



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

PUBLIC EXHIBITION COPY

Ordinary Council Meeting
20 June 2019

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.

Acknowledgement of Country

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

Webcasting

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

**ORDINARY COUNCIL MEETING
TO BE HELD IN JINDABYNE MEMORIAL HALL, THREDBO TERRACE, JINDABYNE NSW
2627**

**ON THURSDAY 20 JUNE 2019
COMMENCING AT 5.00PM**

BUSINESS PAPER

- 1. OPENING MEETING**
- 2. ACKNOWLEDGEMENT OF COUNTRY**
- 3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 4. CITIZENSHIP CEREMONIES**
- 5. DISCLOSURE OF INTEREST**
(Declarations also to be made prior to discussions on each item)
- 6. MATTERS DEALT WITH BY EXCEPTION**
- 7. CONFIRMATION OF MINUTES**
 - 7.1 Ordinary Council Meeting held on 16 May 2019
 - 7.2 Closed Session of the Ordinary Council Meeting held on 16 May 2019
 - 7.3 Ordinary Council Meeting held on 17 April 2019 (under separate cover)
- 8. PLANNING AND DEVELOPMENT APPLICATION MATTERS**
Nil.
- 9. OTHER REPORTS TO COUNCIL**
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 - 9.3 KEY THEME 3. ENVIRONMENT**
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13.2	Legal Actions and Potential Claims Against SMRC as at 31 May 2019 <i>Item 13.2 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
13.3	Cooma Office - Render Repair and Paint Tender <i>Item 13.3 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
13.4	Tender for the Design, Construction and Commissioning of New Fluoride Dosing Plants at East Jindabyne, Jindabyne Water Supply Systems	

Item 13.4 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 (di) of the Local Government Act because it contains and 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.

13.5 Bombala and Delegate Water Supply System

Item 13.5 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.

9.1.1 MONTHLY FUNDS MANAGEMENT REPORT - MAY 2019

Record No:

Responsible Officer:	Chief Financial Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.18 Effective management of Council funds to ensure financial sustainability.
Attachments:	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 31 May 2019.

Cash and Investments are \$83,675,939.

Certification

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

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

OFFICER'S RECOMMENDATION

That Council:

- A. Receive and note the report indicating Council's cash and investments position as at 31 May 2019, and
- B. Receive and note the Certificate of the Responsible Accounting Officer.

BACKGROUND

Council's Cash and Investments 31 May 2019:

Cash at Bank	1,372,997
Investments	82,302,942
Total	83,675,939

QUADRUPLE BOTTOM LINE REPORTING

1. Social

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

2. Environmental

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

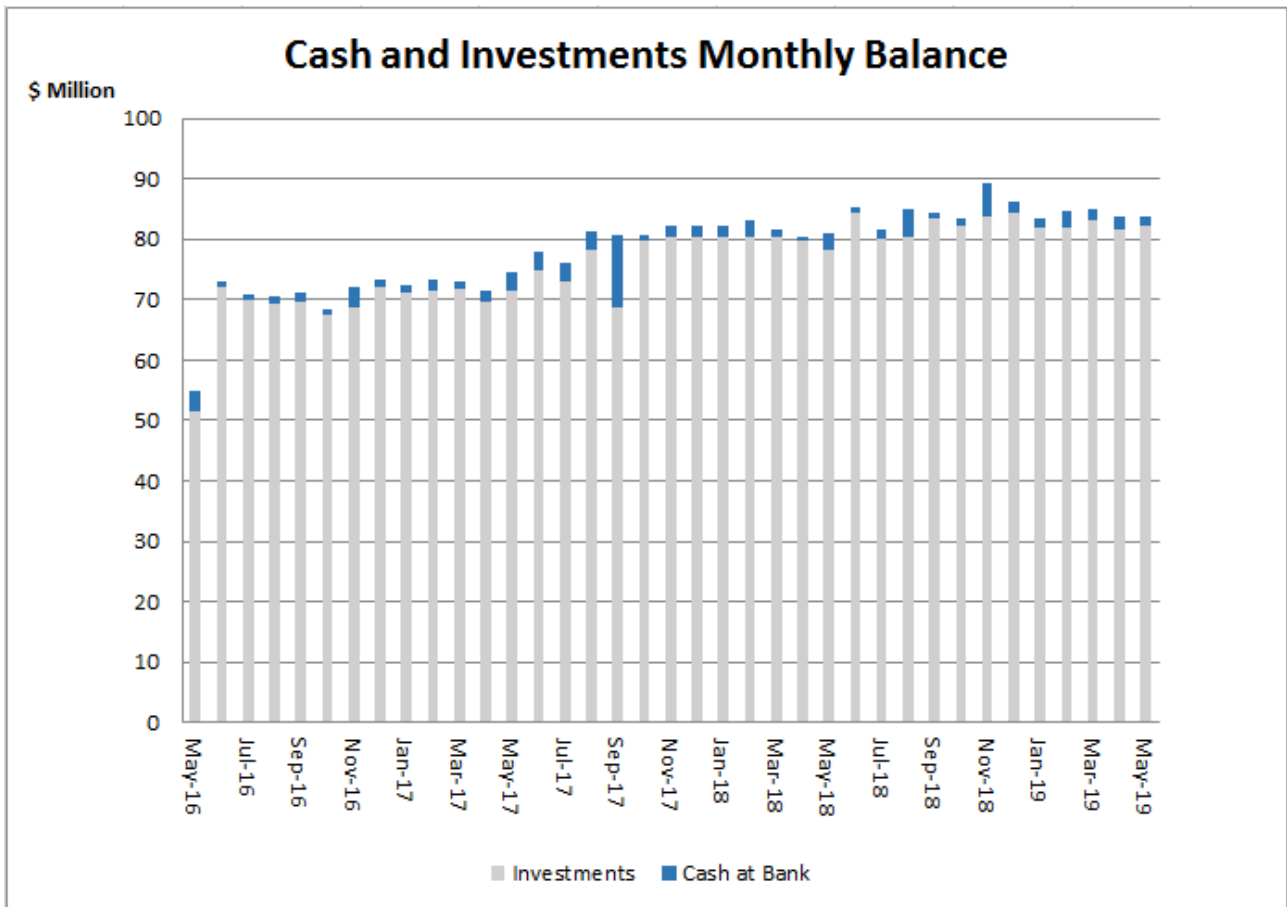
3. Economic

Total investments for Snowy Monaro Regional Council were \$82,302,942 on 31 May 2019.

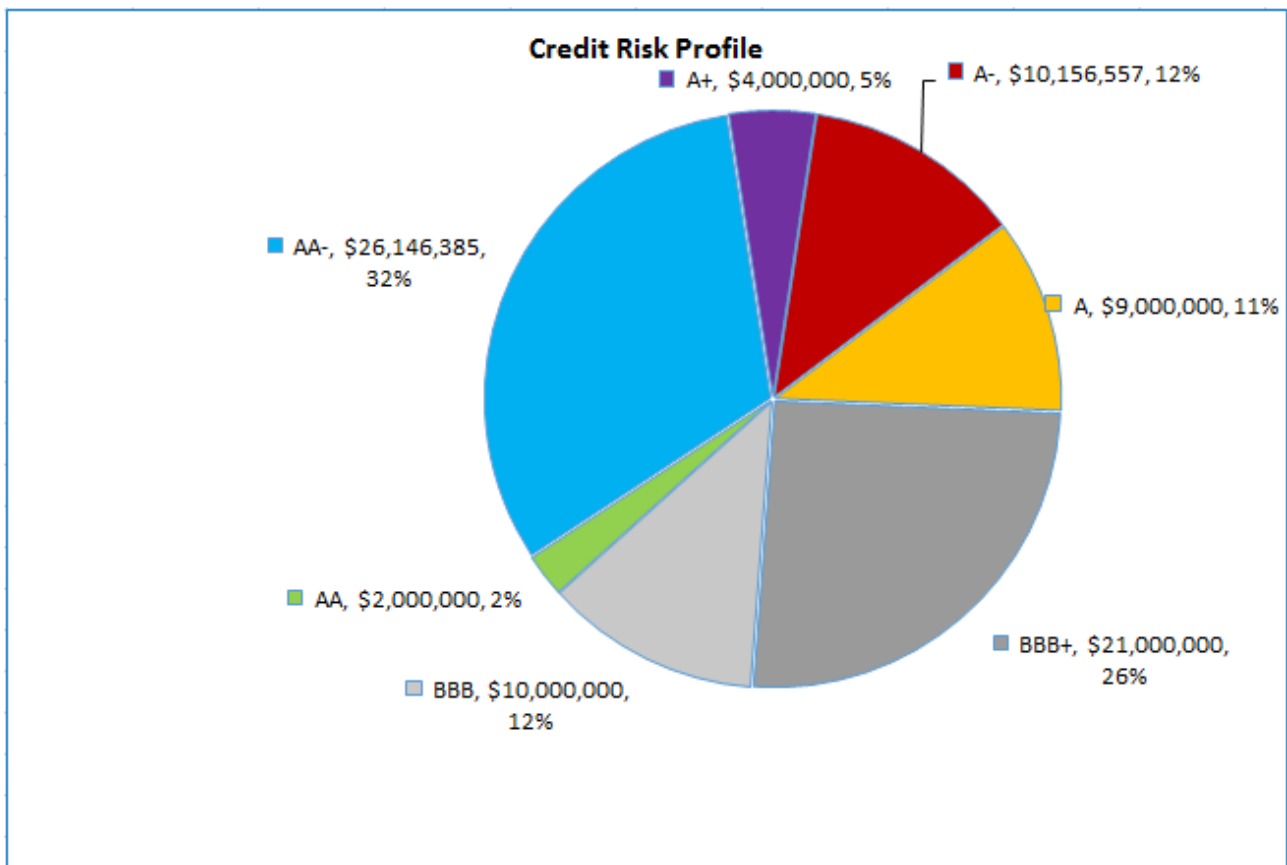
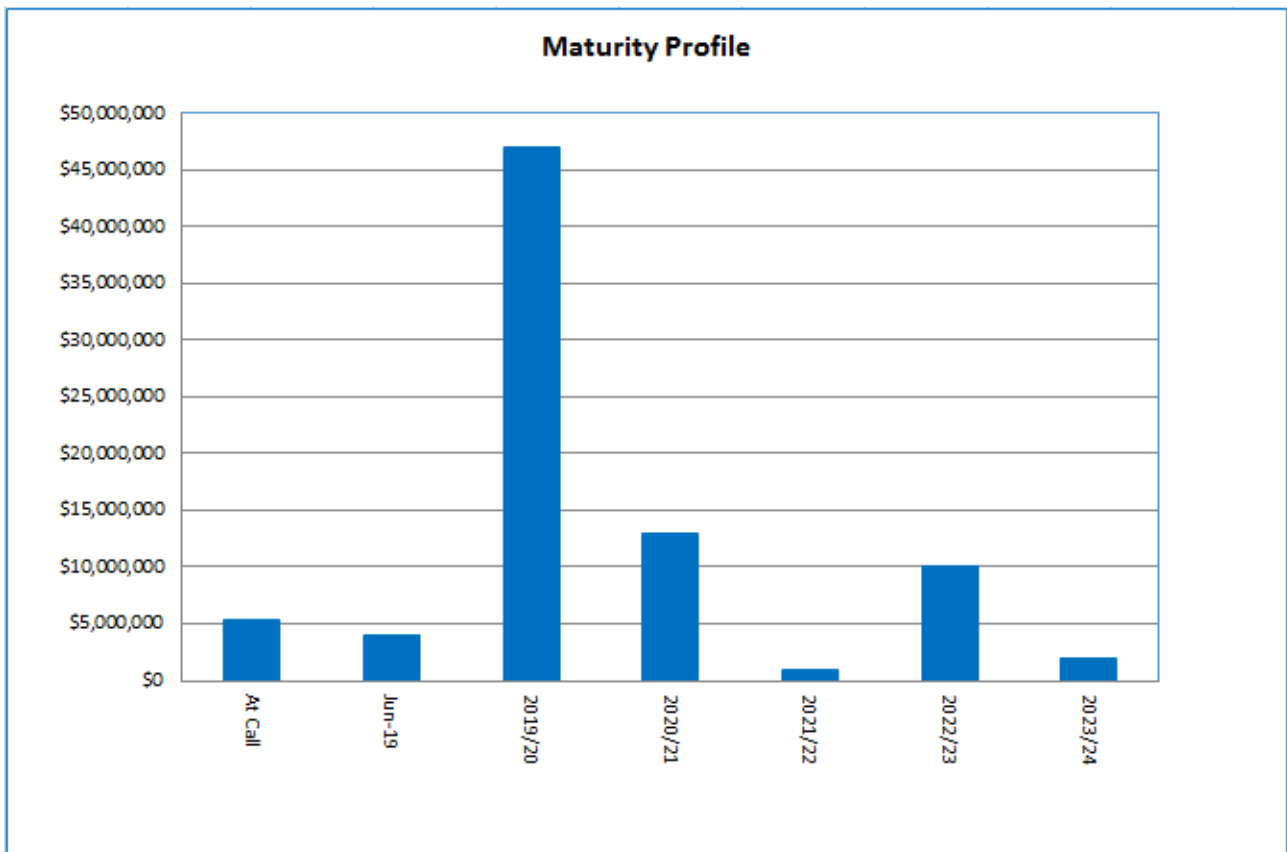
Investment Register – 31 May 2019:

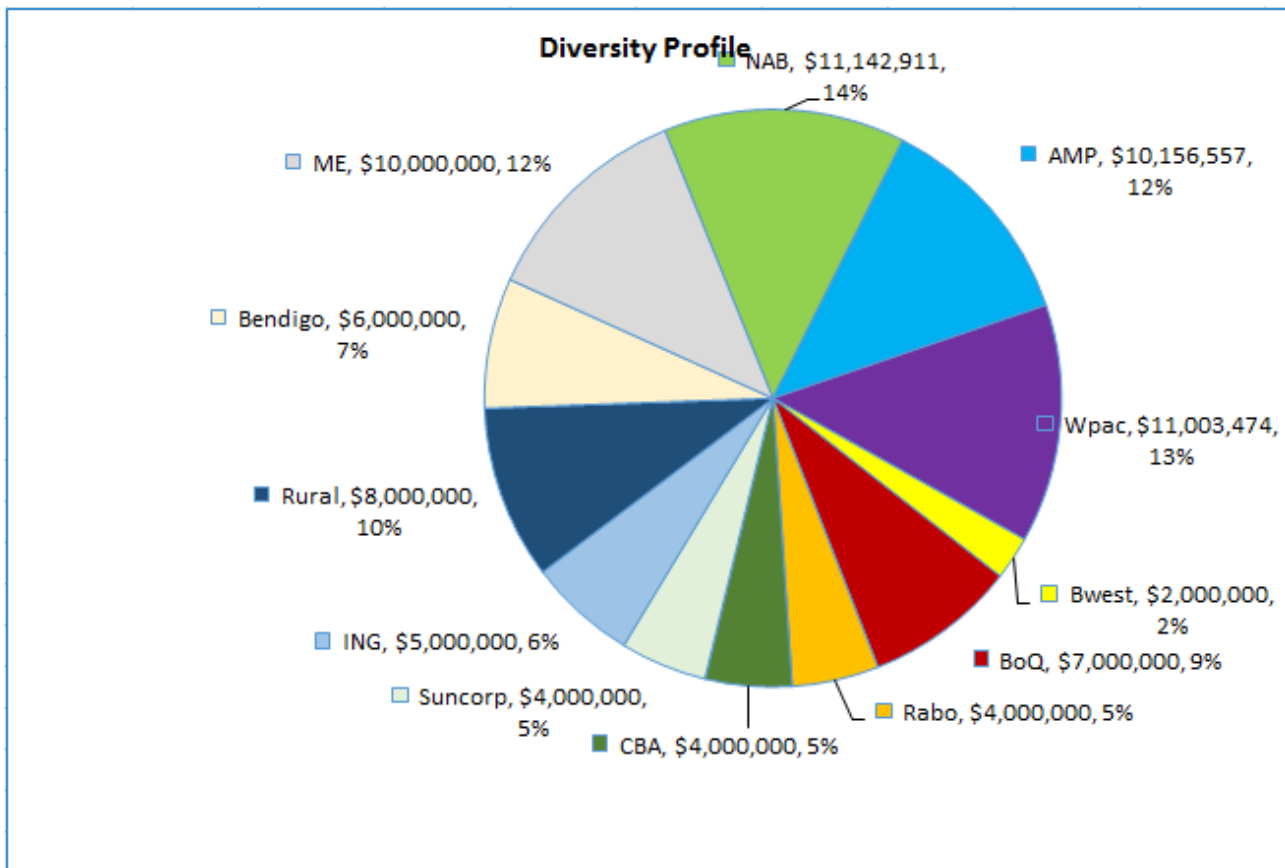
DATE INVESTED	FINANCIAL INSTITUTION	Short-Term Rating	Long-Term Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	National Australia Bank - At Call*	A1+	AA-	At Call	1,909	1.10%	At Call
n/a	National Australia Bank - At Call*	A1+	AA-	At Call	2,141,002	1.10%	At Call
n/a	AMP Bank - At Call	A2	A-	At Call	29,208	1.80%	At Call
n/a	Westpac Bank - At Call	A1+	AA-	At Call	2,003,474	0.70%	At Call
n/a	AMP Bank - 31 days Notice Account	A2	A-	31 days	1,127,349	2.30%	31 days
16-Sep-15	Bank of Queensland	A2	BBB+	TD	1,000,000	3.20%	17-Sep-19
23-Mar-16	ING Bank	A1	A	TD	1,000,000	3.66%	22-Mar-21
23-Jun-16	Commonwealth Bank	A1+	AA-	TD	4,000,000	2.91%	23-Jun-21
21-Mar-17	Bank of Queensland	A2	BBB+	TD	1,000,000	3.15%	20-Mar-20
09-Jun-17	Rural Bank Limited	A2	BBB+	TD	4,000,000	2.75%	07-Jun-19
26-Jun-17	Bank of Queensland	A2	BBB+	TD	4,000,000	3.30%	25-Jun-21
24-Aug-17	ING Bank	A1	A	TD	3,000,000	2.75%	27-Aug-19
29-Aug-17	Westpac Bank	A1+	AA-	TD	4,000,000	2.89%	29-Aug-22
15-Sep-17	Westpac Bank	A1+	AA-	TD	1,000,000	2.91%	15-Sep-21
06-Mar-18	ING Bank	A1	A	TD	1,000,000	2.86%	06-Mar-20
13-Mar-18	Rural Bank Limited	A2	BBB+	TD	4,000,000	2.80%	12-Mar-20
26-Jun-18	Bendigo and Adelaide Bank	A2	BBB+	TD	4,000,000	2.90%	25-Jun-20
29-Jun-18	National Australia Bank	A1+	AA-	TD	4,000,000	2.96%	29-Jun-23
08-Aug-18	AMP Bank	A2	A-	TD	1,000,000	2.85%	08-Aug-19
10-Sep-18	National Australia Bank	A1+	AA-	TD	3,000,000	2.75%	10-Sep-19
11-Sep-18	RaboDirect	A1	A	TD	2,000,000	3.33%	08-Sep-23
13-Sep-18	AMP Bank	A2	A-	TD	2,000,000	2.85%	14-Sep-20
19-Oct-18	Bankwest	A1+	AA	TD	1,000,000	2.70%	16-Jul-19
23-Oct-18	Bank of Queensland	A2	BBB+	TD	1,000,000	2.65%	23-Oct-19
09-Nov-18	National Australia Bank	A1+	AA-	TD	1,000,000	2.72%	08-Nov-19
21-Nov-18	AMP Bank	A2	A-	TD	1,000,000	2.65%	21-May-20
26-Nov-18	AMP Bank	A2	A-	TD	2,000,000	2.65%	26-Nov-19
17-Dec-18	Rabobank Australia	A1	A	TD	2,000,000	3.15%	16-Dec-22
19-Dec-18	Bendigo and Adelaide Bank	A2	BBB+	TD	2,000,000	2.80%	17-Dec-20
08-Jan-19	Suncorp Bank	A1	A+	TD	2,000,000	2.70%	08-Jul-19
22-Feb-19	Westpac Bank	A1+	AA-	TD	2,000,000	2.52%	24-Feb-20
28-Feb-19	Westpac Bank	A1+	AA-	TD	2,000,000	2.50%	26-Feb-20
01-Mar-19	Suncorp Bank	A1	A+	TD	1,000,000	2.60%	26-Nov-19
13-Mar-19	AMP Bank	A2	A-	TD	3,000,000	2.80%	09-Dec-19
20-Mar-19	ME Bank	A2	BBB	TD	2,000,000	2.60%	19-Mar-20
01-Apr-19	Suncorp Bank	A1	A+	TD	1,000,000	2.55%	28-Oct-19
10-Apr-19	Bankwest	A1+	AA	TD	1,000,000	2.20%	09-Apr-20
15-Apr-19	ME Bank	A2	BBB	TD	8,000,000	2.50%	15-Jul-19
08-May-19	National Australia Bank	A1+	AA-	TD	1,000,000	2.30%	07-May-20
					82,302,942		

Cash and Investments Charts:



9.1.1 MONTHLY FUNDS MANAGEMENT REPORT - MAY 2019





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.

9.1.2 RE-ESTABLISHMENT OF ALCOHOL FREE ZONES AND ALCOHOL PROHIBITED AREAS IN COOMA AND JINDABYNE

Record No:

Responsible Officer:	Group Manager Economic Development and Tourism
Author:	Community Development Planner and Projects Officer
Key Theme:	1. Community Outcomes
CSP Community Strategy:	3.2 Positive social behaviours (including law and order) are fostered and encouraged to maintain our safe, healthy and connected communities
Delivery Program Objectives:	3.2.2 Council supports and encourages safety initiatives to promote our connected communities
Attachments:	1. Jindabyne Alcohol Free Zones Map 1 2. Jindabyne Alcohol Free Zones Map 2 3. NSW Police submission AFZ/APA 4. Cooma Alcohol Free Zones and Alcohol Prohibited Areas Map
Cost Centre	2420 Community Development
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The proposal to re-establish Alcohol Free Zones and Alcohol Prohibited Areas in Cooma and Jindabyne was placed on public exhibition for a period of 30 days.

Community feedback was primarily in support of re-establishing the zones.

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

OFFICER'S RECOMMENDATION

That Council approve the re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas in Cooma and Jindabyne as follows:

- A. Alcohol Free Zones from 7pm – 9am inclusive
- B. Alcohol Prohibited Areas from 9:30pm – 9am
- C. For a period commencing from the date of adoption of this recommendation until 31 October 2022

BACKGROUND

A public exhibition process relating to the re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas in Cooma and Jindabyne was commenced following the Council meeting held 17 April 2019.

The baseline proposal suggested that the zones would apply:

- In the same geographic areas of Cooma and Jindabyne as mapped for the 2018 implementation (attached)
- From 7pm – 9am inclusive in Alcohol Free Zones (roads, street footpaths, carparks)
- From 9:30pm – 9am inclusive in Alcohol Prohibited Areas (parks, walking paths, the Lake Jindabyne Foreshore)
- For a period of approx. 3.5 years (commencing June 2019 and expiring 31 December 2021)

NOTE: on review, it was identified that the suggested dates contained an error – the proposed 3.5 year period would be from June 2019 to December 2022 (not 2021). It is suggested that the zones be put in place from June 2019 to 31 October 2022, being a period of less than the advertised 3.5 years. This will also assist with avoiding any possible confusion regarding an expiry date of 31 December (i.e. New Year's Eve). Such a change is permissible under the Ministerial guidelines.

