage Augmentation (SSWP027)**

Thank you for your expression of interest for NSW Government co-funding for construction of the Bombala Sewerage Augmentation through the Safe and Secure Water Program (SSWP).

I am pleased to advise that this project was assessed by the SSWP Technical Review Panel (TRP) on 9 November 2017 and considered eligible to proceed to the next stage of the assessment process, i.e. submission of a Business Case for detailed application assessment. This invitation for submission of a detailed application is valid for 12 months from the date of this letter and should be submitted by Council's General Manager.

Attached is a generic overview of requirements for detailed applications. Also attached is a copy of the assessment criteria and scoring logic used by the TRP when assessing detailed applications.

Please note that based on updated advice from Treasury, any project with a contract signed prior to funding confirmation by the Minister will automatically become ineligible for funding through the SSWP.

If you require additional information or wish to discuss this matter further, please contact the SSWP Manager, Vince Keogh on 0438 150 884 or via email at [vince.keogh@dpi.nsw.gov.au](mailto:vince.keogh@dpi.nsw.gov.au).

Yours sincerely



**Frank Garofalo**  
**Technical Review Panel Chair – Safe and Secure Water Program**  
**Group Director Water Regulation**  
**Department of Industry – Water**  
17 November 2017



Department of Industry – Water

**Attachment 1 - Safe and Secure Water Program – Overview of Detailed Application Submission Requirements**

| Application Phase  | Detailed Application Requirements  | Key Issues to be Addressed in the Detailed (Stage 2) Application  |
|--|--|---|
| Application for Scoping Study Funding (Phase 1)                | Documentation of the problem / issue to be addressed through an infrastructure solution  | <ul style="list-style-type: none"> <li>Clearly redefine the problem or need and scope of works for the study</li> <li>Reference material, technical studies if available</li> <li>Procurement method</li> </ul>   |
| Application for Business Case Funding (Phase 2)                | Feasibility study, Scoping Study, Strategic plan, Options report or similar that justifies the preferred option to be investigated | <ul style="list-style-type: none"> <li>Define and demonstrate the strategic need and purpose of the project, either stand alone or as part of a wider strategic assessment (e.g. IWCM).</li> <li>Alignment with local, regional and state strategic plans.</li> <li>Preliminary options development and high level costing.</li> <li>Selection of preferred option(s) for more detailed investigation.</li> <li>Demonstrate that the views of key stakeholders are/will be considered and addressed</li> <li>Statutory approval requirements identified</li> <li>Demonstrated applicant commitment to preferred option(s).</li> <li>Procurement method and scope of works</li> </ul>  |
| Application for Design and / or Construction Funding (Phase 3) | Business Case  | <ul style="list-style-type: none"> <li>Business Case in accordance with NSW Government guidelines and template for regional infrastructure projects - <a href="https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/writing-a-business-case/">https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/writing-a-business-case/</a></li> <li>Note:                             <ul style="list-style-type: none"> <li>Applicants are encouraged to adopt the simplified Business Case template available on the NSW Regional Growth Fund website</li> <li>Evidence preparatory planning such as projects alignment with Strategic planning and options assessment should be highlighted in the business case in accordance with the simplified Business Case template.</li> <li>Concept designs presented in the Business Case should be developed to a standard appropriate for the complexity of the project, to provide confidence around cost estimates.</li> <li>Cost Benefit Analysis (CBA) is an essential component of the Business Case. DoI Water will make available a framework and toolkit for proponents to prepare consistent CBA submissions. DoI Water will also make available professional independent advice for proponents preparing a CBA. Applicants seeking to make use of this offer should contact DoI Water by sending an email to - <a href="mailto:sswp@dpi.nsw.gov.au">sswp@dpi.nsw.gov.au</a></li> </ul> </li> </ul> |



Department of Industry – Water

## Attachment 2 - Assessment of Detailed Applications

| CRITERIA   | KEY CONSIDERATIONS  | COMMENTS   |
|--|---|--|
| <b>Strategic Assessment</b>  |   |  |
| The Project aligns with the strategic priorities of NSW Government   | Application should demonstrate how the proposed project aligns with a strategic framework such as Premier or State Priorities, Regional Development Frameworks, Regional Plans, State Infrastructure Strategy, Economic Development Strategies etc.   | Project may align with multiple strategic planning frameworks.   |
| The project aligns with a relevant infrastructure planning framework.  | Application should demonstrate how the proposed project is consistent with the proponent's strategic infrastructure planning framework such as an Integrated Water Cycle Management (IWCM) Strategy, asset management plan or similar.<br><br>The application should also adequately define the problem, demonstrate that the proposed project is justified and provide details of any planning work and approvals already completed. | Applications for construction of infrastructure funding (Phase 3) must also demonstrate that all viable options have been adequately assessed and the choice of the preferred infrastructure option is justified by submitting a Business Case appropriate for the project complexity  |
| <b>Economic Assessment</b>   |   |  |
| Project will develop infrastructure required for the economic competitiveness of the State by improving economic growth and productivity (including access to water) | Application should describe benefits associated with project, including economic impacts of improved productivity, environment, employment, public health etc.  | Assessment should consider implications of project not proceeding.<br><br>A CBA with a BCR > 1 is required for Infrastructure funding applications.<br><br><b>No CBA is required to support a request for scoping or business case funding (phase 1 &amp; 2). These Detailed Applications need only describe potential benefits.</b> |
| <b>Affordability</b>   |   |  |
| The budget allocated to this project is appropriate when all proposed funding sources are  | Application should demonstrate that the cost estimation is appropriate for the proposed project, including an amount for  | Projects that maximise co-funding contributions from the proponent, with consideration of all income sources, will be favourably   |



| CRITERIA  | KEY CONSIDERATIONS  | COMMENTS   |
|---|---|--|
| considered.   | contingency.  | considered. Additional funding may be considered for hardship cases, or when an economic analysis shows that a higher level Government contribution is justified to maximise public benefits.  |
| The proponent must have the capacity to fund lifecycle costs (ongoing Operation, Maintenance and Management (OMM), renewal, funding arrangements) | Application should demonstrate how lifecycle costs will be funded.<br><br><b><i>Not required for projects seeking funding for scoping or business case funding (Phase 1 &amp; 2)</i></b>                | If the project will increase the cost of service delivery, demonstrate that the impact on customers is affordable and acceptable through a Financial Impact Statement or similar submitted with the detailed application.  |
| <b>Deliverability</b>   |   |  |
| Proponent must have the capacity and resources and have completed the planning necessary to deliver the project in accordance with the proposal.  | The application should describe a project plan appropriate for the complexity of the Project that considers, as a minimum, implementation risk, procurement method and project management arrangements. | The track record of proponent delivering projects will be considered.<br><br>Any innovative procurement approach should be highlighted.<br><br>Applications for Infrastructure funding (Phase 3) must be supported by a Business Case, suitable for the project complexity, which details implementation arrangements. |



### SSWP - Detailed Application Scoring Summary

- 0**      **Non-compliance or poor response.** Well short of requirements and unsubstantiated claims. High level of risk to deliver the objectives/requirements. High level of risk to deliver the objectives and/or requirements of the project. - unacceptable.
- 1 - 2**    **Unsatisfactory response.** Does not meet minimum requirements or is inadequately substantiated. High level of risk to deliver the objectives and/or requirements of the project. - poor.
- 3 - 4**    **Marginal compliance.** The proposal contains certain material deficiencies that prevent full compliance with requirements. Marginal level of risk to deliver the objectives and/or requirements of the project. – below average.
- 5**      **Satisfactory compliance.** May contain minor deficiencies preventing full compliance. Marginal level of risk to deliver the objectives and/or requirements of the project. - average.
- 6**      **Full compliance.** Adequate to requirements and appropriately substantiated. Low level of risk to deliver the objectives and/or requirements of the project - good.
- 7 - 8**    **Exceeds compliance.** Very satisfactory response; more than adequate to requirements and well substantiated. Low level of risk to deliver the objectives and/or requirements of the project – very good.
- 9**      **Significantly exceeds requirements.** Excellent response; surpasses all requirements and is fully substantiated. Very low level of risk to deliver the objectives and/or requirements of the project - excellent.
- 10**     **Superior or outstanding compliance.** Far exceeds specified requirements, surpasses all requirements and is fully substantiated. Very low level of risk to deliver the objectives and/or requirements of the project - outstanding.

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### 15.3 HARMONISATION OF WATER AND SEWER POLICIES RELATING TO BILLING AND CHARGING

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Operations & Infrastructure   |
| Author:                           | Manager Water & Waste Services   |
| Key Direction:                    | 6. Managing Development and Service Delivery to Retain the Things We Value   |
| Delivery Plan Strategy:           | DP6.6 Ensure that the Region's Local Water Utility is financially sustainable in the long term including investment in new and replacement infrastructure.   |
| Operational Plan Action:          | OP6.12 Implement the current Strategic Business Plan for water and sewer to comply with the NSW Office of Water Guidelines.  |
| Attachments:                      | 1. Summary of Water and Sewer Policies from the former Councils<br><a href="#">↓</a><br>2. Water pricing and Charging - SRSC Policy <a href="#">↓</a><br>3. Water Access and Consumption Charging - CMSC <a href="#">↓</a> |
| Cost Centre                       | 2010;2110  |
| Project                           | Harmonisation of policies  |
| Further Operational Plan Actions: |  |

#### EXECUTIVE SUMMARY

The policy relating to water and sewer billing and charging has not been harmonised due to a delay in the harmonisation of the fees and charges. The 2018 fees and charges could not be harmonised due to very big discrepancies in the charging regimes which were applied at the 3 councils previously.

However, until the harmonisation of charges which is proposed for July 2018 is undertaken, there is an urgent need to apply uniform standards throughout the region for "Water leaks beyond customer's control". To this end Council resolution is sought to enable the officers to implement a single standard region wide.

A list of the water and sewer policies are in the attachments and are being reviewed to ensure the new SMRC policy will take into consideration all existing policies applicable to the different areas.

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

#### OFFICER'S RECOMMENDATION

That Council approve the following:

A. One policy direction to be used in all areas as follows:

#### WATER LOSS DUE TO CIRCUMSTANCES BEYOND OWNER'S CONTROL

In situations where excessive water consumption has been incurred due to circumstances beyond

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the owner's control, such as broken pipes etc, Council will consider adjusting accounts on the following basis:

- The applicant lodges a written request detailing the circumstances
- Evidence is provided in writing from a registered plumber that the problem has been or will be rectified
- Such adjustments will be on a "once only" basis
- Authority to be delegated to the General Manager to authorise such adjustments

The above mentioned refund will be applicable to pensioners and patients on dialysis machines ONLY. All other customers to be responsible for any leaks on the consumer's side of the meter. No further refunds shall apply from the date of adoption of this change to the policy.

B. That the policy direction shall apply from the date of resolution and a public notice be placed on Councils website and the media.

## BACKGROUND

The policies relating to water billing and charging from the 2 councils and a summary of water and sewer policies from the previous councils and the status of them are in the attachments.

The policies for the water charging from the former Snowy and Cooma areas are similar with one major difference relating to water leaks on the consumer side of the meter. (NOTE: Bombala Council does not have a policy direction for water leaks beyond customer's control. Bombala Council policies deal with issues such as water restrictions, use of water for medical conditions, concessions to new home owners, subsidising cost of extension of mains to customers who have paid access charges over the past 5 years).

At former SMRC the refund for leaks only apply to pensioners and to patients on dialysis machines. At former CMSC this applies to all customers if they can prove that the leak was beyond their control. Former SRSC had a similar policy and had to change as the amount of refunds to absentee home owners was very problematic and a lot of water was being wasted.

If refunds are given, the customers will not be extra vigilant to ensure there aren't any major leaks within their premises. It also does not give the right message for conserving water.

Once the water charges are harmonised for the Bombala area, the SMRC billing and charging policy will be drafted and submitted to Council for adoption.

In the meantime to have uniform direction regarding refunds for water leaks beyond customer's control, Council resolution is sought so it could be implemented region wide.

In this financial year 6 refunds have been made in the Cooma area at a total expense of \$7,584 and none have been made in the Snowy area. This amount relates to only the monetary value of the refund and not the administration cost in dealing with the refund applications. The refund equates to 2.5 million litres of water that has been wasted. ( $\$7,584/\$3\text{perkl} = 2,528$  kilolitres).



15.3 HARMONISATION OF WATER AND SEWER POLICIES RELATING TO BILLING AND CHARGING

ATTACHMENT 1 SUMMARY OF WATER AND SEWER POLICIES FROM THE FORMER COUNCILS

SMRC

Wastewater Services Policy  
 Drinking Water Supply Policy  
 Water Pricing and Charging Policy (Draft)

Former SRSC

Rural Water Policy (Draft)  
 Rural Water Supply Assessment and Associated Impacts Policy  
 Drinking Water Quality Policy-replaced by SMRC Policy  
 Water Pricing and Charging Policy – replaced by draft SMRC Policy  
 Sewerage Pricing and Charging Policy  
 Liquid Trade Waste Regulation Policy (Draft)

Former CMSC

Drinking Water Quality Policy-replaced by SMRC Policy  
 Breach of Water Restrictions Policy  
 Business Continuity Management Policy  
 Water and Wastewater Residential Access Charge – Discount Eligibility Criteria  
 Water and Wastewater Business Continuity Management Policy  
 Water Access & Consumption Charging Policy-Gnai is currently working on this one  
 Water Charge for Home Haemodialysis Policy  
 Water Meter Reading Accuracy Testing Policy  
 Extension of Wastewater Drains Mains Policy  
 Discharge of Liquid Trade Waste to the Sewerage System Policy

| POLICY NAME   | PREVIOUS COUNCIL | COMMENTS ON SUITABILITY FOR ADOPTION FOR NEW ENTITY   |
|---|------------------|---|
| Liquid Trade Waste Regulation Policy                | SRSC / CMSC      | Standard wording and can be adopted without word change   |
| Drinking Water Quality Policy                       | SRSC / CMSC      | Standard wording and can be adopted without word change   |
| Breach of water restriction Policy                  | CMSC             | Can be adopted - Does not conflict with similar policy in other areas   |
| Wastewater Drainage mains extension                 | CMSC             | Needs public Consultation - Affects development in all areas  |
| Water Charge for Home Haemodialysis Policy          | CMSC             | Can be adopted - Does not conflict with similar policy in other areas   |
| Water and Wastewater Business Continuity Management | CMSC             | Can be adopted - Does not conflict with similar policy in other areas   |
| Water Meter Reading Accuracy Testing                | CMSC             | Can be adopted - Does not conflict with similar policy in other areas   |
| Water Access and Consumption Charging               | CMSC             | Needs public Consultation as affects customers in all areas and will depend on pricing structure adopted for new entity |
| Water Pricing and Charging Policy                   | SRSC             | Needs public Consultation as affects customers in all areas and will depend on pricing structure adopted for new entity |

15.3 HARMONISATION OF WATER AND SEWER POLICIES RELATING TO BILLING AND CHARGING

ATTACHMENT 1 SUMMARY OF WATER AND SEWER POLICIES FROM THE FORMER COUNCILS

|                                   |      |   |
|-----------------------------------|------|---|
| Sewer Pricing and Charging Policy | SRSC | Needs public Consultation as affects customers in all areas and will depend on pricing structure adopted for new entity |
|-----------------------------------|------|---|

---

## Water Pricing and Charging Policy



Policy Number: EOS 020

### 1. PURPOSE

To provide appropriate pricing signals that enable customers to balance the benefits and costs of using the water supply services and promote efficient use of resources.

To implement Best-Practice water pricing tariff that is a cost-reflective two part tariff and involves pay-for-use pricing which complies with IPART's 1996 Pricing Principles for Local Water Utilities, the COAG Strategic Framework for Water Reform and National Competition Policy.

To encourage all customers to use water efficiently and conserve water thereby resulting in reduced water bills and reduced impact on the environment.

### 2. RELEVANT LEGISLATION / STANDARDS / CODE OF PRACTICE

- Local Government Act 1993
- Water Management Act 2000
- Local Government (General) Regulation 2005
- Best Practice Management Guidelines
- Water, Sewer and Trade Waste Pricing Guidelines

**NOTE:**

The most recent edition of the above documents are deemed to apply to the policy

### 3. POLICY DETAILS

#### 3.1 WATER PRICING AND TARIFFS

Water pricing shall comprise of a two part tariff that meets Best Practice guidelines. The two part tariff consists of the following charges:

- Access Charge and
- Usage Charge - A two-step Charge per kL for annual water consumption. The first step charge applies to water used under or equal to the threshold (kl/annum) and the second step charge for water used over the threshold (kl/annum). The threshold (kl/annum) for the second step charge shall be as per the annual fees and charges...

To comply with Best Practice Pricing, Residential and Non-Residential tariffs will be different and described in detail as follows:

#### RESIDENTIAL CUSTOMERS WATER TARIFF

| Snowy River Shire Council – Water Charging and Pricing Policy – EOS 020 |                            |                        |  |             |             |
|---|----------------------------|------------------------|--|-------------|-------------|
| Authorised By:  | Approval Date & Resolution | Current Version Number | Document Owner                           | Review Date | Page Number |
| Council   | 20/04/2010<br>065/10       | 3                      | Director Technical Services & Operations | April 2013  | Page 1 of 5 |
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Access Charge - The Annual Access Charge for residential customers will be a flat annual charge as set in the annual fees and charges in the Management Plan for that particular year.

Usage Charge - The usage charge for residential customers will consist of a two-step charge with a reduced charge for water consumption equal to or under the threshold and a higher charge for water consumption over the threshold. The threshold (kl/annum) for the second step charge shall be as per the annual fees and charges. The charge per kL will be the charge as set in the annual fees and charges in the Management Plan for that particular year.

NON-RESIDENTIAL CUSTOMERS WATER TARIFF

Access Charge - The Access Charge for non-residential customers will be based on the diameter of connection. In accordance with Best-Practice Pricing Guidelines, the Access Charge for non residential properties shall be proportional to the square of the size of the water supply service connection. The annual charge will be the charge as set in the annual fees and charges in the Management Plan for that particular year. The charge is determined by the following formula:

$$AC = AC_{20} \times \frac{D^2}{400}$$

Where:

AC = Customer's Annual Access Charge (\$)

AC<sub>20</sub> = Annual Access Charge for a 20mm diameter water supply service connection

D = Diameter of customer's water supply service connection (mm)

Usage Charge - The usage charge for non-residential customers will consist of a two-step charge with a reduced charge for water consumption under or equal to the threshold and a higher charge for water consumption over the threshold. The threshold of (kl/annum) for the second step charge shall be as per the annual fees and charges. The charge per kL will be the charge as set in the annual fees and charges in the Management Plan for that particular year.

RESIDENTIAL and NON RESIDENTIAL STRATAS, FLATS, DUAL OCCUPANCIES AND VACANT PROPERTIES.

Each Strata Title, Flat, Dual occupancy and vacant property shall be treated as a single assessment with a 20mm service connection and will be charged Access Charges.

Pursuant to S552 of the Local Government Act, all properties located within 225m of a water supply service shall be charged vacant Access Charges.

The annual charge that will apply will be the charge as set in the annual fees and charges in the Operational Plan for that particular year

**3.2 WATER ACCOUNTS / WATER BILLING**

Water meters are read tri-annually in October, February and June of the financial year. Accounts are issued for the usage between readings. Each account will be calculated on the number of kilolitres passing through the relevant property's water meter. The charge per kL (1000 litres) is subject to annual review and is set in the Fees and Charges in the annual Management Plan.

| Snowy River Shire Council – Water Charging and Pricing Policy – EOS 020 |                            |                        |  |             |             |
|---|----------------------------|------------------------|--|-------------|-------------|
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The Access Charge will be proportionally charged over the 3 billing periods. The Access charge is also subject to annual review and is set in the Fees and Charges in the Annual Operational Plan.

**3.3 WATER ACCOUNTS APPLICABLE TO STRATA PROPERTIES**

The charging of strata properties shall be as follows:

- Reading of Main Meter/Parent meter only – When a group of strata units, flats, dual occupancies are served by only one water meter, Council will read the main meter only and all water that passes through this meter shall be billed to the Body Corporate / Owner along with the Access Charges for each strata unit. It is the responsibility of the Body Corporate to apportion the charges between the units.
- Second Step Usage Charge – When a group of strata units, flats, dual occupancies are served by only ONE water meter and Council reads the main meter only, the total consumption recorded in the main meter shall be divided by the total number of units serviced by the main meter. If the annual consumption for each unit is less than the threshold allowance of per annum, (as per the fees and charges) then only the first step charge shall apply. When the individual consumption exceeds the threshold allowance (kl/annum) per annum the second step charge will apply.

This will ensure that all strata that are being treated as a single residential unit are allocated the threshold allowance for the second step charge.

The annual consumption is worked out on a cumulative basis over the 3 billing periods

- Step Usage Charges for strata units, flats or dual occupancies – the first step usage allowance will be available for each unit flat or dual occupancy dwelling on the property. Where the property is service by only one main meter or Council read only the main property meter the first step allowance will be the single property allowance multiplied by the number of units serviced by the meter.
- Reading of Main Meter/Parent Meter and Individual Meters – If unit owners wish to be billed individually an application in writing shall be made to Council. This request must be approved both by Council and the owners of the Body Corporate.

In this instance, the main meter and the individual meters will be read by Council. The sum of the consumption for the individual meters will be deducted from the main meter reading and the difference shall be charged to the Body Corporate. In this instance the Access Charge shall apply to the main meter and the individual meters.

If it can be shown that there is no consumption in the main meter, then the main meter will not be charged Access Charges.

**3.4 PAYMENTS OF ACCOUNTS AND INTEREST CHARGES**

Accounts must be paid on or before the due date or interest shall apply on overdue accounts. Recovery action in relation to overdue/outstanding accounts may result in the in the installation of a flow restrictor.

**3.5 HARDSHIP RELIEF**

Requests for assistance by ratepayers citing hardship shall be made in writing to the General Manager in accordance with the Local Government Act 1993

| Snowy River Shire Council – Water Charging and Pricing Policy – EOS 020 |                            |                        |  |             |             |
|---|----------------------------|------------------------|--|-------------|-------------|
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**3.6 PENSIONER REBATES / DONATIONS**

Other than the subsidy payable by the Department of Local Government, no other financial assistance shall be given to pensioners.

Water charges exemptions or reduction of charges shall not apply and any requests for a reduction of charges (eg. Patients on dialysis machines), shall be made to Council in writing and treated as a donation which will be reviewed annually.

**3.7 BROKEN METERS / NON RECORDING METERS**

In the event of a water meter not operating or being broken at the time of reading, the charge for consumption will be calculated as follows:

- On the average pro-rata consumption for the previous three years for the relevant billing period eg. October, June or February readings.

**3.8 WATER LOSS DUE TO CIRCUMSTANCES BEYOND OWNER’S CONTROL**

In situations where excessive water consumption has been incurred due to circumstances beyond the owner’s control, such as broken pipes etc, Council will consider adjusting accounts on the following basis:

- The applicant lodges a written request detailing the circumstances
- Evidence is provided in writing from a registered plumber that the problem has been or will be rectified
- Such adjustments will be on a “once only” basis
- Authority to be delegated to the General Manager to authorise such adjustments

The above mentioned refund will be applicable to pensioners and patients on dialysis machines ONLY. All other customers to be responsible for any leaks on the consumer’s side of the meter. No further refunds shall apply from the date of adoption of this change to the policy.