The baseline proposal and maps were made publicly available through Council's offices, website, social media, local print media, and the Your Say Snowy Monaro platform. Comments were invited until 5pm 24 May 2019. Individually addressed letters were also provided to the Officer in Charge at Cooma/Jindabyne Police stations and to liquor licence holders adjacent to the proposed areas.

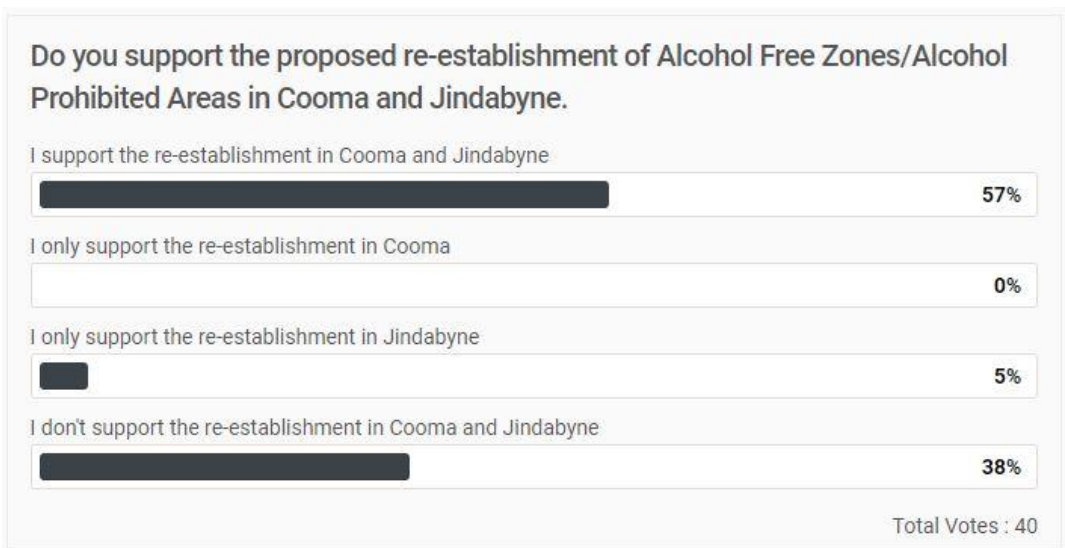
The Your Say Snowy Monaro platform was the most popular method among the community of providing feedback. Specifically on this platform:

- 91 people viewed the project
- 40 people participated in the quick poll
- Four formal responses were received

Two additional emailed responses were received.

The feedback received is summarised in the table below:

Feedback responses:

Source	Comment
Your Say Quick Poll	 <p>Do you support the proposed re-establishment of Alcohol Free Zones/Alcohol Prohibited Areas in Cooma and Jindabyne.</p> <p>I support the re-establishment in Cooma and Jindabyne 57%</p> <p>I only support the re-establishment in Cooma 0%</p> <p>I only support the re-establishment in Jindabyne 5%</p> <p>I don't support the re-establishment in Cooma and Jindabyne 38%</p> <p>Total Votes : 40</p>
Via Your Say	<p>I think this proposal is a great initiative and necessary. Fully support no drinking in public parks etc. after 9.30pm and for walkways, roads and footpaths could be no drinking at all times! Also agree this should be a year round proposal, not just winter. After dark please move on home or to a pub to drink.</p>
Via Your Say	<p>To save money, I would like to see the term made unlimited on the signs -- and just have them say from 1 June to 15 October annually. This would save HEAPS of money -- both in labour and in materials. You can always review every 2 or 3 years, and take the signs down if there are too many objections (UNLIKELY) ... otherwise you just leave them up year to year. Thanks.</p>
Via Your Say	<p>We need these zones to stop drunks taking over the parks and acting in an anti-social manner</p>
Via Your Say	<p>I would like to see this re-established. It would be a benefit to the communities. It will also benefit families and those that wish to enjoy the area. It would also reduce littering.</p>
Via email (Jindabyne resident)	<p>Dear Sir / Madam</p> <p>My husband (redacted) & I live permanently at (redacted) Twynam Street Jindabyne. We both support enforcing alcohol free zones, particularly in Jindabyne where we are aware of the seasonal issues. We strongly support signage for Jindabyne year round, but realise the lake foreshore area is often a drinking spot. Unless you are prepared to enforce it (which we do support) it is impractical during the warmer months. If the vote goes against year-round, then we support signage enforcing it between 1st June and 31st October annually. We recommend not putting the year-ending date on the signs. This is because it is likely to be an on-going situation, and will save a lot of money in both labour costs and materials to change the signs at end of term.</p> <p>Thank you for your consideration.</p>
Via email	<p>Detailed submission from Chief Inspector Michael Tranby attached in full</p>

(NSW Police)	
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Two of the comments above relate to dates on the signage. The *Ministerial Guidelines on Alcohol Free Zones 2009* outline that signage should list the dates of operation. Dates may be inserted in a manner which allows the re-use of the signs, providing that dates cannot be removed during the period of operation. The baseline proposal suggests that zones are implemented between June 2019 and 31 December 2021. This would allow stickers to be affixed for a 3.5 year period. (Note comment regarding date error as highlighted above). Section 644 of the *Local Government Act* provides that Alcohol Free Zones can be established for a period not exceeding 4 years.

Community feedback was primarily in support of re-establishing the zones. This is in contrast to the public exhibition period held in the lead up to the 2018 implementation, which was primarily against the establishment of Alcohol Free Zones and Alcohol Prohibited Areas, particularly in Jindabyne. If the 2018 implementation can be considered something of a “trial period” for establishing the zones more permanently, it would appear that the previously held concerns surrounding the zones have diminished significantly. Further, feedback from the NSW Police Force Officer in Charge of the Cooma and Jindabyne stations indicates that the 2018 implementation appears to have had a positive effect (reduction) on crime and anti-social behaviour within the designated zones, as well as providing the Police with additional crime prevention benefits. The Police have clearly stated their support of the re-establishment of the AFZs/APAs. It should also be noted that despite being sent individually addressed letters, no submissions were received from liquor licence holders adjacent to the proposed areas.

Council now has the opportunity to decide whether to re-establish the AFZ/APA in Cooma and Jindabyne, and on any terms such as location and duration. This decision should be made within the framework of the community consultation process.

Council is free to make modifications to the baseline proposal when considering the community consultation feedback; it is noted that the comments appear to be general in support of year round operation and that no proposed boundary changes were suggested. The recommended date correction as detailed above is therefore not contrary to the procedural requirements.

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 and littering. Implementation of Alcohol Free Zones and Alcohol Prohibited Areas will increase public safety. Addressing drinking culture, more broadly, has long-term public safety and public health impacts.

2. Environmental

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

3. Economic

The original cost of installing signage associated with the 2018 implementation was approx. \$19,747. To re-establish the AFZs/APAs the existing signs could be used and updated by placing new stickers over the relevant dates. Despite efforts to obtain a definitive cost of this exercise, at the time of writing this report a final quote had not been received. However the cost of the stickers (at least 168), staff time and vehicle time for the project is not expected to exceed \$5000, and will likely be much less than this amount. There are sufficient funds within the existing Community Development (2420) cost centre to account for this cost as it was a consideration in the budget at the beginning of the year.

Should Council resolve not to re-establish the Alcohol Free Zones and Alcohol Prohibited Areas, the previously declared areas will be considered expired and the existing signage should be removed. The cost of this option has not yet been ascertained but is likely to be expensive. If Council elects not to re-establish the AFZ/APAs then alternative cheaper options to physical removal, such as placing a blank sticker over the existing signs, will be explored.

4. Civic Leadership

Establishment of Alcohol Free Zones and Alcohol Prohibited Areas reinforces Council's commitment to the safety and well-being of residents and visitors, demonstrates proactive initiatives which improve quality of life, and supports the preservation of our natural environment.

Designation of alcohol free areas provides the police with additional mechanisms to be pro-active about preventing crime and anti-social behaviour, rather than having to act after an offence has occurred.

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



Proposed Alcohol Prohibited and Alcohol Free Zones Jindabyne Map 1

Legend

- Alcohol Prohibited Areas
- Alcohol Free Zones

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Proposed Alcohol Prohibited
and Alcohol Free Zones
Jindabyne Map 2

Legend

Alcohol Prohibited Areas

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Snowy Monaro Regional Council
Mayor / General Manager
81 Commissioner Street
Cooma NSW 2630

Submission relating to the continuation of Alcohol-Free Zones and Alcohol Prohibited Areas within the Snowy Monaro Regional Council area

Thank you for consulting the Monaro Police District in relation to the continuation of alcohol-free and alcohol prohibited areas within the Snowy Monaro Regional Council area.

Alcohol free and alcohol prohibited zones were established in Cooma and Jindabyne between June and October 2018. The Snowy Monaro Regional Council is now considering re-establishment of those zones for 2019.

Officers from the Monaro Police District fully support the re-establishment of the proposed zones. The Monaro District is committed to enforcing any alcohol-free zone or alcohol prohibited area established by Council. Officers from the Monaro Crime Prevention Unit are also willing to assist in other community initiatives such as awareness and harm minimisation programs which surround and support the establishment of alcohol free 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.

People who frequent the established alcohol free/prohibited 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. Further the document identifies the importance of alcohol harm reduction and encourages strategies that help to reduce harm to individuals. 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 states that the consumption of alcohol (and drugs) by people impact on crime indirectly because it effects behaviours associated with violence and other illegal activity. 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.

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. 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.

The signage displayed upon the establishment of alcohol free zones and alcohol prohibited areas not only enable's 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 Accords and an active Business Chamber who have already implemented a number of harm minimisation 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. 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.

The Monaro Command Police 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.

Alcohol Free Zones (boundaries)

There is no submission to change the boundaries of the Alcohol-Free Zones established in 2018. Police support their re-establishment

Alcohol Prohibited Areas (boundaries)

There is no submission to change the boundaries of the Alcohol Prohibited Areas established in 2018. Police support their re-establishment

Information in support of re-establishment of Alcohol-Free Zones and Alcohol Prohibited areas in 2019.

Period from 6th June to 6th October 2018.

Jindabyne

During the aforementioned period there was an overall decrease in volume crime offences within the designated alcohol-free and alcohol prohibited areas within Jindabyne. The nexus between the establishment of the alcohol free/prohibited areas and the decrease in volume crime in these areas is not easily gauged. Police conducting enforcement activities within these areas have however cited crime prevention benefits in being able to lawfully interact and intervene with persons who are in possession or consuming alcohol. It is the opinion of police that these interactions, and associated enforcement activity, have been successful in preventing further criminal offences and alcohol related crime in the established zones.

Statistics in relation to the number of persons who complied with police directions within the designated alcohol free and prohibited areas are difficult to compile. If a person complies with a lawful request to dispose of their alcohol in an alcohol-free or prohibited area they are not adversely recorded on the police system.

The following observations can however be supported by data contained on the NSW Police Force Computerised Operational Policing System (COPS). It should be noted that the zones in Jindabyne were not able to be enforced until the appropriate signage was erected part way through this period.

Street Offences: Street offences are predominantly committed by persons in public places who are affected by alcohol. These offences include, but are not limited to, the use of offensive language, the act of street fighting and offensive behavior such as urinating in public. There was a significant decline in the number of offences detected during the 2018 snow season within the designated zones.

Malicious Damage: Malicious Damage offences include, but are not limited to, the destruction of public and personal property and graffiti offences. During the 2018 snow season the number of reported malicious damage offences have risen by 57% in the Jindabyne area from the year prior. These reported incidents predominantly relate to acts of graffiti and damage occasioned to rental accommodation. There was not an increase experienced with the reporting of malicious damage offences within the designated alcohol free and alcohol prohibited zones.

Assault: Whilst overall there was increase in alcohol related assaults in Jindabyne in 2018, these offences were not committed in increased numbers within the designated alcohol free and alcohol prohibited zones. The commission of these offences peaked in the initial stages of the season however, following an increased in enforcement activity around licensed premises, the offences significantly declined towards the end of reporting period.

Enforcement Activity: There were two infringements for licensing offences issued at the Claypits, two infringements issued in the vicinity of the Bowling Club/Skate Park and thirty-one in the vicinity of the Banjo Patterson Inn/Old town Centre. There were no infringements issued for person refusing to comply with police directions within the alcohol prohibited areas or alcohol free zones.

- - -

Cooma

During the aforementioned period there was an overall decrease in volume crime offences within the designated alcohol-free and alcohol prohibited areas within the Cooma township. The nexus between the establishment of the alcohol free/prohibited areas and the decrease in volume crime in these areas is not easily gauged. Police conducting enforcement activities within these areas have however cited crime prevention benefits in being able to lawfully interact and intervene with persons who are in possession or consuming alcohol. It is the opinion of police that these interactions, and associated enforcement activity, have been successful in preventing further criminal offences and alcohol related crime in the established zones.

Statistics in relation to the number of persons who complied with police directions within the designated alcohol free and prohibited areas are difficult to compile. If a person complies with a lawful request to dispose of their alcohol in an alcohol-free or prohibited area they are not adversely recorded on the police system.

The following observations can however be supported by data contained on the NSW Police Force Computerised Operational Policing System (COPS).

Street Offences: Street offences are predominantly committed by persons in public places who are affected by alcohol. These offences include, but are not limited to, the use of offensive language, the act of street fighting and offensive behavior such as urinating in public. There was a decline in the number of offences detected within the designated zones during 2018.

Malicious Damage: Malicious Damage offences include, but are not limited to, the destruction of public and personal property and graffiti offences. The reported incidents within the Cooma area reduced by 56% during the reporting period from the previous year. The reported incidents committed within the designated alcohol free/prohibited zones also decreased

Assault: There was a 17% decline in reported assaults in the Cooma area during the designated period in 2018. There offences was not increased numbers of assaults committed within the designated alcohol free and alcohol prohibited zones.

Enforcement Activity: There were five infringements for licensing offences issued within the Cooma CBD surrounding licensed premises. There were no infringements issued for

person refusing to comply with police directions within the alcohol prohibited areas or alcohol free zones.

- - -

In the opinion of Police, the reestablishment of the alcohol-free and alcohol prohibited zones will greatly benefit the Jindabyne and Cooma communities. The reestablishment of the alcohol free and alcohol prohibited zones will enable police to proactively address issues associated with 'street drinking' and strive to eliminate alcohol related crime.



Michael Tranby
Chief Inspector
Officer in Charge
Cooma/Jindabyne Police Stations
23 May 2019

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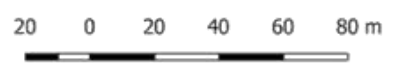


Proposed Alcohol Prohibited and Alcohol Free Zones Cooma Map

Legend

- Parcel
- Alcohol Prohibited Areas
- Alcohol Free Zones

While due care has been taken by the Publisher in compiling this map, no responsibility will be accepted by Snowy Monaro Regional Council for errors or omissions. The Publisher, to the full extent permitted by law, excludes all warranties, and disclaims any responsibility to any person for loss or damage suffered from any use of this map. Cadastral and Topographic Data © LPI - Department of Finance and Services [2017]. Imagery 2011



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9.1.3 MAY YOUTH COUNCIL MINUTES

Record No:

Responsible Officer: Director Environment & Sustainability

Attachments: 1. Youth Council Minutes May

EXECUTIVE SUMMARY

The Youth Council met on the 7th May in Cooma. The Committee's minutes are presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

That the minutes of the meeting of the Snowy Monaro Youth Council be adopted.

RECOMMENDATION OF THE YOUTH COUNCIL – 7TH MAY 2019

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Youth Council Committee Minutes

Address: 81 Commissioner Street, Cooma NSW 2630

Date: 7/5/2019

Time: 10:00

Minute Taker: Youth Development Officer, in the absence of the Youth Council Secretary

Present:

Position	Member (Name)	Present/Apology
Chair	Councillor James Ewart	Present
Youth Council Mayor	Zara Farrell	Present
Youth Council Deputy Mayor	Will Wright	Present
Youth Council Secretary	Olivia Weston	Apology
Publicity Officer	Rylie Marks	Apology
Youth Councillors	Joshua Abrokwah, Bridget McIntosh, Lani Holfter, Josh McMahon, Tai Haines, Alex McMahon, Georgia Knowles, Will Wright	Present
	Pippa Bright, Marlee Diver, Jake Barnes, Katie Farrell, Molly Robinson	Apology
Council Staff (non-voting members)	Mel Sass, John Graham	Present

1 Opening of the Meeting

Youth Development Officer opened the meeting in the absence of the Chair, Councillor James Ewart at the 10:08. Councillor Ewart arrived at 10:30.

2 Apologies

Pippa Bright, Marlee Diver, Jake Barnes, Katie Farrell, Molly Robinson

3 Adoption of Previous Minutes

Minutes of the meeting held on 4th April are confirmed as a true and accurate record of proceedings, pending the following amendments – Will Wright was an apology; Lani was in attendance; Correct the spelling of Fiona Kotvojs's name.

Moved: Youth Councillor Zara Farrell **Seconded:** Youth Councillor Georgia Pond

4 Business Arising from Previous Minutes

4.1 Jindabyne Go Working Group

Youth Councillor Barnes and Youth Councillor McMahon participated in the Jindabyne Go Working Group on May 6th. Consultation will be ongoing, as required.

5 Correspondence

In:

- Request to present at the Youth Council Meeting from Ash Pimm (SMRC) and from Lauren Van Dyke (Upper Snowy Landcare)
- Monaro Post Articles on Youth Week Activities and Snowy Monaro Youth Awards

Out:

- Youth Mayor, Zara Farrell provided a comment to the Monaro Post and ABC South East on Youth Week activities, the Youth Awards Night and the announcement of a Headspace for Cooma.
- Deputy Youth Mayor, Will Wright spoke on Triple J's HACK program about the upcoming Federal Election.
- The Canberra Times interviewed 4 young people from the Snowy Monaro who are first time voters.

6 Reports

6.1 Youth Mayor

Youth Mayor, Zara Farrell attended Youth Parliament in Sydney, representing the Snowy Monaro region. She attended an announcement at The Hub from MP Mike Kelly who gave an election promise to build a Headspace (mental health) in Cooma should a Shorten-Labor Government be elected. Zara was interviewed by the Monaro Post and ABC South East Radio on the Youth Councils role in delivering Youth Week activities and the Snowy Monaro Youth Awards.

6.2 Publicity Officer

Nil Tabled.

6.3 Secretary

Nil Tabled.

6.4 Youth Development Officer

The Youth Development Officer provided an overview of Youth Week attendance across the region. More than 430 young people and their families participated in a Youth Week activity, which is a 20% increase on participation rates from 2018. The Youth Council were thanked for their input to planning and delivering events and activities.

The Snowy Monaro Youth Awards saw 8 youth councillors nominated and 4 receive recognition for their contribution to our community. 160 people attended the awards dinner held at the Cooma Ex-Services Club. Council staff thanked Mayor John Rooney and Councillor James Ewart for their role in supporting the event.

6.5 Chair

Councillor James Ewart noted the positive feedback from the community on Youth Week activities and thanked the Youth Council for their involvement.

Motion: That the Youth Council receive and note the Reports. **Carried. All in favour**

7 Presentations

7.1 Ash Pimm – Snowy Monaro Regional Council

Ash provided the Youth Council an overview of Councils Integrate Planning & Reported Framework and discussed the draft documents which are currently out for comment. Ash outlined the importance of engaging young people in the consultation process.

Action: Youth Council to draft a revised feedback form which is “youth friendly”

Action: Youth Councillors to conduct consultation with peers prior to submissions closing May 23rd.

Motion: That the Youth Council receive and note the presentation from the SMRC Governance team.
Carried. All in favour

7.2 Lauren Van Dyke – Upper Snowy Landcare

Lauren provided an engaging account of the work that Landcare do, and more specifically, the role of Upper Snowy Landcare in the Snowy Monaro. Lauren discussed current projects, funding and opportunities/ideas for increased youth engagement.

Action: Lauren to collaborate with Council Staff to include a Landcare project as part of the upcoming July School Holiday Program.

Motion: That the Youth Council receive and note the presentation from Lauren Van Dyke. **Carried. All in favour.**

8 General Business

8.1 Annual Resource and Waste Expo

Youth Councillor Georgia Pond gave an update on behalf of the Working Party. The Youth Councillors will attend the Expo and hold an information booth titled “Disposal on the Snowy Monaro”. The info focuses on the confusing items and how to correctly dispose them.

9 General Business not on notice

9.1 Australian Drug Foundation (ADF) conference – Prevention in Practice

The Community Drug Action Team has offered to send one Youth Councillor to the ADF conference in Melbourne on the 24th June – all expenses paid.

Action: Youth Development Officer, John Graham to provide more information and follow up via email

9.2 Community identified issues in Jindabyne

Youth development team has been approached by a community member with concerns about a perceived increase in alcohol and drug use at the Jindabyne Skate Park. The Youth Council discussed ideas and options for addressing the issue, including the delivery of the Red Cross 'Save a Mate' Program

The Community Drug Action Team (CDAT) would like to see young people join the Committee.

Action: The next CDAT meeting to be held in Cooma, outside of school hours to facilitate involvement from young people.

Action: Mel to consult with Red Cross about the Save a Mate program

9.3 Snowy Mountains Mountain Bike Club

The Snowy Mountains Mountain Bike Club asked the Youth Council to provide feedback on a draft project proposal for a pump track in Cooma.

Motion: In its draft stage, the Youth Council support the *concept* of a pump track in Cooma. **Carried. All in favour**

10 Project updates

10.1 Youth Card

The Youth Council are continuing to seek support from local businesses for the Snowy Monaro Youth Card. At this stage, the Cinemas; PD Murphy; Kettle and Seed; Sacred Ride and Foxtail Bookshop have all pledged support. Perisher Resort has also indicated they would like to support the project in 2020.

10.2 SMYC Apparel

Youth Development Officer provided an update about the SMYC Apparel project. The Youth Council gave feedback on the proposed design which will be considered before providing final concept to the printer.

11 Date of next Meeting

The next meeting will be held at 10:00am on Tuesday 4th June at Cooma Council Chambers.

12 Close of Meeting

There being no further business the meeting concluded at 12: 47

CHAIRPERSON

DATE

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

9.1.4 SNOWY MONARO LOCAL TRAFFIC COMMITTEE REPORT

Record No:

Responsible Officer: Director Operations & Infrastructure

Author: Roads Safety Officer

Attachments: Nil

EXECUTIVE SUMMARY

The Local Traffic Committee met on 30 May 2019 in Jindabyne. The Committee's recommendations are presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

That the recommendations of the meeting of the Local Traffic Committee held on 30 May 2019 be adopted.

RECOMMENDATION OF THE LOCAL TRAFFIC COMMITTEE – 30 MAY 2019

7.1 COOMA CORRECTIONAL CENTRE - LOADING ZONE

That Council approves the increase in the length of the LOADING ZONE outside Cooma Correctional Centre to approximately 15 metres.

7.2 YALLAKOOL ROAD - SPEED REDUCTION

That Council

- A. Approves the placement of intersection warning signs; and,
- B. Supports an approach to NSW RMS to approve the proposed speed zone reduction to 60 km/h.

7.3 MONARO STAGES - 2019

That Council approve the request from the Light Car Club of Canberra to conduct the Monaro Stages 2019 on Council roads, subject to the provision of a current Public Liability Insurance policy for at least \$ 20,000,000, and naming Snowy Monaro Regional Council as an interested party.

7.4 BADJA ROAD

OFFICER'S RECOMMENDATION

A. That Council approves the install of the following signs in the vicinity of the intersection of Carpenters Road and Badja Road, Badja:

1. Reduce Speed (G9-9);
 2. Winding Road (W1-5);
 3. Speed Advisory Sign – 55 km/h (W8-2); and,
-

B. That Council requests Council staff to investigate further actions to be undertaken to improve the safety of the road in this vicinity.

8.1 ANTI-FATIGUE CAMPAIGN

OFFICER'S RECOMMENDATION

That Council approves discussion between Council's Road Safety Officer, the Acting Manager for Local Government Road Safety Program and the Centre for Road Safety regarding potential signage for a possible Anti Fatigue Campaign.

9.1 School Bus Zone – Park Street Berridale

OFFICER'S RECOMMENDATION

That Council approves the installation of a School Bus Zone in Park Street Berridale (behind the War Memorial), between the hours of 7:30 am and 8:30 am and 3:30 pm and 4:30 pm Monday to Friday School Days Only.

9.3.1 REQUEST TO APPLY TO THE CROWN FOR PERKINS ROAD BINJURA TO BE TRANSFERRED TO COUNCIL AS A COUNCIL PUBLIC ROAD

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Land & Property Officer
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	9.1 Transportation corridors throughout the region are improved and maintained
Delivery Program Objectives:	9.1.2 Our local road network is planned, built and repaired to improve movement across the region
Attachments:	<ol style="list-style-type: none">1. Letter from resident of Perkins Road Binjura - 13 July 2018 <i>(Under Separate Cover)</i>2. Reply to resident of Perkins Road dated 25 July 2018 <i>(Under Separate Cover)</i>3. Letter from resident of Perkins Road dated 12 March 2019 <i>(Under Separate Cover)</i>4. Reply to resident of Perkins Road dated 1 April 2019 <i>(Under Separate Cover)</i>5. Plan showing right of way (pink) and Perkins Road (yellow) <i>(Under Separate Cover)</i>
Cost Centre	1802 – Roads Management Operations

EXECUTIVE SUMMARY

On 12 March 2019 a resident of Perkins Road Binjura wrote to Council expressing concerns over the “extremely poor state of Perkins Road, Binjura”.

The letter indicated that Perkins Road is a Crown reserve road but on investigation of the Plan of Subdivision dated 21 May 1985, staff confirmed that the initial 400 metres is a right of carriageway through lot 2 DP 715172. Thereafter, it is a Crown reserve road.

On 25 July 2018 Council replied to the complainant explaining the legal status of the road and the process for Council to apply to the Crown for the road to be transferred to Council as a Council public road. The letter also explained that if the Crown was to consent to Council grading the road, then work could only be undertaken as “Private Works” with the cost being shared by each of the affected landowners.

The resident has now requested that Council apply to the Crown to have Perkins Road transferred to Council.

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

OFFICER’S RECOMMENDATION

That Council

- A. Apply to the Crown to have Perkins Road transferred to Council as a Council public road; or
- B. Inform the resident that Perkins Road will remain a Crown Road; or
- C. Enter into a formal agreement with the Crown that would allow Council to maintain Perkins Road as a Crown road with costs to be borne by the residents on Perkins Road.

BACKGROUND

On 12 March 2019 a resident of Perkins Road Binjura wrote to Council expressing concerns over the “extremely poor state of Perkins Road, Binjura”.

The letter indicated that Perkins Road is a Crown reserve road but on investigation of the Plan of Subdivision dated 21 May 1985, staff confirmed that the initial 400 metres is a right of carriageway through lot 2 DP 715172. Thereafter, it is a Crown reserve road.

On 25 July 2018 Council replied to the complainant explaining the legal status of the road and the process for Council to apply to the Crown for the road to be transferred to Council as a Council public road. The letter also explained that if the Crown was to consent to Council grading the road, then work could only be undertaken as “Private Works” with the cost being shared by each of the affected landowners.

Council’s letter invited the resident to formally request that Council seek the approval of the Crown to carry out maintenance on Perkins road with costs to be borne by the affected residents. To date Council has not received a letter of request.

A further letter was received from the same resident on 12 March 2019 which raised two points:

1. The first requested evidence confirming Perkins Road was not Council owned and requesting an investigation of the Plan of Subdivision dated 21 May 1985 identifying the initial 400m (from the intersection with Scotts Road) as a right of carriageway.

Reply:

A copy of Deposited Plan 715172 identifying the right of carriageway was sent to the resident.

2. The second point suggested that Council commence proceedings to take over Perkins Road from the Crown and that Council commence measures to apply for a grant to assist in the improvement of Perkins Road.

Reply:

Council does not have the authority to conduct maintenance on a Crown Road and any decision to make an application to Crown Lands for a transfer of ownership, followed by gazettal of Perkins Road as a Council Public Road will require a decision of Council.

There are many properties in the Snowy Monaro LGA which are accessed from Crown reserve roads and Council often receives requests to apply to have the roads transferred to Council as Council public roads. The effect of transfer of Crown reserve roads to Council is that the roads must be constructed to Council’s road standard and that they have to be maintained by Council into the future.

At present the landowners are responsible for maintaining the road. The landowners are able to maintain the road by doing a grade and are permitted to place additional gravel on the road but are not permitted to carry out road construction i.e. table drains etc.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

If Council resolves to have Perkins Road transferred to Council it stands the risk of a snowball effect inasmuch as there is a significant number of properties accessed from Crown Reserve roads.

9.3.1 REQUEST TO APPLY TO THE CROWN FOR PERKINS ROAD BINJURA TO BE TRANSFERRED TO COUNCIL AS A COUNCIL
PUBLIC ROAD

Transfer of the Crown Reserve road will not alter the fact that the first 400m of Perkins Road is a right of carriageway.

2. Environmental

It is not anticipated that there would be any significant environmental impact.

3. Economic

If Council resolves to apply to the Crown to have Perkins Road transferred to Council then the costs for construction and maintenance of Perkins Road will need to be budgeted.

4. Civic Leadership

There are many properties in the Snowy Monaro LGA that are accessed from Crown reserve roads and if Council resolves to apply to have Perkins Road transferred to Council a snowball effect could ensue which will mean that Council will be flooded with similar requests which will all need to be budgeted.

9.3.2 DISPOSAL OF GRADERS 60 AND 303

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Group Manager Asset Management & Engineering
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	8.2 Improve and maintain our public owned infrastructure and assets and facilities to a high standard
Delivery Program Objectives:	8.2.1 Council maximises its Asset utilisation to deliver services today and into the future
Attachments:	1. Cost Analysis (<i>Under Separate Cover</i>) - Confidential
Cost Centre	
Project	2018/2019 Plant Replacement Program – Plant numbers 60 (Cat 12H) and 303 (Cat 12H)
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Council has a Plant replacement policy and a 10 year rolling plant replacement program to manage its fleet. Council has two Caterpillar 12H Graders programmed for replacement this financial year. They have passed their economic changeover point for Councils Transport operations.

A business case has been completed to determine the most economical solution for Council for these equipment given their poor life cycle utilisation.

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

OFFICER'S RECOMMENDATION

That Council approve:

- A. Option 2B: Purchase of one additional grader with GPS control functionality,
- B. To dispose plant 60 and 303 assets via professional public auctioneers with a reserve set, and
- C. Monitor contractor grader utilisation and when 550hrs annually is reached, a Business Case be prepared to investigate the feasibility of an additional grader purchase for Council's ongoing use.

BACKGROUND

Snowy Monaro Regional Council currently has a fleet of eight graders. The 2018/2019 Plant replacement program nominates the replacement of two graders (Plant number 60 and 303).

Council has three maintenance crews deployed full time throughout the year (using three graders). RMS and the substantial Capital Works program require two additional graders with a

sixth grader available for alternative duties between maintenance and capitals work, as well as acting as a 'spare' during time of breakdowns or extended maintenance.

As a result, additional consideration is required before proceeding with the replacement of Plant item 60 and 303.

Purpose and Objective

As part of the replacement program, an assessment of utilisation is completed for each item to ensure replacement represents best value for money for our Council.

The objective of this business paper is to review the three options available to Council for these two pieces of major plant.

Business Case Options

Option	Description
Option 1: Do Nothing	Retain the two older pieces of plant, utilise until failure (under 5 years).
Option 2: Replacement	Option 2A: Disposal of existing plant, and replacement with two new graders.
	Option 2B: Disposal of existing plant, and replacement with one new grader.
Option 3: Disposal	Disposal of existing plant, no replacement.

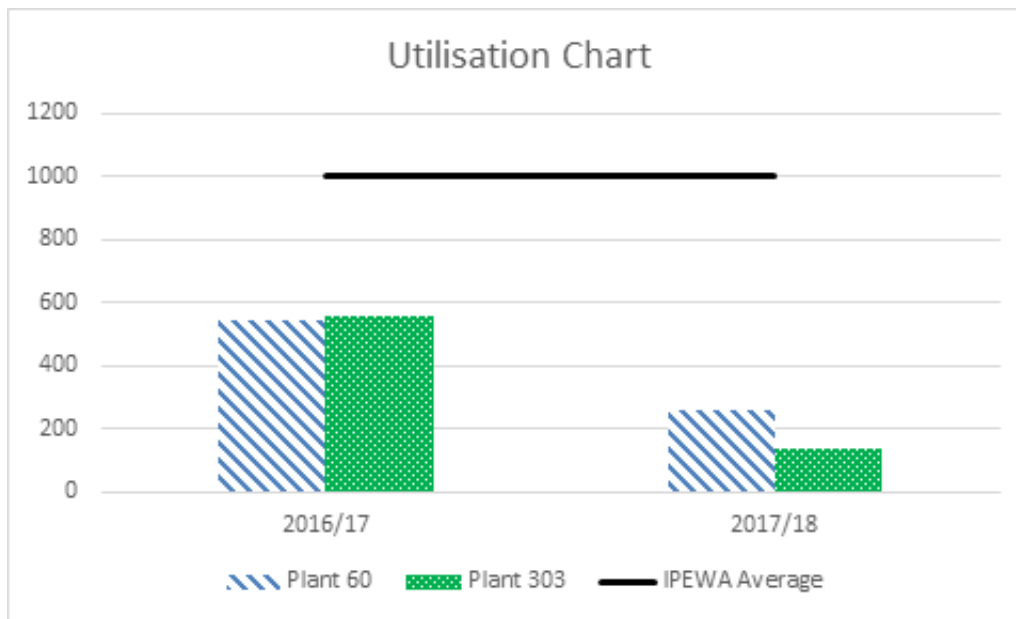
Comparison of Options

The table below analyses each option in the Business Case.

Analysis	Option 1: Do Nothing	Option 2A: Replacement x 2 graders	Option 2B: Replacement x 1 grader	Option 3: Disposal
Benefits	No capital expenditure required	New equipment will ensure optimal operations and maintenance cost of the equipment	New equipment with high technical capability will ensure optimal operations and maintenance cost of the equipment.	Funding can be used to support plant replacement schedule that is currently significantly underfunded.
Obstacles	These items were purchased in 2000 and 2003. The age of the equipment means there will be a decrease in reliability.	Significant plant investment for poor utilisation.		Reliance on contractors or other equipment types to support council's minor need.
Risk	Equipment is past useful life. Ongoing operations and maintenance of equipment will decrease significantly over the next 5 years.	High capital cost of equipment if not utilised		Reliance on contractors to undertake works for the 200hr per year.
Opportunities	Nil	Increase	Increase in-house	Better utilisation of

Analysis	Option 1: Do Nothing	Option 2A: Replacement x 2 graders	Option 2B: Replacement x 1 grader	Option 3: Disposal
		maintenance crews to ensure 100% utilisation (1000hr annual) of equipment. Significant cost investment in support (Staff plus additional plant).	construction work being undertaken. Improve quality and efficiency of work.	funding across the organisation. Replacement program is reviewed annually, and purchase of plant can be added at a later point when demonstration of increased utilisation can be made.
Utilisation	< 200hr per year, will decrease as reliability decreases	< 200 hrs per year	550 per year	<200hrs per year of contractor equipment
Summary	Both items of plant are past their useful life (aged 18 and 15 years). Ongoing maintenance cost and poor reliability mean that it is not a feasible solution to retain these items of plant.	Replacement of these items of plant is not considered feasible unless utilisation can be increase to 1000hrs each per year. This would require significant investment in staff / other plant for this to be achieve; currently this cannot be achieved.	If Council were to consider the replacement of one grader the utilisation of this piece of equipment could meet benchmark. To ensure guaranteed utilisation it would be beneficial if the replacement grader be purchased with additional functionality that would improve the output quality of work and increase efficiency. The additional functionality would include a GPS control system.	Most cost effective solution at the moment. Will allow funding to be utilised within the plant replacement schedule (that is currently underfunded). Utilisation of contractors to meet operational needs is considered adequate until utilisation reaches 400 hrs per grader per year.

The graph below illustrates the utilisation of each item of plant over the last two financial years. Whilst the system to accurately record plant income, hire of equipment per project are subjective we are able to accurately track annual utilisation via the plant hourly run log of the equipment.



The peak industry body (IPWEA Fleet) recommend that utilisation of a Grader should be at least 1000hr annually (this equates to 52 weeks a year at 20 hours per week).

The life cycle utilisation use of these items to date is:

- Plant 60 – Purchased 2003 – 12,289hrs = 768hrs/yr
- Plant 303 – Purchased 2000 – 15,161hrs = 798hrs/yr.

This is still well below expected utilisation rates.

Costs

See attached confidential report.

Recommended Option

From the options analysis it is recommended that Council proceed with Option 2B: Replacement of one grader with additional functionality for the Transport (Operations) Construction program of works.

Council to monitor utilisation of contractor grader equipment, and when this reaches 550 hrs per year, a business case will be prepared for the purchase of an additional grader at that point and in conjunction with the Level of Service review for the maintenance program.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

To ensure Council's plant and equipment maximises service deliverables to the community.

2. Environmental

Ensure that Council's fleet asset base minimises environmental impacts through application of an effective plant replacement program which upgrades plant specification to current emission standards.

3. Economic

The replacement program identifies the asset and budget required for Council's 10 year plant replacement program.

4. Civic Leadership

Fleet maintain a 10 year plant replacement program to ensure all plant assets maximise Council's service delivery and minimise financial impact. This is guided by Council's Fleet Management Procedure.

9.3.3 MINUTES OF THE WATER AND SEWER COMMITTEE MEETING HELD ON MONDAY 27 MAY 2019 AND OVERVIEW OF WATER AND SEWER PROJECTS

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Group Manager Water & Wastewater Services
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives:	7.2.1 Water and sewer management services and operations meet legislative and quality requirements
Attachments:	<ol style="list-style-type: none">1. Water and Sewer Services Customer Information - June 20192. Draft Media Release LTW3. Draft minutes of the water and sewer committee meeting held on 27 May 20194. Letter from EPA on the staged implementation of the filtration unit in the Bombala STP augmentation project5. Media release on the water treatment plant for Bombala and Delegate
Cost Centre	13-2010 Water management / 14-2110 Sewer management
Project	?N/A
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Following the report to Council for the formation of a water and sewer committee and Council's approval of this proposal (Resolution 11/19), the first water and sewer committee meeting was held on Monday 27 May at 3pm.

A summary of the items discussed are included in the report.

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the information in the report including the draft minutes of the water and sewer committee meeting held on 27 May 2019, and the media release on the water treatment plant for Bombala and Delegate.
- B. Approve the following recommendations of the Committee:
 - Bombala STP Construction Tender to be retendered.
 - Customer information brochure in the attachments to be sent to the customers in July /August with date of meeting to be determined prior to mail out.
 - Issue a media release on the implementation of Liquid Trade Waste Regulation in Cooma, Bombala, Delegate and Nimmitabel.

BACKGROUND

An overview of the items discussed at the water and sewer committee are given below.

Items that need urgent attention and approval are in the recommendations to Council for approval.

- **Bombala STP – Close of Tender and negotiations with EPA and DOI Water on options**

Tender for the construction of the Bombala STP closed on 26 April 2019.

The following is an extract from the e-mail sent to the EPA following a meeting with the EPA on 8 March 2019.

“ Thank you very much for taking time off your busy schedule to meet up with us on Wednesday 8th May to discuss the subject project and to find solutions to the problems encountered.

The following is a summary of discussions and we kindly request your written response to this e-mail so we could provide advice to Council on how to move forward with this project and start the negotiations with the prospective contractor for the elimination of some of the design elements under this contract.

Meeting with EPA - [REDACTED]

- *Estimate for funding 7M (successful in obtaining State and Federal Funding)*
 - *Estimate after final design 8.25M (Construction costs only – No contingency or PM costs)*
 - *Council approval obtained before going to tender to meet the shortfall of 1.25M through Council funds*
 - *Tender for construction – Lowest tenderer was [REDACTED] (Construction costs only)*
 - *It is difficult for us to go to Council for such a large increase in funding from Council funds and before we go to Council for extra funds we need to demonstrate that we have done everything and consulted the relevant authorities to try and minimize the increase.*
 - *To reduce costs we identified 2 options as below:*
 - a) Redesign and retender – Lengthy process, possible loss of funding and no guarantee on market forces*
 - b) Talk to DOI Water and EPA*
 - *Advice from DOI water was as below*
 - a) Do not redesign but look at reducing cost in current design – Losing time and money (loss of funding)*
 - b) Negotiate with EPA to reduce elements of design (phasing of some elements if required)*
 - *EPA was in principal Ok with eliminating the filtration process and monitor the phosphorous over a period of time for staging the filtration if required – possible saving of around [REDACTED]*
 - *Council to review miscellaneous items ([REDACTED])*
-

OUTCOME

- *Send e-mail request to EPA re. the above”.*

EPA have agreed to our request to remove the filtration and monitor the effluent quality to stage the filtration if required. The letter approving the staged filtration is in the attachments. This will also reduce the cost of construction.

- **Adaminaby STP – Commencement of final design**

A meeting will be scheduled with the EPA, design consultant and DOI water to finalise the concept design and commence work on the final design.

- **Customer Information brochure re. harmonising of water and sewer charges - to be included in water bill to be sent in June / July**

Following complaints from customers regarding the charges and policies, a customer information brochure has been drafted. Please note the date of meeting has not been set as the timing is currently under review. Please refer to attached customer information brochure for details.

- **Sewer Pricing and Billing Policy – Amendment to include discount for multi-unit properties less than 35 square meters.**

Please refer to customer information brochure for details. A separate report with this amendment to the sewer pricing and billing policy will be submitted to the July / August Council meeting prior to the October billing cycle. This will enable the billing officers to apply the policy to the relevant properties.

- **LTW – Implementation in Cooma, Bombala, Delegate and Nimmitabel (Media release and letters to customers)**

Please refer to draft media release for details. A standard letter will be sent to the customers just prior to the inspections in the affected areas. These inspections will be free of cost and will be primarily aimed as an education campaign. A folder with all relevant documents is being prepared which will be handed to the customers during the inspections and all items specific to the premises will be explained to each customer.

- **Bombala and Delegate Water Treatment Plant – Appointment of consultant and proposed community consultation on options report to be held in August in Bombala**

Please refer to attached media release.

Initial inspection by the consultant and Council officers was undertaken on 16 April 2019. Post inspection a teleconference was organized with DOI water, Design Consultant (GHD) and Council on 17 April 2019 to discuss the outcomes of the inspection.

It was identified by both the designer and DOI water to investigate bores for the Delegate and Bombala water supplies.

A quotation has been received for the drilling and based on the single quote received, a report will be forwarded to Council for the work to proceed.

- **Integrated Water Cycle Management (IWCM) – Proposal from PW to be obtained**

Council has received a proposal (no price) from Public works to carry out the SMRC IWCM study.

Council consulted DOI water who will be funding 50% of the project costs if we were allowed to engage Public Works without seeking quotes / tendering. DOI confirmed that it was permissible to engage PW without tendering and also advised that IWCM plans drawn up by PW was of good quality.

DOI water advised Council to seek scope of works and price for the IWCM study from Public Works and forward it to DOI Water for their review.

This will be undertaken in June.

- **S64 Development Servicing Plan – Completion of Councilor workshop and calculation of subsidized charges**

The S64 Councilor workshop was held on 4 April 2019. The outcome of this workshop was to calculate cross subsidy for reduction of the very high calculated charge. However, the reduced amount has not been decided and the consultant is awaiting advice from Council to calculate the cross subsidy to progress the draft DSP for Council approval, auditing and public exhibition and consultation.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Provision of quality drinking water that consistently meets ADWG guidelines and environmentally controlled disposal of sewer will ensure the social well-being and health of the community.

2. Environmental

The replacement and upgrade of the Adaminaby and Bombala STP will result in better environmental outcomes with improved effluent quality.

3. Economic

Ensure value for money is considered in the evaluation when capital expenditure of long lived assets are undertaken.

4. Civic Leadership

Council approval of water and sewer policies and public consultation processes will ensure community issues have been considered in providing quality service to the community while meeting legislative requirements and state government guidelines.



Water & Sewer Services Customer Information - June 2019

WATER AND SEWER PRICING UPDATE

A review of the water and sewer pricing was undertaken soon after amalgamation and very large discrepancies in the water and sewer charges were identified in the 3 former Councils.

After Council amalgamation in May 2016, it was difficult to harmonise the fees and charges for 2016-17 financial year and the status quo remained for the charges commencing in July 2016.

Clearly there was no equity in the charges and it was imperative to harmonise the fees and charges regionwide. This task was undertaken in stages due to the very large discrepancies in the charges.

Harmonisation of water charges

In March 2017, a financial plan and a new pricing structure was drawn up for the amalgamated Council. To minimise the impact from large increases, it was decided to stage the introduction of the water and sewer charges. Following a pricing workshop, the administrator approved a new billing structure for the water supply regionwide with "user pays" philosophy. Therefore, in July 2017 there was an increase in the usage charge and a decrease in the access charge. The vacant property access charges which were different rates in the 3 former council areas was also harmonised.

Harmonisation of non-residential sewer charges

In March 2018, a workshop was held with the new Councillors to review the 2018/2019 financial plan and the water and sewer pricing. The harmonisation of the sewer pricing was undertaken in July 2018. Letters and invitations to public meetings were sent to the non-residential properties that were impacted from very large increase in access charges.

Proposed 2019/2020 charges

The 2019/2020 fees and charges were on public exhibition with comments closing on 22 May 2019. As the water and sewer usage and access charges have now been harmonised regionwide, the charges that will apply from July 2019 has been increased by cpi only.

NON-RESIDENTIAL CUSTOMER'S ACCESS CHARGES AND DOWNSIZING OF WATER METERS

The access charges for non-residential properties in Cooma was based on the diameter of connections for water and on usage for sewer. This sewer access charge based on usage did not meet the pricing guidelines and was different to the Snowy area which was based on the diameter of connection.

The harmonisation of the non-residential sewer access charges was undertaken in July 2018. To reduce the charge, the customers were given the option of downsizing the connection size with certification from a hydraulic engineer verifying that the downsizing did not compromise the fire fighting capabilities of the premises. This downsizing would have also resulted in a decrease of the non-residential water access charge.

To date eight (8) connections have been downsized at cost to Council. These customers will have the reduced access charge (based on new connection size) applied to their water and sewer bills. If customers wish to downsize, please contact Council for the application to downsize (Application fee of \$211 shall apply). Customers are also requested to contact Council if the downsizing has been completed but the rebate for the reduction in size has not been applied.

STRATA / MULTIUNIT DWELLING / DUAL OCCUPANCIES

Apart from the discrepancies in charges, the 3 former Councils had different **charging regimes**. The issues were as follows:

- Reading of parent meters only in the Cooma area.

- Reading of parent meter and some child meters undertaken in the Snowy area.
- Dual occupancies and multi unit occupancies being charged access charges in the Cooma area (in accordance with best practice pricing) but not in the Snowy and Bombala areas.
- 50% discount to water and sewer access charges for properties under 35m² in multiunit single owner occupancies in the Cooma area only.