NOTE: Under S637 of the Local Government Act, a person who wilfully or negligently wastes or misuses water from a public water supply is guilty of an offence and may be fined unless he/she is able to prove that the waste was not within his/her knowledge.

**3.9 WATER METER TESTS**

Consumers concerned that they have been charged for excessive consumption will be encouraged to test for leaks before requesting a water meter test. Such a water meter test is carried out on payment of the prescribed fee and is fully refundable if a meter is found to register at a level of inaccuracy of 3% or more. The water account will be adjusted accordingly. The prescribed fee is in Council’s Fees and Charges

**3.10 ADDITIONAL METER READINGS**

Additional Meter Readings may be carried out as follows:

- Application for meter readings upon sale of property shall be made to Council on Councils application form for the issuance of a final account. Note: verification of

| Snowy River Shire Council – Water Charging and Pricing Policy – EOS 020 |                            |                        |  |             |             |
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the existing meter is required prior to payment of the fees.  
 A fee is charged in accordance with Council's Fees and Charges.

- Any extraordinary meter readings for any other purpose will also incur the same fee even if a final bill is not required.

**3.11 EDUCATION**

Whenever suitable, information shall accompany water accounts that will clearly explain Council's water charging policy and provide suggestions to assist people to conserve water. This information will also be available on Councils website.

**4. VERSION HISTORY AND AUTHORISATION**

| Date Published | Version | Detail reason for issue or amendments   | Author / Document Owner |
|----------------|---------|---|-------------------------|
| MM YYYY        | 4.0     | [Adopted Version]   |                         |
| MM YYYY        | 3.3     | [Fifth issue of draft]  |                         |
| MM YYYY        | 3.2     | [Fourth issue of draft]   |                         |
| MM YYYY        | 3.1     | [Third issue of draft]  |                         |
| 04/2012        | 3.0     | a) Amendment to Clause 3.1 and 3.3 in relation to the annual threshold allowance. Change from "250kl/annum" to "as per the annual fees and charges."<br>b) Amended Clause 3.8 to apply refunds to pensioner and patients on dialysis machines only for water loss due to circumstances beyond owners control. Adopted by Council Resolution Number 078/12 |                         |
| 02/2011        | 2.0     | Amended Clause 3.3 to alter step usage charges for Units Flats and Dual Occupancies<br>Adopted by Council Resolution Number 008/11<br>Technical Services & Operations Committee resolution Number TSO 002/11  |                         |
| 04/2010        | 1.0     | Adopted by Council Resolution Number 0065/10  |                         |

**5. REPLACES POLICY NUMBER**

EOS 006 – Water Pricing and Charging policy  
 GOV 045 – Additional Meter Readings

**6. RELATED POLICIES AND PROCEDURES**

Nil

**7. DEPARTMENT RESPONSIBLE**

Technical Services and Operations

**8. REVIEW DATE**

April 2013

| Snowy River Shire Council – Water Charging and Pricing Policy – EOS 020 |                            |                        |  |             |             |
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## COOMA–MONARO SHIRE COUNCIL POLICY



|   |  |                         |                   |
|---|--|-------------------------|-------------------|
| Title of Policy                                     | <b>WATER ACCESS AND CONSUMPTION CHARGING</b>   |                         |                   |
| This Applies to                                     |  | File Number             | WS/WAT/22         |
| Policy Author                                       | Max Butler   | Date of Council Meeting | 24 September 2012 |
| Position of Author                                  | Manager Water & Wastewater   | Resolution Number       | 345/12            |
| Trainer   |  | Authorised By           | General Manager   |
| Trainee   |  |                         |                   |
| Legislation, Australian Standards, Code of Practice | Local Government (General) Regulation 2005<br>Local Government Act 2003 Section 501 and 502.<br>Department of Water & Energy – Best Practice Guidelines. |                         |                   |
| Aim   | To provide administrative guidance for the charging of water   |                         |                   |
| Description   |  |                         |                   |

### 1 Access Charges

#### 1.1 Residential Properties

Residential properties will be levied a Water Supply Access Charge which will apply to all service sizes. The charge will be determined annually and based on a 20mm metered water service.

Residential non strata units will be treated the same as strata units and each attract an Access Charge.

#### 1.2 Non-Residential Properties

Non-residential properties will be levied a Water Supply Access Charge for water based on the size of the metered water service connection. Multiple metered water service connections will incur an access charge for each connection.

Non-strata titled properties will also be charged an Access Charge based on the size of the water meter connection.

#### 1.3 Non Connected Properties

##### Residential

The Access Charge will be based on a 20mm non-residential Access Charge.

##### Non Residential.

The Access Charge will be based on a 20mm non-residential Access Charge.

#### 1.4 Metered Water Service Connections may be Downsized at the Owners Cost

Applications for downsizing of existing metered water supply service connections involving metered service connections 25mm and greater, and 25mm services where that water service supports fire fighting systems must be accompanied by an Engineer's report indicating that the downsize of the water meter service connection will not be detrimental to the water pressure or flow required by the development or the premises. The Engineer's report is to provide a recommendation of the size for replacement and must also contain:

- \* plans of the premises indicating essential services e.g. fire
- \* confirmation that the recommended downsize demonstrates compliance with the relevant building codes of Australia (e.g. BCA, NSW Plumbing and Drainage, NSW Fire Brigade requirements).
- \* a pressure certificate if required.
- \* comment about the effect of a back flow prevention device (excluding non return valves) if installed.

Applications for downsizing metered water services, made on the appropriate Council form, must be signed by the owner of the property. Where applications involve non- strata titled units, the application is to be signed by the Secretary of the Body Corporate.

The cost to downsize or upsize metered water service connections will be the responsibility of the owner and must be paid before any works are commenced.

#### 1.5 Nominal Service Sizing

Non-residential properties that require larger water service connections to support fire services, may receive some relief from higher Access Charges. Council may set a nominal metered water service connection size with the Access Charge based on the requested size of connection needed for that property if a fire service was not installed.

A recommendation by a Consulting or Hydraulic Engineer is required as to the connection size required for the property if a fire service was not installed. As for downsizing metered water service connections, 1.4 above, applicants must demonstrate compliance with the Building Code of Australia e.g. Australian Standards for Hydrants and Hose Reel Codes, NSW Fire Brigade and Plumbing/Drainage Codes.

#### 1.6 Fire Services

Where properties have a dedicated fire service connection the property will not be levied an Access Charge for that fire service. However should it be found that dedicated fire services are being using for non fire related uses then charges will apply.

#### 1.7 Exceptional Circumstances

Council may approve nominal sizing or vary the number of metered water service connections if unique circumstances exist.

Applications for variance of policy must be in writing clearly setting out reasons for requested variance.

1.8 Access Charge Notification

The Access Charge(s) applicable to a property will be included on the annual rates notices.

1.9 Pro Rata Charging for Access Charges

If a metered water service size is changed (upsized or downsized) or nominally sized, a pro rata Access Charge will be levied for the year the financial service was changed.

**2 Water Consumption Charge**

2.1 Water Notices

All water meters in the Shire will be read three times per year. Following each reading a water consumption account will be issued that will show the water consumption charge (September, January and May).

The account will be calculated on the number of kilolitres passing through the relevant property's water meter. The unit charge and scales will be determined by Council in its annual review of Fees.

2.2 Residential Consumption Charges

Water charges for residential consumers will be based on a two step policy.

First Step : This cost per kilolitre will be for water usage up to 300kl/a.

Second Step : This cost per kilolitre will be for water usage after the first 300 kilolitres based on annual water consumption.

2.3 Non-Residential Consumption Charge

Water consumption will be based on a single charge. All water used will be charged at the First Step cost of the Residential Consumption Charge.

**3 Billing Period**

Water meters will be read three times per financial year (August, December and April each year).

**4 Broken Meters/Non Recording Meters**

If, as a result of an examination and test, a water meter is found not to correctly measure the quantity of water passing through it, the council may charge for the supply of water:

- (a) on the basis of a daily consumption equal to the average daily consumption during the corresponding meter reading period of the previous year, or
  - (b) on such other basis as the council and the consumer may agree.
-

Where consumption figures are not available for a period, a \$25 minimum charge will apply for the winter period and a \$50 minimum charge will apply for the summer period.

## **5 Special Water Meter Readings**

Special water meter readings will be carried out upon a payment of a fee. The fee will be determined by Council in its annual review of Fees.

## **6 Section 603 Certificates**

If the account is outstanding, it will appear on the Section 603 Certificate.

## **7 Payment Of Accounts And Interest Charges**

Water Accounts will become payable within 30 days of postage or as prescribed on the account. Interest on overdue accounts will apply in accordance with the Local Government Act, 1993. Recovery action in relation to overdue/outstanding accounts will result in the installation of a flow restrictor by Council Resolution 575 of 9 December 1996 ( and Clause 144, Div 2, Part 6, Local Government Regulation 2005).

## **8 Interest On Overdue Water Accounts**

Interest is raised on overdue water accounts on the following basis:

- i) Interest simple.
- ii) Interest calculated daily.
- iii) Interest charged to account on a monthly basis.

## **9 Water Meter Tests**

Consumers concerned that they have been charged for excessive consumption will be encouraged to test for leaks before requesting a water meter test. Such a water meter test is carried out on payment of the prescribed fee and is fully refundable if a meter is found to register at a level of inaccuracy of 3% or more. The water account will be adjusted accordingly. The prescribed fee will be as listed in Council's current Fees and Charges document.

## **10 Repairs To Damaged Meters**

If a water meter is tampered with or damaged, it will be repaired at the consumer's cost, as specified in the Local Government Act, 1993.

## **11 Water Loss Due To Circumstances Beyond Owner's Control**

In situations where excessive water consumption has been incurred due to circumstances beyond the owner's control, such as broken pipes etc, Council will consider adjusting accounts on the following basis:

- The applicant lodges a written request detailing the circumstances.
  - Evidence is provided that the problem has been or will be rectified.
  - Such adjustments will be on a "once only" basis.
-

- Authority to be delegated to the General Manager to authorise such adjustments.

Note: Under Section 637 of the LG Act, a person who wilfully or negligently wastes or misuses water from a public water supply is guilty of an offence and may be fined unless he/she is able to prove that the waste was not within his/her knowledge.

## **12 Hardship Relief**

Requests for assistance by ratepayers citing hardship will be dealt with by the General Manager in accordance with the Local Government Act, 1993.

## **13 Chargeable Urban Properties with Bulk Meters**

A separate habitable dwelling unit includes a dwelling, a residential flat, single strata unit, a unit for the aged, a cluster house or a multiple occupancy dwelling.

When a group of units (strata titled or non-strata titled) or flats are served by just one water meter (Bulk Meter), it is the responsibility of the Body Corporate or the owner to apportion the charge between units. Separate water meters may be installed to monitor water consumption on each unit. It is the Body Corporate or owner's responsibility to install, maintain and read such meters.

## **14 Chargeable Rural Properties With Bulk Meters**

When the individual meters of rural properties are connected to a Council water main via a Bulk Meter, Council in this instance reads the individual meters and the Bulk Meter. Any discrepancies between the readings of the individual meter readings and the Bulk Meter reading shall be dealt with such that the consumption recorded by the individual meters is used to apportion the consumption recorded by the Bulk Meter by which consumption charges are billed.

NOTE: Water Supply Service connections to rural properties using bulk meters are no longer permitted (refer to DCP 27).

## **15 Education**

Whenever suitable, information shall accompany water accounts that will clearly explain Council's water charging policy and provide suggestions to assist people to conserve water.

## **DOCUMENTATION**

### **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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## 15.4 PROPOSED STATE ENVIRONMENTAL PLANNING POLICY - PRIMARY PRODUCTION AND RURAL DEVELOPMENT

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Environment & Sustainability   |
| Key Direction:                    | 6. Managing Development and Service Delivery to Retain the Things We Value  |
| Delivery Plan Strategy:           | DP6.2.1.1 Ensure that Council's land use planning and development policies enhance liveability.   |
| Operational Plan Action:          | OP6.11 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation. |
| Attachments:                      | 1. Frequently Asked Questions <a href="#">↓</a>   |
| Cost Centre                       | 8010 Strategic Planning   |
| Project                           |   |
| Further Operational Plan Actions: |   |

### EXECUTIVE SUMMARY

The NSW Department of Planning and Environment has released an Explanation of Intended Effect (EIE) for a proposed State Environmental Planning Policy (SEPP) relating to primary production and rural development, and is seeking feedback.

The CBRJO Planning Group has provided comment for CBRJO's consideration to formulate a submission.

Council may also wish to provide an individual submission. The information below is provided to guide Councillors in their considerations. The closing date for submissions is 18 December 2017.

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

#### OFFICER'S RECOMMENDATION

That Council

- A. Receive and Note the report
- B. Determine whether it wishes to make a submission on the proposed SEPP as outlined in the report

### BACKGROUND

Council has been provided an opportunity to make comments on the proposed State Environmental Planning Policy (Primary Production and Rural Development) 2017 (SEPP). The proposed SEPP is intended to consolidate provisions in the following existing SEPP's, which would ultimately be repealed:

- State Environmental Planning Policy (Rural Lands) 2008 (Rural Lands SEPP)
-

- State Environmental Planning Policy 30 - Intensive Agriculture (SEPP 30)
- State Environmental Planning Policy 52 - Farm Dams and Other Works in Land and Water Management Plan Areas (SEPP 52)
- State Environmental Planning Policy 62 - Sustainable Aquaculture (SEPP 62)
- Sydney Regional Environmental Plan 8 - Central Coast Plateau Areas (SREP 8)

A link to the documents is here:

<http://www.planning.nsw.gov.au/Policy-and-Legislation/State-Environmental-Planning-Policies-Review/Draft-Primary-Production-SEPP>

The EIE outlines provisions to be included in a new SEPP. It also highlights proposals to transfer existing plan making requirements to the Ministerial Planning Directions under section 117 of the *Environmental Planning and Assessment Act 1979*, and to amend the Standard Instrument Local Environmental Plan.

The attached 'Frequently Asked Questions' provides a summary of the proposed changes and intended effects.

In recognition of the importance that agriculture plays in the local, State and National economies, the focus of the proposed SEPP is to protect areas of important agricultural land from fragmentation and reduce the risk of land-use conflict, while recognising the NSW Government's "Right to Farm" Policy.

This approach is supported in the South East and Tablelands Regional Plan with one of the key priority actions being to map areas of important agricultural lands in order that the appropriate planning controls are put in place to prevent fragmentation, protect the right to farm and ensure continued productivity. This mapping is to be undertaken by State agencies.

The EIE conclusion document provides the following points:

- *The inclusion of planning principles in Ministerial Direction 1.5, to guide and inform the preparation of LEPs affecting rural land*
  - *retention of a mechanism to identify and protect agricultural lands of State significance*
  - *inclusion of a Standard Instrument LEP clause providing heads of consideration for rural subdivision and rural dwelling proposals*
  - *retention of existing aquaculture provisions either in the Standard Instrument LEP or new SEPP*
  - *revisions to key definitions to reflect contemporary practice and ensure consistency*
  - *transfer of development consent requirements for intensive livestock agriculture into the Standard Instrument LEP, and clarification of size and location thresholds to ensure fair and appropriate environmental assessment*
  - *retain and extend provisions to support industry and community during emergency and similar events*
  - *retain provisions enabling low-risk irrigation works to occur without development consent*
  - *ensure that the repeal of existing provisions related to the protection of certain lands on the Central Coast are considered in the context of the Regional Plan and forthcoming LEP process.*
-

While there are some aspects that will not have relevance to the SMRC area (e.g. SMRC is not in a designated Water Management Plan Area covered by SEPP 52), there are some important principles in the draft.

Avoiding land use conflict and recognising the 'Right to Farm' is important. Having this reflected in State Policy is seen as a positive step. Recognition of the 'Right to Farm' concept also provides assistance to Council staff in dealing with complaints and potential land use conflict situations. It is noted however, that the 'Right to Farm' is a policy position and does not over-ride other legislative requirements (for example, the Protection of the Environment Operations Act).

The draft proposal also includes clarification and expansion of some of the existing exemptions in relation to items such as disaster recovery, and clarifying thresholds and definitions in regards to Intensive Agricultural activities.

It is proposed that all Intensive livestock agriculture is provided with the same emergency exemptions for a consistent approach across the intensive livestock industry. It is proposed that thresholds for the need for development consent for intensive livestock agriculture will be transferred into Local Environmental Plans (LEPs). This will potentially reduce the number of environmental planning documents that need to be referenced to determine when development consent is required, and is seen as a positive step.

As well as transferring thresholds to LEPs it is also proposed to provide greater clarity around the definitions relating to intensive and extensive livestock agriculture and feedlots. The definitions in the standard instrument LEP is slightly different from that contained in the regulation, it is proposed to amend the regulation to align with the LEP definitions. These measures are designed to make the approach in making the appropriate classification of livestock agricultural activities more consistent for both developers and consent authorities.

The proposed SEPP contains a number of policy positions aimed at ensuring consistency in definitions and development assessment which reflect the environmental risk of intensive livestock proposals. A number of policy positions relating to recognition of important agricultural lands, minimisation of land fragmentation and land use conflict in rural areas are also proposed and, as indicated above, in general these positions are welcomed by staff involved in planning and regulatory/compliance activities.

The draft also contains a proposal to reverse the restriction contained within the Rural Land SEPP 2008 regarding the subdivision of an existing rural dwelling to form an allotment which is less than the minimum allotment size.

Although this may provide some advantages for inter-generational succession, the risk of possible land-use conflict is re-introduced if or when the property is subsequently sold. This aspect has been raised through discussions at the CBRJO and is likely to be incorporated in that group's submission. Avoiding such conflict is considered to be integral to the on-going 'Right to Farm'.

There are also proposals to limit the further subdivision of the larger (remaining) allotment in such situations:

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*“A mechanism will be provided to limit future risk of on-going land fragmentation of the primary production lot. This will be similar to the ‘double-dipping’ provisions that exist in cl.4.5 of the Standard Instrument LEP.”* (Clause analysis – page 38).

However, precise details of the ‘mechanism’ are not yet known, but could include the proposed use of Restrictions on Title aimed at preventing further subdivision/fragmentation of the residue primary production allotment.

If such measures are to be reintroduced it is important that areas of important agricultural land are protected to ensure their continued and sustained productive ability. It is not known whether the mapping of important agricultural lands will be completed prior to the introduction of the new SEPP. Any proposed new allotment boundaries that would be created by such a subdivision would need to be considered in terms of avoiding potential future land use conflict in the event that the property changes ownership.

It is also noted that the use of the ‘averaging’ provision for subdivision of rural land (as contained within the Cooma-Monaro LEP 2013) can be used to achieve the outcome of having a dwelling on an allotment that is less than the technical minimum size. Other forms of housing that do not create new land titles are also potentially available which might achieve the same inter-generational outcome (e.g. Detached Dual Occupancy, Secondary Dwellings, Rural Workers Dwellings).

From discussions with Departmental staff the above issues have been highlighted through information sessions held in various rural and regional locations. It is suggested that if Council wishes to make a submission on the draft SEPP, that it includes some cautionary points regarding the importance of avoiding potential future land use conflict as outlined above.

The proposed changes to Ministerial directions under Section 117 of the EP&A Act will influence the formation of a consolidated LEP for the SMRC area (‘Section 117 Directions’ are policy directions which must be followed in the making of a Local Environmental Plan):

*“The proposals include a revised set of planning principles that will be included in a section 117 Direction under the EP&A Act. Section 117 Directions provide guidance to councils on the matters that must be addressed when preparing a LEP.*

*The draft principles emphasise the need for planning proposals to support the rights of farmers to carry out legitimate farming activities. They recognise that rural land is an important asset that needs to be maintained for the benefit of current and future generations. The principles will provide improved clarity to councils on the need for future LEPs to avoid rural land fragmentation and reduce risks of land use conflict.”*

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council has an opportunity of making a submission regarding the proposed State Environmental Planning Policy. There are no adverse social impacts whether a submission is made or not.

### **2. Environmental**

There are no adverse environmental impacts regarding the making of a submission

---

### **3. Economic**

There are no economic impacts related to making a submission

### **4. Civic Leadership**

Council is exercising civic leadership by contributing to policy discussions at State Level.

---

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

### **Why is the NSW Government proposing reforms to the planning framework for primary production and rural development?**

The Department of Planning and Environment is undertaking a review of the State's planning policies to modernise and simplify the planning system. Planning provisions for primary production and rural development are currently contained in five State Environmental Planning Policies (SEPPs), the Standard Instrument LEP and in plan-making directions issued under section 117 of the *Environmental Planning and Assessment Act 1979*. Most of the SEPPs have been in place for more than a decade.

Our review has identified duplication across the five SEPPs and a need to modernise provisions to reflect today's agricultural practices and support commitments in the NSW *Right to Farm Policy*.

We have also identified opportunities to ensure that provisions are located in the type of planning instrument where they will be most effective.

### **What changes are proposed?**

A package of reforms is proposed to improve the operation of the NSW planning framework as it applies to primary production and rural development.

A new streamlined Primary Production and Rural Development SEPP is one element of the package.

We are proposing that the following five existing SEPPs will eventually be merged into one single SEPP to help streamline and simplify the planning system.

- SEPP (Rural Lands) 2008
- SEPP 30 (Intensive Agriculture)
- SEPP 52 (Farm Dams and Other Works in Land and Water Management Plan Areas)
- SEPP 62 (Sustainable Aquaculture)
- SREP 8 (Central Coast Plateau Areas).

### **Will it affect me and my right to farm?**

The proposed package of planning reforms supports delivery of commitments in the NSW Government's *Right to Farm Policy*. It will help to make sure that new planning proposals affecting rural land are subject to close scrutiny, with clear priorities to support agriculture and avoid land use conflict.

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

The reforms will provide greater certainty to farmers on the types of activities that will require development consent. They will ensure that low-risk operations in appropriate locations are not subject to unnecessary regulation, and support farmers in times of emergency or adverse seasonal conditions.

### **What will be addressed in the proposed Primary Production and Rural Development SEPP?**

The new SEPP will be simplified and streamlined. The proposed SEPP will include provisions related to:

- some forms of aquaculture, such as natural water based aquaculture which occurs in estuaries and coastal waters outside of local government jurisdiction
- a mechanism to identify and protect agricultural land of state significance, which will be available if necessary to support the outcomes of regional planning
- exemptions from needing development consent for certain small-scale low-impact rural land uses, such as:
  - small farm dams in identified irrigation corporation areas (Coleambally, Jemalong, Western Murray, Murray and Murrumbidgee)
  - routine maintenance and emergency works to irrigation infrastructure
  - temporary arrangements for feeding or housing livestock following a drought, fire or similar emergency
  - use of stock containment facilities as part of best practice pasture management in poor seasons
  - feral goat holding facilities.

### **How will the SEPP protect important agricultural land?**

The new SEPP will include a mechanism to identify and protect state significant agricultural land. A similar provision already exists in SEPP (Rural Lands) 2008.

Actions to progress the identification and mapping of agricultural lands are included in regional plans, which have been released across the state. The mechanism in the new SEPP will be available to support the outcomes of these regionally based projects, if required.

### **What are the key benefits of the reforms?**

The reforms build on the NSW Government's *Right to Farm Policy* and will:

- ensure the rights of farmers to carry out farming activities, and the maintenance of rural land for the benefit of current and future generations, are key considerations when changes to local planning controls are proposed.

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

- support farmers during drought and other adverse weather, by allowing farmers to better manage their land and livestock with temporary feedlots able to be developed without consent.
- retain and clarify options for retiring farmers to stay on their land, by selling or leasing the farm but retaining the family home.
- reduce the fragmentation of rural land associated with 'double dipping', by preventing further dwellings to be developed and subdivided on newly subdivided properties that do not meet the minimum lot size.
- support the development and management of intensive livestock agriculture through:
  - exemptions for small scale livestock operators in non-sensitive locations
  - clarification of the definitions and thresholds for intensive livestock agriculture requiring development consent, including consolidating these in one plan (the Standard Instrument LEP)
  - the development of guidance material to assist applicants and consent authorities in preparing and assessing development applications for intensive livestock agriculture.
  - supporting farmers in managing feral goats by allowing goat depots to be installed without consent.

### **How will the reforms lead to better strategic land use planning?**

The proposals include a revised set of planning principles that will be included in a section 117 Direction under the EP&A Act. Section 117 Directions provide guidance to councils on the matters that must be addressed when preparing a LEP.

The draft principles emphasise the need for planning proposals to support the rights of farmers to carry out legitimate farming activities. They recognise that rural land is an important asset that needs to be maintained for the benefit of current and future generations. The principles will provide improved clarity to councils on the need for future LEPs to avoid rural land fragmentation and reduce risks of land use conflict.

### **Why are some of the definitions changing?**

The review has identified ambiguities and uncertainties in how some of the key terms in the existing SEPPs are applied. Some definitions also contain criteria that are simply no longer relevant or useful.

The key areas of proposed change include:

- adding 'sheep' into the list of animals in the definition of 'intensive livestock agriculture' and changing 'piggeries' to 'pig farms'
- removing references to the source and type of feed also in that definition and the definition of 'feedlot'
- amending the definition of 'extensive agriculture' to clarify that grazing and pasture-based dairies involve animals eating plants growing on the land, and that supplementary feeding or temporary penning sometimes occurs as part of these activities
- removing reference to meat production or fibre products in the definition of 'feedlot', and making it clear that the definition does not include extensive agriculture operations.

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

### **Why are the development consent thresholds for intensive livestock agriculture changing?**

Current provisions in SEPP 30 require development consent for cattle feedlots with 50 or more cattle, and pig farms accommodating 200 or more pigs or 20 or more breeding sows. These thresholds will remain.

There has been uncertainty regarding whether commercially-run feedlots or pig farms below these thresholds require development consent. This is because many LEPs allow intensive livestock agriculture with consent in certain rural zones, but do not specify a threshold for the number of animals. In some cases that has created confusion as to whether consent is only required when the SEPP thresholds are met, or whether any size of commercial operation needs consent under the LEP.

In addition, the current definition does not reflect that other contemporary or emerging types of intensive livestock agriculture may pose risks to the environment, local amenity and biosecurity. The proposal is for sheep and goat feedlots, dairies (restricted) and egg or poultry production facilities that are above a specified size to require development consent (see below).

In land use zones where intensive livestock development is permissible, small-scale commercial operations below the thresholds will therefore not require consent so long as the proposal is located outside of identified environmentally sensitive areas and not close to neighbouring dwellings.

### **What are the changes to cattle feedlots and piggeries?**

Existing requirements to obtain development consent for cattle feedlots above 50 cattle, and piggeries above 200 pigs or 20 breeding sows, will be retained. The term 'piggeries' will be changed to 'pig farms' to clarify that all types of pig production are intensive livestock agriculture, including free range operations.

As noted above, in land use zones where intensive livestock development is permissible, new cattle feedlots and pig farms below these thresholds will not require consent as long as they are located away from areas of environmental sensitivity and neighbouring houses.

### **What are the changes proposed to egg and poultry farms?**

The reforms will clarify the circumstances when development consent is required. For new egg and poultry farms this will be for commercial operations greater than 1000 birds.

Operations below this threshold will not require consent as long as they are not located in areas of environmental sensitivity or near houses.

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

#### **Why won't stock containment facilities need development consent?**

A stock containment facility is a fenced area used to hold, feed and water livestock for limited periods when seasonal conditions are poor. They are part of standard and best practice to help protect soil and pasture on a property, and manage overall carrying capacity.

There is some existing evidence of confusion regarding whether use of a stock containment area meets the definition of a feedlot for the purposes of intensive livestock agriculture, and whether development consent is required. The proposal clarifies that temporary use of stock containment areas will not require consent when it occurs within a period of adverse seasonal conditions.

#### **What are goat depots and why won't they need development consent?**

Goat depots are enclosures used to hold feral goats prior to their sale or slaughter. They are accredited under industry assurance schemes and are not used for the breeding of goats. Feral goats represent a significant risk to property management and the natural environment.

The proposal is that the new SEPP will identify that goat depots do not require development consent so long as they are located outside of environmentally sensitive areas.

#### **Why are there no reforms proposed for intensive plant agriculture development?**

Intensive plant agriculture includes activities such as irrigated cropping, turf farming, viticulture, and the cultivation of fruits, vegetable, nuts, and cut flowers for commercial purposes.

Changes in intensive plant agriculture operations have raised community concerns in some locations. Common issues relate to: visual amenity and impacts of crop netting; spray-drift; vegetation removal, water extraction and dam construction; and noise. Many of these matters are regulated by a range of existing legislative requirements, such as the use of pesticides and approvals for the extraction of water.

Whether a new intensive plant agriculture project requires development consent will depend on the provisions of the relevant local environmental plan (LEP). A proposal to change the LEP to make development consent required for a use that does not currently need consent would need a planning proposal to be prepared by the local council to explain the reasons for the change, together with relevant supporting analysis and information. These existing planning mechanisms are considered adequate and no reforms are currently proposed.

## **SEPP Review Program - Primary Production and Rural Development planning reform package**

### *Frequently asked questions*

October 2017

### **Are there any changes proposed for designated development?**

Some types of development applications are considered higher risk and require a more detailed level of environmental assessment (an environmental impact statement). This is usually decided based on a list of developments set out in Schedule 3 of the EP&A Regulation. Examples include pig farms over 2000 pigs or 200 breeding sows.

The reforms do not propose any changes to the thresholds for designated development and the list of designated development in the EP&A Regulation is much broader than just intensive livestock industries.

### **What will happen next?**

At the end of the exhibition period we will review all submissions, take into consideration all feedback on the proposed changes, and prepare a report for the Minister for Planning to make recommendations to the Governor to make a new SEPP.

When the new SEPP and additional changes are made, the NSW Legislation website will be updated.

### **How do I comment on the proposals?**

- Submissions on the *Primary Production and Rural Development – Explanation of Intended Effect* will close on 18 December 2017.
- You can view the proposals and make a submission online at [www.planning.nsw.gov.au/primaryproductionsepp](http://www.planning.nsw.gov.au/primaryproductionsepp), or by mail to the:  
Director, Planning Frameworks  
NSW Department of Planning and Environment  
GPO Box 39, Sydney, NSW 2001
- All submissions will be made public in line with the Department's objective to promote an open and transparent planning system. If you do not want your name published, please state this clearly at the top of your submission. Before making a submission, please read our privacy statement at: [planning.nsw.gov.au/privacy](http://planning.nsw.gov.au/privacy)

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## 15.5 REQUEST FOR CONCLUSION OF THE TYROLEAN VILLAGE VOLUNTARY PLANNING AGREEMENT

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Environment & Sustainability  |
| Author:                           | Manager Development Assessment   |
| Key Direction:                    | 6. Managing Development and Service Delivery to Retain the Things We Value   |
| Delivery Plan Strategy:           | DP6.7 Ensure that Council's policy, land use planning, development assessment enhance liveability.   |
| Operational Plan Action:          | OP6.13 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.  |
| Attachments:                      | <ol style="list-style-type: none"><li>1. Copy of Voluntary Planning Agreement (<i>Under Separate Cover</i>) <a href="#">⇒</a></li><li>2. Itemised weed control requirements for reserve land (<i>Under Separate Cover</i>) <a href="#">⇒</a></li></ol> |
| Cost Centre                       | 2010   |
| Project                           | This report does not relate to a project   |
| Further Operational Plan Actions: |  |

### EXECUTIVE SUMMARY

Council has received a request from the owners of the final stage of the Tyrolean Village subdivision to pay to Council monies in lieu of the completion of works required by the Voluntary Planning Agreement ('VPA') in place on the land. The agreement included both infrastructure works and land dedication.

Works were required under the agreement to be completed prior to the issuing of the subdivision certificate for stages 1 and 2 of the development. As stage 1 was finalised in 2016 some of the works and land dedication required under the VPA have been completed. It is now only the works, land dedication and an ongoing maintenance period that was tied to stage 2 that still apply. It is anticipated by the developer that stage 2 will be completed in April 2018.

The payment will have the effect of concluding the VPA as all obligations of the agreement will be deemed to have been met and Council will take control of the reserve land that has been dedicated for public recreation and construct a shared trail through this land as per the agreement. Council will also take over the management of the land in accordance with the Land Management Plan in place for the property.

Council has provided the developer with the amounts required to satisfy the contributions agreed upon under the VPA and the developer has undertaken to pay these amounts in order to conclude the agreement. This includes both the amount for the construction works and maintenance of the reserve land with respect to weed control for a period of 17 months until March 2019.

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It is recommended that Council accept the request for payment in lieu of construction and maintenance works and allow for the dedication of the reserve land to be brought forward prior to the completion of Stage 2 of the subdivision.

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

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

That Council

- A. Accept the payment monies in lieu of works required under the Voluntary Planning Agreement between Snowy River Shire Council and Tyrolean Pty Ltd (dated October 2015) facilitating the handover of reserve land to Council prior to the original agreed upon timeframes thereby concluding the agreement.
- B. The developer be advised that should the development not be completed by the end of April 2018 further costs for weed management may be payable for the reserve land in accordance with the 12 month maintenance period agreed upon in the Voluntary Planning Agreement.

#### **BACKGROUND**

Tyrolean Village is a residential subdivision east of Jindabyne between Kosciusko Road and Lake Jindabyne. In July 2013 DA0038/2013 approved a staged Torrens title subdivision comprising 29 residential lots, 2 reserves and 1 balance lot. The subdivision is developing the last vacant area of residentially zoned land in Tyrolean Village

The approved stages consist of:

- Stage 1 consisted of 7 lots for residential purposes and the balance lot,
- Stage 2 consisted of 22 lots for residential purposes and reserve lands.

There was an undertaking from the developer that the reserve land would be dedicated to Council for public open space and recreation and this would occur at the completion of the subdivision. This land was to be managed in accordance with the approved Land Management Plan until such time as the hand over occurred and for a proceeding 12 months.

The application has been modified twice once in 2014 (MOD0019/2014) to amend conditions imposed by the NSW Rural Fire Service and again in 2017 (MOD4031/2017) amending the subdivision layout by replacing the originally approved loop road in stage 2 with a cul-de-sac. Figure 1 represents the approved layout from MOD4031/2017 which current layout for stage 2.

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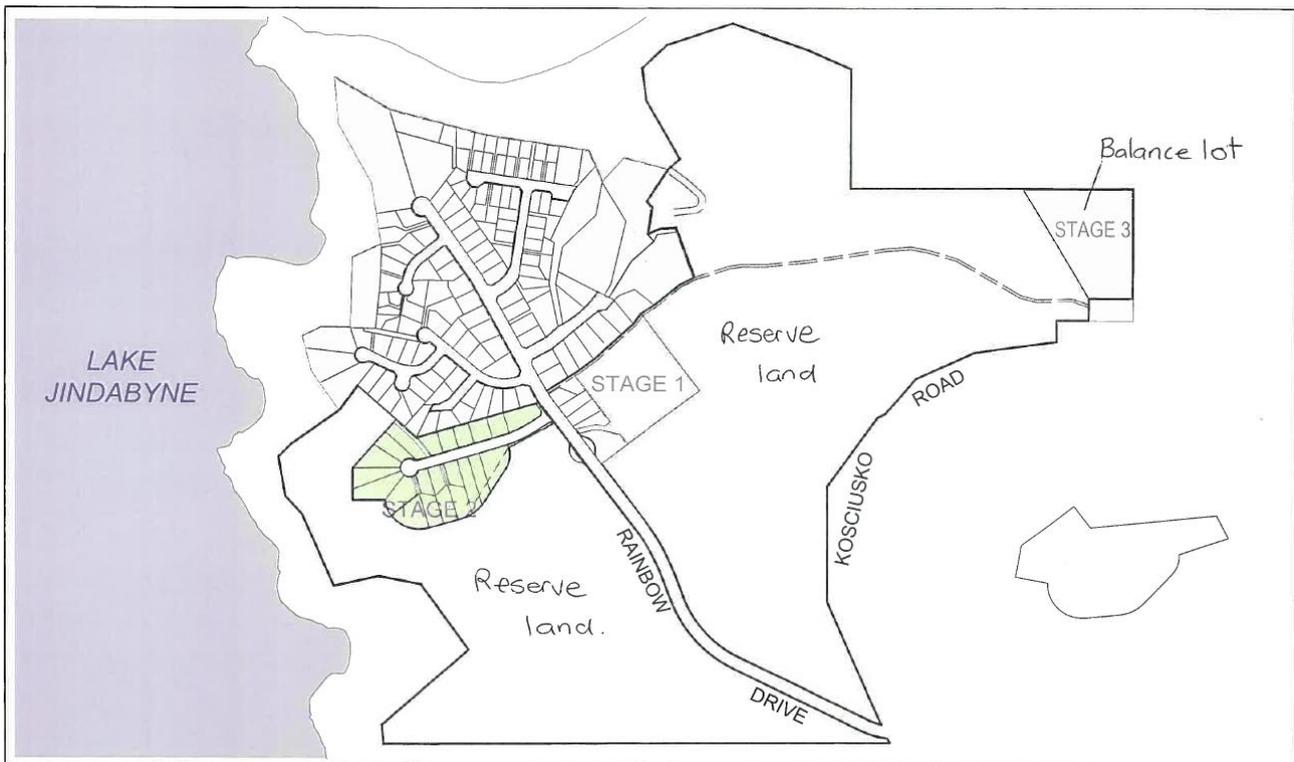


Figure 1 – Approved lot layout of stages 1 & 2, including the location of the reserve land and balance lot.

Stage 1 was completed in 2016 with the lots 1 – 7 the balance lot registered in July 2016.

A construction certificate has been issued by Council to commence works on stage 2 of the subdivision with an estimated completion date provided by the developer of April 2018.

As well as the dedication of land for public open space and a bus turnaround facility the development consent required that the developer provide various pieces of infrastructure that would benefit not only the residents of the subdivision but the broader community. These included the construction of a shared trail and the construction of the bus turn around facility.

The bus turnaround was required to be completed prior to the issue of the subdivision certificate for stage 1 and it has been completed to the satisfaction of Council.

The shared trail within the reserve land to allow for a connection with councils existing “Mill Creek” trail was required to be undertaken with consultation with Council and the works finalized prior to the issue of the subdivision certificate for stage 2.

In order to facilitate the dedication of land and construction of community infrastructure by the developer, Council and Tyrolean Pty Ltd entered into a Voluntary Planning Agreement (‘VPA’) for the subject property.

A Voluntary Planning Agreement (VPA) is an agreement entered into by a planning authority (such as Council) and a developer. Planning Agreements are usually initiated by a developer to:

- fulfil a requirement under an environmental planning instrument to make satisfactory arrangements for designated State Infrastructure,

- transfer environmental conservation lands to public ownership as an offset to development, or
- make alternative arrangements for the payment of contributions required under a Special Infrastructure Contributions plan.

Under a VPA a developer agrees to provide or fund:

- public amenities and public services,
- affordable housing, or
- transport or other infrastructure.

Contributions can be made through:

- dedication of land,
- monetary contributions,
- construction of infrastructure, or
- provision of materials for public benefit and/or use.

In this case the developer was transferring private land to public ownership and sought to make alternative arrangements for the payment of developer contributions by building community infrastructure within the transferred land.

In January 2016 Council entered into the VPA with Tyrolean Village, in which the developer agreed to contributions listed in Schedule 2 of the agreement (reproduced below):

**Schedule 2**

(Clause 9)

**Development Contributions**

| <b>Column 1</b> | <b>Column 2</b>       | <b>Column 3</b>            | <b>Column 4</b>           | <b>Column 5</b> |
|-----------------|-----------------------|----------------------------|---------------------------|-----------------|
| <b>Item</b>     | <b>Public Purpose</b> | <b>Manner &amp; Extent</b> | <b>Contribution Value</b> | <b>Timing</b>   |

**A. Dedication of land**

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|    |                               |                          |  |   |
|----|-------------------------------|--------------------------|--|---|
| 1. | Reserve Land                  | Open space               | Dedication of the Reserve Land as shown in Schedule 3                  | Before the release of a Subdivision Certificate for Stage 2 |
| 2. | Bus Turn Around Facility Land | Transport infrastructure | Dedication of the Bus Turn Around Facility Land as shown in Schedule 4 | Before the release of a Subdivision Certificate for Stage 1 |

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**B. Carrying out of Works**

|    |                            |                          |   |   |
|----|----------------------------|--------------------------|---|---|
| 1. | Mill Creek Trail Extension | Public amenities         | Construction of single track cross country shared trail of approximately 1.1km incorporating one raised bridge platform carried out to the satisfaction of Council within Lot 2 DP 1182278, in accordance with condition 4 of DA0038/2013.  | Before the release of a Subdivision Certificate for Stage 2 |
| 2. | Bus Turn Around Facility   | Transport infrastructure | Construction of Bus Turn Around Facility, including weed eradication works, relocation of existing gas tank and installation of electrical substation, carried out to the satisfaction of Council. This work will include the creation of separate titles in favour of Council, Origin Energy, and Essential Energy (respectively). | Before the release of a Subdivision Certificate for Stage 1 |
| 3. | Footpath Works             | Public amenities         | Construction of concrete footpath to service bus stop carried out to the satisfaction of Council  | Before the release of a Subdivision Certificate for Stage 1 |

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In addition to the above the developer was required to pay developer contributions **prior to the release of the subdivision certificate for each stage for regional waste and sports fields as it was considered that the works and land dedication were not sufficient to offset all s94 contributions.**

**The stage 1 contribution amount was \$4530 and the amount for stage 2 was \$15855.**

The developer has agreed under Clause 11 of the VPA that prior to the handover of the reserve that that they:

- undertake weed removal works to the satisfaction of Council; and
- complete bushfire mitigation works to the satisfaction of Council.

And that prior to the transfer of the Reserve Land manage that land in accordance with the Land Management Plan. This land will continue to be managed (including the management of weeds) for a prior of period of 12 months from the release of the subdivision certificate for Stage 2.

Therefore upon release of the subdivision certificate for stage 2 the works and land dedication agreed to under the VPA would be competed and the agreement would be considered to have concluded.

Council has received a request from the developer to bring forward the conclusion of the VPA prior to the release of the subdivision certificate for stage 2. This would entail monies being paid to Council in lieu of the works being undertaken by the developer for the shared trail and that the maintenance of the reserve land. Once paid the developer would proceed with the requirements Under the provision of Part 2 clause 10 of the VPA to transfer the reserve land to Council.

Consultation has been undertaken with Council's Manager Vegetation Management and Recreation and Environmental Coordinator to determine the amounts payable to undertake the works required by the VPA.

This included a discussion as to the risk for Council in taking the reserve land over without benefit of the 12months maintenance period (post the release of the subdivision certificate for stage 2). It was considered that it was reasonable for Council to require a payment for maintenance that would equate to 12months from the estimated completion date of the subdivision which is April 2018. As such an amount for weed maintenance has been required for control through to March 2019. A quote has been provided to Council and agreed to by Councils Manager Vegetation Management. This quote for \$92,400 is for initial weed control at a cost of \$44,000 to be paid directly to the weeds contractor for weeds needing immediate control and \$48,400 for ongoing maintenance of weeds which will be held by Council for the works in 2018 and 2019.

With respect to the construction of the shared trail Councils Recreation and Environmental Coordinator sought quotations for the works required and provided amounts to the developer of \$72,583 for the construction of the trail and \$7461.30 for the required cultural heritage assessment of the trail location.

The breakdown of the amounts payable to conclude the VPA are as follows:

Immediate Weed Control \$44,000

Weeds Maintenance - \$48,400

Building costs of the shared trail - \$72,583

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Cultural heritage assessment of trail location - \$7,461.30

Indexed Section 96 contributions - **\$16805.**

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Allowing the conclusion of the VPA prior to the completion of the subdivision will allow community access to new areas of public land for both active and passive recreational purposes and enable Council to take control of the further construction of the shared trail through this land.

### **2. Environmental**

The conclusion of the VPA has limited environmental impact as the land was to come to Council upon completion of the subdivision. The provision of funds for weed control and maintenance that extend into the period in which the reserve was to be managed by the developer allows Council to manage this land without further cost.

### **3. Economic**

The conclusion of the VPA will not adversely impact Council as the costs of the required works will be paid to Council in lieu of the actual construction works being undertaken. The works have been costed by the relevant Council officers and costs provided to the developer that will meet these requirements. It would not be anticipated that any further costs would be borne by Council after conclusion of the VPA. The impact of Council taking over the maintenance period of the reserve land has been considered and an appropriate amount allocated for this function to be held by Councils Vegetation Management Section.

### **4. Civic Leadership**

Officers do not have the delegated authority to make changes to an agreement that was entered into by full Council. As such the request by the developer for early conclusion of a VPA is required to be determined by Council.

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## 16.1 ADOPTION OF GAZETTED LOCALITIES WITHIN KOSCIUSZKO NATIONAL PARK

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Environment & Sustainability   |
| Author:                           | Land, Property & GIS Admin Officer  |
| Key Direction:                    | 7. Providing Effective Civic Leadership and Citizen Participation   |
| Delivery Plan Strategy:           | DP7.7 Council will undertake effective Regional partnerships that increase operational efficiency, while maintaining our own identify |
| Operational Plan Action:          | OP7.23 Advocate to State and Federal Government for facilities and services that address identified and agreed community needs.       |
| Attachments:                      | 1. Map of Proposed Locality Boundaries in KNP <a href="#">↓</a>   |
| Cost Centre                       | N.A.  |
| Project                           | Localities in Kosciuszko National Park  |
| Further Operational Plan Actions: | Nil   |

### EXECUTIVE SUMMARY

The Geographical Names Board and National Parks and Wildlife Service have been working to define named locality boundaries within Kosciuszko National Park to enable improved addressing for properties within the national park and easier delivery of services. The GNB seeks approval / feedback on the proposed boundaries and names as shown in the attached map.

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

#### OFFICER'S RECOMMENDATION

That Council approve that the proposed locality boundaries defined in the attached map be advertised by the Geographical Names Board and National Parks and Wildlife Service through a period of public consultation.

### BACKGROUND

The Geographical Names Board (GNB) and National Parks and Wildlife Service have been working to define named locality boundaries within Kosciuszko National Park to enable improved addressing for properties within the national park and easier delivery of services. Currently the whole of the park is in the locality "Kosciuszko National Park" but the proposal defines a number of named areas within the park including Perisher Valley, Thredbo and Charlotte Pass.

At the time of writing this report all names, with exception of Broken Dam, have been considered and pre-approved by the GNB. Once the final name has been pre-approved there will be a community consultation period, probably in February next year. Consultation will be coordinated by National Parks and Wildlife Service as they have direct communication with property owners and leaseholders in the Park.