To ensure equity to all customers regionwide, the following was introduced in 2018/19

- **Reading of bulk meters only in the Snowy area (similar to the Cooma area)**
- **Dual occupancies to be charged dual access charges in the Snowy area (similar to the Cooma area)**

Strata parent meter / child meter readings

Since the introduction of the reading of parent meters only in the Snowy area, several problems were encountered. Properties with Body Corporates set up have not had problems with the reading of the parent meter as they apportion the usage charge to the individual owners.

However in some instances, the strata title set up by the developer and subsequent sale to different people with no Body Corporate set up has led to problems with the meter readings and the apportionment of usage charges to individual owners.

Based on the above issues and to mitigate the problem with child meters, the following was proposed for 2019/2020:

- A **child meter reading charge** for every child meter that will be read by Council. This charge has been set at \$40 per reading.

Note:

- Child meter reading charges can be eliminated if Council reads the parent meter only and the Body Corporate reads the child meters.
- When Council reads the parent meter only, the usage charge as recorded on the parent meter will be sent to the Body Corporate and the access charges will be sent to every individual owner within a strata.
- When Council reads the child meters each individual owner will be sent the access charge and the usage charge recorded on the child meter including the **child meter reading charge**.
- Council is only responsible for the maintenance of the parent meter and any replacement of faulty child meters is the owner's responsibility. Faulty meters will be reported to the owner and if the replacement has not been carried out within 2 weeks, Council will undertake the replacement of the meter. The cost of replacement will be invoiced to the owner.

Dual occupancy / Multi unit occupancy and vacant property Access Charge

The water and sewer pricing guidelines recommend the access charge to be applied to all strata, flats, units and **dual occupancies**. S552 of the Local Government Act 1993 enables Council to charge access charges for vacant properties for water if it is within 225 m of a water main and for sewer if it is within 75m of a sewer main. Please refer Clause 2.2 of SMRC water pricing and billing policy and SMRC sewerage billing and pricing policy regarding the subject charges. These policies are available on Councils website.

Proposed discount on sewer access charges for multiunit properties with area under 35m² – Amendment to the sewerage pricing and billing policy.

An amendment to the sewerage pricing and billing policy to discount the sewer 20mm access charge by 50% for properties under 35m² is being proposed. This is a fair discount as the impact on the sewer system from small units is not high. However, the water access charge will not be discounted as all users impact on the peak day demand for water. All customers who qualify for this discount will need to make an application to Council in writing stating the number of units with area under 35m². The amendment to the policy will be up for public comment in June / July 2019 after which it will be adopted. The following criteria will apply:

- All units are legal and considered habitable residential unit

- All units are serviced by ONE service line / water meter
- All units are a studio style accommodation (one living area, separate bathroom, kitchen) and each unit has a floor area of no more than 35m² measured as the internal area (including any internal dividing walls).

A PUBLIC MEETING ON THE WATER AND SEWER CHARGES WILL BE HELD AT THE JINDABYNE MEMORIAL HALL ON AT 4pm. All customers / real estate agents are welcome to attend and will have the opportunity to clarify the charges.



MEDIA RELEASE

Implementation of Liquid Trade Waste Regulation for non-residential customers

Snowy Monaro Regional Council will conduct liquid trade waste inspections of non-residential customers in Bombala, Cooma, Delegate and Nimmitabel.

Inspections will be start from July 2019 for premises that discharge liquid trade waste into Council’s sewerage systems in these areas.

For non-residential customers in each of these areas, Council will enforce compliance through the Liquid Trade Waste Regulation (as approved by Council at its Thursday 6 December meeting).

The implementation will be undertaken in the following stages:

Stage 1: During July 2019 to June 2020, free inspections will occur, including an education campaign.

Stage 2: July 2019 to June 2020. Receipt and assessment of S68 Liquid Trade Waste Applications. Note applications fees shall apply. No annual fee or trade waste charges will apply.

Stage 3: July 2020 onwards. Annual fees and trade waste charges will apply, relevant to the type of discharge identified in the inspection stage.

Council at its 17 April 2019 meeting adopted the following:

- SMRC Liquid Trade Waste Policy
- The plan of action as per the table below.

REGION	CURRENT STATUS	PROPOSED IMPLEMENTATION
Bombala and Delegate	Application and inspections not undertaken but charges have been applied to “Large” and “small” dischargers which is not clearly defined	<ul style="list-style-type: none">• 2019 July – Large and Small discharge charges will be removed• 2019 July – Application fees will apply• 2020 July – All trade waste charges as per the

		fees and Charges will apply
Cooma and Nimitabel	Not commenced	<ul style="list-style-type: none"> • 2019 July – Application fees will apply • 2020 July – All trade waste charges as per the fees and Charges will apply
Adaminaby, Berridale, East Jindabyne, Jindabyne	Fully implemented with charges applying as per the <i>2019 Revenue Policy</i>	Status quo remains and all charges will apply as per the <i>2020 Fees and Charges</i>

What is liquid trade waste?

Trade waste is a liquid waste produced by a business, commercial or industrial activity. It excludes domestic waste from a hand wash basin, shower, bath or toilet.

Liquid trade waste discharges to the sewerage system include liquid wastes discharged from business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, services station, supermarket, dentist); community/public premises (including craft club, school, college, university, hospital and nursing home); industrial premises; trade activities (e.g. mobile carpet cleaner); and any other commercial activities.

Liquid trade waste excludes toilet, hand wash basin, shower and bath wastes derived from all the premises and activities mentioned above; wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage); residential swimming.

Sewerage systems cater for waste from domestic sources, generally of predictable strength and quality.

Council may accept trade waste into its sewerage system as a service to businesses and industry.

Liquid trade waste may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled can pose serious problems to public health, worker safety, Council’s sewerage systems and the environment.

For further information, please visit Council’s website.

A person wishing to discharge liquid trade waste to the sewerage system must under Section 68 of the *Local Government Act 1993*, obtain prior approval from Council. This applies to both new and existing trade waste discharges.

Discharging liquid trade waste without an approval is an offence under section 626 of the Act and a discharger who fails to obtain Council's approval or fails to comply with the conditions of approval may be prosecuted under section 120 (1) of the *Protection of the Environmental Operation (POEO) Act 1997*.

In addition Council may issue a penalty notice under section 227 of the POEO Act.

For any enquiries please contact Council's Liquid Trade Waste Officer on 1300 345 345.

Read more about Snowy Monaro Regional Council's latest news at <https://www.snowymonaro.nsw.gov.au>

Water Sub-Committee Meeting

27th May 2019

15.05pm Council Offices Cooma

1. Attendees- Peter Cannizzaro, John Rooney- (Mayor), Suneil Adhikari, Gnai Ahamat, Peter Beer- (Councillor), Mark Rixon, Ahmad Selamat, Rahul Patel

Suneil Adhikari-Chair (temp)

Draft terms of reference discussed

John Rooney (Mayor)-appointed Chair

Councillor Beer – appointed deputy Chair

Agenda Items

- Terms of reference- Comments Review of and amendments
- Water/sewer complaints more complex than other areas
- 4 Councillors, Quorum of 2 required
- Water & Wastewater Management staff to have full participation rights
- All Councillors welcome to attend as non-voting members
- Frequency of meetings 3 per year and “as and when” required

Water and Sewer Operations & Strategic Updates

6.1

Bombala Sewerage Treatment Plant- retender for contract- risk of losing funding-BBR \$7 million, funding until 2020

Schedule of rates not prepared adequately

Lump Sum schedule submitted under tender

Breaking up of funded needed (Reserves, internal loans may be needed to fund Tender Cost blowout)

Blowout reasons- not green site, Platypus River, Bombala location

Pursue retendering- loss of current funding can be worked with to refund

- retender in stages
- Assistance from CJRO to offer market with bulk rebuilds, PMO (Project Management options) model – might be able to use for Adaminaby but Bombala needs to proceed.

Resolution/solution needs urgent resolution

- Risk of retender may not include original tenders
- Discuss with CJRO about retendering/PMO
 - Combine other similar projects and explore timeline options (email CJRO CEO)

Recommend-retender on removal of filtration unit and new schedule of rates

6.2

Adaminaby STP

Civil structure integrity- proceeding with design

PRP issued against plant

New plant design 800 EP, 2 tanks- 400 each

6.3

Customer info brochure – Water & Sewer Charges

Some wording /formatting changes discussed and required

35m2 specific floor area, 50% discount on sewer access

6.4

Sewer Pricing and Billing Policy

Pricing now harmonised with CPI increase only annually

Send out to real estate agents

Rydges Horizon unit sizes – how big?

Recommendation-send out information sheet with bills & real estate agents

Meeting with agents to inform

6.5

Liquid Trade Waste Implementation – Cooma, Bombala

Formatting and corrections required for Press Release + Fees & Charges

6.6

Bombala & Delegate Water Supplies – Options study

For information

6.7

Integrated Water Cycle Management (IWCM)

For information, Public Works Advisory recommended by DOI Water.

IWCM to cover entire Council area

6.8

S64 Development Servicing Plan

s64 workshop delivered-future charges will be cross subsidised according to areas.

Draft DSP and community consultation required

6.9

BAU Operational Issues

Risk of staffing shortfalls impact Water and sewer business, documented into CAMMS

GMW & WW highlighting risks with Risk Manager (Marg)

Meeting concluded at 16.45



DOC19/463321

The General Manager
Snowy Monaro Regional Council
PO Box 143
BERRIDALE NSW 2628
Attention: Gnai Ahamat

Letter by email

Email: Gnai.Ahamat@snowymonaro.nsw.gov.au

Dear Gnai,

Bombala Sewage Treatment Plant – EPL 1752

Upgrade of STP

I refer to Environment Protection Licence (EPL) 1752 held by Snowy Monaro Regional Council (SMRC) for Bombala Sewage Treatment Plant (Bombala STP). I refer also to a meeting between the NSW Environment Protection Authority (EPA) and SMRC on 8 May 2019 and to correspondence received by the EPA from SMRC on 14 May 2019 relating to the Bombala STP upgrade.

During the meeting, SMRC requested the EPA consider supporting the elimination of some design elements for the upgrade of Bombala STP in order to make it financially feasible. Specifically, SMRC requested that the EPA consider eliminating the filtration process, which facilitates reliable treatment of Total Phosphorus (TP) concentration to 0.3mg/L at the discharge point. SMRC stated that this change would require amending the concentration limit from 0.3mg/L to 0.5mg/L at the discharge point. SMRC stated that a TP concentration of <0.5mg/L may be achievable without filtration, relying solely on chemical dosing, but this would need to be confirmed once the upgrade is commissioned.

When exercising its licensing functions, the EPA is required to consider any of the matters in section 45 of the *Protection of the Environment Operations Act 1997* (POEO Act). The matters that the EPA is required to consider include:

- i) the pollution that will be caused and its impact on the environment;
- ii) the environmental values of water affected by the proposed discharge; and
- iii) the practical measures that could be taken to restore or maintain those environmental values.

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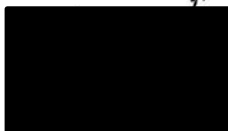
The EPA has assessed the Water Quality Objectives Assessment (WQOA) provided for the Bombala STP Upgrade and considered the environmental values of the Bombala River affected by the Bombala STP. The WQOA identifies that a TP performance criteria of 0.3mg/L at the discharge point is required to meet the NSW Water Quality Objectives 'aquatic ecosystem' 95th percentile protection level of 0.013mg/L at the edge of the mixing zone. Based on the predicted dilution at the edge of the mixing zone, TP from the STP will be 0.0125mg/L in the Bombala River when treated to 0.3mg/L, or 0.021mg/L when treated to 0.5mg/L.

The EPA notes that although treating TP to 0.5mg/L would slightly exceed the NSW Water Quality Objectives trigger for TP, the upgrade to Bombala STP will result in a significant improvement to the ability of the STP to reliably treat TP and the overall water quality of the Bombala River.

In this regard, the EPA supports the proposed staged approach to the treatment of TP. As discussed, a staged approach would involve setting an initial performance criteria of <0.5mg/L for TP during Stage 1 using single point dosing. Council advised the EPA that it may be possible to achieve a TP concentration of less than 0.5mg/L in practice. The objective of Stage 2 would be to meet a TP performance criteria of <0.3mg/L within 5 years of commissioning the upgrade to ensure that discharges meet the NSW Water Quality Objectives for the Bombala River. Testing undertaken during Stage 1 would be used to determine whether filtration or another method (such as second point dosing) should be implemented to meet the Stage 2 performance criteria.

Thank you for discussing this matter with the EPA. If you have any queries or wish to discuss these matters further, please contact Carlie Armstrong or myself on (02) 6229 7002

Yours Sincerley,



31.5-2019

MATTHEW RIZZUTO
Unit Head – South East Region
NSW Environment Protection Authority



SNOWY MONARO REGIONAL COUNCIL MEDIA RELEASE

Water update for Bombala and Delegate residents

Snowy Monaro Regional Council would like to advise that the upgrade of the Bombala Water Treatment Plant (WTP) and improvements to the Bombala and Delegate water supplies are a step closer following initial inspections being carried out by the consultant.

The option study, feasibility assessment and concept design for the Bombala WTP and Delegate water supply has been tendered and awarded to consultants, GHD.

All preliminary work relating to the options assessment, including the testing of raw water supplies is currently underway.

It is expected the draft study will be released for public comment, as well as a community meeting to be held in Bombala, around August of this year.

Discussions with Council, GHD and the Department of Industry NSW are ongoing as all parties work towards providing Bombala and Delegate residents with an improved water supply.

To read more about Snowy Monaro Regional Council's latest news, please view our website <https://www.snowymonaro.nsw.gov.au> or follow Council's Facebook page.

9.3.4 ELM TREES ADJACENT TO 59 MASSIE STREET, COOMA

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Open Space & Recreation Manager
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	8.2 Improve and maintain our public owned infrastructure and assets and facilities to a high standard
Delivery Program Objectives:	8.2.6 Council's infrastructure is maintained to meet compliance standards and to deliver high level services
Attachments:	1. Arborist Report - Elm trees 59 Massie St
Cost Centre	
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

At the Council meeting held on 21 March 2019 Council rescinded motion 264/18 (of the Ordinary Council Meeting 2 August 2018 Confidential session), regarding the proposal to remove 6 Elm trees adjacent to the property of 59 Massie St Cooma. The resolution (Council resolution 122/19) requested that an arborist report on the future management of the trees with a view to retaining them be arranged. The arborist report has been received and is attached to this report.

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

OFFICER'S RECOMMENDATION

That Council receive and note the Arborist report relating to the trees adjacent to 59 Massie Street Cooma, and adopt the recommendations outlined in this report.

BACKGROUND

At the Council meeting held on the 21 March 2019 Council adopted resolution 122/19 which rescinded the approval to remove 6 Elm trees adjacent to the property 59 Massie Street Cooma.

The resolution also contained a request for an Arborist report to be obtained relating to the future management of the trees located on Council property, with a view to retaining the trees while minimising the risk of damage to the neighbouring property. This report has been received including recommendations for the future management of the Elm trees. The recommendation from the report is that no urgent work is required and the trees are in healthy condition. The report also includes, as advice only, that the second tree from the Massie St corner (tree#611) may be removed at some time in the future.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Elm trees within Cooma’s CBD provide much of the character of the town centre. Community feedback indicates that there is strong support for these Elm trees to be retained and this is in keeping with the recommendations contained in the Arborist’s report.

2. Environmental

These trees form part of the character of Cooma.

3. Economic

The Arborist’s report does not outline any recommendations that would exceed budgetary constraints if they were to be undertaken. The removal of the tree #611 would be included as part of operational budget for Open Space.

Estimated Expenditure	Amount	Financial year	Ledger		Account string																	
			G	L																		
Tree removal (#611)	\$2500	2020	G	L	10	-	1	6	3	0												

4. Civic Leadership

The issue of these trees has been raised on several occasions and the community feedback in response to their removal demonstrates that they are a valued Community asset. Resolution 122/19 demonstrates Council leadership to the community and is consistent with the Tree Management Policy.

Cooma Shire Council

Visual Tree Assessment Elm Trees Corner Massie and Amos Streets, Cooma

13/05/2019
Arboriculture Consultancy Group
246 Upper Brogo Rd
Verona 2550

MOB. 0409530832
thetreedoctor5@bigpond.com
A.B.N 42 730 722 722
Consulting Arborists
Dip Arboriculture
Dip Horticulture
Dip Management

Inspection and Report Prepared By;

Andrew & Rebecca Norman, Consulting Arborists

17.05.2019

Cooma Elms Corner Massie and Amos Streets

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1.0 Scope of Assessment

2.0 Risk Evaluation Tools

3.0 Visual Tree Assessments

4.0 Recommendations

5.0 Illustrations

Appendix A

Appendix B

Appendix C

17.05.2019 Cooma Elms Corner Massie and Amos Streets

1.0 Scope of Assessment

A visual Tree Assessment (VTA) was conducted at on 6 Ulmus trees at site corner of Massie and Amos street, Cooma NSW. Purpose of the assessment was to record tree health and structure to ascertain risk and to provide a brief insight to Safe Useful Life Expectancy. For the purpose of the assessment a tree is defined as a woody perennial with a mature height of 10 meters or greater and possessing a current size of 100mm DBH (diameter at breast height).

All trees inspected were marked with metal numbered tags and position recorded using GPS coordinates. Field data and location were uploaded to the FULCRUM server and the information is included in this report. A specific URL is provided in section 4 of this report and will enable direct location recognition using global map information with embedded pictures and other tree assessment details. Simply click on the location pin if using a mouse pointer or tap pin if using a mobile device with touch screen enabled. Images can be viewed by this method also.

Failure potential of structural deficiencies is calculated using standard methodology as required by the Australian Arboriculture Association and the International Society of Arboriculture.

Hazard ratings are explained in section 2 of this report and trees returning a score of 8 thru 12 are considered higher than average risk in terms of structure, age , size, failure history or a combination of these factors. Scores of 11 and 12 are identified for removal as are trees that show characteristics that will degenerate and increase failure probability as time passes.

The following section contains generic information relating to tree risk and growth characteristics. It is included as part of the methodology and also to provide a basis of understanding for tree health for the reader.

2.0 Risk Evaluation Tools

Failure potential of a tree is quantifiable and based on certain observable characteristics. A tree is a living organism that defends itself chemically from other organisms and by accelerated growth in areas of greatest stress when confronted with changes to its growing environment. Visual Tree Assessment, or VTA, refers to the process of inspection and recognition of signs indicating reaction to change. Signs of reaction are studied to provide a value in terms of failure probability and underpin the basis of a hazard rating.

Hazard ratings are derived from cumulative values given to various aspects of the trees condition and its immediate environment. Many factors are considered during this process, with the major components listed as;

Tree species and genetic predisposition.

Age category.

Structure and failure probability of growth characteristics.

History of failure or pruning.

External indication of pathogen activity.

Location and use of the area the tree influences.

17.05.2019 Cooma Elms Corner Massie and Amos Streets

Internal examination is conducted where adequate evidence exists of degraded structure and a 'map' of the affected area is useful. Resistance drilling will indicate extent of wood decay fungi for example, however ultrasound imaging and GPR - ground penetrating radar- are useful tools also. It is

considered that internal intrusive action is only undertaken when a specimen displays outward signs of infection or stress related collapse as drill holes will breach compartmented cells¹.

Retention Value, as applied to trees, is now considered in conjunction with the Safe Useful Life Expectancy, or **SULE**, a system of assessment in common use worldwide. Quantified Tree Risk assessment, **QTRA**, is also used to calculate risk in relation to trees. Developed in the UK by Mike Ellison, QTRA applies mathematical equation to the relationship between the "target" and tree condition.

Retention value uses cultural factors including rarity of species, quality of health and vigour, history and relationships within the environment, to ascertain retention criteria. Resulting value can be interpreted by Managers using a direct correlation to risk. A tree with a high retention value but also a high hazard score may not be a candidate for removal and may be worthy of other considerations.

Considerations for retaining hazard trees;

- Specialised pruning to reduce masse and wind resistance
- Application of mechanical aids such as cable bracing or catching slings
- Removal of the "target" including closure of public access and relocation of built structures.

Hazard Rating is expressed as a numerical value- with 1, 2,3 and 4 indicating a low risk of failure; 5, 6 7 and 8 places the tree within a moderate risk category and the values of 9, 10, 11 and 12 point to a high level of risk. These ratings are cumulative scores derived from 3 aspects of the perceived risk; Size of the material, type of defect (observed or probable) and the "value" of the target (see endnote²;))

Management options can vary depending on the retention value placed on the specimen, however it is agreed that in most cases trees rated at 11 or 12 warrant immediate removal in part or whole to reduce risk to acceptable levels.

¹ Compartmentalisation of decay in trees or CODIT developed by Dr Alex Shigo (1990) researched into the way trees protect from decay organism intrusion and wounding.

² Target value calculates occupation of area of influence; both numbers and time. Although property value is considered, human life remains highest value for the purposes of this report.

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Major components of Tree Failure;

2.1 Decay Organisms;

Wood decay fungi are one of the most common causes of tree failure. Infected trees lose structural integrity as the organism digests wood cells leaving a modified substance that is unable to withstand the loads carried by healthy wood. Very basically the fungi that affect living trees can be divided into two groups; white rot – where lignin is digested and the cellulose fibres are left along with hyphae that appears white in colour - and brown rot, where the cellulose is affected leaving the blocks of lignin. These types of decay are attributed to a group of fungi known as *basidiomycetes* in the case of brown rot, and *phanerochaete* in the case of white rot. (N.B. there are other genera of fungi that cause rot and are associated with failure, however commonly observed varieties are listed here).

Fungi detection can be difficult and even in affected trees the rate of degradation can vary dramatically. Outward signs include *fruiting bodies*– the bracket mushroom or conk- that allow for reproduction and are visible on the bark, within open lesions or at the soil surface. Once detected a map of the affected area can be made and failure potential estimated. Primary decay fungi (i.e. fungi that affect living wood) can co-exist within a living tree for many years without dramatically affecting failure potential; however, one must recognise that all infected trees will have a shortened lifespan and possess a higher level of risk.

Secondary decay organisms will infect wood cells that are dead and they are involved in the breakdown of the cells into basic minerals. Dead trees are regarded as highest risk (i.e. - value 12) because of the inability of the dead tissue to react to this type of decay intrusion. The more moisture available and the higher the average temperatures the faster these organisms work and collapse can occur at any time, particularly from root plate failure.

Any dead tree with public access areas within its drop zone should be removed as part of normal maintenance and hazard reduction procedure. Habitat value is an important consideration and will vary according to management policy although this report will identify such trees as removals.

2.2 Limb Shear;

Defined as the apparently unpredictable loss of scaffold limbs, this phenomena is a major cause of concern for the arborist. Studies have been carried out on all aspects of tree physiology and bio-mechanical formulae with inconclusive results. Chemical changes at cellular level have been recorded and genetic predisposition calculated however during the inspection process it is implied mechanical load stress that constitutes the major diagnostic tool. Limb length to diameter, expressed as a ratio and angle of incline are used to indicate shear potential. A significant reduction in risk can be achieved by the shortening or removal of horizontal limbs recording a length to diameter ratio of 1/50 or greater.

2.3 Dead Wood;

Branch death is generally considered a natural process and healthy tree specimens can carry a percentage of “dead wood”. In a mature tree, dead wood up to 75mm in diameter is acceptable and removal advised as required; dead branches over 75mm in diameter are a cause for investigation and can indicate underlying problems. In most species the branch collar becomes more pronounced as the branch loses vigour and the more pronounced the

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collar the more 'natural' the decline. Dead branches with less collar development indicate a loss of vigour of the entire tree.