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The Geographical Names Board is seeking Council's approval or feedback on the proposed boundaries and names prior to the consultation period.

#### **QUADRUPLE BOTTOM LINE REPORTING**

##### **1. Social**

Definition and naming of locality boundaries within Kosciuszko National Park will enable addressing, compliant with current standards, properties and businesses within the national park to enable the efficient delivery of services and improved emergency response.

##### **2. Environmental**

Nil

##### **3. Economic**

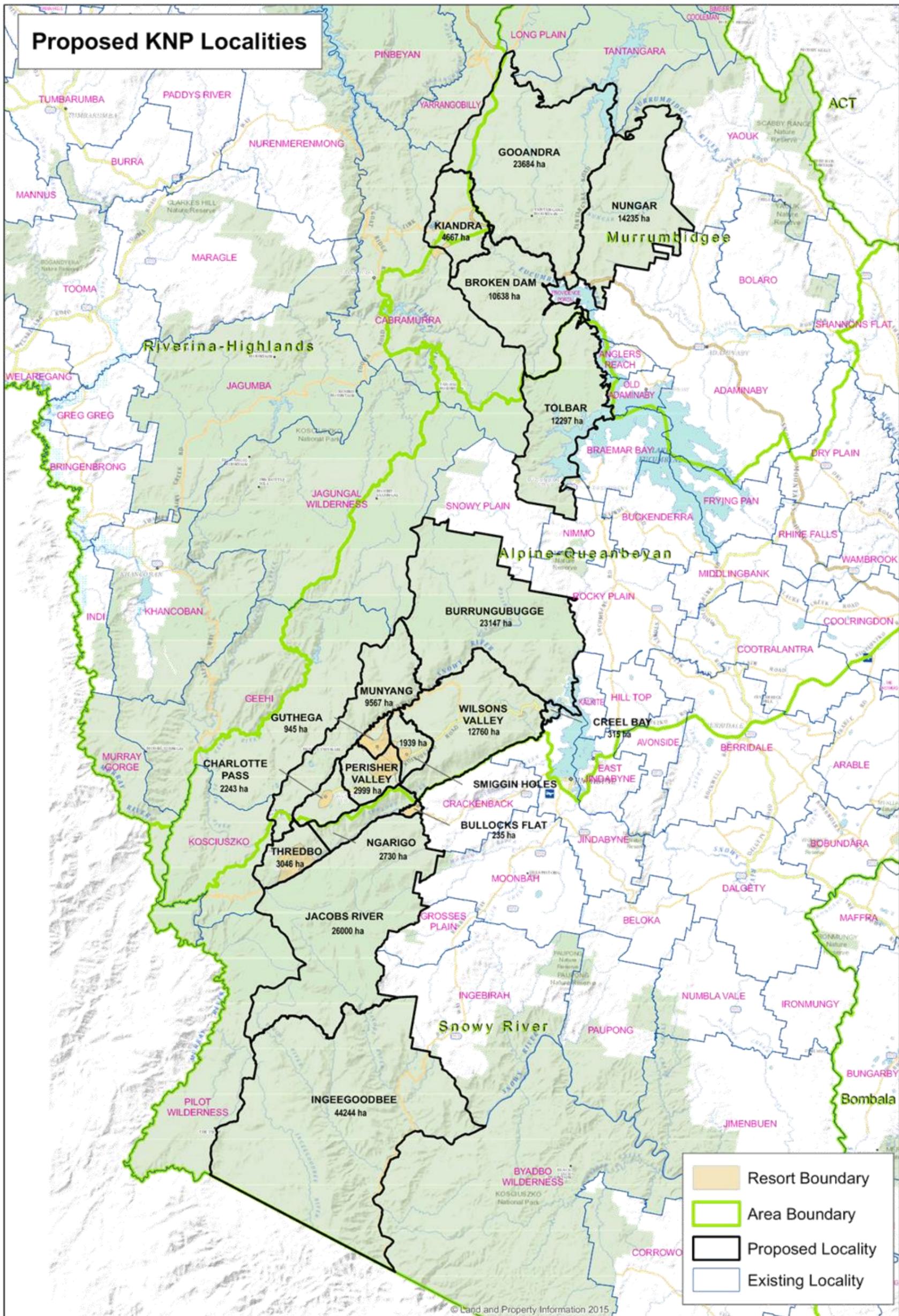
There are some costs to Council of this proposal in terms of updating addressing for properties within the national park in our property and rating addressing.

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

Although the proposed locality boundaries are within Kosciuszko National park, they still fall within the Snowy Monaro Regional Council LGA and as such it is appropriate for Council to consider their impact.

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## 16.2 PRESENTATION OF 2017 FINANCIAL STATEMENTS

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Corporate and Community Services   |
| Author:                           | Chief Financial 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:          | OP7.3 Completion of Financial statutory and regulatory reports in accordance with specified requirements.   |
| Attachments:                      | 1. Snowy Monaro Regional Council - Financial Statements 2016-17<br>(Under Separate Cover) <a href="#">⇒</a> |
| Cost Centre<br>Project            | 0440 Financial Accounting   |
| Further Operational Plan Actions: | 2017 Financial Statements   |

### EXECUTIVE SUMMARY

Council has received the auditor's reports on the Annual Financial Statements for the period 13 May 2016 to 30 June 2017. The Financial Statements and the auditor's reports are included in the attachment.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the:

- A. General Purpose Financial Statements for the period 13 May 2016 to 30 June 2017
- B. Special Purpose Financial Statements for the period 13 May 2016 to 30 June 2017
- C. Special Schedules for the period 13 May 2016 to 30 June 2017
- D. Independent Auditors report on the General Purpose Financial Statements
- E. Independent Auditors report on the Special Purpose Financial Statements
- F. Independent Auditors report on Special Schedule No. 8
- G. Independent Auditors report on the Conduct of the Audit

### BACKGROUND

At the Administrator Delegations meeting held on 6 September 2017 it was resolved to refer the 2017 financial statements for audit. The Independent Auditor's reports were subsequently received and have been attached to the financial statements for the year ended 30 June 2017 in accordance with Section 417 of the Act.

Under Section 418 of the Act, Council is required to submit the Auditor's Report to a public meeting within 5 weeks of the report being received. Any person may make a submission on the

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Auditor's Report or the Audited Financial Statements and these must be received within 7 days after the Statements were presented (Section 420). Submissions on the Auditor's Report and the Audited Financial Statements close one week after this meeting, Thursday 21 December 2017.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

The presentation of the Financial Statements for the period ending 30 June 2017 will inform the community on the financial performance, financial position and cash flows of Council for the period ended 30 June 2017.

### **2. Environmental**

It is considered that this report does not have any direct environmental impacts.

### **3. Economic**

The preparation and audit of 2017 Financial Statements has been allowed for in Council's Annual Budget.

### **4. Civic Leadership**

The presentation of Council's Audited Financial Statements improves the accountability of decision makers and complies with government regulations.

Both the General Purpose Financial Statements and the Special Purpose Financial Statements are audited. With the exception of Special Schedule 8, the Special Schedules are not audited.

Council referred the Financial Statements for audit on 6 September 2017 ADA141/17.

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### 16.3 SNOWY MONARO REGIONAL YOUTH COUNCIL

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Environment & Sustainability   |
| Author:                           | Youth Officer   |
| Key Direction:                    | 7. Providing Effective Civic Leadership and Citizen Participation   |
| Delivery Plan Strategy:           | DP7.13 Coordinate and initiate community engagement processes that facilitate participation in Council activities and decision making, and keep residents informed on local events, issues and planning |
| Operational Plan Action:          | OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.   |
| Attachments:                      | 1. Committee Charter - Snowy Monaro Regional Youth Council <a href="#">↓</a>  |
| Cost Centre                       | 2910  |
| Project                           | Snowy Monaro Youth Council  |
| Further Operational Plan Actions: |   |

#### EXECUTIVE SUMMARY

The Snowy Monaro Regional Youth Council held its first meeting on the 15<sup>th</sup> of November in Cooma. The Youth Council drafted a Charter (attached) and established their priorities for 2018.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the information in the report on The Snowy Monaro Regional Youth Council

#### BACKGROUND

The Snowy Monaro Regional Youth Council held its first (informal) meeting in Cooma on the 15<sup>th</sup> of November. At this meeting a Charter was drafted and is attached to this report. A total of fourteen (14) nominations for Youth Councillors were received from high schools across the Region, with representation from Cooma, Bombala, Jindabyne, Berridale and Nimmitabel seen on the final Committee. The Youth Council will act in an advisory and consultative capacity to Council and staff: advocating for the needs of young people and providing a mechanism for their participation and involvement in decision making on community issues.

#### QUADRUPLE BOTTOM LINE REPORTING

##### 1. Social

The Youth Council is comprised of a diverse mix of young people who possess unique insight into community issues and have capacity to make significant contributions towards meeting Councils

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community objectives. The Youth Council could be engaged on matters related to; access and equity, cultural activities, urban design and growth planning, providing and maintaining community assets such as parks and skate parks, and fostering stronger connections between the towns in our Region.

## **2. Environmental**

No environmental impacts are associated with this project

## **3. Economic**

The Youth Council has identified “how to keep young people in the region” as a priority for their first term. Young people represent a largely untapped resource who can provide fresh perspective on, and give valuable input towards; tourism strategies, vocational and education pathways, transport priorities and recreational development for the Region.

The Youth Council has a \$10,000 budget for 2017/18, which can be accessed via Council’s Youth Development Officers at the discretion of the Group Manager – Economic Development and Tourism. The budget for the first year has been allocated towards initial start-up and operational costs. Specifically;

- Leadership Training and National Youth Council Conference - \$4000
- Administration costs - \$ 500
- Transport - \$500
- Promotional material - \$500
- Youth lead projects and community events - \$1000
- Technology - \$3000 (includes for example, provision of laptop with internet connectivity for remote meeting attendance)
- Meeting catering - \$500

The Youth Development Officers will make external funding applications for specific projects and events on behalf of the Youth Council, where appropriate. Going forward, there is scope for external funding to supplement part of Councils financial contribution towards the Youth Council. Council is currently waiting for a decision on an external funding application to Family and Community Services for the amount of \$28,000.

## **4. Civic Leadership**

The Youth Council creates a platform for young people to participate in decision making on issues relevant to young people. This Committee will provide Council the opportunity to seek feedback and advice from young people in order to make informed decisions on youth related matters and to find creative solutions to community problems.

This Committee demonstrates Councils’ commitment to investing in young people and is in line with our vision to become a ‘trusted community partner’.

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**1. NAME**

The Committee will be called the “Snowy Monaro Regional Youth Council”

**2. ROLE**

**The primary roles of the Snowy Monaro Regional Youth Council are:**

- To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues.
- To act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- To enhance the profile of young people in the Region; encouraging the community to develop an appreciation of young people and the contributions they make to the local area

**3. RESPONSIBILITIES**

**The Snowy Monaro Regional Youth Council shall be responsible for:**

- Advocating, providing advice and making recommendations to Council on matters affecting young people
- Co-ordinating, planning and implementing community activities and events including National Youth Week
- Identifying and initiating opportunities for participation and involvement of young people in community activity
- Promoting community awareness of issues impacting on young people
- Promoting positive images of young people, their achievements and contributions to our community.

**4. MEMBERSHIP**

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Membership of the Committee will consist of:

**VOTING MEMBERS**

CHAIR

- Councillor appointed by Council (or another Councillor acting in their place).

EXECUTIVE MEMBERS

- YOUTH MAYOR – Appointed by Youth Council
- YOUTH DEPUTY MAYOR – Appointed by Youth Council
- SECRETARY – Appointed by Youth Council
- PUBLICITY OFFICER – Appointed by Youth Council

LOCAL YOUTH

A maximum of twenty (20) representatives aged between 12 and 25 years. This must include a minimum of 2 young people from each of the major towns within the Snowy Monaro LGA (Bombala, Cooma & Jindabyne). Youth Council members can be nominated by a local High School, Youth Services or self-nominate.

**NON-VOTING MEMBERS**

COUNCIL STAFF

- The Youth Development Officers
- Other Council Staff when required

**5. NOMINATION FOR MEMBERSHIP**

**5.1** The Youth Council will call for Membership nominations from interested young people living in the Snowy Monaro Region, aged 14 – 25 years. Nominations will be accepted from:

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(A) Each of the Secondary Schools (including the Home Schools) in the Snowy Monaro Region

(B) Local Youth focused support services and agencies operating in the Snowy Monaro Region

(C) Community/self-nominations following public promotion in local newspapers and social media platforms

**5.2** Candidates for appointment must lodge a written and signed application form to the outgoing Snowy Monaro Youth Council or to Council via the Youth Development Officers. An application form will be provided by the Council.

**5.3** The outgoing Youth Councillors will select the candidates to be appointed to the Committee for the following Term.

## **6 SELECTION OF EXECUTIVE COMMITTEE MEMBERS**

### **6.1 CHAIR**

The Youth Council will be chaired by a Councillor appointed by the Council. Meetings will be chaired by the Youth Mayor in the absence of the Chair.

### **6.2 MAYOR**

The position of Youth Mayor is to be declared vacant at the first meeting of the Youth Council for the year. Nominations are to be called for the position, at which point an election will be held to appoint the Youth Mayor for a 12 month term. The current Youth Mayor can be nominated for re-election. If more than one nomination is received for the position, a ballot is to be held to elect the Youth Mayor.

### **6.3 DEPUTY MAYOR**

The position of Deputy Mayor is to be appointed in line with 6.2

### **6.4 SECRETARY**

The position of Secretary is to be appointed in line with 6.2

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### **6.5 PUBLICITY OFFICER**

The position of Publicity Officer is to be appointed in line with 6.2

**6.6** Once elected, the Executive Committee is to receive an induction into the role and its requirements from the Chair and/or the Youth Development Officer

**6.7** If an executive member resigns during the 12 month term, a replacement can be re-elected as per 5.2.

## **7. RESPONSIBILITY AND AUTHORITY OF THE EXECUTIVE COMMITTEE MEMBERS**

### **7.1 YOUTH MAYOR**

The Role of the Youth Mayor will be:

- To Chair meetings in the absence of the Councillor
- To coordinate working groups and sub-committees
- To liaise with the Youth Development Officers and relevant Council Staff on behalf of the Youth Council
- To represent the Youth Council at public forums, external meetings and community events/activities
- To uphold the Charter

### **7.2 DEPUTY MAYOR**

The Deputy Mayor will support the Youth Council Mayor to fulfil his/her obligations

### **7.3 SECRETARY**

The Secretary is responsible for:

- Recording meeting attendance
  - Taking minutes, and distributing to the Youth Councillors within 1 week of the meeting
-

- Preparing the Agenda and distributing to the Youth Councillors at least 1 week prior to a meeting
- Liaise with the Youth Development Officer and Council staff to make necessary reports to Council

#### **7.4 PUBLICITY OFFICER**

The Publicity Officer is responsible for:

- Developing and Managing the Youth Councils social media platforms (Facebook, Instagram etc.)
- Preparing Media Releases and collaborating with Councils Communications team to promote the events and activities of the Youth Council
- Other promotional activities where relevant

### **8 BUDGET**

If at any time, a budget is allocated to the Snowy Monaro Regional Youth Council, the Youth Council shall make recommendations only, to the Group Manager - Economic Development and Tourism, via the Youth Development Officers

### **9 PROCEEDINGS**

#### **9.1 COMMITTEE MEMBERS**

All Committee Members are bound by the provision of this Charter.

#### **9.2 VACANCIES**

A vacancy on the Youth Council shall be filled in the same manner as the original appointment is made, outlined in 6.2

#### **9.3 TENURE OF OFFICE**

Members of the Youth Council shall hold office:

- In the case of the Councillor (Chair), as determined by Council each year in accordance with the provisions of the Local Government Act
-

- In the case of Council Staff, while such persons continue to hold the employed position with Snowy Monaro Regional Council
- In the case of young people, for a 12 month period – or at the discretion of Council. At the end of this period, Committee Members who wish to remain on the Youth Council must lodge an application form with Snowy Monaro Regional Council. These applications will be assessed in line with points 6 of the Charter.

#### **9.4 MEETINGS**

- Youth Council meetings will be held on at least four (4) occasions per year, on the last week of the month, or at the discretion of the Chair.
- Sub-Committees or Project Working Groups will be held as required, to deliver on community activities/projects identified as priorities by the Youth Council.
- Business will not be conducted at any meeting unless a quorum is present
- Guest speakers can attend meetings, but do not have voting rights.
- At least four (4) weeks' notice of Meetings shall be provided to all committee members
- Meetings can be called by the Executive Committee Members, or SMRC Youth Development Officers.

#### **9.5 QUORUM**

The quorum of this Committee shall be nine (9) young people and *either* one (1) Council Staff, or the Chair. At least one voting member from each of the 3 major townships (Bombala, Cooma & Jindabyne) must be present.

#### **9.6 VOTING**

Each voting member shall be entitled to one (1) vote in respect to any matter and the decision of the Committee shall be by majority of votes cast in favour.

The Councillor (or Chair) shall have a casting vote.

#### **9.7 ATTENDANCE**

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Youth Council members are required to attend all formal and working group meetings. If a member is absent for two (2) consecutive meetings, their membership may be revoked by the Youth Council via vote.

#### **9.8 VENUE**

The venue will be a location with the Snowy Monaro Region that is accessible to young people.

#### **9.9 VARIATION OF THIS CHARTER**

This charter may be amended by resolution of the Council in consultation with, or upon the recommendation of, the Committee.

### **9. ADMINISTRATION**

#### **9.1 MEETING MINUTES**

All records, including the agenda, minutes and any reports or recommendations will be prepared by the Secretary with the support of the Youth Development Officers.

#### **9.2 REPORTING**

The minutes from each Youth Council Meeting will be submitted to Council for note quarterly or when requested.

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## 16.4 STRONGER COMMUNITIES FUND MAJOR PROJECTS PROGRAM - STATUS UPDATE

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Executive Manager Innovation & Business Development   |
| Author:                           | Project Manager   |
| Key Direction:                    | 7. Providing Effective Civic Leadership and Citizen Participation   |
| Delivery Plan Strategy:           | DP7.1.1.1 Ensure that legislative obligations are met throughout all Council departments.                               |
| Operational Plan Action:          | OP7.1 Achieve a stronger, more efficient Council through a successful merger.   |
| Attachments:                      | 1. November 2017 SCFMPP Summary Report <a href="#">↓</a><br>2. November 2017 SCFMPP Risk Register - <b>Confidential</b> |
| Cost Centre                       | 3130  |
| Project                           | Major Projects Program  |
| Further Operational Plan Actions: |   |

### EXECUTIVE SUMMARY

The purpose of this report is to provide Council and the community with a status update on the delivery of all the projects under the Stronger Communities Fund Major Project Program (SCFMPP).

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the SCFMPP progress report for November 2017.

### BACKGROUND

The Stronger Communities Fund Major Projects Program was endorsed by Council in May 2017. The 100 projects are due for completion by June 2019.

The attached report provides a status of each projects as of **30 November 2017**.

#### Risk Register

Council is currently updating the risk documentation process. The attached (confidential) risk register document will be transferred to this new process once completed.

#### Performance Lights

The reporting periods in the CAMMS software are every 3 months (quartile) and because this report is run part way through the reporting period the 'performance lights' are inactive.

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## **Reporting**

Status reports will be provided to Council at the completion of each quarter (December, March, June and September).

In addition the CAMMS Community Dashboard will be updated at the end of each month. This report, via Council's website, will be active at all times.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

This program will ensure the agreed projects are delivered to the highest standard and will minimise the ongoing operation and maintenance costs for Council and community. The SCFMPP will be delivered to improve the social amenity for the community.

### **2. Environmental**

Projects will be delivered using sound environmental practices to ensure no negative environmental impact during the delivery phase.

### **3. Economic**

The delivery will ensure cost effective delivery of projects to ensure best value for money for delivery. All projects are funded through Stronger Communities Fund.

### **4. Civic Leadership**

The Major Projects Program is wholly grant funded and the planning, delivery and implementation of individual projects will be undertaken in accordance with the funding guidelines and conditions.

Following extensive consultation and assessment by a diverse panel, Council resolved on the 100 projects to be delivered during the period May 2017 to June 2019.

The attachments to this report provides assurance that the major projects program is being managed in accordance with recognised project management principles.