As branch death occurs – as with whole trees – the loss of moisture and leaf area results in reduced load and wind resistance. Recently defoliated trees and branches are potentially 'safer' than a leaved specimen.

The question to be asked is; why the branch or tree died? And is this a factor for considering further risk analysis.

Secondary decay organisms move quickly into the dead tissue. Collapse can occur so rapidly that all dead branches over 35mm in diameter within the public access area, or in the case of high value target (e.g. constant access areas, school facilities and over tables, seating or installations) 20mm in diameter will be recommended for removal.

2.4 Leaning Trees;

Risk Assessment for trees identifies all specimens with an incline of 20 degrees from the vertical (or greater) be considered high risk. Compounding factors are damage to the Critical Root Zone (or CRZ – see appendix 9.0 & 9.1 notes) and decay in the plane of lean. Above ground stress in the form of wind load or gravitational force on the crown is transferred to the roots causing reactive accelerated growth. This reaction is recognised as the development of tension roots away from the direction of lean and compression roots that 'prop' the leaning structure.

Roots under tension act like guy ropes and are able to stretch under the load, these roots are critical to the trees stability. Even minor damage to these, especially within the CRZ area, can have devastating results. 'Decay in the plane of lean' – when added to the inspection notes - indicates the tension root development is compromised or missing. The VTA process looks at reaction wood around the trunk flare that indicates healthy tension roots or fibre buckling at the compression side.

2.5 Mechanical Damage;

Axe wounds, steel pegs, car compaction, flood and fire all have the ability to breach the trees defence system and cause premature death. By far the worst cases of wounding are inflicted during road works or site clearing by heavy machinery and pruning by chainsaw and pole-saw operators.

It cannot be stressed enough that machinery operators understand the limits of their tools and observe protection zones. Earthmovers must avoid root – top damage and chainsaw operators should be conversant with "natural target pruning" and The Australian Standards regarding limb removal.

2.6 Branch Attachment;

The union between new growing points within the trees system establishes the structure; some of these unions are inherently strong and others inherently weak. As the tree matures, growth is directed to areas where a need persists (as in the case of dominance) or as determined by stress. Tip growth becomes a twig, a branch and a limb. These limbs form the scaffold that supports the leaf canopy and contain all the conductive tissue needed to pass nutrient laden fluids up and down the organism.

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In a well attached limb the angle of attachment is between 30 and 90 degrees (approximately; this figure is indicative only) and each consecutive growth increment – the tree rings we all use to determine age- interlocks the main stem to the limb. These interlocking cell bundles provide an extremely strong union that extends into the main stem right down to the original growth point. At the union a collar forms that indicates strength and contains concentrations of chemicals used for defence and growth.

In a weakly attached limb the angle is more acute and the collar is not developed. These types of unions are referred to as “bark included” or “apressed”. Worst case scenario is that the main stem divides and produces co-dominant apical points (bifurcation) trapping bark or even another branch in the expanding union. As these unions grow they force themselves apart and reaction wood forms on the outer edges indicating the level of stress concentrated there. These unions have a very high failure potential and together with decay organisms form the two major contributors to premature collapse. VTA identifies unions showing stress. Management options include pruning to reduce load or in limited cases complete removal of a limb, a stem - or tree.

2.7 Soil Fungi;

Fungal activity in the soil layers beneath the tree is absolutely essential for tree health.

Without the action of myriad hyphae breaking down the earth medium into available nutrients for 'higher' plants it is said that none would survive. However; as with most actions in life an opposite is always apparent and not all fungi are beneficial to individual plants. Fungi such as *armillaria sp* and *phytophthora sp* cause root decay and will kill mature trees by starving. As the roots succumb to the parasitic fungi they stop translocating nutrient and the conductive tissue collapses.

Known as root-rot and affecting the below ground portion they are difficult to identify. Most infection is only noticeable by the death of the leaf canopy and this is usually complete and relatively fast. Roots affected will lose adhesive strength (see specifications in appendix) and decay quickly providing a high risk of blow down in affected trees during storm events.

2.8 Climate Change;

As scientific evidence and anecdotal observation mount, it has become clear that global and local weather patterns are changing rapidly. Information is being presented that points to increases in temperatures, increases or decreases in rainfall, changes to ocean currents and changes to weather events. *From the observation of the tree risk manager one thing is clear; storm events are becoming more frequent and of greater intensity.*

Changes to rainfall patterns will have a cumulative affect but this will be slow to evidence in broad scale tree populations. A far greater concern is the likelihood of intense low pressure systems and super storm cells placing extreme loads on the tree structures surrounding public access areas. First line risk abatement would see evacuation implemented (given adequate warnings from BOM) thus significantly reducing risk.

Controlled evacuation would be the preferred method to deal with events of catastrophic weather or fire, however, this is not always practical when dealing with fast developing, localised storm events.

Overall, it may become prudent to increase 'drop zones'- the areas of impact relating to target value, thus increasing the risk value of given trees and creating more removals.

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Although this would be the least desirable outcome, it may be the easiest to implement. These impact zones are currently within the drip-line of the canopy or, in the case of trees identified as possessing an elevated risk potential, an area equal to the height. The latter applies particularly to trees with a lean bias or subject to exposure from a given direction.

Increasing the zone of impact may take into account windblown debris carrying for greater distances and being larger in size. Plantations or groups of trees could be fitted with catching cables; a device installed to support falling (younger) trees from impacting a specific area. Older trees and those showing signs of decline could be removed to achieve a larger safe zone.

Summary of risk evaluation tools;

The above listed components are the most commonly encountered when visually inspecting trees. Underlying problems can occur within the tree at any point above or below ground that may affect strength or stability. Generally, these problems manifest as a loss of vigour or loss of leaf density and colour and noting these changes is important in the diagnostic process.

As a living organism the “purpose” of the system is to survive, grow and reproduce. And in so doing they resist failure using available resources. Trees with established structural defects that are proven high risk characteristics can stand for many years due to internal changes affecting wood strength or protective elements offered by surrounding vegetation. During periods of high rainfall soil saturation can reach levels that affect holding power of roots and with added wind load the collapse of sound trees can occur. All these factors constitute the nature of trees within the natural environment.

Eliminating all tree related risk is totally impractical for any individual land owner or organisation administering the access and management of public land. However, the careful application of these assessment tools can identify the most obvious elements of tree failure and risk management.

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3.0 Visual Tree Assessments ;

2019-04-30

Created	2019-04-30 00:21:38 UTC by Andrew Norman
Updated	2019-04-30 00:25:20 UTC by Andrew Norman
Location	-36.2333339, 149.1258641
Location	Western end buildings
Date	2019-04-30
Tree Number	607
Species	Ulmus
Age category	Mature
Height	40
DBH	950
Structure	Fair
Defects	Main stem bifurcation
Aspect	Minor asymmetry
Root damage	compaction
Health	Good
Live Crown Ratio	>80%
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Public buildings roadside
Hazard rating	10
Retention value	High retention
Notes	First tree next drive some asymmetry from close neighbor

Photos



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2019-04-30

Created	2019-04-30 00:25:47 UTC by Andrew Norman
Updated	2019-05-16 20:39:03 UTC by Andrew Norman
Location	-36.2332818, 149.1259412
Location	Western end buildings
Date	2019-04-30
Tree Number	608
Species	Ulmus
Age category	Mature
Height	40
DBH	900
Structure	Fair
Defects	Main stem bifurcation
Aspect	Generally symmetric
Root damage	compaction
Health	Good
Live Crown Ratio	>80%
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Public access
Hazard rating	9
Retention value	High retention
Notes	Second tree

Photos



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2019-04-30

Created	2019-04-30 00:28:00 UTC by Andrew Norman
Updated	2019-04-30 00:30:13 UTC by Andrew Norman
Location	-36.2333109, 149.1259063
Location	Western side buildings
Date	2019-04-30
Tree Number	609
Species	Ulmus
Age category	Mature
Height	40
DBH	800
Structure	Fair
Defects	Main stem bifurcation
Aspect	Minor asymmetry
Root damage	compaction
Health	Good
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Public access
Hazard rating	9
Retention value	High retention
Notes	One stem over building

Photos



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2019-04-30

Created	2019-04-30 00:30:29 UTC by Andrew Norman
Updated	2019-04-30 00:32:17 UTC by Andrew Norman
Location	-36.2333725, 149.1259815
Location	Western side buildings
Date	2019-04-30
Tree Number	610
Species	Ulmus
Age category	Mature
Height	40
DBH	700
Structure	Good
Aspect	Generally symmetric
Root damage	compaction
Health	Good
Live Crown Ratio	>80%
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Public access
Hazard rating	8
Notes	Upper stems bifurcated
Photos	



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2019-04-30

Created	2019-04-30 00:32:41 UTC by Andrew Norman
Updated	2019-04-30 00:34:38 UTC by Andrew Norman
Location	-36.2333404, 149.1259416
Location	Western side buildings
Date	2019-04-30
Tree Number	611
Species	Ulmus
Age category	Mature
Height	18
DBH	250
Structure	Poor
Defects	Suspect decay, Critical Lean
Aspect	Major asymmetry
Root damage	root top damage
Health	Fair
Disease and pathogens	white rot
Live Crown Ratio	50 to 80%
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Building
Hazard rating	11
Retention value	Low retention
Notes	Lean over building decay in base

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2019-04-30

Created	2019-04-30 00:34:55 UTC by Andrew Norman
Updated	2019-04-30 00:36:54 UTC by Andrew Norman
Location	-36.233319, 149.1259595
Location	Western side buildings
Date	2019-04-30
Tree Number	612
Species	Ulmus
Age category	Mature
Height	40
DBH	1500
Structure	Fair
Defects	Main stem bifurcation, Reaction wood
Aspect	Minor asymmetry
Root damage	compaction
Health	Good
Live Crown Ratio	>80%
dead wood	50 to 100 mm
history	prune 50 mm plus
target	Road intersections
Hazard rating	10
Retention value	High retention
Notes	Largest specimen
Photos	



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Group of 6 Elm trees growing at the site were planted specimens and age category is consistent with similar species growing at adjacent sites in the Cooma precinct. These trees were planted as a group with spacing well below that required for a specimen tree.

Two main impacts exist for the trees growth, firstly the close proximity of each tree and secondly the building that has been erected within the CRZ³. Elm are a forest species in their natural habitat and have developed predisposition to competitive growth, root grafting and low-light photosynthesis. This ability to flourish in competitive environments ensures the minimisation of severity of these impacts at the Cooma location.

The subsoil conditions of the site also contribute to healthy growth as there is abundant groundwater and alluvial loam associated with the low lying site. Deep soil profiles would provide ideal conditions for root development that can penetrate well into these substrates. Trunk flare and root crown growth, particularly on the larger trees, indicates healthy root structure.

Overall health of these trees is assessed as excellent with the exception of tree 611 the second tree from corner. 611 is a regrown sucker from the root stock and the old stump is decayed at ground level whilst supporting a suppressed crown that has a distinct lean away from the larger trees and over the building roof.

Tree 607 at the far end of the group has developed a larger mass and along with tree 612 at the other end are the largest individuals. This is due to lack of competition and greater access to solar absorption as well as root penetration away from neighbouring trees.

612 has a distinctive co-dominant stem bifurcation at ground level that is often associated with higher failure probability. In this example however there is a lack of compression between the stem union and therefore no bark inclusion that is a precursor for weakened structure. Also the bifurcation is low on the trunk allowing for support from the root crown and trunk flare. Failure from this type of structural phenomena is rare and usually only in the presence of wood decay organisms or root damage such as trenching works or excavation. Tree 612 displays characteristics of a strong union and healthy growth with no indication of decay.

Trees 608 and 609 also display stem bifurcation and multi stem division with bark inclusion and low level reaction wood⁴ formation. These trees are within the group and afforded the protection from wind loading offered by the surrounding vegetation. In a group such as this, all members share the load, in that wind load is diminished on each individual within the group. When individuals are lost or removed the affect on remaining trees can be catastrophic as they are subject to loading not previously recorded by the tree. Trees will strengthen by growing in relation to stress but this is a slow process and takes many years to accomplish fully.

As long as the group remains intact and surrounding natural or built environment is not altered excessively, the group will survive as one.

These are mature trees that share competitive and protective elements from their close proximity with each other. They are at the upper limits of height and lack the space required for the development of low scaffold limbs. Their crowns will not be broad spreading as is common in single same species specimens, however they are healthy and show excellent vitality.

Although classified as mature age category they have the capacity to continue as healthy trees for many more years. These are approximately 60 years old and can live for another 150 years given protection.

4.0 Recommendations;

³ CRZ refers to Critical Root Zone; an area populated by the major structural roots and generally indicated as 3 to 6 metres from the trunk of a mature tree

⁴ Wood growth in reaction to stress, usually load stress, compression stress or movement.

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Tree 611 is the smallest in diameter of the group and shows a poor structure. Removal of this tree would not adversely affect the remaining trees either from altered wind loading or root interlacing. This is not urgent work and is advisory only. Tree 611 will not develop into an integral member structurally for this group and removal will reduce competition by a small degree.

If removal of tree 611 is undertaken under no circumstances should the stump be poisoned as this will be translocated to the remaining trees.

It is advised that stump grinding should also be avoided so as not to damage roots from neighbouring trees.

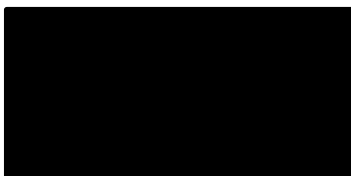
Pruning work is not recommended at this time. These trees display only minor fail history and little dead wood. Any pruning should be limited to branches less than 100 mm in diameter if necessary in the future.

Root zones need protection and any excavation or trenching should only be undertaken with consent from a suitably qualified arborist.

Following URL can be used to view tree location and data on mobile devices and PC. Simply copy and paste the whole link into a browser address bar. Any difficulties please contact the undersigned.

```
<iframe  
src="https://web.fulcrumapp.com/shares/82b9380cbdf9646c?&popup_properties=tree_nu  
mber,height,dbh,structure,defects,aspect,health,disease_and_pathogens,live_crown_ratio,  
dead_wood,history,target,hazard_rating,retention_value,notes,photos&title=Cooma%20Shi  
re" width="100%" height="400" scrolling="no" frameborder="0" id="share-demo-  
iframe"></iframe>
```

Yours sincerely



Andrew Norman.

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5.0 Illustrations;



Figure 1 detail of tree 612 and stem union of the lower trunk. Note the 'buttrressing' trunk flare that aids the strengthening of this union. Where division occurs (arrow) the stems separate and are not tightly appressed.



Figure 2 showing the base of tree 611. Arrow indicates location of decayed stump and the live stem can be clearly identified as a side shoot to this old remnant stump.

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Figure 3 detail of tree 607 showing a canker growth on the trunk. This is the result of abnormal cell division and does not indicate disease or affect structure significantly.

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APPENDIX A

DISCLOSURE STATEMENT

Assessments and vegetation species identification are undertaken with the use of all resources available to ACG at the time of inspection. Trees are living organisms that possess variable genetic qualities and react to their environment in many ways, therefore, it must be understood that the degree of accuracy can be accordingly variable.

Failure potential can be quantified using accepted methods of assessment, but prediction of when and if a tree will fail is difficult to guarantee. Environmental, biological and meteorological factors may increase a trees failure potential.

Factors beyond the control of ACG must be recognised when interpreting any assessment.

Trees provide a degree of risk by their nature; this factor must be taken into account within the context of the proposed use of the land occupied by the vegetation. ACG bases a trees hazard rating on information provided at the time of request. Hazard ratings should be used as a guide only when interpreting the report.

TERMS AND CONDITIONS

- Assessments are valid for a period of four months from the inspection date recorded in the report.
- The report document is for the exclusive use and benefit of the person/s or company named in the report.
- Non payment of assessment fees within the invoice terms renders the report invalid.
- Any further inspection of the site listed in the report for the purposes of updating the report or re-assessing vegetation will incur a fee.
- That the report is read in conjunction with the terms and conditions, specifications and recommendations and that these are understood and recommended works carried out.
- A.C.G. shall NOT be liable for any act of any other person or party;
 - A. Contracted to carry out any works in relation to the report
 - B. Determined not to have carried out said works as prescribed in the report
 - C. Carried out any works not to a standard acceptable under AS4373/1996 Pruning of Amenity Trees.

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APPENDIX B

REFERENCE, STANDARDS AND METHODOLOGY

Reference material includes, but not limited to, published works:

Mattheck & Breoloer 1994/1996;

Shigo 1989/1994/1995;

Schwarze 1998;

Lonsdale 1997; Hyam & Pankhurst 1995;

Mattheck & Bethge 2000;

Beckett 1978;

Coder 2006.

Standards in gathering information and compiling reports:

Andrew and Rebecca Norman

- Have no affiliation with any enterprise concerned with or practicing commercial tree work.
- Offer an unbiased and ethical assessment service.
- Adhere to and require all prescribed works to be performed to Australian Standard –2007 4373"Pruning of Amenity Trees".
- Operate within the guidelines laid out in the appropriate Work Cover Authority Code and OHS standards applicable to the tree industry.
- Respect and require all prescribed works to be in compliance with the appropriate Local Authority Regulations and Tree Management Policies.

Data Collection Methods:

- All field data is collected following accepted methods prescribed by The International Society of Arboriculture and the Australian Arborists Association. Equipment used includes, but is not limited to, Nylon hammer, inclinometer, chainsaw, diameter tape, resistance measuring device, increment borer, digital image recording device, binoculars and distance tape.
- Data is recorded in field notes or on a standardised FULCRUM data collection server to be included in the final report. In the case of trees assessed to determine the cause of failure detailed examination of cross section segments may be necessary.
- Root system failure may require site excavation to establish the nature of the subterranean portion of the tree.

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APPENDIX C

Glossary of Terms

Abnormal Vigour

Accelerated growth of a tree due to changes in its environment such as applications of fertilizer, irrigation or waste material.

Acute Crotch

A union formed when two or more dominant stems of equal diameter grow from a single stem. Sometimes referred to as co-dominant

Apressed

Pressed up against another object but not united with it

Bark Included

An acute crotch that has developed to a point where the bark is crushed and enclosed within the crotch.

Branch Collar

Is a point of attachment to enable the support of the branch framework, growing in increments it extends into the trunk.

Branch protection Zone

A store house of energy to defend against the spread of pathogens and decay at the base of the branch collar

Callus

Is the first tissue produced by the cambial zone after an injury.

Cambium

Is the thin layer of cells under the bark containing vessels that produce additional wood and food conducting (phloem & xylem) tissue.

Co-dominant

Stems or crown, of equal height and or proportions, competing for dominance.

Compartmentalisation

The defence process within a tree consisting of chemical & physical barriers of which there are four .
CODIT

Crown Spread

A two dimension linear measurement of the crown from North to South and East to West.

DBH

Is the Diameter at Breast Height of a tree trunk, or multiple trunks

Decortivating

Bark peeling or shedding

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Decurrent

Crown shape usually open crowned trees, branches droop downwards.

Endemic

When the natural distribution of a species is restricted to a certain defined area.

Excurrent

Crown shape upwards, erect branches, through to an apical point.

Exotic

Is endemic to another country or region.

Kino

Is resins created by angiosperms and deposited in pockets within heart wood and evident as exudates often associated with wounding.

Lesion

Open wound usually elongated caused by environmental factors

Lignin

Is the substance that makes cell walls rigid and resilient.

Limb Shear

The loss of a branch or branches through mechanical or natural forces ie wind, drought, involving chemical reactions within the tree.

Lopping

Removal of some or all scaffold limbs usually to an inappropriate point not corresponding to the natural target.

Mature

Trees aged between 50% -80% of life expectancy.

Native

Does not naturally occur within the area the species is growing but is endemic somewhere in Australia.

Natural Target

Making a pruning cut at a point where the tree's natural defences are utilised, pruning to visible branch collars.

Pollarding

Is the practice of pruning trees back to just above the same point annually to maintain a smaller crown.

Retention Value

Refers to the added value in the landscape and includes historical significance, form, species, rarity or any other significant factor.

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Scaffold Limbs

The larger main limbs of a tree that make up the framework for the crown.

Semi-mature

Trees aged between 20% -50% of life expectancy.

Senescent

At the end of life span, showing dead wood and low vigour.

SULE

Is an estimated Safe Useful Life Expectancy of vegetation.

Symmetrical (sym)

In reference to the crown aspect, the centre of the crown resides over the root crown.

Trunk Flare

Is a swelling around the base of a trunk where it emerges from the soil.

Wound wood

Is created when callus becomes infused with lignin, creating a barrier zone that separates tissue present at the time of the injury from new wood.

Young

Trees aged less than 20% of life expectancy.

9.3.5 MINUTES OF WASTE MANAGEMENT COMMITTEE MEETINGS HELD 12 APRIL AND 30 MAY 2019

Record No:

Responsible Officer: Director Environment & Sustainability
Author: Resource & Waste Administration Officer
Key Theme: 4. Leadership Outcomes
CSP Community Strategy: 10.1 Planning and decision making is holistic and integrated and has due regard to the long term and cumulative effects
Delivery Program Objectives: 10.1.1 Council has a transparent and bold growth objective which provides a framework for decision making
Attachments: 1. Minutes of the Waste Management Committee Meeting held on 12 April 2019
2. Minutes of the Waste Management Committee Meeting held on 30 May 2019

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Waste Management Committee met on the 12 April 2019 and 30 May 2019. The Committee's recommendations from these dates are presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

That the recommendations of the meetings of the Waste Management Committee held on 12 April and 30 May 2019 be adopted.

BACKGROUND

The Waste Management Committee met on 12 April 2019 and 30 May 2019. The minutes of each meeting are attached. A number of recommendations have been made at each of the relevant meetings.

Councillors' particular attention is drawn to the following recommendations:

Meeting held on 12 April 2019:

Item 7.2 – investigation of expansion of organic composting and marketing analysis

COMMITTEE RECOMMENDATION

WMC11/19

That the Waste Management Committee:

- A. Receive and note the Composting and Technology Options and Market Analysis (attachment 1) report from MRA,
- B. Receive and note the Investigation of Licensing Parameter (attachment 2) report from MRA,
- C. Refer the Short, Medium and Long term recommendations for consideration in the development of the Snowy Monaro Regional Council Waste Management Strategy.
- D. Endorse the proposed Planning and EPA Licence approvals application process outlined in attachment 2.

Item 7.3 – Self-compacting solar powered public street bins

COMMITTEE RECOMMENDATION

WMC12/19

That the Committee receive the report and endorse the trial not to proceed.

Item 7.4 – Snowy Monaro regional Council household kerbside bin system audit 2018

COMMITTEE RECOMMENDATION

WMC13/19

That the Committee

- A. Receive the Household Kerbside Bin System Audit 2018 report prepared by EC Sustainable Pty Ltd
- B. Endorse Council officers to action the recommendations within the report.

Meeting held on 30 May 2019:

Item 7.1 - Alternative Landfill Cover Trial

COMMITTEE RECOMMENDATION

WMC18/19

That Waste Management Committee

- A. Receive and note the information contained in this report,
- B. Authorise the trial of mechanical devices as an alternative landfill cover not proceeding.