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### Action Performance and Timeframe Report

**Action Performance and Timeframe**

- On Track
- Monitor
- Off Track
- Complete
- Project Timeframe

| Action  | Action Responsible Officer        | Start Date | End Date   | % Complete | Performance |
|---|-----------------------------------|------------|------------|------------|-------------|
| 7.4.1.100 PP-032 Upgrade to Snowy Oval amenities building   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.101 PP-034 Upgrade playground at Cooma North shops  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.102 PP-037 Upgrade of Playground at Rotary Oval   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.103 PP-041 Upgrade to Cooma Centennial Park playground  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.104 PP-046 Complete the missing links for shared path in Cooma  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.105 PP-053 Finalise Design and approvals for the Shared path from Lion Park to Murrumbidgee River reserve; undertake stage 1 of the works (Balancing Project) | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.106 PP-059 Upgrade of the amenities at Lake Williams Nimmitabel   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.107 PP-088 Installation of solar energy at Yallabee Aged Care Facility  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.108 PP-099 Construction of a roundabout at the intersection of Baron and Sharp St Cooma   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.109 PP-122 Installation of additional Safety fencing at Mt.Gladstone for the Hill Climb races   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 100        |             |
| 7.4.1.110 PP-123 Purchase of multimedia equipment for the Michelago Memorial Hall   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 10         |             |
| 7.4.1.111 PP-133 Purchase & install chairs, tables, IT / Wi-Fi equipment and furniture at The HUB Cooma   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.112 PP-135 Construction of BBQ and shelter at the Nimmitabel Caravan park   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.113 PP-136 Roof and heater replacement at the Nimmitabel Hall   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.114 PP-138 Develop strategic plan for the Snowy Monaro Regional Pound facilities  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.115 PP-143 Design and approvals for the upgrade to Rockflat Creek Bridge  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.116 PP-147 Upgrade the foyer and changerooms at the Cooma Basketball and Gymnastics Facility  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.117 PP-137 Installation of Banners in Bombala   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.118 PP-167 Badja Picnic Area upgrades at Numeralla  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |



Snowy Monaro Regional Council (SMRC) Action Performance and Timeframe Report

| Action   | Action Responsible Officer        | Start Date | End Date   | % Complete | Performance |
|--|-----------------------------------|------------|------------|------------|-------------|
| 7.4.1.119 PP-174 Upgrade of facilities at the Nimmitabel Caravan Park                          | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.120 PP-176 Construction of Storage space at The Hub Youth Centre Cooma                   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.121 PP-190 Installation of Playground at Michelago                                       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.122 PP-199 Replacement of fence at the Numeralla Cemetery                                | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.123 PP-200 Improvement for maintaining Nimmitabel Cemetery                               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 30         |             |
| 7.4.1.124 PP-227 Bredbo Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.125 PP-232 Michelago Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.126 PP-233 Nimmitabel Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.127 PP-234 Numeralla Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.128 PP-137 Installation of Banners in Cooma, Michelago, Bredbo & Nimmitabel              | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.129 PP-240 Renewable Energy - Investigation and installation in eSnowy River area        | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.130 PP-240 Renewable Energy - Investigation and installation in eBombala area            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.131 PP-137 Installation of Banners in Jindabyne, Berridale and Adaminaby                 | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.132 PP-139 Undertake various works at Cemeteries in eSnowy River area                    | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.33 PP-219 Undertake project to alignment the road and road reserves in eCooma area       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.34 PP-219 Undertake project to alignment the road and road reserves in eBombala area     | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.35 PP-161 Accessibility and footpath upgrades in eCooma area                             | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.36 PP-161 Accessibility and footpath upgrades in eBombala area                           | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.37 PP-146 Installation of Water fountains in eCooma area (6 of)                          | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.38 PP-146 Installation of Water fountains in eBombala area (4 of)                        | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.39 PP-139 Undertake various works at Cemeteries in eCooma area                           | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.40 PP-219 Undertake project to alignment the road and road reserves in eSnowy River area | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.41 PP-139 Undertake various works at Cemeteries in eBombala area                         | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.42 PP-240 Renewable Energy - Investigation and installation in eCooma area               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.43 PP-146 Installation of Water fountains in eSnowy River area (5 of)                    | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.44 PP-161 Accessibility and footpath upgrades in eSnowy River area                       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |



Snowy Monaro Regional Council (SMRC) Action Performance and Timeframe Report

| Action  | Action Responsible Officer        | Start Date | End Date   | % Complete | Performance |
|---|-----------------------------------|------------|------------|------------|-------------|
| 7.4.1.45 PP-057 Installation of additional Fitness Stations Jindabyne                               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.46 PP-061 Development of options analysis for Learning and Information Hub at Jindabyne       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.47 PP-066 Completion of the upgrade to the change rooms at Berridale Community Hall           | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.48 PP-068 Refurbish the Dalgety Showground Pavilion   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.49 PP-242 Development Jerrara Drive improvement options                                       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.50 PP-071 Refurbish the existing toilet facilities at Adaminaby School of the Arts            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.51 PP-073 Finalise planning for Aitchison House Cottage Restoration Project                   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 75         |             |
| 7.4.1.52 PP-076 Upgrade of pump at Adaminaby Swimming Pool  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 100        |             |
| 7.4.1.53 PP-081 Options investigation for amenities building upgrades at the Jindabyne Sportsground | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.54 PP-083 Supply of pool vacuum at Berridale Swimming Pool                                    | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 100        |             |
| 7.4.1.55 PP-089 Installation of solar energy at Berridale Aged Care Facility                        | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 40         |             |
| 7.4.1.56 PP-090 Installation of Solar heating at Berridale Swimming Pool                            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.57 PP-101 Replacement of Pavers along the Promenade at Jindabyne Town Centre                  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.58 PP-129 Upgrade of Adaminaby playground   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.59 PP-145 Installation of access path at John Connors Oval Jindabyne                          | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.60 PP-148 Resurfacing of Berridale Oval   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.61 PP-155 Complete stage 3 of the Berridale Streetscape Project                               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.62 PP-156 Replacement of Berridale Lions Park Playground Equipment                            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.63 PP-157 Replacement of Dalgety Showground equipment   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.64 PP-180 Installation of additional signage at Old Adaminaby                                 | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 100        |             |
| 7.4.1.65 PP-182 Upgrade of Jindabyne Boat Ramp area (Balancing Project)                             | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.66 PP-183 Demolition of old toilet block at Jindabyne Town Centre                             | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 45         |             |
| 7.4.1.67 PP-184 Upgrade of Parking area, bin covers, foliage at Jindabyne Town Centre               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.68 PP-192 Construction of new Public Toilets Jindabyne Town Centre                            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.69 PP-213 Extension of stage lighting control at the Jindabyne Memorial Hall                  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.70 PP-215 Installation of wing wall curtains and track at the Jindabyne Memorial Hall         | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 50         |             |



Snowy Monaro Regional Council (SMRC) Action Performance and Timeframe Report

| Action   | Action Responsible Officer        | Start Date | End Date   | % Complete | Performance |
|--|-----------------------------------|------------|------------|------------|-------------|
| 7.4.1.71 PP-220 Review of facilities at Jindabyne Pool and undertake key works                                       | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.72 PP-221 Construct of a playground at Kalkite   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.73 PP-222 Upgrade to Clay Pits area at lake Jindabyne Foreshore (Balancing Project)                            | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.74 PP-223 Undertake design and approvals for the Lake Jindabyne Shared Trail                                   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.75 PP-224 Adaminaby Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.76 PP-229 Dalgety Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.77 PP-231 Jindabyne Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.78 PP-113 Delegate Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.79 PP-124 Internal painting at Delegate School of Arts building  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 100        |             |
| 7.4.1.80 PP-125 Seating, Concrete and drainage works at the Cathcart School Of Arts Park                             | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.81 PP-130 Upgrade of dining room at the Bombala Showground Exhibition Hall                                     | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.82 PP-241 Installation of Dalgety Precinct equipment   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.83 PP-152 Finalise project design and approvals for the Bombala Heavy Vehicle Bypass Route (Balancing Project) | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.84 PP-154 Bombala Streetscape Project - Therry St Square (Balancing Project)                                   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.85 PP-163 Construction of an All abilities Playground at Bombala   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.86 PP-171 Construction of new Toilet Facilities in Bombala CBD   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |
| 7.4.1.87 PP-202 Upgrade to the kiosk facilities at the Bombala Exhibition Ground                                     | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.88 PP-206 Upgrade to the kiosk facilities at the Delegate Sportsground   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.89 PP-208 Installation of new seating around Delegate Sportsground   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.90 PP-226 Bombala Streetscape Project  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.91 PP-228 Cathcart Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.92 PP-230 Delegate Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.93 PP-235 Bibbenluke Streetscape Project   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.94 PP-239 Insulation of main classroom at the Delegate Preschool   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.95 PP-236 Undertake critical Bridge Repairs within Bombala Area  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |
| 7.4.1.96 PP-017 Investigate options for the upgrade of the Bandshell facility in Cooma                               | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 0          |             |



Snowy Monaro Regional Council (SMRC) Action Performance and Timeframe Report

| Action  | Action Responsible Officer        | Start Date | End Date   | % Complete | Performance |
|---|-----------------------------------|------------|------------|------------|-------------|
| 7.4.1.97 PP-018 Upgrade to the Cooma Visitors Centre  | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 2          |             |
| 7.4.1.98 PP-025 Nijong Oval Improvements; including upgrade to amenities, car park, playground installation | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 10         |             |
| 7.4.1.99 PP-031 Improvement at the Cooma Festival Swimming Pool   | Linda Nicholson - Project Manager | 01-07-2017 | 30-06-2019 | 5          |             |



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## 16.5 MONTHLY FUNDS MANAGEMENT REPORT - NOVEMBER 2017

Record No:

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

### EXECUTIVE SUMMARY

The following report details the funds management position for the reporting period ending 30 November 2017.

Cash and Investments are \$82,285,885.

### Certification

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

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

### OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report indicating Council's cash & investments position as at 30 November 2017.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

### BACKGROUND

#### Council's Cash and Investments 30 November 2017:

| Cash at Bank | Investments | Total             |
|--------------|-------------|-------------------|
| 1,999,051    | 80,286,834  | <b>82,285,885</b> |

## 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 the recommendations contained herein will not have any environmental impacts.

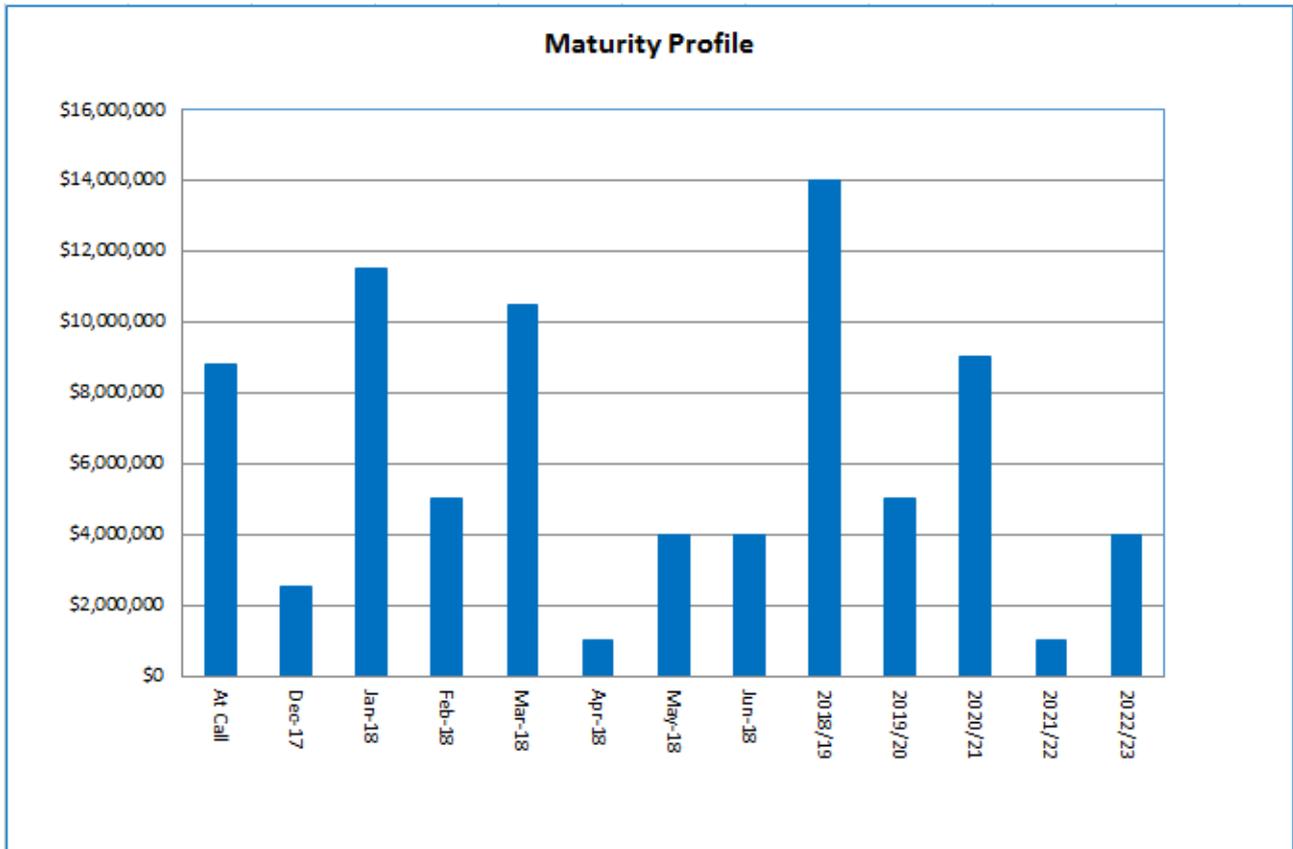
### 3. Economic

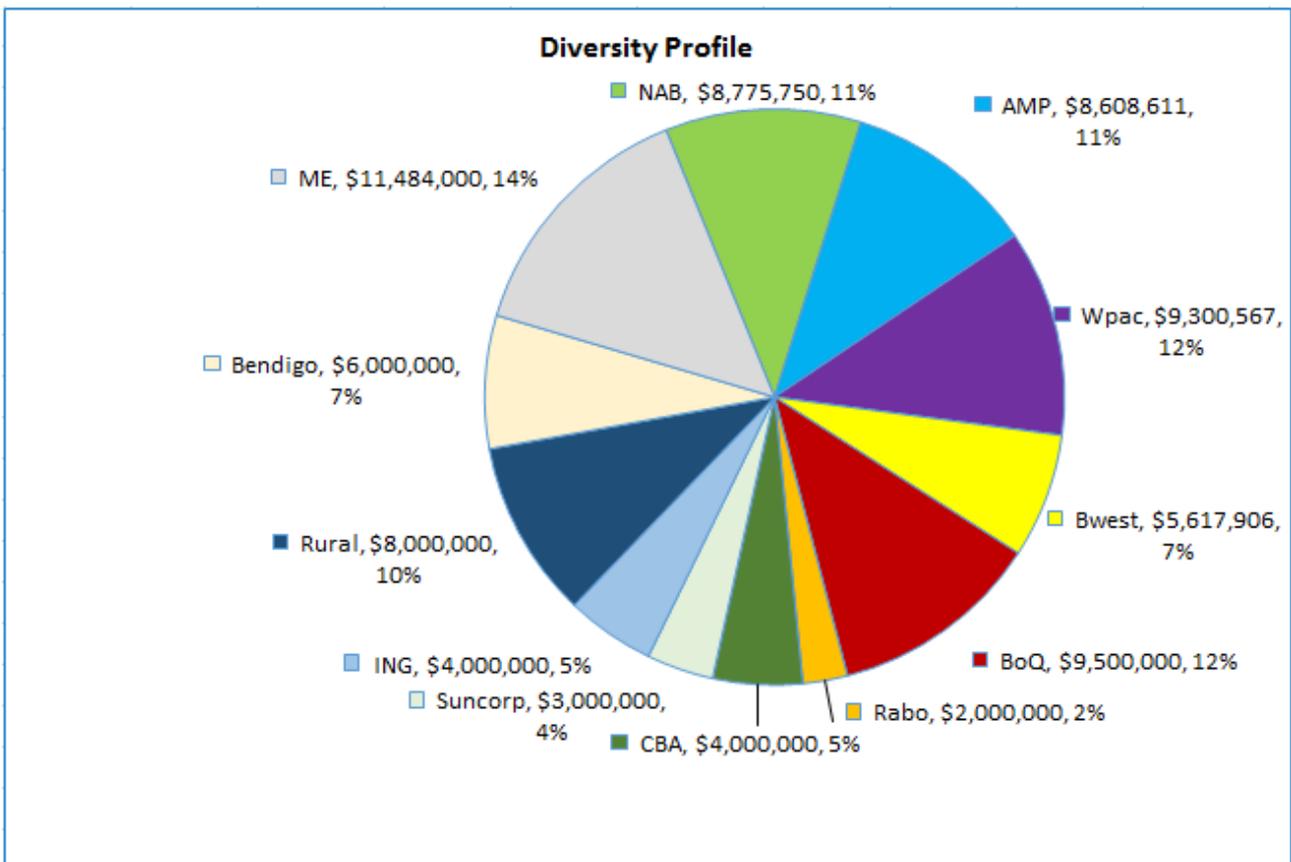
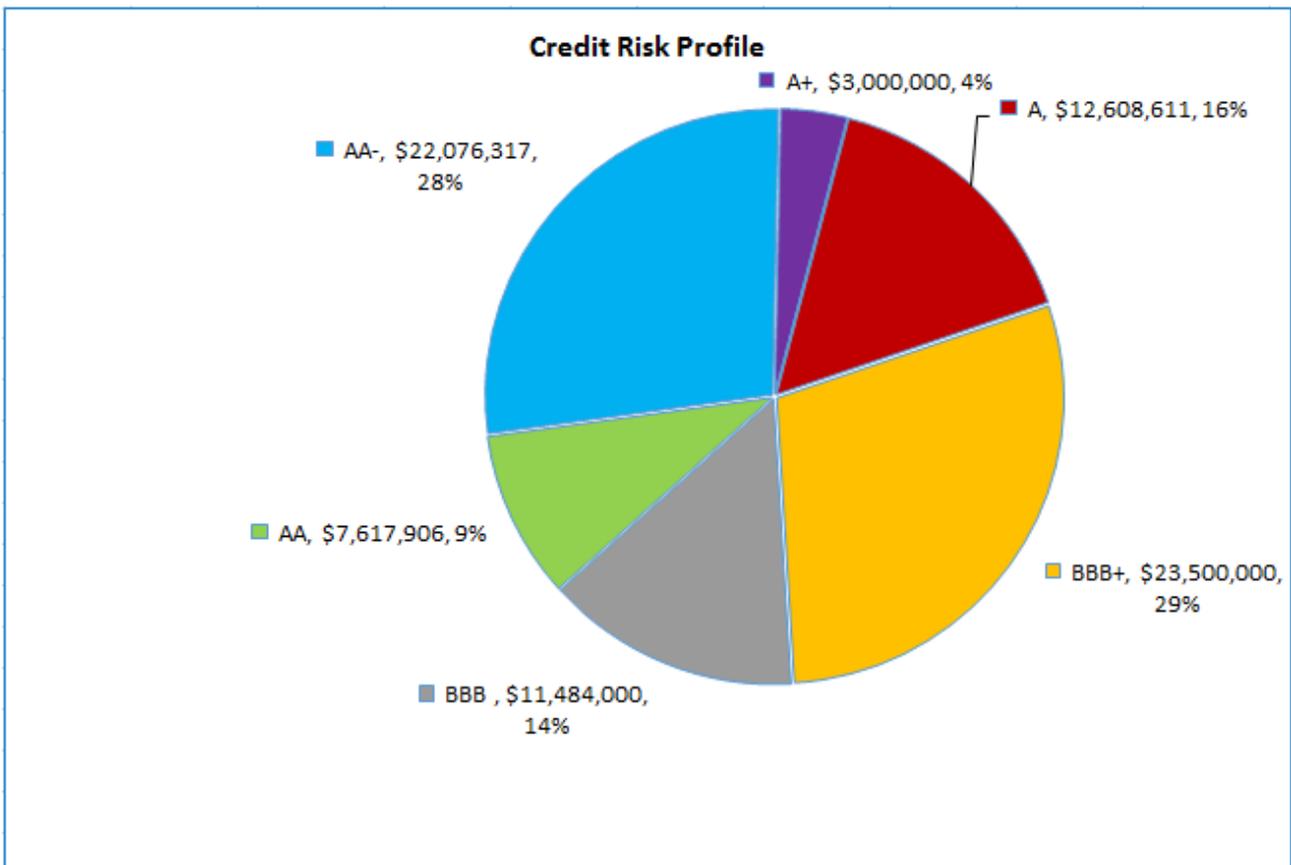
Total investments for Snowy Monaro Regional Council were \$80,286,834 on 30 November 2017.

#### Investment Register – 30 November 2017:

| DATE INVESTED | FINANCIAL INSTITUTION              | Short-Term Rating | Long-Term Rating | TYPE    | CURRENT INVESTMENT | INTEREST RATE | MATURITY  |
|---------------|------------------------------------|-------------------|------------------|---------|--------------------|---------------|-----------|
| n/a           | National Australia Bank - At Call* | A1+               | AA-              | At Call | 532,414            | Variable      | At Call   |
| n/a           | National Australia Bank - At Call* | A1+               | AA-              | At Call | 1,743,336          | 1.20%         | At Call   |
| n/a           | AMP Bank - At Call                 | A1                | A                | At Call | 1,518,644          | 2.05%         | At Call   |
| n/a           | Westpac Bank - At Call             | A1+               | AA-              | At Call | 300,567            | 0.70%         | At Call   |
| n/a           | Bankwest                           | A1+               | AA               | At Call | 3,617,906          | 2.00%         | At Call   |
| n/a           | AMP Bank - 31 days Notice Account  | A1                | A                | 31 days | 1,089,967          | 2.15%         | 31 days   |
| 12-Sep-14     | RaboDirect                         | A1+               | AA               | TD      | 2,000,000          | 4.10%         | 11-Sep-18 |
| 16-Sep-15     | Bank of Queensland                 | A2                | BBB+             | TD      | 1,000,000          | 3.20%         | 17-Sep-19 |
| 23-Mar-16     | ING Bank                           | A1                | A                | TD      | 1,000,000          | 3.66%         | 22-Mar-21 |
| 23-Jun-16     | Commonwealth Bank                  | A1+               | AA-              | TD      | 4,000,000          | 2.81%         | 23-Jun-21 |
| 22-Feb-17     | Westpac Bank                       | A1+               | AA-              | TD      | 2,000,000          | 2.80%         | 22-Feb-19 |
| 09-Mar-17     | National Australia Bank            | A1+               | AA-              | TD      | 1,000,000          | 2.74%         | 10-Sep-18 |
| 10-Nov-17     | National Australia Bank            | A1+               | AA-              | TD      | 2,000,000          | 2.52%         | 09-Nov-18 |
| 21-Mar-17     | Bank of Queensland                 | A2                | BBB+             | TD      | 1,000,000          | 3.15%         | 20-Mar-20 |
| 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 |
| 23-May-17     | AMP Bank                           | A1                | A                | TD      | 1,000,000          | 2.60%         | 23-Feb-18 |
| 09-Jun-17     | Rural Bank Limited                 | A2                | BBB+             | TD      | 4,000,000          | 2.75%         | 07-Jun-19 |
| 19-Jun-17     | Bendigo and Adelaide Bank          | A2                | BBB+             | TD      | 2,000,000          | 2.75%         | 19-Dec-18 |
| 20-Jun-17     | Bank of Queensland                 | A2                | BBB+             | TD      | 1,500,000          | 2.60%         | 18-Dec-17 |
| 26-Jun-17     | Bank of Queensland                 | A2                | BBB+             | TD      | 4,000,000          | 3.30%         | 25-Jun-21 |
| 26-Jun-17     | Bendigo and Adelaide Bank          | A2                | BBB+             | TD      | 4,000,000          | 2.72%         | 26-Jun-18 |
| 11-Jul-17     | Bank of Queensland                 | A2                | BBB+             | TD      | 1,000,000          | 2.65%         | 08-Jan-18 |
| 24-Jul-17     | Bankwest                           | A1+               | AA               | TD      | 1,000,000          | 2.40%         | 21-Dec-17 |
| 08-Aug-17     | AMP Bank                           | A1                | A                | TD      | 1,000,000          | 2.60%         | 08-May-18 |
| 14-Aug-17     | Suncorp Bank                       | A1                | A+               | TD      | 2,000,000          | 2.40%         | 12-Feb-18 |
| 24-Aug-17     | ING Bank                           | A1                | A                | TD      | 3,000,000          | 2.75%         | 27-Aug-19 |
| 29-Aug-17     | Westpac Bank                       | A1+               | AA-              | TD      | 2,000,000          | 2.59%         | 28-Feb-18 |
| 29-Aug-17     | Westpac Bank                       | A1+               | AA-              | TD      | 4,000,000          | 2.89%         | 29-Aug-22 |
| 31-Aug-17     | AMP Bank                           | A1                | A                | TD      | 2,000,000          | 2.60%         | 28-May-18 |
| 11-Sep-17     | Rural Bank Limited                 | A2                | BBB+             | TD      | 4,000,000          | 2.45%         | 13-Mar-18 |
| 15-Sep-17     | AMP Bank                           | A1                | A                | TD      | 2,000,000          | 2.55%         | 15-Mar-18 |
| 15-Sep-17     | Westpac Bank                       | A1+               | AA-              | TD      | 1,000,000          | 2.91%         | 14-Sep-21 |
| 19-Sep-17     | ME Bank                            | A2                | BBB              | TD      | 1,984,000          | 2.50%         | 20-Mar-18 |
| 20-Sep-17     | National Australia Bank            | A1+               | AA-              | TD      | 2,500,000          | 2.60%         | 20-Mar-18 |
| 03-Oct-17     | Suncorp Bank                       | A1                | A+               | TD      | 1,000,000          | 2.35%         | 03-Jan-18 |
| 16-Oct-17     | ME Bank                            | A2                | BBB              | TD      | 9,500,000          | 2.42%         | 15-Jan-18 |
| 23-Oct-17     | Bank of Queensland                 | A2                | BBB+             | TD      | 1,000,000          | 2.55%         | 23-Oct-18 |
|               |                                    |                   |                  |         | <b>80,286,834</b>  |               |           |

**Investment Charts:**





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

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

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

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## 16.6 DONATION AND SPONSORSHIP REQUESTS

Record No:

|                          |   |
|--------------------------|---|
| Responsible Officer:     | Director Corporate and Community Services   |
| Author:                  | Group Manager 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: | OP7.7 Provide timely, accurate and relevant information to Council to enable informed decision making.  |
| Attachments:             | 1. Requests for Donations and Sponsorship for submission to Council December 2017 <a href="#">↓</a><br>2. Applications for Donations and Sponsorships December 2017 <a href="#">↓</a> |
| Cost Centre              | 3120  |

### EXECUTIVE SUMMARY

Submissions received by Council requesting consideration for funding are attached to this report in two documents:

**1. Requests for Donations and Sponsorship for submission to Council December 2017.**

- This document contains a summary of requests for December Council. Total value requested by community members is \$15,470.
- The officer has not made a recommendation on value, only presented the requested amounts for Council to consider.

**2. Applications for Donations and Sponsorship December 2017**

- This document contains the original submission detail received from each submission.

A review of Donations and Sponsorships to identify recurring submissions and values, will be presented to Council in March 2018 in line with the Budget process.

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

#### OFFICER'S RECOMMENDATION

That Council determines the value for each of the submissions numbered 1 to 5 in attachment 1. Requests for Donations and Sponsorship for submission to Council December 2017.

### BACKGROUND

The Budget allocation for the 2018 FY for Donations and Sponsorship Requests is \$62,500.

Current year-to-date expenditure for the 2018 FY is \$41,135.55.

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Total value of requests for Council to consider for this submission is \$15,470.

If Council were to approve the current submissions in total value this would leave a balance of \$5,894.45 available for the remainder of the 2018 financial year.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Council recognises its role in supporting community and cultural development. Our adopted Vision and Values aim to inform our decision making process in that we are a trusted community partner. This process has been developed to ensure that the LGA invests in events that have the potential to raise economic, social or cultural benefits to our community. All requests made will be considered by formal resolution of Council

### **2. Environmental**

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

### **3. Economic**

The Community will recognise additional economic benefit as a result of the support to initiatives outlined through these submissions.

### **4. Civic Leadership**

Council's Vision and Values philosophy aims to remain a trusted community partner and as such, it will provide support to activities that demonstrate to have a positive impact and/or social development for the Community.

Decisions to provide sponsorship to community groups, individuals and events must be considered in a transparent process. The granting of financial assistance must be by formal specific resolution of Council.

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## Summary of requests for Donation and Sponsorship for submission to Council December 2017

| #  | Organisation   | Request Summary   | Requested Value   | Council agreed Recommendation  | Comment  |
|--|--|---|---|--------------------------------|--|
| 1  | Berridale Bush Fire Brigade                          | Purchase of reversing cameras for brigade vehicles.   | <b>\$2,500</b>  |                                | Vehicles are Council assets.   |
| 2  | Lake Light Sculpture Inc                             | Support of the annual Easter outdoor sculpture exhibition                                   | <b>\$4,000</b><br>(Waste to Art Award - \$1,500)<br>(Sponsorship - \$1,800)<br>(Waste / recycling - \$412)<br>(Waive banner fee - \$50) |                                | In 2017 Council supported the Easter outdoor sculpture with \$1,500 for the Waste to Art Award and \$1,800 sponsorship.  |
| 3  | Snowy River RSL Sub-Branch                           | Support of the Snowy River RSL ongoing programs   | <b>\$1,500</b>  |                                | Snowy River RSL Sub-Branch has requested that this be an ongoing annual donation (reviewed annually)   |
| 4  | Nimmitabel Garden Club                               | Supply of mulch for trees at Jindabyne  | <b>\$720</b>  |                                |  |
| 5  | Perisher Resorts Chamber of Commerce / Peak Festival | Design and manufacture of 50 iconic symbols to represent the Peak Festival to the community | <b>\$6750</b><br>Design \$ 750<br>Manufacture inc fixings \$3,750<br>Painting / finishing \$2,250                                       |                                | Music festival that the Perisher Resorts Chamber of Commerce has been running since 2009. Attracting tourism and overnight visitors to the area. Covers wide cross section of the community with sections for youth. |
| <b>Total Donation Value Requested for December 2017:</b> |  |   | <b>\$15,470</b>   | <b>Council Endorsed Value:</b> |  |

**Applications for Donations and Sponsorships December 2017**

**Submission #1: (page 1 of 6)**



**Application for Financial Assistance (Donation) from Snowy Monaro Regional Council  
 In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993**

|  |
|--|
| 1. Applicant (include address and ABN if applicable)<br><b>Berridale Bushfire Brigade – ABN 20 423 097 291</b><br><b>C/- Marty Timmins (secretary)</b><br><b>Woodhouse, Kosciuszko Road, Cooma NSW 2630</b>  |
| 2. Location/address:<br><b>Fire Control Centre, Bolton Street, Berridale 2628</b>  |
| 3. Date of establishment or inauguration:<br><b>More than 40 Years ago</b>   |
| 4. Is your organisation registered for GST?<br><b>Yes</b>  |
| 5. Amount of funding requested:<br><b>\$2,500</b>  |
| 6. Brief description of the nature and objectives of applicant/recipient organisation:<br><b>Volunteer firefighting organisation, but members also help at traffic accidents and events (eg L'Etape, Berridale Easter Fair).</b><br><b>Objective is to keep the Berridale town and rural community safe from fire.</b> |
| 7. Purpose for which assistance is sought:<br><b>Funding to purchase 5 reverse cameras to fit to the brigade fire vehicles to improve the safety of their operation</b>  |
| 8. Which category does the event fit within Council's Delivery & Operations Program?<br><b>Community and Environmental Services</b>  |
| 9. Financial details of project or program for which assistance is sought:<br><b>5 reverse cameras at \$500 each = \$2,500</b>   |

**Submission #1: (page 2 of 6)**

|  |
|--|
| 10. Total cost of project or program:<br><b>\$2,500</b>  |
| 11. Details of other funding received from Council if any:<br><b>The Brigade vehicles are council assets, but we are not aware of the full details of the financial relationship between the Council and the Rural Fire Service.</b>   |
| 12. Details of other financial assistance sought or obtained:<br><b>Our Brigade has not sought or obtained other financial assistance.</b>   |
| 13. How will Council funding be acknowledged eg logo or signage<br><b>We will ask the Monaro Post to publish an article with a photo and all our volunteers will be made aware of the financial assistance.</b>  |
| 14. Details of Office Bearers or other involved parties:<br><b>Captain: Steve Knowles; Chairman: Phil Daley; Secretary: Marty Timmins;<br/>Treasurer: Elizabeth Timmins</b>  |
| 15. What services or activities will the recipient provide to SMRC residents?<br><b>Fire fighting, Fire prevention and education, Assistance at community events and Call outs to motor vehicle accidents.</b>   |
| 16. <b>Attach</b> financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation's bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).<br><br>Are these attached? <b>Yes</b> |

17. Signed for and on the behalf of the applicant/recipient organisation:

**Submission #1: (page 3 of 6)**

|                        |  |
|------------------------|--|
| Signature:             | <div style="border: 1px solid black; width: 400px; height: 50px; margin: 0 auto;"></div> |
| Name:                  | Marty Timmins  |
| Office held / Position | Secretary  |
| Postal Address:        | Woodhouse, Kosciuszko Road, Cooma NSW 2630   |
| Telephone Number/s     | 0432 620 214    02 6456 7038   |
| Date:                  | 25 November 2017   |

Please return by post to PO Box 714, Cooma NSW 2630, or email to [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)

**OFFICE USE ONLY:**

Date application received:

Which function of Council is exercised by this donation?

| Tick | Department / Area for Costing      | Amounts charged |
|------|------------------------------------|-----------------|
|      | Waste & Recycling                  |                 |
|      | Community & Environmental Services |                 |
|      | Parks & Gardens                    |                 |
|      | Human Resources (staff time)       |                 |
|      | Other (hall /oval fee waivers etc) |                 |

Is public notice required?

Date and method of public notice:

Submission #1: (page 4 of 6)

BERRIDALE BUSHFIRE BRIGADE

Statement of Receipts and Payments for year ended 30 April 2017

| <u>Receipts</u>         | \$              | <u>Payments</u> | \$           |
|-------------------------|-----------------|-----------------|--------------|
| Subscriptions           | 280.00          | Bank fees       | 19.60        |
| Donations               | 1,653.10        | BOC gas         | 132.86       |
| Return of Welfare Funds | 480.00          | Postage / admin | 126.20       |
| Unknown deposit         | 70.00           | Hose reel       | 3,570.49     |
|                         |                 | Easter eggs     | <u>82.10</u> |
| Deficit                 | <u>1,448.15</u> |                 |              |
|                         | \$3,931.25      |                 | \$3,931.25   |

Balance Sheet as at 30 April 2017

| <u>Accumulated Funds</u>  | \$              | <u>Bank Accounts</u> | \$              |
|---------------------------|-----------------|----------------------|-----------------|
| Balance                   | 11,035.92       | Current account      | 4,325.47        |
| Less Deficit for the year | <u>1,448.15</u> | Capital account      | <u>5,262.30</u> |
|                           | \$9,587.77      |                      | \$9,587.77      |

NB: In addition the NSW RFS and Brigades donations fund account has \$2,500

I hereby certify that I have conducted an audit of all records which were supplied using due care, skill and diligence and the accounts as presented represented an accurate statement of the financial position as at 30 April 2017.

Treasurer Liz Timmins Audited by

[Redacted Signature]

[Redacted Signature]  
David Pritchard A.L.G.A  
Dated 18/5/2017

**Submission #1: (page 5 of 6)**

**BERRIDALE BUSHFIRE BRIGADE**

**Treasurer's report**

**25 October 2017**

Opening Balance 17/4/2017

|                 |                   |
|-----------------|-------------------|
| Current account | \$4,330.65        |
| Capital account | <u>\$5,262.30</u> |
|                 | \$9,592.95        |

NB: In addition the NSW RFS and Brigades donations fund account has \$2,500

**Income:**

|               |                      |               |
|---------------|----------------------|---------------|
| 10/10/2017    | Cash from the helmet | 209.60        |
| Since 17/4/17 | Memberships          | <u>175.00</u> |
|               |                      | \$384.60      |

**Expenses:**

|                    |              |
|--------------------|--------------|
| Cabinet locker     | 330.00       |
| Hose Reels         | 7,838.49     |
| Kalkite blower     | 799.20       |
| Easter eggs        | 40.00        |
| Mail and envelopes | 73.50        |
| BOC                | <u>68.94</u> |
|                    | \$9,150.13   |

Closing Balance 10/10/2017

|                 |                 |
|-----------------|-----------------|
| Current account | \$403.61        |
| Capital account | <u>\$423.81</u> |
|                 | \$827.42        |



Elizabeth Timmins  
Treasurer

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Submission #1: (page 6 of 6)



## **BERRIDALE BUSH FIRE BRIGADE**

Marty Timmins  
Secretary  
Woodhouse,  
Kosciuszko Road,  
COOMA NSW 2630  
30<sup>th</sup> October 2017

Mayor John Rooney  
Snowy Monaro Regional Council  
81 Commissioner St.  
Cooma

Dear John,

At our general meeting held on the 25<sup>th</sup> October 2017 one of our members noted that he had assisted at a fire out of our area. He spent time in a brigade vehicle with a reverse camera. He was very impressed with the safety aspect provided by the camera, particularly on the fire ground.

It was agreed at our meeting that our equipment officers investigate the purchase of 5 reverse cameras to fit to our brigade vehicles. Apparently suitable cameras could be purchased at a cost of \$350 to \$500 each.

However the funds that our brigade has accumulated over the years through fundraising and donations has dwindled through the purchase of sundry equipment for the brigade vehicles and normal running costs. An example is the purchase of electric hose reels for two of the brigade vehicles. These purchases have improved the value and efficiency of these vehicles which are owned by the council.

Our brigade requests that the Snowy Monaro Regional Council fund the purchase of these cameras.

They would be a great addition to our fleet and improve the efficiency and more particularly the safety of our volunteers on the fire ground.

Yours sincerely



Marty Timmins

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**Submission #2: (page 1 of 4)**



**Application for Financial Assistance (Donation) from Snowy Monaro Regional Council  
In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993**

|  |
|--|
| 1. Applicant (include address and ABN if applicable)<br><br>Lake Light Sculpture Inc<br>PO Box 653, JINDABYNE NSW 2627<br>ABN – 86 819 273 653   |
| 2. Location/address:<br>Banjo Paterson Park, JINDABYNE   |
| 3. Date of establishment or inauguration:<br>2002  |
| 4. Is your organisation registered for GST?<br>No  |
| 5. Amount of funding requested:<br>Waste to Art Award - (2017, \$1,500)<br>Sponsorship - (2017, \$1,800)<br>Waste/Recycling (Refer attached application) - \$412<br>Waiver of Banner Fee at entry to Jindabyne – Est \$50<br><br>Hence, minimum financial support approximates \$4,000 |
| 6. Brief description of the nature and objectives of applicant/recipient organisation:<br>Deliver annual Easter outdoor sculpture exhibition event   |
| 7. Purpose for which assistance is sought:<br><input checked="" type="checkbox"/> In kind support<br><input checked="" type="checkbox"/> Waste management eg, provision of bins/rubbish and recycling removal etc  |

**Submission #2: (page 2 of 4)**

|  |
|--|
| <p>(amounts include staff time for drop off and collection)</p> <p>X Mowing / gardening</p> <p><input type="checkbox"/> Road closures (amounts include staff time)</p> <p>X Fee waiver eg, DA / hall hire fees</p> <p>X Promotion via print media, Council website etc</p>   |
| <p>8. Which category does the event fit within Council's Delivery &amp; Operations Program?</p>  |
| <p>9. Financial details of project or program for which assistance is sought:</p> <p>Refer covering letter</p>   |
| <p>10. Total cost of project or program:</p> <p>Delivery of entire event equates to approx. \$40K annually</p>   |
| <p>11. Details of other funding received from SRSC if any:</p> <p>Waste to Art Award (2017; \$1,500)</p> <p>Event Sponsorship (2017; \$1,800)</p> <p>Refer also Covering Letter</p>  |
| <p>12. Details of other financial assistance sought or obtained:</p> <p>Refer Covering Letter</p>  |
| <p>13. How will Council funding be acknowledged eg logo or signage</p> <p>Event Catalogue – Welcome from Event Partners /Mayor's welcome address</p> <p>Event Posters – Logo at Sponsor Banner</p> <p>Opening &amp; Closing Official Ceremonies – Invitation to attend &amp; address guests/Present Awards</p> <p>Various other print &amp; social media</p> |
| <p>14. Details of Office Bearers or other involved parties:</p> <p>Chairperson – Lisa Matthes 0409 553 651</p> <p>Treasurer/Sponsorship Coordinator – Carmen Phillips</p> <p>Refer Contact List attached</p>   |

Submission #2: (page 3 of 4)

|   |
|---|
| <p>15. What services or activities will the recipient provide to SRSC residents?<br/>Premier Easter Tourism Event<br/>Premier Arts event on SMRC calendar<br/>Immense civic pride &amp; enjoyment for SMRD residents of all ages &amp; demographics<br/>Destination attraction for SMEs &amp; local economy over Easter period</p>  |
| <p>16. <b>Attach</b> financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation's bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).</p> <p>Are these attached? No</p> |
| <p>17. What services or activities will the recipient provide to SRSC residents?<br/>Annual Easter Outdoor Sculpture Exhibition for 16<sup>th</sup> year</p>  |

18. Signed for and on the behalf of the applicant/recipient organisation:

|                        |                                |
|------------------------|--------------------------------|
| Signature:             | <input type="text"/>           |
| Name:                  | Lisa Matthes                   |
| Office held / Position | Chairperson                    |
| Postal Address:        | PO Box 653, JINDABYNE NSW 2627 |
| Telephone Number/s     | 0409 553 651                   |
| Date:                  | 10 Nov 2017                    |

Please return by post to PO Box 714, Cooma NSW 2630, or email to [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)

**Submission #2: (page 4 of 4)**

**OFFICE USE ONLY:**

**Date application received:**

**Which function of Council is exercised by this donation?**

| <b>Tick</b> | <b>Department / Area for Costing</b> | <b>Amounts charged</b> |
|-------------|--------------------------------------|------------------------|
|             | Waste & Recycling                    |                        |
|             | Community & Environmental Services   |                        |
|             | Parks & Gardens                      |                        |
|             | Human Resources (staff time)         |                        |
|             | Other (hall /oval fee waivers etc)   |                        |

**Is public notice required?**

**Date and method of public notice:**

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**Submission #3: (page 1 of 3)**



**Snowy River RSL Sub-Branch**

ABN 23 207 431 386

**PO Box 1017**

**JINDABYNE NSW 2627**

**November 2017**

Mr Joe Vescio  
General Manager  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

**COUNCIL SUPPORT FOR SNOWY RIVER RSL SUB-BRANCH**

As Council will be aware, the Snowy River Sub-Branch of the RSL has been the custodian and organizer of commemorative events in Berridale and Dalgety for more than 95 years and, more recently, in Jindabyne, for than 50 years.

Over the period, the Dalgety Shire Council and, since 1939, the Snowy River Shire Council, have been supportive of the Sub-Branch in kind and financially.

The Sub-Branch regards its relationship with the council of the day as a partnership and seeks to continue such a relationship to the benefit of the community. The Sub-Branch was thus particularly appreciative of the Council's renewed financial contribution received earlier this year.

The Sub-Branch always seeks to optimise opportunities for Department of Veterans' Affairs (DVA) and other Commonwealth and State government grants, but these are limited in amount and scope and are not available for ongoing commemorative activities.

Council will be aware of the Sub-Branch's successful Project TAHI initiative around ANZAC Day 2017, which emphasised the New Zealand aspects of the ANZAC history and tradition and included a regional commemorative tour by elements of the New Zealand Mounted Rifles Charitable Trust, the 7th Light Horse Bemboka Troop and the Snowy Mountains Horse Riders' Association to Adaminaby, Berridale, Dalgety, Bombala and Bungarby.

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**Submission #3: (page 2 of 3)**

The Sub-Branch has also developed phased plans to consolidate the Jindabyne Banjo Paterson Park Commemorative Area, to refurbish the Memorial Gates at the Jindabyne Cemetery and to maintain and upgrade the Berridale Memorial Precinct.

It is proposed that the Jindabyne project include a permanent stone lecturn, element protection for the deployed public address system, consolidation of existing and proposed plaques and a memorial point of focus. The Sub-Branch has already replaced the previously inadequate flagpole at its own expense.

The issues relevant to the Berridale Memorial Precinct include:

- Ongoing maintenance of the Cenotaph;
- Repositioning and replacement of the deteriorating flagpole;
- Internal access, eg., footbridge and
- Repositioning of Bofors gun.

The Sub-Branch intends seeking DVA grants, opportunities within the NSW Government's Community Development Fund War Memorial Grants scheme and Council support for the implementation of these projects.

Another recent initiative of the Sub-Branch is the annual \$200.00 Charlie Roberson Memorial Citizenship Award at Dalgety Public School. The Sub-Branch provides ongoing financial support to the Snowy Monaro's Australian Navy Cadet unit, TS ORION, all the Berridale, Dalgety and Jindabyne schools and the Berridale Red Cross.

Council may be aware that the RSL NSW State Branch, in the context of internal governance issues, has suspended all fund raising by sub-branches. It is hoped that this suspension will be lifted prior to ANZAC Day 2018. In the interim, donations are not subject to the suspension.

Council should also be aware that the only monies ever forwarded to NSW State Branch by the Snowy River Sub-Branch are the levied \$27.00 capitation per member, paid out of individual member's fees. All monies received by donation or fund raising are retained within the Sub-Branch for welfare and commemorative expenses.

As Council will also be aware, the level of community involvement in commemorative events, and particularly ANZAC Day, has increased markedly in recent years. The Sub-Branch accepts that this is a generational national trend, but the increased attendance at the Berridale Main Service and the Jindabyne Dawn and Main services – estimated at 1,000 and 2,000 respectively – can be attributed to a range of local factors, not the least of which

are the Sub-Branch's demonstrated competence, hard work and professionalism in organizing and staging the ceremonies. The ongoing contribution of the Royal Australian

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**Submission #3: (page 3 of 3)**

Navy's 723 Squadron personnel and aircraft, orchestrated by the Sub-Branch, is also a factor, as our other Sub-Branch initiatives such as Project TAHI and the involvement of diverse local and visiting community groups.

This increased patronage attracts increased costs, particularly in regard to the Jindabyne CWA Morning Tea, which was supported in 2017 in an amount of \$600.00, and this requirement is expected to increase in 2018.

Fixed annual ANZAC Day expenses are in excess of \$1,200.00 and rising and the Sub-Branch's annual discretionary, but longstanding, community donations are in excess \$1,500.00.

The Sub-Branch's income is only derived from membership fees (\$240.00 pa), bank interest (\$230.00 pa) and donations from the public including, in recent years, from the Sore Boars Rugby Club from ANZAC Day activities at Berridale, all of which are currently suspended. The Sub-Branch's accounts are audited annually.

The Sub-Branch therefore requests that consideration be given to Council committing to the ongoing support of the Snowy River Sub-Branch in an amount of not less than \$1,500.00 per annum, reviewed annually.

Yours faithfully,

(Ian Graham)  
President

**For Information:**

Councilor Peter Beer  
Councilor John Castellari  
Councilor Brian Old

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**President**

Ian (Ruffy) Graham  
0427 270 389  
[ruffygraham@bigpond.com](mailto:ruffygraham@bigpond.com)

**Secretary**

Steve Youll OAM  
0414 953 292  
[stephen@youll.com.au](mailto:stephen@youll.com.au)

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Submission #4: (page 1 of 2)

Curry Flar  
Nimmidobal  
2637.

RECEIVED  
30 OCT 2017

BY: .....

Dear Sir, I am writing to request  
a truck load of mulch for the trees  
in Nimmidobal. The trees were given  
by the Nimmidobal Garden Club.  
If the mulch could be dumped behind  
the Goldmocher building and the volunteers  
would then be able to spread it to all  
the trees.

I hope you will look kindly at my  
request. Yours sincerely

[Redacted Signature]

30 October 2017.

member of tree  
committee NBL  
Garden Club.

P.S. We hope to begin mulching the  
trees in two weeks time  
many thanks. J.

**Submission #4: (page 2 of 2)**

**From:** Mandy Thurling

**Sent:** Friday, 3 November 2017 12:04 PM

**To:** Nola Bowen ([Nola.Bowen@snowymonaro.nsw.gov.au](mailto:Nola.Bowen@snowymonaro.nsw.gov.au))

**Subject:** 17 33211 2017 10 30 - Letter - Sue Jardine - Nimmitabel Garden Club - Requesting donation of Mulch for trees in Nimmitabel.PDF

Hi Nola

Please see request for donation of compost for mulching of trees at Nimmitabel.

They are requesting delivery shortly so they can mulch the trees in 2 weeks

Value of support will be \$720.00 – compost, staff and plant.