Item 7.2 Jindabyne Regional Waste Management Facility Future Options Investigation

COMMITTEE RECOMMENDATION

WMC19/19

That the Waste Management Committee:

- A. Receive and note the Jindabyne Regional Waste Management Facility Options Assessment Report (attachment 1) from GHD,
 - B. Endorse the recommendations contained within the Options Assessment section of this report,
 - C. Endorse that Council do not proceed with the construction of the second lift at Jindabyne Landfill,
 - D. Endorse the Resource and Waste department to commence the necessary planning design and construction processes for a landfill expansion within the quarry.
-

- E. Authorise for the funds allocated in the 2019/20 financial year budget for the Jindabyne Landfill second Lift of \$1.5 million to be reallocated to the Jindabyne Landfill Quarry Expansion project
- F. Authorise for the additional funds required to undertake the Jindabyne Landfill Quarry Expansion to be considered during the establishment of Council's budget for 2020/21 and beyond (For a total project cost of \$4.6 Million)

Item 7.3 Proposed Domestic Waste and Recycling Service Arrangements for Residents in the Bunyan Area

COMMITTEE RECOMMENDATION

WMC20/19

That the Committee:

- A. Approve the establishment of a Bank of Bins (BOB) near the corner of Binjura and Bunyanvale Roads,
- B. Authorise the required expenditure of \$7600 (GST Ex) to be allocated to Capital Project Account PJ220053 Cooma Street Furniture & Recycle Bins
- C. Approve local residents and relevant council staff to be notified about the availability of the service.

Item 7.4 Proposed Changes and Implementation of New Service arrangements for Michelago Waste and Recycling Saturday Morning Collection Service

COMMITTEE RECOMMENDATION

WMC21/19

That the Committee

- A. Endorse the proposed community consultation with the recommendation to establishing an enclosed BOB within the confines of the former Michelago RFS shed and proposed BOB within the grounds of the Colinton RFS.
- B. Authorise the expenditure of \$16,600 in the 2019/2020 budget with funding to be provided from Capital Project Account PJ220053 Cooma Street Furniture & Recycle Bins
- C. Authorise and approve the establishment and servicing of the enclosed BOB within the confines of the former Michelago RFS shed.

Item 7.5 Review on Bredbo, Delegate, Nimmitabel and Numeralla Transfer Station Operating Hours

COMMITTEE RECOMMENDATION

WMC22/19

That the Committee:

- A. Approve the following proposed changes to operating hours, commencing as soon as practicable within the first quarter of the 2019/2020 financial year.
 - (i) Bredbo Transfer Station operating hours be scheduled as Friday 10am to 12noon and Sunday 10am to 1pm
-

- (ii) Delegate Transfer Station operating hours be scheduled as Tuesday 9am to 12noon and Saturday 9am to 12:30pm
- (iii) Nimmitabel Transfer Station operating hours be scheduled as Sunday 11am to 3pm and Wednesday 9am to 12noon
- (iv) Numeralla Transfer Station operating hours be scheduled as Monday 8am to 10am and Saturday 9am to 1pm

- B. Authorise for the new hours of operation to be advertised to the community

Item 7.8 Support to the Artists of the Jindabyne Lakelight Sculpture Event through Donating Reclaimed Materials from Council Waste Facilities

COMMITTEE RECOMMENDATION

WMC25/19

That the Waste Committee:

- A. Receive and note the report.
- B. Approve the donation of waste materials for artists to use at the next Lake Light Sculpture event, held over Easter 2020.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Council is responsible for providing its residents with an environmentally and economically sound option for domestic waste and recycling management services. The recommendations which have been adopted by the Waste Committee have considered the social impacts to the community.

2. Environmental

Council is committed to providing Snowy Monaro Regional Council residents with an effective and efficient waste and recycling disposal service through the use of regular kerbside collection services, landfill facilities, transfer stations, collection points and Bank of Bins (BOBs). This ensures that environmentally sustainable disposal habits can be developed thus reducing waste to landfill and increasing the recycling throughout the region. Council's services and site operations are required to meet minimum acceptable standards and EPA requirements.

3. Economic

Economic impacts of the actions endorsed by the Waste Committee have been identified within the reports presented to the Waste Committee. In particular, the proposed revised operating hours for various transfer stations is reflective of the Committee's and Council's previous request to identify operational savings for the 2019/20 operational year and beyond.

4. Civic Leadership

Council is showing strong civic leadership through the recommendations which have been made by the Waste Committee. Such recommendations have considered past reports along with the social, economic and environmental impacts of the recommendations.

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SNOWY MONARO
REGIONAL COUNCIL

Minutes

Waste Management Committee Meeting

12 April 2019

**WASTE MANAGEMENT COMMITTEE MEETING
HELD IN IBD MEETING ROOM, SECOND FLOOR, 81 COMMISSIONER STREET, COOMA
ON FRIDAY 12 APRIL 2019**

MINUTES

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**MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING
HELD IN IBD MEETING ROOM, SECOND FLOOR, 81 COMMISSIONER STREET, COOMA**

**ON FRIDAY, 12 APRIL 2019
COMMENCING AT 3.00PM**

PRESENT: Councillor, Rogan Corbett
Councillor, James Ewart
Peter Smith, Director of Environment and Sustainability
Patrick Cannon, Group Manager Resource and Waste Management
Mathew Cross, Manager Resources and Waste Facilities
Mandy Thurling, Manager Resource and Waste Services

1. OPENING OF THE MEETING

The Chair opened the meeting at 3.00PM

2. APOLOGIES

An apology for the meeting was received from Lynley Miners Deputy Mayor and Lorinda Coulton, Minutes Secretary

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 WASTE MANAGEMENT COMMITTEE MEETING 28 FEBRUARY 2019

COMMITTEE RECOMMENDATION	WMC8/19
THAT the minutes of the Waste Management Committee Meeting held on 28 February 2019 are confirmed as a true and accurate record of proceedings.	
Moved Councillor Corbett	Seconded Councillor Ewart
	CARRIED

5. BUSINESS ARISING

Nil

6. ACTION SHEET

6.1 ACTION SHEET

Record No:

Responsible Officer: Group Manager Resource & Waste Management

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 3

Author: Resource & Waste Administration Officer
 Key Theme: 4. Leadership Outcomes
 CSP Community Strategy: 10.1 Planning and decision making is holistic and integrated and has due regard to the long term and cumulative effects
 Delivery Program Objectives: 10.1.1 Council has a transparent and bold growth objective which provides a framework for decision making
 Attachments: Nil
 Cost Centre
 Project
 Further Operational Plan Actions:

EXECUTIVE SUMMARY

Reference	Date	Action	Assignee	Completed	Notes
1	12/04/2018	Development and implementation of Resource and Waste Strategy	Patrick Cannon		Subject to funding provided in the 2018/19 financial year Copies of Resource and Waste strategies have been obtained from other councils, as well as CRJO's documents for review. Strategy will not be completed by this financial year. 12/04/2019 The development of the strategy has been deferred to next financial year.
2	12/04/2018	EPA and Council operation and site planning for Bombala and Delegate Landfills	Patrick Cannon and Mathew Cross		A written report of site inspections for EPA has been received and a formal response, management plan and timeline will be drafted. Works to be costed and included in response to EPA. Report to Committee and Council approved plan to be sent to EPA. Proposed works plan sent to EPA. 12/04/2019 Received a draft design and fill plan from consultant. Once finalised will be used to design stormwater and leachate system.

9.3.5 MINUTES OF WASTE MANAGEMENT COMMITTEE MEETINGS HELD 12 APRIL AND 30 MAY 2019

ATTACHMENT 1 MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING HELD ON 12 APRIL 2019 Page 91

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 4

3	12/04/2018	Legacy Landfill Sites	Mathew Cross and Mark Doran		<p>Ongoing investigations.</p> <p>A report is to be prepared for ARIC and a third party assessor. A business case is to be prepared for the General Manager in relation to resourcing work. The EPA is to be contacted to discuss how other regions are tackling this issue.</p> <p>Report went to Council meeting on 7/02/2019 for information.</p> <p>12/04/2019 discussions with EPA to occur.</p>
4	12/04/2018	Harmonisation of Commercial Waste method of Charging	Mandy Thurling		<p>Ongoing investigations.</p> <p>Review of commercial pricing structure is currently underway with all possible options to be investigated.</p> <p>12/04/2019 Harmonisation of commercial fees has been deferred to the 2019/20 financial year.</p>
5	12/04/2018	Removal of the caged bin enclosure to the entrance of the Delegate Landfill	Mathew Cross and Patrick Cannon		<p>Community Consultation to occur about site closure and rehabilitation.</p> <p>Improved layout to be considered.</p>
6	12/04/2018	Cathcart Transfer Station Prior Street Cathcart be removed and the area rehabilitated	Mathew Cross and Patrick Cannon		<p>Community Consultation is required on the possibility of relocation of the site within the villages are to be investigated with the proposed site closure and rehabilitation.</p>

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

COMMITTEE RECOMMENDATION	WMC9/19
That Council receive and note the information in the report on the Action Sheet.	
Moved Councillor Corbett	Seconded Councillor Ewart
CARRIED	

7. GENERAL BUSINESS

7.1 TRANSFER STATIONS HOURS OF OPERATION SURVEYS

Record No:

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 5

Responsible Officer: Resource & Waste Operations Manager
Author: Resource & Waste Administration Officer
Key Theme: 4. Leadership Outcomes
CSP Community Strategy: 11.1 Public services and processes are delivered reliably and efficiently in response to community needs
Delivery Program Objectives: 11.1.1 Information and communication systems support the business to deliver agile and quality service to the community
Attachments: 1. Cover Letter - Transfer Station Operation Hours Survey April 2019
2. Bredbo Transfer Station Survey
3. Delegate Transfer Station Survey
4. Nimmitabel Transfer Station Survey
5. Numeralla Transfer Station Survey
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Following the Waste Management Committee meeting, held on 28 February, 2019 resolution number WMC6/19.

Draft survey forms for distribution to Bredbo, Nimmitabel, Numeralla and Delegate Transfer Stations are attached.

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

COMMITTEE RECOMMENDATION	WMC10/19	
That the draft Waste Facility surveys be approved and distributed to the community from Monday, 15 April, 2019 with a closing date of Friday, 24 May, 2019.		
Moved Councillor Ewart	Seconded Councillor Corbett	CARRIED

7.2 INVESTIGATION OF EXPANSION OF ORGANIC COMPOSTING AND MARKETING ANALYSIS

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Authors: Resources & Waste Facilities Manager
Resource and Waste Management Project Manager
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 6

recycling operations to reduce landfill have been investigated

Attachments: 1. MRA Report: Composting Technology options and market analysis
2. MRA Report: Investigation of Licencing Parameters

Cost Centre

Project

Further Operational Plan Actions: 7.2.3.4

EXECUTIVE SUMMARY

The 2018-19 SMRC Delivery and Operational Plan identified item 7.2.3.4 "Investigate expansion of organic composting and marketing" to be undertaken during the year. Late in 2018 Mike Ritchie & Associates Pty Ltd (MRA) consultants were engaged to undertake this investigation work. The consultants work has been completed with short, medium and long term options identified for SMRC to further consider. These options will allow SMRC to meet current organics processing requirements and address the future needs of Council when FOGO collections are expanded to the Bombala and Snowy River areas.

The range of options have been provided in the Executive Summary of Attachment 1: MRA report on "Composting technology options and market analysis".

Whilst undertaking the investigation for SMRC MRA also identified that the current organics composting operation at Cooma Landfill is being undertaken without the correct planning approvals in place and the site is not appropriately licenced for the amount of organic material being processed.

One of the short term recommendations from the consultant's report is to ensure the validity of the current Environmental Protection Licence. In response to the licensing and approval issues identified, MRA were engaged to assist Council in identifying the approval and licensing mechanism which would be required to be undertaken to ensure SMRC meets its legislative requirements. In response MRA have produced a further report on behalf of SMRC. The report, titled "Investigation of Licencing Parameters" has been provided as attachment 2.

The two key recommendations made are that:

- A development consent that permits an increased capacity of putrescible organic inputs; and,
- A licence which enables composting

should be sought from the relevant authorities.

Work will now commence on the recommendations made within each of the two reports which will address the need to obtain the correct approvals as well as dealing with the short, medium and long term options identified.

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

COMMITTEE RECOMMENDATION	WMC11/19
That the Waste Management Committee:	
A. Receive and note the Composting and Technology Options and Market Analysis (attachment 1) report from MRA,	

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 7

- B. Receive and note the Investigation of Licensing Parameter (attachment 2) report from MRA,
- C. Refer the Short, Medium and Long term recommendations for consideration in the development of the Snowy Monaro Regional Council Waste Management Strategy.
- D. Endorse the proposed Planning and EPA Licence approvals application process outlined in attachment 2.

Moved Councillor Corbett

Seconded Councillor Ewart

CARRIED

7.3 SELF-COMPACTING SOLAR POWERED PUBLIC STREET BINS

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Operations Manager
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated
Attachments: Nil
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

During the development of the 2018/19 Council operational plan it was identified that a trial using compactable litter bins should be undertaken. This report is recommending that the trial does not proceed due to the servicing requirements which had been identified whilst researching the different types of bins which are available to be used in the proposed compactable litter bin trial.

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

COMMITTEE RECOMMENDATION

WMC12/19

That the Committee receive the report and endorse the trial not to proceed.

Moved Councillor Corbett

Seconded Councillor Ewart

CARRIED

7.4 SNOWY MONARO REGIONAL COUNCIL HOUSEHOLD KERBSIDE BIN SYSTEM AUDIT 2018

Record No:

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019

Page 8

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Operations Manager
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated
Attachments: 1. SMRC Kerbside Bin Audit 2018 - Final
Cost Centre 220074
Project Household Kerbside Bin System Audit 2018
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Snowy Monaro Regional Council (Council) engaged EC Sustainable Pty Ltd (EC Sustainable) to conduct a bin composition audit on the kerbside residential waste, recycling and organics streams. The audit was conducted in spring 2018, during the month of November. The audit has identified the composition of the kerbside bins provided to the community, the level of contamination within those bins and identified target areas where there is a potential to increase diversion rates from landfill.

On average each household generated 17.34 kg/hh material per week, consisting:

- Waste stream: 9.31kg/hh, with 2-bin area at 10.50kg and 3-bin area at 7.70kg.
The result was higher at 2-bin area mainly due to less options available to dispose of organic material.
- Recycling stream: 4.83kg/hh, with 2-bin area at 5.42kg and 3-bin area at 4.03kg.
- Organics stream: 3.21kg/hh on average across the with 3-bin area at 7.33kg.

A number of recommendations have been made within the report which the Resource and Waste Management department will now investigate.

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

COMMITTEE RECOMMENDATION	WMC13/19
That the Committee	
A. Receive the Household Kerbside Bin System Audit 2018 report prepared by EC Sustainable Pty Ltd	
B. Endorse Council officers to action the recommendations within the report.	
Moved Councillor Corbett	Seconded Councillor Ewart
	CARRIED

7.5 RESOURCE AND WASTE EDUCATION UPDATE REPORT FEBRUARY 2019, AND MARCH 2019.

Record No:

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 9

Responsible Officer: Resource & Waste Operations Manager
Author: Waste Administration Assistant
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.1 Protect, value and enhance the existing natural environment
Delivery Program Objectives: 7.1.3 Council delivers a range of initiatives to the Snowy Monaro community to enhance their awareness and engagement of sustaining our pristine natural environment
Attachments: Nil
Cost Centre 220010
Project Resource and Waste Education
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Councils Resource and Waste Education Team have developed an education calendar of proposed activities and events for 2019. This report outlines recent activities undertaken during the period of February and March 2019 as well as informing the committee of future projects.

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

COMMITTEE RECOMMENDATION	WMC14/19	
That the committee receive and note the information in the report.		
Moved Councillor Ewart	Seconded Councillor Corbett	CARRIED

7.6 SNOWY MONARO REGIONAL COUNCIL IMPACT REPORT GARAGE SALE TRAIL 2018

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Authors: Waste Administration Assistant
Waste Management Officer
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.1 Protect, value and enhance the existing natural environment
Delivery Program Objectives: 7.1.3 Council delivers a range of initiatives to the Snowy Monaro community to enhance their awareness and engagement of sustaining our pristine natural environment
Attachments: 1. Garage Sale Trail 2018 SMRC Impact Report
2. Garage Sale Trail - Trailblazer Photo with Mayor Rooney
3. Garage Sale Trail - 2018 Council Award of Excellence

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON FRIDAY 12 APRIL 2019 Page 10

4. Monaro Post Article January 2019 Garage Sale Trail SMRC Award
Cost Centre PJ 220010
Project Resource and Waste Education
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The eighth National Garage Sale Trail, Australia's biggest sustainability and community event was a huge success. The 2018 national weekend-long Choose to Reuse event was on Saturday 20 and Sunday 21 October 2018 and saw record participation in communities across NSW.

Garage Sale Trail is an award winning community engagement program that promotes and encourages reuse and waste reduction in communities across Australia. Snowy Monaro Regional Council participated and campaigned its fourth Garage Sale Trail in October 2018.

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

COMMITTEE RECOMMENDATION	WMC15/19	
That the committee receive and note the information in the report.		
Moved Councillor Corbett	Seconded Councillor Ewart	CARRIED

8. MATTERS OF URGENCY

Nil

9. NEXT MEETING

Thursday, 30 May, 2019 at 2:30pm to be held in IBD Meeting Room, second floor, 81 Commissioner Street, Cooma.

There being no further business the Chair declared the meeting closed at 4:28pm

CHAIRPERSON

The above minutes of the Waste Management Committee Meeting of Snowy Monaro Regional Council held on 12 April 2019 were confirmed by Committee at a duly convened meeting on 30 May 2019 at which meeting the signature hereon was subscribed.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Waste Management Committee Meeting

30 May 2019

**WASTE MANAGEMENT COMMITTEE MEETING
HELD IN IBD MEETING ROOM, SECOND FLOOR, 81 COMMISSIONER STREET, COOMA
2630**

ON THURSDAY 30 MAY 2019

MINUTES

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7.3	Proposed Domestic Waste and Recycling Service Arrangements for Residents in the Bunyan Area	11
7.4	Proposed Changes and Implementation of New Service arrangements for Michelago Waste and Recycling Saturday Morning Collection Service	12
7.5	Review on Bredbo, Delegate, Nimmitabel and Numeralla Transfer Station Operating Hours	13
7.6	Resource and Waste Education update report March and April 2019	14
7.7	Resource and Waste Expo 2019 - Post Event Information Report	15
7.8	Support to the Artists of the Jindabyne Lakelight Sculpture Event through Donating Reclaimed Materials from Council Waste Facilities	16
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**MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING
HELD IN IBD MEETING ROOM, SECOND FLOOR, 81 COMMISSIONER STREET, COOMA
2630**

**ON THURSDAY, 30 MAY 2019
COMMENCING AT 2.30PM**

PRESENT: Deputy Mayor, Lynley Miners
Councillor, Rogan Corbett
Councillor, James Ewart arrived at 3.32pm
Patrick Cannon, Group Manager Resource and Waste Management
Mathew Cross, Manager Resource and Waste Facilities
Mandy Thurling, Manager Resource and Waste Services
Lorinda Coulton, Resource and Waste Administration Officer

1. OPENING OF THE MEETING

The Chair opened the meeting at 2.29PM

2. APOLOGIES

An apology for the meeting was received from Peter Smith, Director of Environment and Sustainability

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 WASTE MANAGEMENT COMMITTEE MEETING 12 APRIL 2019

COMMITTEE RECOMMENDATION	WMC16/19
THAT the minutes of the Waste Management Committee Meeting held on 12 April 2019 are confirmed as a true and accurate record of proceedings.	
Moved Deputy Mayor Miners	Seconded Councillor Corbett
	CARRIED

5. BUSINESS ARISING

Nil

6. ACTION SHEET

6.1 ACTION SHEET

Record No:

Responsible Officer: Group Manager Resource & Waste Management
 Author: Resource & Waste Administration Officer
 Key Theme: 4. Leadership Outcomes
 CSP Community Strategy: 10.1 Planning and decision making is holistic and integrated and has due regard to the long term and cumulative effects
 Delivery Program Objectives: 10.1.1 Council has a transparent and bold growth objective which provides a framework for decision making
 Attachments: Nil
 Cost Centre
 Project
 Further Operational Plan Actions:

EXECUTIVE SUMMARY

Reference	Date	Action	Assignee	Completed	Notes
1	12/04/2018	Development and implementation of Resource and Waste Strategy	Patrick Cannon	Deferred to 2019/20	Subject to funding provided in the 2018/19 financial year Copies of Resource and Waste strategies have been obtained from other councils, as well as CRJO's documents for review. Strategy will most likely not be completed by this financial year. 12/4/19 Item now forms part of the 2019/20 Council DP/OP program

9.3.5 MINUTES OF WASTE MANAGEMENT COMMITTEE MEETINGS HELD 12 APRIL AND 30 MAY 2019

ATTACHMENT 2 MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING HELD ON 30 MAY 2019

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019

2	12/04/2018	EPA and Council operation and site planning for Bombala and Delegate Landfills	Patrick Cannon and Mathew Cross		<p>26/02/2019 A written report of site inspections from EPA has been received and a formal response, management plan and timeline will be drafted.</p> <p>Works to be costed and included in response to EPA. Report to Committee and Council approved plant to be sent to EPA. Proposed works plan sent to EPA.</p> <p>12/4/19 Received a draft design and fill plan from consultant. Once finalised will be used to design stormwater and leachate system.</p> <p>30/05/2019 The draft is now a proposed design for storm water and leachate.</p>
3	12/04/2018	Legacy Landfill Sites	Mathew Cross and Mark Doran		<p>Ongoing investigations.</p> <p>A report is to be prepared for ARIC and a third party assessor. A business case is to be prepared for the General Manager in relation to resourcing work. The EPA is to be contacted to discuss how other regions are tackling this issue.</p> <p>Report went to Council meeting on 7/02/2019 for information.</p> <p>30/05/2019 Open discussions with EPA to occur.</p>

9.3.5 MINUTES OF WASTE MANAGEMENT COMMITTEE MEETINGS HELD 12 APRIL AND 30 MAY 2019

ATTACHMENT 2 MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING HELD ON 30 MAY 2019 Page 103

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON THURSDAY 30 MAY 2019 Page 5

4	12/04/2018	Harmonisation of Commercial Waste method of Charging	Mandy Thurling	Deferred to 2019/20	22/03/2019 Ongoing investigations. 12/4/19 Review of commercial pricing structure is currently underway with all possible options to be investigated. Item now forms part of the 2019/20 Council DP/OP program
5	12/04/2018	Removal of the caged bin enclosure to the entrance of the Delegate Landfill	Mathew Cross and Patrick Cannon		22/02/2019 Community Consultation to occur about site closure and rehabilitation. Improved layout to be considered.
6	12/04/2018	Cathcart Transfer Station Prior Street Cathcart be removed and the area rehabilitated	Mathew Cross and Patrick Cannon		22/02/2019 Community Consultation is required and the possibility of relocation of the site to within the villages are to be investigated with the proposed site closure and rehabilitation.
WMC6/19 i) ii)	28/02/2019	Transfer Station Hours of Operation Surveys	Mathew Cross and Patrick Cannon	Completed	Community Consultation is required regarding the hours of operation at Bredbo, Delegate, Nimmitabel and Numeralla Transfer Stations. 12/4/19 Survey and cover letter to be distributed to community as well as placed online for completion for the period 15 April 2019 to 24 May 2019. 30/5/19. Survey period closed 24/5/19. A report is presented for the Committee at today's meeting.
WMC6/19 iii)	28/02/2019	The annual Household Chemical Clean Out program be reduced to one location per year	Patrick Cannon	Completed	30/5/19 A revised agreement has been entered into allowing for 1 event to occur this financial year.