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**Submission #5: (page 1 of 4)**



**Application for Financial Assistance (Donation) from Snowy Monaro Regional Council**

**In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993**

|   |
|---|
| 1. Applicant (include address and ABN if applicable)<br>PERISHER RESORTS CHAMBER OF COMMERCE / PEAK FESTIVAL<br><br>ABN: 13628276475  |
| 2. Location/address:<br>PO BOX 34, PERISHER VALLEY NSW 2624   |
| 3. Date of establishment or inauguration:<br>INITIAL EVENT HELD 2009  |
| 4. Is your organisation registered for GST?<br>Yes  |
| 5. Amount of funding requested:<br>\$6,750  |
| 6. Brief description of the nature and objectives of applicant/recipient organisation:<br><br>Peak Festival is run by the Perisher Resorts Chamber of Commerce and over the 9 years it has run it has increased visitation to the Snowy Mountains region over June long weekend in what is considered a quiet shoulder period. Occupancy is now almost at capacity for June long weekend in Perisher and to continue to grow, to increase ticket sales and increase visitation to the region Peak needs to expand awareness into the Jindabyne area. The need to increase the sense of arrival and the general Festival awareness was identified in the DNSW assisted 2017 Peak Festival survey.<br><br>To address this we would seek to develop an iconic symbol by way of a series of larger than life size, cut out figures playing various musical instruments. These symbols will be displayed in prominent positions in the Jindabyne area. Initially we would have four different figures which could be used separately, or in groups of three or four "musicians". |

**Submission #5: (page 2 of 4)**

7. Purpose for which assistance is sought:

- In kind support
- Waste management eg, provision of bins/rubbish and recycling removal etc  
(amounts include staff time for drop off and collection)
- Mowing / gardening
- Road closures (amounts include staff time)
- Fee waiver eg, DA / hall hire fees
- X Promotion via print media, Council website etc DISPLAY OF ICONIC PEAK FESTIVAL SYMBOLS IN JINDAYBNE

8. Which category does the event fit within Council's Delivery & Operations Program?

Under key direction 3-Strengthening Our Local Economy

Particularly 3.1.1, 3.1.3, 3.1.4 and 3.2.1

Peak Festival encourages increased visitation, increased spend per person, increased occupancy rates, increased awareness of the region and extended seasonal employment

9. Financial details of project or program for which assistance is sought:

Budget – 50 Units:

|                               |         |
|-------------------------------|---------|
| Design                        | \$ 750  |
| Manufacture including fixings | \$3,750 |
| Painting and finishing        | \$2,250 |
| Total Budget 50 Units         | \$6,750 |

All components will be undertaken by local Jindabyne businesses for which quotes have been obtained.

10. Total cost of project or program:

\$6,750

**Submission #5: (page 3 of 4)**

|  |
|--|
| <p>11. Details of other funding received from Council if any:<br/>nil</p>  |
| <p>12. Details of other financial assistance sought or obtained:<br/>Peak Festival has completed a program of triennial funding via Destination NSW via the Regional Flagship Event Program and is now seeking funding through the Destination NSW Event Development Fund for a marketing specialist, Festival shuttle from Jindabyne to Perisher, development of the iconic symbols for the resort area and development of a Festival App to enhance the visitor experience.</p>  |
| <p>13. How will Council funding be acknowledged eg logo or signage<br/>Council would be acknowledged on the Peak website, all Peak social media channels, sponsor banners at each venue during Peak Festival, advertisement in the Peak Festival program, all print, TV and radio advertising.</p>   |
| <p>14. Details of Office Bearers or other involved parties:<br/>Nick Kennedy Perisher Chamber of Commerce President<br/><br/>Belinda Shore Perisher Chamber of Commerce Vice President/Festival Director</p>   |
| <p>15. What services or activities will the recipient provide to SMRC residents?</p> <ul style="list-style-type: none"> <li>• A significant regional event attracting musicians and festival goers from across the country.</li> <li>• An opportunity for community members to participate via the dedicated Community and Youth Stages which run across the 4 day Festival in Perisher.</li> <li>• An opportunity to be involved by volunteering at the event.</li> <li>• A promotional tool for increasing overnight visitation to the Snowy Mountains region.</li> </ul>        |
| <p>16. <b>Attach</b> financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation's bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).</p> <p>Are these attached? Yes</p> |
| <p>17. What services or activities will the recipient provide to SMRC residents?<br/>This seems to be covered in point 15</p>  |

**Submission #5: (page 4 of 4)**

18. Signed for and on the behalf of the applicant/recipient organisation:

|                        |                                    |
|------------------------|------------------------------------|
| Signature:             | Via email – <i>Tracy Thew</i>      |
| Name:                  | Tracy Thew                         |
| Office held / Position | Administration Manager             |
| Postal Address:        | PO Box 34 Perisher Valley NSW 2624 |
| Telephone Number/s     | 0411172969                         |
| Date:                  | 1/12/17                            |

Please return by post to PO Box 714, Cooma NSW 2630, or email t

**OFFICE USE ONLY:****Date application received:****Which function of Council is exercised by this donation?**

| Tick | Department / Area for Costing      | Amounts charged |
|------|------------------------------------|-----------------|
|      | Waste & Recycling                  |                 |
|      | Community & Environmental Services |                 |
|      | Parks & Gardens                    |                 |
|      | Human Resources (staff time)       |                 |
|      | Other (hall /oval fee waivers etc) |                 |

**Is public notice required?**

Date and method of public notice:

Peak

|                                  |  |  | <b>Jun 30, 17</b> |
|----------------------------------|--|--|-------------------|
| <b>ASSETS</b>                    |  |  |                   |
| <b>Current Assets</b>            |  |  |                   |
| <b>Chequing/Savings</b>          |  |  |                   |
|                                  |  | <b>Cash Reserve 18-3803</b>            | 35,482.27         |
|                                  |  | <b>Cheque Acc #64-0058</b>             | 18,782.20         |
|                                  |  | <b>Clearing Account</b>                | 261.00            |
|                                  |  | <b>Total Chequing/Savings</b>          | 54,525.47         |
| <b>Accounts Receivable</b>       |  |  |                   |
|                                  |  | <b>Accounts Receivable</b>             | 24,039.96         |
|                                  |  | <b>Total Accounts Receivable</b>       | 24,039.96         |
|                                  |  | <b>Total Current Assets</b>            | 78,565.43         |
| <b>TOTAL ASSETS</b>              |  |  | <b>78,565.43</b>  |
| <b>LIABILITIES</b>               |  |  |                   |
| <b>Current Liabilities</b>       |  |  |                   |
| <b>Accounts Payable</b>          |  |  |                   |
|                                  |  | <b>Accounts Payable</b>                | 27,953.61         |
|                                  |  | <b>Total Accounts Payable</b>          | 27,953.61         |
| <b>Other Current Liabilities</b> |  |  |                   |
|                                  |  | <b>Artist Merchandise</b>              | 1,129.09          |
|                                  |  | <b>Accrued Expenses</b>                | 2,050.48          |
|                                  |  | <b>Tax Payable</b>                     | 6,408.44          |
|                                  |  | <b>Total Other Current Liabilities</b> | 9,588.01          |
|                                  |  | <b>Total Current Liabilities</b>       | 37,541.62         |
| <b>TOTAL LIABILITIES</b>         |  |  | <b>37,541.62</b>  |
| <b>NET ASSETS</b>                |  |  | <b>41,023.81</b>  |
| <b>EQUITY</b>                    |  |  |                   |
|                                  |  | <b>Opening Bal Equity</b>              | 5,353.62          |
|                                  |  | <b>Retained Earnings</b>               | 6,713.03          |
|                                  |  | <b>Net Income</b>                      | 28,957.16         |
| <b>TOTAL EQUITY</b>              |  |  | <b>41,023.81</b>  |

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## 16.7 SNOW MONARO REGIONAL COUNCIL COMMUNITY STRATEGIC PLAN UPDATE

Record No:

|                          |  |
|--------------------------|--|
| Responsible Officer:     | Director Corporate and Community Services  |
| Author:                  | Group Manager Governance   |
| Key Direction:           | 7. Providing Effective Civic Leadership and Citizen Participation  |
| Delivery Plan Strategy:  | DP7.1.1.1 Ensure that legislative obligations are met throughout all Council departments.  |
| Operational Plan Action: | OP7.5 Complete reporting requirements in accordance with legislation.  |
| Attachments:             | 1. Office of Local Government Integrated Planning and Reporting Manual ( <i>Under Separate Cover</i> ) <a href="#">⇒</a><br>2. IPR Rollout Activity Schedule ( <i>Under Separate Cover</i> ) <a href="#">⇒</a> |
| Cost Centre              | 3020   |
| Project                  | IP&R Reporting   |

### EXECUTIVE SUMMARY

The guidelines provided by the Office of Local Government for the development of the Community Strategic Plan(CSP) are:

#### **3 – 9 months after election January – March**

*Community engagement program is undertaken and a draft Community Strategic Plan prepared. Resourcing Strategy is reviewed and updated and a draft Community Strategic Plan and resourcing options are presented to the community for further comment. Work commences on the Delivery Program*

#### **6 – 9 months after election April – June**

*The Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan for the first year are finalised and adopted in time for the new financial year.*

***All councils with elections in September 2017 must adopt a community strategic plan by 30 June 2018.***

Snowy Monaro Regional Council has made progress in the development of the CSP.

Prior to the elections SMRC undertook the following to progress the development of the CSP:

- Merged the former Council delivery and operational plans to a consolidated view.
  - Developed a community engagement questionnaire for the CSP.
  - Facilitated a series of forums with the Community to determine what they wanted including face to face engagement, hard copy responses and through the internet “Bang the Table” mechanism.
  - Collation of the data captured from the Community
  - Development of themes for the content for the CSP.
-

The following activities are scheduled for the next 4 months:

- Finalising a schedule for the completion of the CSP which will include the Delivery Program and Resourcing Strategy and Long Term Financial Plan.
- A review of the collated responses will be undertaken and assessed with the current Operational Plan.
- Development of a draft CSP will be developed and presented to Council.
- Community Consultation of the draft CSP

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

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

That Council receive and note the update on the Community Strategic Plan

#### **BACKGROUND**

The OLG provide guidelines for the elements of Integrated Planning and Reporting and a copy of the guideline manual is attached to this report for reference;

- Integrated-Planning and Reporting Manual

Councillors will be provided with a more detailed understanding of the SMRC IPR Rollout activity schedule at the workshop on 14 Dec 2017 from 3 – 4pm. The document has been attached to this report for reference;

- IPR Rollout Activity Schedule

To date the primary activity undertaken for the CSP since April 2017 has been the Community Engagement activities. A summary of the approach undertaken is provided in the overview below.

#### **OVERVIEW : CSP VISIONING – COMMUNITY ENGAGEMENT APPROACH**

Council's 20 year Community Strategic Plan (CSP) is currently being developed following an intensive community visioning engagement process conducted from April to July 2017, and utilised a range of best and common practice engagement methods. The purpose of this particular engagement process was to inform the development of the CSP by inviting input and ideas from the community.

The NSW *Local Government Act 1993* requires all Councils to develop a Community Engagement Strategy, for the purpose of establishing a community engagement approach not only for the CSP but for future engagement to be undertaken across Council. The Snowy Monaro Regional Council *Community Engagement Strategy* was adopted in April 2017.

When Councils facilitate the development of the Community Strategic Plan they are required to gain an understanding on the following key questions:

- Where are we now?
- Where do we want to be?
- How will we get there?
- How will we know when we get there?

The table below details the range of engagement approaches utilised.

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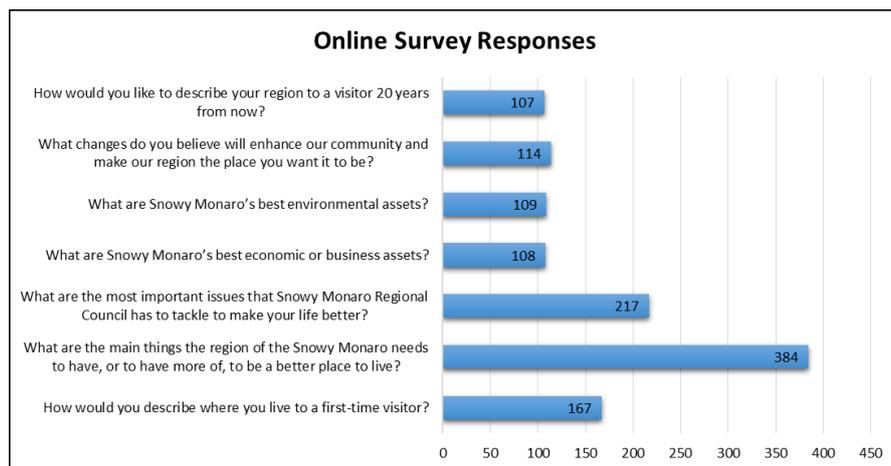
| Method   | Comments   |
|--|--|
| Visioning Forums                               | <ul style="list-style-type: none"> <li>• Adaminaby</li> <li>• Berridale</li> <li>• Bombala</li> <li>• Cooma</li> <li>• Delegate</li> <li>• Jindabyne</li> </ul>  |
| Drop in sessions                               | <ul style="list-style-type: none"> <li>• Bredbo</li> <li>• Michelago</li> <li>• Numeralla</li> <li>• Nimmitabel</li> </ul>   |
| School workshops                               | <ul style="list-style-type: none"> <li>• Bombala</li> <li>• Jindabyne</li> <li>• Cooma</li> </ul>  |
| Attend personal community groups by invitation | The CWA invited Council to present at their meeting.   |
| Hard copy survey                               | Handed out by Council staff in town shopping precincts and by Waste staff members to those more remote locations.  |
| On line Surveys                                | 'Your Say' – Councils new online survey and community engagement platform  |
| Radio announcements                            | Advertising each of the key forums   |
| Media releases                                 | Advertising the purpose and timing of the community engagement sessions  |
| Posters in public facilities                   | i.e. libraries   |
| Events Presence                                | Cooma Rotary Markets<br>Wild Brumby Markets  |
| Photo Competition                              | The community were invited to submit photos of what they love about the region.  |
| Local Representative Committee                 | Regular meetings held  |
| Cooma Monaro Interagency                       | As a member Council of this vital community welfare organisation Council addressed the meeting and sent emails to the Interagency Groups members to share the engagement opportunities with their representative groups. |

At the forums and workshops Council asked seven key visioning questions (below) of the community and the responses to these and input from other sources will be used in the development of Council's 20 year plan.

#### Seven key questions

1. How would you describe where you live to a first-time visitor?
2. What are the main things the region of the Snowy Monaro needs to have, or to have more of, to be a better place to live?
3. What are the most important issues that Snowy Monaro Regional Council has to tackle to make your life better?
4. What are Snowy Monaro's best economic or business assets?
5. What are Snowy Monaro's best environmental assets?
6. What changes do you believe will enhance our community and make our region the place you want it to be?
7. How would you like to describe your region to a visitor 20 years from now?

The response from the community was extremely positive and elicited hundreds of responses across the multiple forums and across all areas of the local government area. The online survey attracting over 1200 comments alone across the 7 questions.



The development of the CSP will also be informed from engagement undertaken through other Council processes conducted earlier in the 2017 such as for the development of the Disability Inclusion Action Plan.

Many staff across Council departments welcomed the opportunity to facilitate activities in relation to the CSP community engagement process and their efforts to attract the level of feedback and participants across the region is to be applauded. The level of engagement undertaken and community feedback received to date has been considerable and is considered significant in comparison to that which has been achieved by much larger councils than Snowy Monaro Regional Council.

### Conclusion

Community input along with information from a range of external and internal sources will assist Council to inform and develop a high level aspirational Draft Community Strategic Plan.

Once the Draft Community Strategic Plan is developed it will be placed on public exhibition for at least 28 days. During which time further community and stakeholder engagement will be conducted. Submissions received during the exhibition period will be reviewed and considered prior to the finalisation of Council's 20 year CSP.

## QUADRUPLE BOTTOM LINE REPORTING

### 1. Social

Council strives to provide a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment and reliable infrastructure. The engagement with the community allows Council to respond to these needs.

### 2. Environmental

The development of the CSP will enable the Council to understand the concerns of the Community regarding Environmental impacts and ensure that the Delivery and Operational plans are used to facilitate the priorities identified through the Community engagement process.

### 3. Economic

The development for the CSP, Delivery and Operational Plans has been included in the annual budget.

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

In addition to the Integrated Planning and Reporting being a requirement under the Local Government Act 1993 s406, the development of the CSP by Council provides a clear picture for the future, and the planning process can also help councils to better connect with their communities to gain a more detailed understanding of their area and its regional context.

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## 16.8 BEYOND THE SOCIAL PLAN: INTEGRATING SOCIAL PLANNING OBJECTIVES INTO THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

Record No:

|                                   |   |
|-----------------------------------|---|
| Responsible Officer:              | Director Environment & Sustainability   |
| Author:                           | Community Development Officer   |
| Key Direction:                    | 7. Providing Effective Civic Leadership and Citizen Participation   |
| Delivery Plan Strategy:           | DP7.12 Through clear and consistent communications, Council provides the community with timely feedback in progress towards goals.  |
| Operational Plan Action:          | OP7.30 Council's monitoring and reporting mechanisms enable timely and accurate information on progress towards achieving the community's goals identified in the adopted strategic and operational plans in accordance with the IPR framework.   |
| Attachments:                      | Nil   |
| Cost Centre                       | 2420 – Community Development  |
| Project                           | Social Plan   |
| Further Operational Plan Actions: | Further actions include, but are not limited to:<br>OP2.4 (community transport); OP2.11 (parking management); OP2.12 (parking enforcement); OP2.13 (pedestrian and shared Pathways) OP3.2 (industry diversification); OP3.11 (creative industries); OP3.12 (employment and apprenticeship opportunities); OP3.22 (University Centre); OP3.23 (libraries); OP4.4 (cultural diversity); OP4.8 (arts and culture); OP4.9 (volunteering); OP4.10 (access to health and social services); OP4.14 (social inclusion); OP4.15 (community groups); 4.16 (youth services); OP4.17 (Aboriginal engagement); OP5.1 (accessible Council facilities); OP5.7 (health travel options); OP6.16 (CBD structural plan); OP6.20 (Jindabyne Action Plan); OP7.5 (reporting per legislation); OP7.14 (removal of barriers to economic and community development) |

### EXECUTIVE SUMMARY

In 2009, changes to the NSW *Local Government Act 1993* introduced the requirements of Integrated Planning and Reporting (IP&R). This framework required all councils to develop and deliver a holistic approach to community and council planning and reporting, and mandated the development of the following framework components:

- A minimum ten year Community Strategic Plan (CSP) (SMRC 20 years);
- A four-year Delivery Program;
- A one-year Operational Plan; and, critically
- A Resourcing Strategy.

Prior to the changes in 2009, councils in New South Wales developed social plans to identify social issues facing our communities, and to ensure these needs were considered in the planning and delivery of council services. These plans helped to ensure councils met their social justice obligations.

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Once a separate document, the social plan – and its social planning outcomes and objectives – must now be fully integrated into council’s core planning documents, and considered in the development of each of the above integrated planning documents. As such, the development of a social plan is no longer a legislative requirement.

In fact, the Office of Local Government (OLG) has advised Council that social plans are now considered “historical documents” to be used for reference purposes. The OLG’s interest and expectations now focus on how councils successfully integrate social planning objectives into the Integrated Planning and Reporting Framework (IP&R).

Executed correctly, integration of social planning ideals and objectives into Council’s IP&R documents will result in better outcomes for our community (versus an independent social plan) by ensuring these social objectives are:

- Resourced;
- Assigned to the correct team or department;
- Assigned deliverables and key performance indicators; and
- Valued within the context of their community impacts and relationship to other key areas.

The integration of social planning into the IP&R suite is an exciting opportunity to ensure meaningful implementation of social objectives right across the region.

In the coming months, Council’s Community Development and Community Services teams will work in partnership with Governance to ensure complete and meaningful integration of social planning ideals and objectives occurs. This will include integration of Council’s Disability Inclusion Access Plan objectives; as well as the development of a Social Demographic Profile, based on Census and other available data, to inform the integrated planning process as well as the community.

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

#### **OFFICER’S RECOMMENDATION**

1. That Council receive and note the information in the report about the integration of social planning into Council’s Integrated Planning and Reporting documents.
2. That staff resources be directed into incorporating social planning objectives into the Integrated Planning and Reporting suite, including the Community Strategic Plan currently under development.
3. That staff prepare a Social Demographic Profile for the information of Council and the community.
4. That the Integrated Planning and Reporting suite, supported by the Social Demographic Profile, take the place of a stand-alone Social Plan.

#### **BACKGROUND**

Social plans were stand-alone documents that identified key social issues facing a community. The social planning process typically involved:

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- An in-depth analysis of the most recent Census data to develop demographic profiles for the community with an emphasis on social justice groups, e.g.:
  - Children
  - Young people
  - People with a disability
  - The aged
  - Women
  - Aboriginal and Torres Strait Islander Peoples
  - Culturally and Linguistically Diverse Peoples
  - People of diverse sexualities (note: this group has been added only recently and has not previously been addressed by our social planning processes)
- A comparison of the current demographic data to previous years in order to measure change over time
- Extensive community consultation with an emphasis on the aforementioned social justice groups
- Development of a plan, including recommendations for action, based on the data collected

This process took place over a number of months and was the main focus of the Community Development Officer, or an external consultant, during this period. Social plans typically cost council between \$5,000 and \$20,000 plus staff time, depending on the style of development and delivery.

Social plans were intended to draw attention to both the strengths of a community and areas of disadvantage within a community, with the objective of addressing this disadvantage through councils' other planning processes, service delivery, advocacy, etc. In reality, social plans were rarely well integrated into Council's core business and planning documents, and their objectives poorly resourced. As stand-alone documents, social plans literally stood alone: distinct from Council's Management Plan, something for community services and community development staff to deliver independently. This reinforced a "siloes" approach to service delivery and the notion that social outcomes and objectives are distinct from the core business of council.

The Integrated Planning and Reporting Framework (IP&R) helps to shift this thinking. It:

"recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for education and employment, and reliable infrastructure. The difference lies in how each community responds to these needs. It also recognises that council plans and policies should not exist in isolation - that they are inter-connected. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future." (NSW Office of Local Government)

Rather than developing a stand-alone social plan that sits on the periphery of Council's day-to-day functions, the IP&R Framework requires that social considerations be given equal weight to other considerations within the context of Council's high level strategic planning processes and day-to-day activities. It achieves this through a quadruple-bottom-line business model; and by stipulating that the Community Strategic Plan "be based on the social justice principles of equity, access, participation, and rights."

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Snowy Monaro Regional Council's IP&R suite of documents will include:

- An aspirational twenty-year Community Strategic Plan (CSP)
- A four-year Delivery Program, which transforms the strategic goals set in the CSP into actions
- The one-year Operational Plan, which provides detailed actions and key performance indicators
- The Resourcing Strategy, which includes several key documents designed to clarify
  - Which elements of the CSP Council will take responsibility for; and
  - How the Delivery Program and Operational Plans will be resourced

Council has already undertaken extensive consultation with the community in relation to their aspirations and priorities. This information, combined with current Census data and other demographic information; past social and cultural plans; the Disability Inclusion Access Plan; and staff knowledge of the community, will ensure the Community Strategic Plan and related documents have a strong social conscience that reflects community needs and priorities. Staff will ensure a Social Demographic Profile is developed to compliment the IP&R suite.

Executed correctly, integration of social planning objectives into the IP&R Framework will result in better outcomes for our community (versus an independent social plan) by ensuring appropriate allocation of resources and responsibility.