9.3.5 MINUTES OF WASTE MANAGEMENT COMMITTEE MEETINGS HELD 12 APRIL AND 30 MAY 2019

ATTACHMENT 2 MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING HELD ON 30 MAY 2019

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019 Page 6

WMC6/19 iv)	28/02/2019	Community consultation occur with the Michelago community on the establishment of Bank of Bins and to discontinue the Saturday drop off collection service.	Mandy Thurling		28/02/2019 Community consultation to occur regarding the discontinuation of Michelago Saturday morning collections. To be replaced with a Bank of Bins service. 12/4/19 Investigation into the use of the previous Michelago RFS Shed is occurring. 30/5/19 An update report to the Committee is provided on the meeting agenda.
WMC7/19	28/02/2019	That the policies of Domestic Kerbside Collection Policy, Bank of Bins Policy and Event Waste Management Policy go out for comment and follow Council process.	Patrick Cannon		30/5/19 Internal consultation has occurred. Policy documents to be finalised with some amendments to be made.
WMC10/19	12/04/2019	Transfer Stations Hours of Operation Surveys	Mandy Thurling and Mathew Cross	Completed	12/04/19 That the draft Waste Facility surveys be approved and distributed to the community from Monday, 15 April, 2019 with a closing date of Friday, 24 May, 2019. 30/5/19 Survey period closed 24/5/19. A report is presented for the Committee at today's meeting.
WMC11/19 C.	12/04/2019	Investigation of expansion of organic composting and marketing analysis C) Refer the Short, medium and long term recommendations for the consideration in the development of the Snowy Monaro Regional Council Waste Management Strategy.	Mathew Cross		Key report recommendations will be considered in the development of the Waste Strategy next financial year.

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019 Page 7

WMC11/19 D.		Investigation of expansion of organic composting and marketing analysis:- D) Endorse the proposed planning and EPA Licence approvals application process outlined in Investigation of Licensing Parameters report dated 21 March 2019.			30/05/19 Investigations are commencing into the expansion of processing of organics
WMC13/19 B.	12/04/2019	Household Kerbside Bin System Audit 2018 Report :- Endorse Council officers to action the recommendations within the report	Mandy Thurling	Completed	12/04/19 Key recommendations include:- Commend Residents on current diversion rates, Consider Further Initiatives to increase diversion, Investigate providing FOGO bins to two bin collection areas, Focus education to main recycling contaminants and conduct bin inspections to identify contamination. 30/05/19 Audit now completed and information to will be used to assist with the introduction of food and garden organic bins throughout the region.

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

COMMITTEE RECOMMENDATION	WMC17/19
That the Committee receive and note the information in the Action Sheet.	
Moved Councillor Corbett	Seconded Deputy Mayor Miners CARRIED

7. GENERAL BUSINESS

Councillor Corbett, at the Ordinary Council Meeting held on 16 May 2019, extended an invitation to Councillor Bob Stewart to attend a Waste Management Committee Meeting. Clr Corbett requested a

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019 Page 8

formal invitation to be sent to Councillor Bob Stewart to attend the next Waste Management Committee Meeting being held on Thursday, 25 July, 2019.

7.1 ALTERNATIVE LANDFILL COVER TRIAL

Record No:

Responsible Officer: Director Environment & Sustainability

Authors: Resource and Waste Management Project Manager
Resources & Waste Facilities Manager
Group Manager Resource & Waste Management

Key Theme: 3. Environment Outcomes

CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient

Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated

Attachments: 1. 2018 09 14 Tarpomatic Quote for Landfill Tarp

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The 2018-19 SMRC Delivery and Operational Plan identified item 7.2.3.5 "Investigate future options of Jindabyne Landfill" to be undertaken. Resource and Waste undertook a request for quote process seeking a suitably qualified engineering consultancy organisation to undertake the work. GHD Pty Ltd (GHD) consultants were engaged as the successful vendor.

GHD reviewed the current waste management arrangements at Jindabyne Landfill and put forward a list of suggested actions to be undertaken, regardless of the identified options investigated. Such actions included: continued aerial surveying and waste audits; develop a filling plan; expand food organic and garden organic (FOGO) collections; and expand and upgrade the transfer station area.

In order to identify the most advantageous future operation for Council at Jindabyne, GHD applied a range of methodologies to their assessment being:

- Business as Usual;
- Financially Optimum;
- Environmentally Optimum; and
- Highest scoring using a multi criteria assessment.

The overall methodology recommended by GHD was the highest scoring method using the multi criteria assessment (which they noted is identical to the environmentally optimum methodology). This includes transferring offsite the following streams, C&D bricks and concrete, C&D waste, trees and timber and FOGO (assuming a three bin system has been introduced) to a licenced facility.

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019 Page 9

Council also requested that GHD assess the current landfill capacity, as well as alternatives including the planned ‘second lift’ expansion of the current landfill, and landfilling in the adjacent former quarry area.

GHD identified that the proposed second lift will cost approximately \$1.7 million dollars and would achieve an additional two years of operations. In contrast, utilising the former quarry area as a landfill is proposed to cost \$4.6 million and once established will have an estimated operational lifespan of between 20 and 35 years.

GHD’s review was further expanded to assess the historical approvals and design processes undertaken during the establishment of Jindabyne Landfill. GHD identified that while the original rock wall stage was supported by a development application, subsequent additions being the current operating cell (first lift) and proposed next cell (second lift) do not have appropriate planning approval.

The review further identified that the design of the landfill cell did not adequately consider the slope stability design requirements for the landfill perimeter wall. Slope stability analysis is performed to assess the safe design of structures such as landfills by investigating the potential failure systems that could lead to a wall collapse. The review identified two factors, firstly the slope stability analysis at the time of original design would not be considered comprehensive enough by contemporary standards and secondly the calculated factors of safety, an indication of how much stronger a system needs to be for its intended load, are below the accepted industry minimum.

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

COMMITTEE RECOMMENDATION	WMC18/19
That Waste Management Committee:	
A. Receive and note the information contained in this report,	
B. Authorise the trial of mechanical devices as an alternative landfill cover not proceeding.	
Moved Deputy Mayor Miners	Seconded Councillor Corbett
	CARRIED

7.2 JINDABYNE REGIONAL WASTE MANAGEMENT FACILITY FUTURE OPTIONS INVESTIGATION

Record No:

Responsible Officer:	Director Environment & Sustainability
Authors:	Resource and Waste Management Project Manager Resources & Waste Facilities Manager Group Manager Resource & Waste Management
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives:	7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated
Attachments:	1. Jindabyne Regional Waste Management Facility Options Assessment

Report

2. Jindabyne Aerial Survey Results

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The 2018-19 SMRC Delivery and Operational Plan identified item 7.2.3.5 "Investigate future options of Jindabyne Landfill" to be undertaken. Resource and Waste undertook a request for quote process seeking a suitably qualified engineering consultancy organisation to undertake the work. GHD Pty Ltd (GHD) consultants were engaged as the successful vendor.

GHD reviewed the current waste management arrangements at Jindabyne Landfill and put forward a list of suggested actions to be undertaken, regardless of the identified options investigated. Such actions included: continued aerial surveying and waste audits; develop a filling plan; expand food organic and garden organic (FOGO) collections; and expand and upgrade the transfer station area.

In order to identify the most advantageous future operation for Council at Jindabyne, GHD applied a range of methodologies to their assessment being:

- Business as Usual;
- Financially Optimum;
- Environmentally Optimum; and
- Highest scoring using a multi criteria assessment.

The overall methodology recommended by GHD was the highest scoring method using the multi criteria assessment (which they noted is identical to the environmentally optimum methodology). This includes transferring offsite the following streams, C&D bricks and concrete, C&D waste, trees and timber and FOGO (assuming a three bin system has been introduced) to a licenced facility.

Council also requested that GHD assess the current landfill capacity, as well as alternatives including the planned 'second lift' expansion of the current landfill, and landfilling in the adjacent former quarry area.

GHD identified that the proposed second lift will cost approximately \$1.7 million dollars and would achieve an additional two years of operations. In contrast, utilising the former quarry area as a landfill is proposed to cost \$4.6 million and once established will have an estimated operational lifespan of between 20 and 35 years.

GHD's review was further expanded to assess the historical approvals and design processes undertaken during the establishment of Jindabyne Landfill. GHD identified that while the original rock wall stage was supported by a development application, subsequent additions being the current operating cell (first lift) and proposed next cell (second lift) do not have appropriate planning approval.

The review further identified that the design of the landfill cell did not adequately consider the slope stability design requirements for the landfill perimeter wall. Slope stability analysis is performed to assess the safe design of structures such as landfills by investigating the potential failure systems that could lead to a wall collapse. The review identified two factors, firstly the slope stability analysis at the time of original design would not be considered comprehensive enough by contemporary standards and secondly the calculated factors of safety, an indication of how much stronger a system needs to be for its intended load, are below the accepted industry minimum.

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

COMMITTEE RECOMMENDATION	WMC19/19	
That Waste Management Committee		
A. Receive and note the Jindabyne Regional Waste Management Facility Options Assessment Report (attachment 1) from GHD,		
B. Endorse the recommendations contained within the Options Assessment section of this report,		
C. Endorse that Council do not proceed with the construction of the second lift at Jindabyne Landfill,		
D. Endorse the Resource and Waste department to commence the necessary planning design and construction processes for a landfill expansion within the quarry.		
E. Authorise for the funds allocated in the 2019/20 financial year budget for the Jindabyne Landfill second Lift of \$1.5 million to be reallocated to the Jindabyne Landfill Quarry Expansion project		
F. Authorise for the additional funds required to undertake the Jindabyne Landfill Quarry Expansion to be considered during the establishment of Council's budget for 2020/21 and beyond (For a total project cost of \$4.6 Million)		
Moved Deputy Mayor Miners	Seconded Councillor Corbett	CARRIED

7.3 PROPOSED DOMESTIC WASTE AND RECYCLING SERVICE ARRANGEMENTS FOR RESIDENTS IN THE BUNYAN AREA

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Operations Manager

Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated

Attachments: Nil
Cost Centre PJ 220074
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Residents along Binjura and Bunyanvale Roads were recently surveyed about the introduction of a Kerbside Collection Service, after Snowy Monaro Regional Council (SMRC) received requests from residents for the introduction of such a service. This report will provide the committee with the results of the survey process and is recommending the establishment of a Bank of Bins (BOB) near the

MINUTES OF THE WASTE MANAGEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL HELD ON THURSDAY 30 MAY 2019 Page 12

intersection of Binjura and Bunyanvale Rd's to provide cost effective waste and recycling disposal options for local residents.

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

COMMITTEE RECOMMENDATION	WMC20/19	
That the Committee:		
A. approve the establishment of a Bank of Bins (BOB) near the corner of Binjura and Bunyanvale Roads,		
B. authorise the required expenditure of \$7600 (GST Ex) to be allocated to Capital Project Account PJ220053 Cooma Street Furniture & Recycle Bins		
C. approve local residents and relevant council staff to be notified about the availability of the service.		
Moved Deputy Mayor Miners	Seconded Councillor Corbett	CARRIED

Note 1 Attendance of Councillor

Clr Ewart joined the meeting at 3.32pm during discussion of Item 7.4 – Proposed Domestic Waste and Recycling Service Arrangements for Residents in the Bunyan Area.

7.4 PROPOSED CHANGES AND IMPLEMENTATION OF NEW SERVICE ARRANGEMENTS FOR MICHELAGO WASTE AND RECYCLING SATURDAY MORNING COLLECTION SERVICE

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Operations Manager
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated
Attachments: Nil
Cost Centre PJ220053
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

As identified at the 12 April 2019 Waste Management Committee Meeting options for cost effective waste and recycling servicing arrangements for the rural residents surrounding Michelago are being investigated. With the recent erection of a new RFS shed in Michelago, the old shed is now available for Council use. Resource and Waste Staff have identified that this would form a suitable structure for a Bank of Bins location. The Bank of Bins would be situated inside the shed, allowing for residents to travel to the same location for their waste disposal requirements, as they currently do on a Saturday morning,

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whilst saving an estimated \$50,000 per annum in servicing costs. This report is recommending the establishment of a Bank of Bins at the former RFS shed in Michelago and at appropriate locations along the Monaro Highway.

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

COMMITTEE RECOMMENDATION	WMC21/19	
That the Committee		
A. Endorse the proposed community consultation with the recommendation to establishing an enclosed BOB within the confines of the former Michelago RFS shed and proposed BOB within the grounds of the Colinton RFS.		
B. Authorise the expenditure of \$16,600 in the 2019/2020 budget with funding to be provided from Capital Project Account PJ220053 Cooma Street Furniture & Recycle Bins		
C. Authorise and approve the establishment and servicing of the enclosed BOB within the confines of the former Michelago RFS shed.		
Moved Councillor Ewart	Seconded Councillor Corbett	CARRIED

7.5 REVIEW ON BREDBO, DELEGATE, NIMMITABEL AND NUMERALLA TRANSFER STATION OPERATING HOURS

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Operations Manager
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.2 Water, waste, sewer and stormwater management practices are contemporary and efficient
Delivery Program Objectives: 7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated
Attachments: 1. Numeralla Transfer Station - Survey Comments
2. Nimmitabel Transfer Station - Survey Comments
3. Delegate Transfer Station - Survey Comments
4. Bredbo Transfer Station - Survey Comments
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Waste Committee resolved at the meeting held on 28 February 2019 (WMC6/19) to undertake community consultation on the proposed reduction of operating hours at a number of transfer stations, in line with the cost saving initiatives presented.

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The community were surveyed on the proposed changes at Bredbo, Delegate, Nimmitabel and Numeralla waste facilities. The proposed sites had been identified after a review of patronage data indicated a lower number of average visits per hour at these sites when compared to the Adaminaby and Berridale sites. The survey was carried out between the periods of 17 April to 24 May 2019 with a total number of 177 surveys being lodged with Council.

Feedback from the community was mixed, with a number of residents indicating that there should be no changes at all, whilst others were positive about the proposed changes. Based on the results of the survey and operational fit, a recommendation is being made on the proposed reduced hours of operation at the nominated waste facility sites.

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

COMMITTEE RECOMMENDATION	WMC22/19	
That the Committee:		
A. Approve the following proposed changes to operating hours, commencing as soon as practicable within the first quarter of the 2019/2020 financial year.		
(i) Bredbo Transfer Station operating hours be scheduled as Friday 10am to 12noon and Sunday 10am to 1pm		
(ii) Delegate Transfer Station operating hours be scheduled as Tuesday 9am to 12noon and Saturday 9am to 12:30pm		
(iii) Nimmitabel Transfer Station operating hours be scheduled as Sunday 11am to 3pm and Wednesday 9am to 12noon		
(iv) Numeralla Transfer Station operating hours be scheduled as Monday 8am to 10am and Saturday 9am to 1pm		
(b) Authorise for the new hours of operation to be advertised to the community		
Moved Councillor Corbett	Seconded Councillor Ewart	CARRIED

7.6 RESOURCE AND WASTE EDUCATION UPDATE REPORT MARCH AND APRIL 2019.

Record No:

Responsible Officer:	Group Manager Resource & Waste Management
Authors:	Waste Administration Assistant Waste Management Officer
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	7.1 Protect, value and enhance the existing natural environment
Delivery Program Objectives:	7.1.3 Council delivers a range of initiatives to the Snowy Monaro community to enhance their awareness and engagement of sustaining our pristine natural environment

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Attachments: 1. Resource & Waste Education Calendar of Events 2019
Cost Centre 220010
Project Resource and Waste Education
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Councils Resource and Waste Education Team have developed an education calendar of proposed activities and events for 2019. This report outlines recent activities undertaken during the period of March, April and May 2019 as well as informing the committee of future projects.

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

COMMITTEE RECOMMENDATION	WMC23/19
That the Waste Committee receive and note the report.	
Moved Deputy Mayor Miners	Seconded Councillor Ewart
	CARRIED

7.7 RESOURCE AND WASTE EXPO 2019 - POST EVENT INFORMATION REPORT

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Resource & Waste Education Officer
Key Theme: 3. Environment Outcomes
CSP Community Strategy: 7.1 Protect, value and enhance the existing natural environment
Delivery Program Objectives: 7.1.3 Council delivers a range of initiatives to the Snowy Monaro community to enhance their awareness and engagement of sustaining our pristine natural environment
Attachments: 1. Resource & Waste Expo 2019 Collated Feedback Forms
2. Monaro Post Article - Resource and Waste Expo Post Event - Wednesday 15 May 2019
3. Resource & Waste Expo 2019 - Image of Education Officers Edwina Lowe and Belinda Ingram with 5 R's of Zero Waste Display
4. Resource & Waste Expo 2019 - Image of Education Officers Edwina Lowe and Belinda Ingram with Mobile Community Recycling Centre
5. Resource & Waste Expo 2019 - Image of 5R's of Zero Waste Display
Cost Centre PJ220010 – Waste Education
Project Resource and Waste Expo 2019
Further Operational Plan Actions:

EXECUTIVE SUMMARY

On Saturday 11 May 2019, Snowy Monaro Regional Council' Resource and Waste Department hosted

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the second Resource and Waste Expo under the amalgamated LGA. This followed four previous Recycling Expo events, hosted by the former Snowy River Shire Council started in 2012.

These events have been growing momentum each year and gaining more support within the community.

This year's event, held at the Jindabyne Memorial Hall, was one of the most successful to date.

This year the focus was **Beyond the Bin – Putting the 5Rs in to the Spotlight**, with the 5 R's of zero waste being: **Refuse, Reduce, Reuse, Recycle and Rot.**

The Expo, a family friendly event, comprised activities, displays, local stallholders, giveaways and entertainment designed to teach all ages about the 5Rs of Zero Waste.

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

COMMITTEE RECOMMENDATION	WMC24/19	
That the Waste Management Committee receive and note the report.		
Moved Councillor Corbett	Seconded Councillor Ewart	CARRIED

7.8 SUPPORT TO THE ARTISTS OF THE JINDABYNE LAKE LIGHT SCULPTURE EVENT THROUGH DONATING RECLAIMED MATERIALS FROM COUNCIL WASTE FACILITIES

Record No:

Responsible Officer: Group Manager Resource & Waste Management
Author: Waste Management Officer
Key Theme: 1. Community Outcomes
CSP Community Strategy: 2.2 Support and promote the arts recognising the broad and diverse contribution it makes to community identity and wellbeing
Delivery Program Objectives: 2.2.1 A range of regional level arts and cultural activities are delivered and promoted in partnership with the community
Attachments: Nil
Cost Centre 2270 Landfills
Project 220046 – Jindabyne Landfill
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The 2018/19 Council Delivery Plan identified, through action 2.2.1.1, that Council would support regional level arts and cultural events. At the Ordinary Council Meeting, held on 6 December 2018, Council resolved to donate waste materials for artists to use at the Lake Light Sculpture event held during Easter 2019.

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After undertaking an awareness campaign to the community that such materials were available six individual artists requested and received scrap metal for their 2019 sculptures. A total of approximately 50kg of scrap metal was reused which equated to a value of less than \$10 in forgone income from scrap metal sales.

The expression of interest for donation of materials did not go out to the public until early 2019 which may have impacted on the number of artists who sought reusable waste materials. Feedback from the artists and event organisers suggest that an earlier awareness on the availability of materials may encourage more participation and lead to a wider variety of materials being reused. In future approval is sought to advertise the donation of materials to qualified entrants from October the year prior to the event.

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

COMMITTEE RECOMMENDATION	WMC25/19	
That the Waste Committee:		
A. Receive and note the report.		
B. Approve the donation of waste materials for artists to use at the next Lake Light Sculpture event, held over Easter 2020.		
Moved Deputy Mayor Miners	Seconded Councillor Corbett	CARRIED

8. MATTERS OF URGENCY

9. NEXT MEETING

Thursday, 25 July 2019 at 2.30pm to be held in IBD Meeting Room, second floor, 81 Commissioner Street, Cooma

There being no further business the Chair declared the meeting closed at 4.16pm

CHAIRPERSON

The above minutes of the Waste Management Committee Meeting of Snowy Monaro Regional Council held on 30 May 2019 were confirmed by Committee at a duly convened meeting on 25 July 2019 at which meeting the signature hereon was subscribed.

9.3.6 ACQUISITION OF CROWN RESERVE ROAD FOR REALIGNMENT OF JERANGLE ROAD

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Land & Property Officer
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	9.1 Transportation corridors throughout the region are improved and maintained
Delivery Program Objectives:	9.1.2 Our local road network is planned, built and repaired to improve movement across the region
Attachments:	1. Area hatched to be transferred to Council
Cost Centre	1830 – Unsealed Rural Roads - Local
Project	PJ 180371 – Jerangle Road Stage 2 Cooma W1975

EXECUTIVE SUMMARY

Council has approved the proposal to realign Jerangle Road adjacent to lot 2 DP 843574. However, a detailed survey and subsequent enquiries to Crown Lands has revealed that the new road alignment will encroach onto a Crown reserve road. The Crown reserve road is of an irregular shape and for some reason in the past has been set aside for road reserve.

In order to carry out the roadworks, it is necessary to apply to the Crown to have the Crown reserve road transferred to Council.

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

OFFICER'S RECOMMENDATION

That Council apply to the Crown to transfer the Crown reserve road (enclosure permit account 329418) to Council as a Council public road.

BACKGROUND

Council has approved the proposal to realign Jerangle Road adjacent to lot 2 DP 843574. However, a detailed survey and subsequent enquiries to Crown Lands has revealed that the new road alignment will encroach onto a Crown road reserve. The Crown road reserve is of an irregular shape and for some reason in the past has been set aside for road reserve.

In order to realign Jerangle Road in accordance with the project plan, Council must apply to the Crown to have the Crown reserve road transferred to Council as a Council public road.

At present the Crown reserve road is subject to an Enclosure Permit although the landowner has agreed to relinquish the enclosure permit. It is proposed that Council will subsequently enter into a lease agreement for the residue with the landowner with a view to selling the residue to the landowner in the future.

The landowner has expressed a willingness to consider purchasing the residual land in the future and in the meantime to relinquish the enclosure permit and enter into a lease with Council.

The residue would be created through the survey plan for the realignment of Jerangle Road. The acquisition of the Crown reserve road and realignment of the road pavement will not result in additional maintenance costs to Council.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The realignment of Jerangle Road will facilitate a safer alignment of the roadway and will improve the sharp bend in the road.