Council looks forward to increasing the emphasis placed on social planning by ensuring that its planning and reporting standards are elevated to the highest level council plan, the Community Strategic Plan, and ensuring that these aspirations are met through increased cross-organisation resourcing, planning and reporting.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Incorporation of social planning ideals and objectives into Council's highest level strategic planning document, the Community Strategic Plan, and the resultant Delivery Program and Operational Plans, will ensure that social objectives are fully resourced and appropriately allocated to the appropriate staff for delivery. This will improve social outcomes for our community.

### **2. Environmental**

An integrated approach to social planning recognised the strong relationship between social, environmental and economic issues faced by communities. Projects that improve social outcomes, for example community gardens, have obvious, positive environmental outcomes. Equally, improvements to roads and footpaths that benefit the community on a social level can have positive environmental impacts by encouraging residents and visitors to walk rather than drive.

All elements of the quadruple-bottom line are interrelated; each decision we make about community infrastructure and activities impacts our environment, economy, and governance in innumerable ways.

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### **3. Economic**

Ensuring the integration of social planning objectives, including Disability Inclusion Access Plan objectives, may require the allocation of additional hours and resources to the Community Strategic Planning Consultant currently employed by Council. It will also require a great deal of the Community Development team's attention; however, such undertakings are core to the role.

Council can expect to save several thousand dollars by incorporating social planning into the IP&R suite, versus a stand-alone plan. These savings come from the costs associated with consultation and hiring of an external consultant.

More broadly, many "social" objectives have significant economic impacts. These include employment, education, and housing. Ensuring a holistic approach to council planning maximises economic potential.

### **4. Civic Leadership**

Incorporating social planning objectives into the IP&R Framework tells the community that Council is listening. Over the last several years, this council has undertaken extensive community consultation. They have been very clear about their vision for our region, and their priorities for Council. The community now expects Council to deliver on this vision. Ensuring social planning objectives are quickly and meaningfully incorporated into the suite of IP&R documents will allow us to take decisive action for the community, delivering promised projects and services, sooner rather than later.

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## 16.9 ANSWERS TO QUESTIONS WITHOUT NOTICE FOR NOVEMBER 2017

Record No:

|                                   |  |
|-----------------------------------|--|
| Responsible Officer:              | Director Corporate and Community Services  |
| Author:                           | Secretary Council & Committees   |
| Key Direction:                    | 7. Providing Effective Civic Leadership and Citizen Participation  |
| Delivery Plan Strategy:           | DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest. |
| Operational Plan Action:          | OP7.7 Provide timely, accurate and relevant information to Council to enable informed decision making.   |
| Attachments:                      | 1. Answers to Questions Asked at the November Meeting <a href="#">↓</a>  |
| Cost Centre                       | 3120 Governance  |
| Project                           | Questions with or without notice   |
| Further Operational Plan Actions: |  |

### EXECUTIVE SUMMARY

In order to provide Councillors with answers to questions asked at Council Meetings, a report has been generated in InfoCouncil with all outstanding questions as documented and recorded in the minutes for the November meeting.

This report (attached) includes responses or updates on questions not previously answered for the November meeting.

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

#### OFFICER'S RECOMMENDATION

That Council receive and note the responses to outstanding questions raised by Councillors for the November meeting.

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| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

|  |                 |                          |                       |
|--|-----------------|--------------------------|-----------------------|
| Ordinary Council Meeting 16<br>November 2017 | General Manager | Questions Without Notice | Recent MOU Agreements |
|--|-----------------|--------------------------|-----------------------|

**21.1 RECENT MOU AGREEMENTS**

Councillor Peter Beer

Question: Can Council have a report on both MOU's as to the progress of such. Reports to include at least the following:

- What obligations are Council expected to undertake now and in the future?
- Are both MOU's finalised?
- What financial arrangements have been agreed to?
- What are the future advantages for the Regional Council with MOUs?

I refer to the Administrators Report to the Community, Key Direction 2 dot point 7 and Key Direction 3 dot point 7.

Answer: MoU for SMEC site – a meeting was held with the representatives that attended the Council meeting on 22 November, to update them with the processes in place. A draft MOU has been drawn up, but this is waiting for contact from SMEC regarding the funding of a business case to examine possible future uses for the site. It is understood from the representatives that the approach from SMEC will be made shortly.

| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

|  |   |                          |                                     |
|--|---|--------------------------|-------------------------------------|
| Ordinary Council Meeting 16<br>November 2017 | Director<br>Environment &<br>Sustainability | Questions Without Notice | Council Submission on Proposed SEPP |
|--|---|--------------------------|-------------------------------------|

**21.2 COUNCIL SUBMISSION ON PROPOSED SEPP**

Councillor Peter Beer

Question: Is Council going to make a submission on the proposed consolidation of Rural Developments SEPP, and can a report be provided by staff on the impact of the proposal's for the new Regional LEP and our existing LEP's?

Answer: Submission on Rural development SEPP – report has been done for December Council meeting.

| Meeting  | Officer/Director                            | Section                  | Subject                       |
|--|---|--------------------------|-------------------------------|
| Ordinary Council Meeting 16<br>November 2017   | Director<br>Environment &<br>Sustainability | Questions Without Notice | Regional Strategic Plan (LEP) |
| <b>21.3 REGIONAL STRATEGIC PLAN (LEP)</b>  |   |                          |                               |
| <p>Councillor Peter Beer</p> <p>Question: Can a report be provided to Council on the progress of the new combined Regional LEP?</p> <p>Can the report include at least the following:</p> <ul style="list-style-type: none"> <li>• The statutory process required to combine the three (3) existing shire LEP's into a regional LEP;</li> <li>• The various government departments and body's that need to be consulted;</li> <li>• The anticipated time frame to complete the LEP;</li> <li>• The merit or otherwise of including the former shires settlement strategies in to the existing LEP's or combining such into the new Regional LEP.</li> </ul> <p>Answer: Strategic Planning (LEP) – Group Manager Economic Development and Tourism has discussed this matter with Clr Beer. A report will be prepared for Council's information and consideration.</p> |   |                          |                               |
| Meeting  | Officer/Director                            | Section                  | Subject                       |
| Ordinary Council Meeting 16<br>November 2017   | Director Operations<br>& Infrastructure     | Questions Without Notice | Reverse Vending Machines      |
| <b>21.4 REVERSE VENDING MACHINES</b>   |   |                          |                               |
| <p>Councillor John Castellari</p> <p>Question: Can Council please prepare a report into the feasibility of installing reverse vending machines across the SMRC area?</p> <p>The type of machine can be found at the following link <a href="https://www.facebook.com/NSWGovernment/videos/664397363947764/">https://www.facebook.com/NSWGovernment/videos/664397363947764/</a></p> <p>Answer: The NSW State Government has introduced a Container Deposit Scheme for the return of eligible drink containers, in an effort to reduce littering. Eligible containers have a 10 deposit attached to them, which can be redeemed when the containers are returned to a collection point. The scheme is due to commence as of 1 December 2017. Details of the scheme can be found on the following websites</p>  |   |                          |                               |

<http://returnandearn.org.au/>

<http://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/return-and-earn>

A key part of the scheme will be the development of container collection points and reverse vending machines.

The collection network is being administered through TOMRA-Cleanaway, who are responsible for the roll out of the container collection infrastructure. If a community group or other organisation is interested in becoming a part of the collection network they can contact TOMRA-Cleanaway by email on “[enquiries@tcnsw.com.au](mailto:enquiries@tcnsw.com.au)” or through the website: <http://www.tcnsw.com.au/>. This includes groups who may wish to have a reverse vending machines located within their community.

The NSW EPA has released a set of guidelines for the development of collection points and also the siting of reverse vending machines. A copy of the guidelines has been attached to this response for Councillors information. The development of collection infrastructure will need to comply with the requirements set out within the guidelines..

| Meeting                                      | Officer/Director                            | Section                  | Subject              |
|--|---|--------------------------|----------------------|
| Ordinary Council Meeting 16<br>November 2017 | Director<br>Environment &<br>Sustainability | Questions Without Notice | Itemized Tip Charges |

### 21.5 ITEMIZED TIP CHARGES

Councillor John Castellari

Question: Can Council list itemized tip charges for various waste on its signage at tip sites?

Answer: Options will be looked at, noting that signs have to be updated when fee changes are made.

| Meeting  | Officer/Director                        | Section                  | Subject               |
|--|---|--------------------------|-----------------------|
| Ordinary Council Meeting 16<br>November 2017   | Director Operations<br>& Infrastructure | Questions Without Notice | Cooma Treatment Works |
| <b>21.6 COOMA TREATMENT WORKS</b>  |   |                          |                       |
| Councillor Rogan Corbett   |   |                          |                       |
| Question: Is there a problem with the sludge that use to be dumped at the Cooma landfill? Can it not go to the landfill anymore? |   |                          |                       |
| Answer: Some material was taken to the landfill that had not been de-watered, which meant it couldn't be accepted.               |   |                          |                       |

| Meeting  | Officer/Director                              | Section                  | Subject                                     |
|--|---|--------------------------|---|
| Ordinary Council Meeting 16<br>November 2017   | Director Corporate<br>& Community<br>Services | Questions Without Notice | Privacy and Sharing of Personal Information |
| <b>21.7 PRIVACY AND SHARING OF PERSONAL INFORMATION</b>  |   |                          |   |
| Councillor Sue Haslingden  |   |                          |   |
| Question: A recent threat to Bombala ratepayers privacy recently occurred with bulk mailings of individual rate notices being sent to addresses not related to the rate notices.   |   |                          |   |
| <ul style="list-style-type: none"> <li>i. How did this happen and what policy is being reviewed to make sure this does not happen again?</li> <li>ii. Is there a sharing of private information to a third party policy?</li> </ul>  |   |                          |   |
| Answer:  |   |                          |   |
| <ul style="list-style-type: none"> <li>i. Background:                             <ul style="list-style-type: none"> <li>a) Snowy Monaro Regional Council has, since proclamation date, maintained the three different external service providers for the production and mail out of rates notices which relate to services of each of the former councils.</li> </ul> </li> </ul> |   |                          |   |
| <p>The incident was restricted to and contained to the former Bombala Council area. This is the only area where this particular external printing company is utilised to produce and distribute rate notices. Council ratepayers outside of the former Bombala region have not been affected.</p>  |   |                          |   |
| <p>The former Bombala Council had been using an external service provider for the production and distribution of rates notices since 2004, the current service provider had been contracted since March 2013.</p>  |   |                          |   |

b) Incident Description:

The external service provider has developed and maintains a solution used by Snowy Monaro Regional Council to program and format councils Rate Notices. The solution includes a function to enable the collation of Notices into one mail pack based on prescribed business rules.

On the 17th August 2017 a feature to enhance and help standardise the collation function of the Notices was introduced at the application core level.

On 27th October an incident was raised to the external service provider as a Snowy Monaro Regional Council customer had reported they had received other people's Notices in their mail pack.

c) Root Cause:

An application change made by the service provider on 17th August 2017 was implemented. Council has been advised that this change was introduced in an attempt to enhance the collation process for the rates notices.

The service provider has interviewed their staff and an analysis of their internal change management systems reveal that the service provider's staff involved failed to undertake the required level of testing and approval for change. Specifically in regards to testing, no regression test was undertaken.

This failure to comply with the service provider's stringent Change Management processes is considered by the service provider as a major non-conformance.

d) Governance:

Council has made a Voluntary Notification to the NSW Information and Privacy Commission, and also reported the incident to the Office of Local Government.

The external service provider has informed Snowy Monaro Regional Council that they have also notified the NSW Information and Privacy Commission.

e) Contract

The agreement between Snowy Monaro Regional Council and the external service provider is for the provision of specific services to Snowy Monaro Regional Council. The nature of the relationship is that the external service provider renders the services to Snowy Monaro Regional Council as an independent contractor and does not create the relationship of a partnership or joint venture between the parties.

- i. Policy
- f) The Privacy Management Policy will be reviewed to identify areas of improvement.
- g) Strengthening the Services Agreement/Contracts
- h) As a rule, Council includes in its documents concerning employment and in any contractual arrangements, provisions that ensure that staff, contractors and agents are aware of their obligations regarding the handling of personal information obtained in the course of their employment or contractual engagement.  
 Services agreements and contracts must be vetted by a law firm that will advise on potential risks and exposures prior to execution
- ii. Snowy Monaro Regional Council does not have a policy on the sharing of privacy information to a third party.

Under certain circumstances Council is obliged to provide access to documents under the Government Information (Public Access) Act 2009. Council obligations to provide access to information under the Government Information (Public Access) Act (GIPA) 2009 are determined by the provision of considerations against disclosure of personal information. Any application will be dealt with in accordance with the provisions of the GIPA Act.

Council is also obliged to disclose information if required or permitted by another act or law.

| Meeting                                      | Officer/Director                              | Section                  | Subject         |
|--|---|--------------------------|-----------------|
| Ordinary Council Meeting 16<br>November 2017 | Director Corporate<br>& Community<br>Services | Questions Without Notice | Yallambee Lodge |

**21.8 YALLAMBEE LODGE**

Councillor John Last

Question: What is our relationship with Yallambee lodge? Is there a plan to sell it?

Answer: Council owns Yallambee lodge, currently we are reviewing how council provides residential aged care across our facilities.

| Meeting   | Officer/Director                                | Section                  | Subject                                      |
|---|---|--------------------------|--|
| Ordinary Council Meeting 16<br>November 2017  | Director Corporate<br>and Community<br>Services | Questions Without Notice | Management Plan for Council                  |
| <b>21.9 MANAGEMENT PLAN FOR COUNCIL</b>   |   |                          |  |
| <p>Councillor John Last</p> <p>Question: Does Council have a management plan?</p> <p>Answer: Council no longer produces a Management Plan this is now incorporated in the CSP, Delivery and Operational Plan. The current Operational Plan is published on the website. <a href="https://www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan">https://www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan</a></p>                 |   |                          |  |
| Meeting   | Officer/Director                                | Section                  | Subject                                      |
| Ordinary Council Meeting 16<br>November 2017  | General Manager                                 | Questions Without Notice | Funding for Bridge Repairs                   |
| <b>21.15 FUNDING FOR BRIDGE REPAIRS</b>   |   |                          |  |
| <p>Councillor Anne Maslin</p> <p>Question: Can the General Manager confirm that council is making an application for Building Better Roads Federal Government funding round 2?<br/>                     The first round delivered \$226 Million of funds for roads and bridges. Round 2 closes December 2017.</p> <p>Answer: Taken on notice.</p>   |   |                          |  |
| Meeting   | Officer/Director                                | Section                  | Subject                                      |
| Ordinary Council Meeting 16<br>November 2017  | Director Operations<br>& Infrastructure         | Questions Without Notice | Gravel Piles at Southern Entrance to Bombala |
| <b>21.16 GRAVEL PILES AT SOUTHERN ENTRANCE TO BOMBALA</b>   |   |                          |  |
| <p>Councillor Anne Maslin</p> <p>Question: Can the General Manager advise as to whether council can move piles of gravel from the roadside to another location, so that the Bombala Garden Club can proceed with their offer to carry out tree planting and beautification work at that location?</p> <p>Answer: A meeting was held on 13 November at site with Cllr. Haslingden, Council staff and the Garden Club. It was decided that staff raise this issue</p> |   |                          |  |

with RMS. RMS have advised that the stockpile site to the south of Bombala is no longer a suitable location for them, being adjacent to a major intersection, and has given conditional approval for the Garden Club (in consultation with Council) to commence planning of beautification works. As part of this conditional approval RMS would like to see a plan detailing the type of vegetation ensuring that it does not impact on line of sight or ongoing road maintenance at the intersection. Staff have transferred the sketch provided by the Garden Club to a formal plan and submitted to RMS for them to assess the type of trees proposed to consider any impacts.

| Meeting                                      | Officer/Director                              | Section                  | Subject       |
|--|---|--------------------------|---------------|
| Ordinary Council Meeting 16<br>November 2017 | Director Corporate<br>& Community<br>Services | Questions Without Notice | Council Staff |

**21.17 COUNCIL STAFF**

Councillor Anne Maslin

Question: Can the General Manager provide figures on how many council staff have left or resigned their jobs, since the merger in May 2016, and since the council election in September 2017? And how many of those jobs have been filled at the present time?

Answer: Summary Total – From 12 May 2016 to 30 November 2017

| Date             |                 | Headcount |
|------------------|-----------------|-----------|
| 12 May 2016      | Start Total     | 319       |
|                  | Plus On Boarded | 91        |
|                  | Less Departures | 99        |
| 30 November 2017 | Total           | 311       |

Summary Total Split by Periods

| Date             |                 | Headcount |
|------------------|-----------------|-----------|
| 12 May 2016      | Start Total     | 319       |
|                  | Plus On Boarded | 76        |
|                  | Less Departures | 87        |
| 9 September 2017 | Sub-Total       | 308       |
|                  | Plus On Boarded | 15        |
|                  | Less Departures | 12        |
| 30 November 2017 | Total           | 311       |

| Meeting   | Officer/Director                        | Section                  | Subject         |
|---|---|--------------------------|-----------------|
| Ordinary Council Meeting 16<br>November 2017  | General Manager                         | Questions Without Notice | January Meeting |
| <b>21.18 JANUARY MEETING</b>  |   |                          |                 |
| Councillor Lynley Miners  |   |                          |                 |
| Question: Can Council consider holding a January meeting?   |   |                          |                 |
| Answer: Taken on notice   |   |                          |                 |
| Meeting   | Officer/Director                        | Section                  | Subject         |
| Ordinary Council Meeting 16<br>November 2017  | Director Operations<br>& Infrastructure | Questions Without Notice | Greenlands Road |
| <b>21.19 GREENLANDS ROAD</b>  |   |                          |                 |
| Councillor Lynley Miners  |   |                          |                 |
| Question: Can council look at removing the vegetation along Greenland Road? I'd like this to be considered with item 21.5 of the October meeting.   |   |                          |                 |
| Answer: Priority for vegetation control along Council Road reserves has focused on preparation for the L'Etape 2017 cycling event (almost 300km of roadside slashing), State and Regional Road corridors. Given current weather predictions, staff will review and advertise a revised program on Councils website and continue its management of the road reserve in accordance with the road classification i.e. Collector, Arterial/Sub Arterial, Local Roads. |   |                          |                 |
| Meeting   | Officer/Director                        | Section                  | Subject         |
| Ordinary Council Meeting 16<br>November 2017  | Director Operations<br>& Infrastructure | Questions Without Notice | Cooma Wash Bay  |
| <b>21.20 COOMA WASH BAY</b>   |   |                          |                 |
| Councillor Lynley Miners  |   |                          |                 |
| Question: When is the new wash bay to be started? Was the Crown Land purchased i.e. the railway shed and weighbridge? Can a report come to Council on this matter?  |   |                          |                 |
| Answer: Original TPC was \$976 133 (including 10% contingency) and Council contribution identified as \$15,040. Council was successful in obtaining   |   |                          |                 |

\$600 000 (RNSW1166) FCTW partial funding offer. Funds required to meet original TPC is \$361,093.

Staff are expecting a call from Minister Barilaro's office to clarify whether investigation of other avenues to source the \$361K balance will be successful. FCTW Funding agreement is pending finalisation.

The Crown land has not been purchased as the final location for the Truckwash has not been determined – it will depend on the scope of work and final amount of funding that Council receives.

| Meeting                                      | Officer/Director                        | Section                  | Subject             |
|--|---|--------------------------|---------------------|
| Ordinary Council Meeting 16<br>November 2017 | Director Operations<br>& Infrastructure | Questions Without Notice | Bombala Footbridges |

## 21.21 BOMBALA FOOTBRIDGES

Councillor Bob Stewart

Question: Can we receive a costing on:

- a) The repairs and upgrades to both Bombala footbridges; and
- b) The platypus viewing platform – including expected completion date.

Answer:

### Viewing Platform:

Original allocation was \$20,000 and additional allocation \$25,000. Total budget was therefore \$45,000

A total of \$39,811.58 has been spent and the amount remaining is \$5,188.42

Due to safety reasons, fabrication and erection of handrail is a priority. An estimate is being sought to complete the handrails, rock armouring and landscaping. Once the estimated cost is finalised, a report will be presented to Council for additional funding.

Group manager Facilities is in negotiation with the Garden Club for design and completion of the landscaping works.

### Footbridges:

Information will be provided at the February Council meeting.

| Meeting  | Officer/Director                        | Section                  | Subject                             |
|--|---|--------------------------|-------------------------------------|
| Ordinary Council Meeting 16<br>November 2017   | Director Operations<br>& Infrastructure | Questions Without Notice | Council Excavator - Insurance Claim |
| <b>21.22 COUNCIL EXCAVATOR - INSURANCE CLAIM</b>   |   |                          |                                     |
| <p>Councillor Bob Stewart</p> <p>Question: A Council excavator was hit by lightning and an insurance claim was made – Did we replace the machine? If not what was done with the insurance money?</p> <p>Answer: A decision was made not to replace the excavator as demonstrated utilisation was low for this type of plant (530hrs over two years) and utilise existing Council plant. The insurance payout was insufficient to purchase a new machine of the same specification. The fund received has been transferred to the plant reserve fund.</p> |   |                          |                                     |

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## 18.1 NRMA'S STATE-WIDE ELECTRIC VEHICLE FAST-CHARGING NETWORK

Record No:

Responsible Officer: General Manager  
Author: Councillor John Castellari  
Attachments: Nil

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Councillor John Castellari has given notice that at the Ordinary Meeting of Council on 14 December 2017, he will move the following motion.

### **MOTION**

That Council approach the National Roads and Motorists Association (NRMA) to propose becoming a partner in NRMA's State-wide electric vehicle fast-charging network, with the intention of placing a fast charging station (or stations) at strategic locations in the Snowy Monaro Region.

### **BACKGROUND**

NRMA in its December 2017 edition of Open Road (page 15) announced that it is spending \$10 million on establishing a State-wide electric vehicle fast charging network. The announcement sought partners, specifically community groups and local councils, to work with NRMA to bring a charger to their local area. The aim is to cover 95% of NRMA member road trips in NSW. As a prime tourist location the Snowy Monaro Region would be a valuable addition to the network and encourage more visitation as well as assisting the local uptake of low emission vehicles.

Clause 9. 1 of Council's Code of Meeting Practice provides as follows:

#### **9.1 Notices of Motion**

- (1) *The deadline for lodging notices of motion in writing for inclusion on the business paper for consideration at any meeting of the Council, shall be eleven (11) days prior to the meeting.*
  - (2) *A councillor must give notice of business in writing no later than 4.00pm on the Tuesday that follows the ordinary meeting of council.*
  - (3) *At an Ordinary meeting Councillors may give notice of motions in writing to be listed as matters on the business paper for the next Ordinary meeting of Council.*
  - (4) *The rules applying to the content of Questions also apply to the content of Notices of Motion.*
  - (5) *Councillors are to ensure, where it is intended that staff be asked to carry out some specific defined action, that a Notice of Motion is written in such a way that, if carried, the motion carries such clear and unambiguous direction.*
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## 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 Appointment Two External Independent members to Audit, Risk and Improvement Committee**

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

#### **22.2 AWARD THE TENDERS FOR THE PROVISION OF LOCAL LEGAL SERVICES PANEL CONTRACT**

Item 22.2 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

#### **22.3 2018/2020 Bitumen Resealing Contract - Tender Evaluation Report**

Item 22.3 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session

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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.