2. Environmental

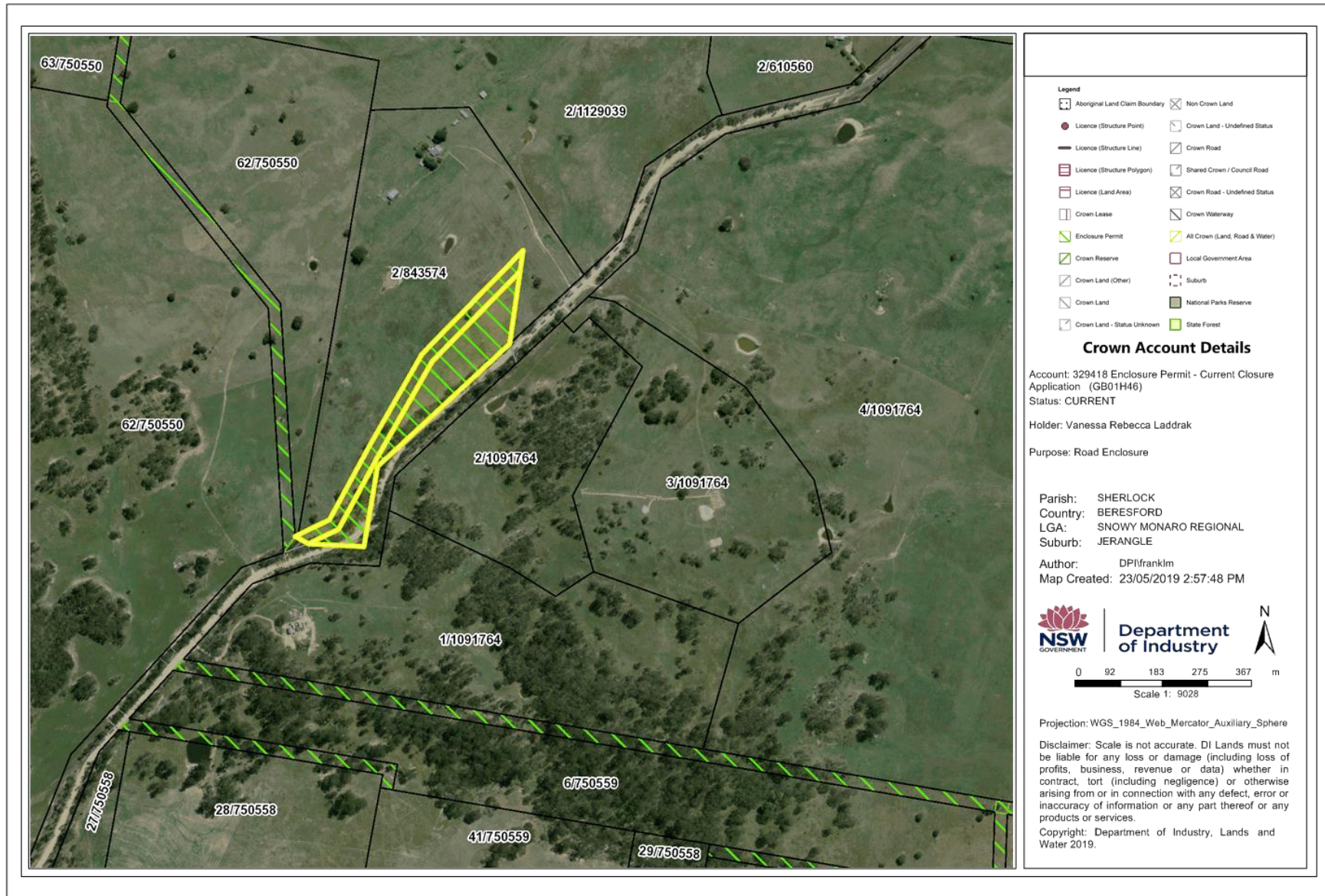
Environmental factors will be addressed in the REF for the project.

3. Economic

The Application fee for the transfer of the Crown reserve road to Council is approximately \$500. The realignment of the road will not result in additional maintenance costs for Council as the length of road to be maintained will remain approximately the same.

4. Civic Leadership

Council ensures its road network provides safe transport corridors throughout the region.



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9.4.1 APPLICATION TO CROWN LAND TO BE APPOINTED AS LAND MANAGER TO VARIOUS WASTE MANAGEMENT SITES

Record No:

Responsible Officer: Director Environment & Sustainability

Authors: Resource and Waste Management Project Manager
Property Officer

Key Theme: 3. Environment Outcomes

CSP Community Strategy: 8.2 Improve and maintain our public owned infrastructure and assets and facilities to a high standard

Delivery Program Objectives: 8.2.6 Council's infrastructure is maintained to meet compliance standards and to deliver high level services

Attachments: Nil

Cost Centre

Project PJ220043 Landfill – Bombala
PJ220047 Transfer Station – Berridale
PJ220071 Legacy Site Management

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Recent correspondence with the NSW Department of Industry Crown Land has identified that Snowy Monaro Regional Council has not been appointed as the Land Manager of a number of waste management sites, as defined under the Crown Land Management Act 2016.

For Council to be formerly appointed as Land Manager, Crown Lands Department requires a Council resolution requesting that Council be formerly appointed as manager of the reserves which are located at the Berridale Transfer Station, Bombala Landfill and the former Berridale and Dalgety Landfill sites.

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

OFFICER'S RECOMMENDATION

That Council

A. Formerly request to be appointed as Land Manager of the following Reserves:

- (a) Dalgety Landfill Lot 2 DP 837128, Reserve 88070 for Rubbish Depot under Crown control;
- (b) Bombala Landfill Lot 123 DP 756819, Reserve 15472 for Night Soil Depot under Crown control;
- (c) Bombala Landfill Lot 300 DP 756819, Reserve 49491 for Night Soil Depot under Crown control;
- (d) Berridale Transfer Station Lot 178 DP 756837, Reserve 73609 for Sanitary Purpose under Crown control; and,

(e) Berridale Landfill Lot 153 DP 756694, Reserve 47391 for Rubbish Depot under Crown control;

B. Formerly request the purpose of land be changed to Urban Services for Reserves 15472 & 49491.

BACKGROUND

The Crown Lands Management Act 2016 came into effect 1 July 2018. Recent communication with the NSW Department of Industry Crown Land has identified that not all of Council's waste management sites are under formal Council management, as defined by the Act. The sites identified as not being under Snowy Monaro Regional Council's (SMRC) control are the Bombala Landfill and Berridale Transfer Station sites along with the former Berridale and Dalgety Landfills sites.

For SMRC to be formally appointed as Land Manager, Crown Lands requires a Council resolution requesting that SMRC be appointed as manager of these reserves.

Bombala Landfill is located at 191 Bucky Springs Road and is still operating as a landfill. The Landfill is situated on Lots 123 & 300 DP 756819 under Crown Reserves 15472 and 49491. The purpose of both of these reserves is for use as a nightsoil depot. The current purpose of the reserves, being a "Night Soil Depot", does not match its current use as a landfill. In the past the purpose of a Crown Land site, which is being used as a landfill, would have been "Rubbish Depot". Under the requirements of the Act, there has been a change to the name used to cover the purpose of use on the land from "Rubbish Depot" to "Urban Services". As the current recorded purpose at Bombala is a "Night Soil Depot" SMRC will also need to request a change to the purpose of the land to "Urban Service", which will allow the land to be used as a landfill.

Berridale Transfer Station is located at 160 Bobundara Road and is still operating as a transfer station. The transfer station is situated on Lot 178 DP 756694 under Crown Reserve 73609. The defined use of the reserve is for sanitary purposes.

Berridale Landfill is a former landfill located on Bobundara Road in Berridale. The former landfill is situated on Lot 153 DP 756694 under Crown Reserve 47391.

Dalgety Landfill is a former landfill located at the end of Hamilton Street in Dalgety. The former landfill is situated on Lot 2 DP 837128 under Crown Reserve 88070.

Former landfill sites require ongoing maintenance and management to minimise the impact on the environment and community. To effectively manage these sites Council needs to be appointed as the Crown Land Manager.

The NSW Aboriginal Land Council has advised that the above parcels are known contaminated land waste sites and any land claims have either been withdrawn or the properties excluded from land claims. The advice from the NSW Aboriginal Land Council satisfies the second key element required by the Crown to have the Reserves transferred to Council Management.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

That all Crown land is managed under the Crown Lands Management Act 2016 legislation, standards and guidelines by Council.

2. Environmental

Environmental impacts have been covered in the plan of management of for each individual site.

3. Economic

There is no added economic implications for council having the Reserves transferred under Council Management under the Crown Lands Management Act 2016.

4. Civic Leadership

Council is abiding by requirements set out in legislation.

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

Record No:

Responsible Officer:	Group Manager Governance
Author:	Governance Officer
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.1 Planning and decision making is holistic and integrated and has due regard to the long term and cumulative effects
Delivery Program Objectives:	10.1.2 Integrated Planning and Reporting guides long term planning and organisational sustainability
Attachments:	<ol style="list-style-type: none">1. External IPR Submissions2. Submission Register3. IPR Feedback - Community Information Stalls4. Youth Council Survey Summary 20195. Draft 2020 Operational Plan, including the Draft 2020 Statement of Revenue Policy, Draft 2020 Capital Works Program; and Draft 2020 Operational Budget (<i>Under Separate Cover</i>)6. Draft 2020 Schedule of Fees and Charges (<i>Under Separate Cover</i>)
Cost Centre	3120

EXECUTIVE SUMMARY

On 7 May 2019, Council resolved (161/17) to place the *Draft 2020 Operational Plan*, incorporating the *Draft 2020 Schedule of Fees and Charges*, *Draft 2020 Statement of Revenue Policy*, *Draft 2020 Capital Works Program* and *Draft 2020 Operational Budget* on public exhibition from 26 April to 23 May 2019.

Feedback was received through formal submissions, Youth Council engagement and Community Street Stalls.

As a result of this feedback and internal review the report summarises and recommends changes to the documents on exhibition.

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

OFFICER'S RECOMMENDATION

That Council

- A. Note the amendments made to the *2020 Operational Plan* and *2020 Schedule of Fees and Charges* following public exhibition;
 - B. Adopt the *Draft 2020 Operational Plan* which includes the Statement of Revenue Policy and Capital Works Program, in accordance with sections 402-406 of the *Local Government Act 1993*;
 - C. Adopt the *Draft 2020 Schedule of Fees and Charges*, in accordance with section 608 of the *Local Government Act 1993*;
-

- D. Adopt the Draft *2020 Operational Budget* with an \$8.5 million net operating result and \$5.4 million deficit before grants and contributions provided for capital purposes; and
- E. Adopt the Draft *2020 Capital Works* expenditure budget of \$36.6 million; and
- F. Commend the Youth Council on their engagement, initiative and feedback.

BACKGROUND

This report outlines the consultation and engagement activities undertaken during the public exhibition of the *Draft 2020 Operational Plan* and *Draft 2020 Schedule of Fees and Charges* and details the submissions and feedback provided. It also recommends changes to be made to the key Integrated Planning and Reporting (IPR) documents following consideration of this feedback.

Public Exhibition and Community Engagement

The consultation and engagement process conducted from 25 April - 23 May 2019 utilised a range of different approaches in an effort to reach a broad cross section of the community and within available resources. Members of the community read the documents either online via Council's website and Your Say, via hard copy at a number of community outlets or when attending the Community Information Stalls. Community feedback was both informal and formal through a written submission process.

Announcements were made on social media, in the local papers and on the local radio stations during the exhibition period.

Submissions and Feedback

Public Submissions

Nine public submissions were received during the public exhibition period. These are included as Attachment 1 – External IPR Submissions. Personal identifying information contained in the attachment has been redacted. The majority of feedback related to the *Draft 2020 Schedule of Fees and Charges*. Submissions were forwarded to Group Managers requesting their review and response to the comments. The responses are available in Attachment 2 – Submission Register.

A summary of the recommended changes to the *Draft 2020 Schedule of Fees and Charges* is outlined in the table below.

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

Fee Name	2018/2019 Fee (incl. GST)	2019/2020 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)	Comment
Option A – Search Records (Search of development and building records)	\$185.00	\$190.00	2.70%	\$5.00	DELETED - Now Covered By GIPA Requests
Change to zoning or minimum lot size map for total area of change > 8ha (if both maps charges are applied twice)	\$2,000 plus \$15 per hectare rounded up				\$2,000 Added To Value -
Erect or Remove Banner by Council	\$52.00	\$25.00	-51.92%	(\$27.00)	Deleted - No Longer Required
Failure to Remove Banner in accordance with agreement	\$63.50	\$65.00	2.36%	\$1.50	Deleted - No Longer Required
All facilities including grounds	\$0.00	\$275.00	∞	\$275.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Casual Hirers Insurance Fee	\$0.00	\$33.00	∞	\$33.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Chairs (breakages at cost to replace)	\$0.00	\$1.10	∞	\$1.10	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Crockery (Breakages at cost to replace)	\$0.00	\$66.00	∞	\$66.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Cutlery	\$0.00	\$66.00	∞	\$66.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Hire of Yards	\$0.00	\$550.00	∞	\$550.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Kiosk	\$0.00	\$55.00	∞	\$55.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Kiosk	\$0.00	\$110.00	∞	\$110.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Pony Club Rental	\$0.00	\$110.00	∞	\$110.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Removal of Garbage by Caretaker	\$0.00	\$132.00	∞	\$132.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Stools	\$0.00	\$1.10	∞	\$1.10	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Trestles	\$0.00	\$3.85	∞	\$3.85	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

Urn Rental	\$0.00	\$6.05	∞	\$6.05	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Use of Grounds Only	\$0.00	\$33.00	∞	\$33.00	New Fee As Adopted By Delegate Sports Ground Committee AGM 16/09/2018
Kitchen/Supper Room/Hall & Conveniences	\$204.50	\$220.00	7.58%	\$15.50	Price Increased From \$210.00 To \$220.00 AGM 16/9/2018
Hall, Conveniences and Kiosk	\$138.00	\$132.00	-4.35%	(\$6.00)	Price Decreased From \$142.00 To \$132.00 AGM 16/9/2018
Supper Room/Hall and Conveniences	\$138.00	\$132.00	-4.35%	(\$6.00)	Price Decreased From \$142.00 To \$132.00 AGM 16/9/2018
Kitchen/Supper Room & Conveniences	\$138.00	\$132.00	-4.35%	(\$6.00)	Price Decreased From \$142.00 To \$132.00 AGM 16/9/2018
Supper Room	\$50.00	\$51.00	2.00%	\$1.00	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Urn Rental, Trestles, Stools, Chairs, Cutlery & Crockery	By negotiation with Hall Committee				Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Kitchen	\$62.50	\$64.00	2.40%	\$1.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Sportsground	\$10.00	\$10.50	5.00%	\$0.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Sportsground	\$102.50	\$105.00	2.44%	\$2.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Sportsground	\$225.00	\$230.00	2.22%	\$5.00	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Sportsground	\$450.00	\$460.00	2.22%	\$10.00	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Kiosk	\$10.00	\$10.50	5.00%	\$0.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Kiosk	\$49.00	\$50.00	2.04%	\$1.00	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Kiosk	\$184.00	\$189.00	2.72%	\$5.00	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Kiosk	\$368.50	\$378.00	2.58%	\$9.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Pavilion	\$63.50	\$65.00	2.36%	\$1.50	Deleted As Per AGM Delegate Sportsground Committee AGM 16/9/18
Animal Yards	\$573.00	\$588.00	2.62%	\$15.00	Deleted As Per AGM Delegate Sportsground Committee AGM

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

					16/9/18
Flow recorder meter test (on-site) – by customer	\$139.50	\$143.00	2.51%	\$3.50	DELETED - No Longer Required - Refer To Group Manager Water and Waste Water

Community Information Stalls

From 8-10 May Community Information Stalls were held from 9.30am to 12pm in Bombala, Jindabyne and Cooma. They were attended by the General Manager, Directors, Group Managers and staff. Councillor Sue Haslingden attended Bombala, Councillor John Castellari and Councillor Peter Beer attended Jindabyne and Councillor Rogan Corbett attended the Cooma information stall. The Information Stalls were well received by the community.

The community were asked for their feedback about the documents on public exhibition and to provide any feedback in relation to Council activities. Council staff and Councillors had feedback forms available to capture the information. Forms were also dropped into local businesses in the vicinity of the community stall to enable them the chance to comment without leaving their business. At these sessions staff and Councillors handed out 130 forms with 71 returned.

The majority of feedback provided at the Community Stalls was not related to the IPR documents on public exhibition, however we have identified the key themes. This information can be used to enhance the service provided to the community and for future planning. These forms have been forwarded to Directors and Group Managers for revision and action. Any individual matters identified have been referred to internal departments for action.

Common trends were identified in the feedback received and the forms are included in Attachment 3 IPR Feedback – Community Information Stalls.

Key Highlights are outlined below:

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

Positive	
Category	Tally
Council staff	4
No concerns with Council	4
Summer tourism	2
Repairs from stormwater damage to driveway	1
Bombala caravan park and facilities	1
Maybe Street toilet	1
Bombala River Walk	1
Jindy exercise stations	1
Cooma gardens and intersection presentation	1
Bombala landfill	1
Tidy towns	1
Total	17

Office of GM	
Category	Tally
Councillor concerns	6
Maybe Street Toilet	2
Major Projects	2
Amalgamation	2
Communication with the public	1
Grant funding available to Council	1
Total	14

Corporate and Community	
Category	Tally
Cost of Rates	2
Waste charges on rates	1
Procurement process	1
Total	4

Environment and Sustainability	
Category	Tally
Parking on street Jindy	5
Tourism	3
Waste Disposal - Green	2
Recycling in Jindy	2
Waste education	2
Air B&B's	2
Rural waste collection	2
Weeds	2
Subdivision	1
Consultation for developments	1
Youth	1
Flood zoning	1
Brumbies	1
Population	1
Cooma Creek	1
Cooma Men's Shed	1
Business opening hours long weekends	1
Tip fees	1
Empty shops	1
Performing Arts Centre	1
Waste into waterways	1
Total	33

Operations and Infrastructure	
Category	Tally
Footpaths	7
Road Repairs	5
Recreation general	4
Trees	3
Town beautification	3
Signage	3
Caravan/trailer parking	3
Bombala Water	2
Toilets	2
Pedestrian crossings Sharp Street	2
Stormwater	1
Jindy bike path	1
Increased lighting	1
Road improvement request	1
Cooma weir	1
Cooma town bypass	1
Traffic lights	1
Bridges not causeways	1
Total	42

Youth Council

On 9 May 2019 staff attended the Youth Council Meeting to discuss Integrated Planning and Reporting (IPR) and to encourage feedback. The Youth Council resolved to create a working party to develop documentation and seek feedback from the youth of the region via a questionnaire.

The Youth Council developed a questionnaire based on the IPR Delivery Outcomes they felt were most relevant to students and asked them to rate their importance. Although the questionnaire didn't provide specific feedback on the specific 2020 Operational Actions, the responses identified those areas the youth of the region deemed important and will assist with future planning of Council.

Students across the region were asked to rate the importance of each question from 1-5 with 1 being “Not Important” to 5 being “Extremely Important”. The Youth Council returned 125 questionnaires. We have attached the full prioritisation table to the report as attachment 4 : Youth Council Survey Summary 2019.

The highest 10 priority areas identified in the Youth Council Survey by the participants are:

COMMUNITY	Improve water quality, including maintenance of sewerage and water treatment plants
COMMUNITY	Safe and accessible public spaces (parks, open space, playgrounds)
COMMUNITY	Refurbishing Age Care facilities
COMMUNITY	Health and Wellbeing services @ Werri-Nina, Jindy Health Centre and Berridale Doctors Surgery
ENVIRONMENTAL	Finalising a Fire Safety Program
COMMUNITY	Develop strong relationships with the indigenous community
ECONOMY	Understanding the skills and education options needed for the future of the region
COMMUNITY	Maintaining sports grounds and ovals
ECONOMY	Supporting small businesses to take advantage of growing tourism, resulting from Snowy 2.0
COMMUNITY	Celebrating and recognising our diverse heritage

We would like to thank the Youth Council for their participation. The initiative demonstrated by the Youth Council members to develop the survey and engage students deserves recognition. In addition the number of students who participated in the survey is a credit to the community.

Additional Action

An additional action has been identified by the Group Manager Assets Management. The additional Action “*Progress with the delivery of a new Snowy Monaro Regional Council Civic Centre*” will enable Council to undertake community consultation and develop a Project Management Plan by March 2020.

Internal Review and Corrections

Following several internal departmental reviews Council staff identified some information that had been omitted or required correction. Corrections have subsequently been made to the relevant documents. These proposed amendments are either statutorily required or the item will result in no negative impact or disadvantage to any member or group in the community. As such it is considered unnecessary to re-exhibit the documents.

Documents attached to this report for adoption are:

- Attachment 5: *Draft 2020 Operational Plan*, including the *Draft 2020 Statement of Revenue Policy*, *Draft 2020 Capital Works Program*; and *Draft 2020 Operational Budget*.
- Attachment 6: *Draft 2020 Fees and Charges*.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The *2020 Operational Plan* depicts Council's revenue and expenditure levels reflecting the actions and outcomes contained within the *Delivery Program*.

2. Environmental

There are no perceived environmental impacts as a result of the preparation of this report.

3. Economic

The *2020 Operational Plan* incorporates the *2020 Revenue Policy*, along with the *2020 Schedule of Fees and Charges*. These documents include a range of initiatives to be undertaken during 2020 that encourage regional economic growth.

4. Civic Leadership

The *2020 Operational Plan* sets actions for the coming year based on the community's aspirations as defined in Council's Community Strategic Plan, *Snowy Monaro 2040*.

Management Committee of the Bombala Exhibition Ground
PO Box 170, Bombala NSW 2632

15 May 2019

Erin Donnelly
Covenance Officer
Snowy Monaro Regional Council
71 Caveat Street
BOMBALA NSW 2632

Dear Erin **Re: Draft 2020 Fees and Charges**

The above Section 355 Committee wishes to make comment on the following:
Bombala Showground (Page 55)

- Supper Room
 - 6pm onwards should be \$83 per night.
 - Day up to 6pm should be \$69 per day.

Supper Room after midnight \$35 per hour and Hall after midnight \$46 per hour be put with Supper Room and Hall sections so they are together in their relevant categories.

Miscellaneous (Page 56)

- Could a charge for electric vehicles be looked into probably at an hourly rate as is on council website that these facilities are available on grounds within the council area including Bombala Exhibition Ground.

Exhibition Ground

Netball Court \$189 per season

- Not clear on comment "if less than 2 weeks prior to use" The Committee had no input into this.

Waste Disposal

Page 46

There is no bin rate for commercial waste only has M3


Page 48

There is no bin rate for commercial recyclables only has M3.

We feel that these should be included in "Fees and Charges" schedule.

Attached are the relevant pages and they have been highlighted with comments. If you have any queries on the above submission please do not hesitate to contact our Committee.

Yours faithfully


Anne Caldwell
Secretary

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	Statutory	GST
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Waste Disposal Charges at Council Waste Facilities [continued]

. Green Waste 1m3 = 0.15t

These rates are used to convert Councils price per tonne to cubic metre for Councils waste sites where there is no weigh bridge.

3. Definition of Household Waste is defined as putrescible waste and recycling that is generated from the day to day running of a residential household. Household waste does not include construction or demolition waste, mattresses, tyres, computer monitors/televisions, and or batteries.

4. A landfilling fee may not apply to waste that is deemed by the landfill attendant to be recyclable and is properly sorted. Where waste is clearly recyclable and is not sorted a mixed waste fee will apply.

5. Asbestos is not accepted at Bombala & Delegate or the Transfer Stations.

6. Plasterboard is charged as Mixed Building waste (no Asbestos).

7. Under POEO (Waste) Regulations 2014, Council can no longer offer mulched woodchip product received for sale to the public unless it is processed as per the Fertilisers Act 1985. Council currently does not have approvals or the facility to conduct 'composting processes' of these products. Therefore, charges will apply for Green Waste received at waste facilities (including but not limited to pre mulched woodchips) from commercial and domestic sources .

8. VENM containing 150mm particles or larger will be charged as rubble. What is VENM - Virgin Excavated Natural Material. The Protection of the Environment Operations Act 1997 (POEO Act) defines virgin excavated natural material (VENM) as: 'natural material (such as clay, gravel, sand, soil or rock fines):

(a) that has been excavated or quarried from areas that are not contaminated with manufactured chemicals, or with process residues, as a result of industrial, commercial, mining or agricultural activities; and

(b) that does not contain any sulfidic ores or soils or any other waste

9. Council charges a standard price for mattresses regardless of size as the recycler that collects those charges Council a flat rate regardless of size.

10. In a severe storm event Council may accept green waste for a specified period, determined by Council, at no cost.

11. In the event of the E-Waste stewardship program no longer supporting Snowy Monaro Regional Residents, Council reserves the right to commence charging for any E-Waste received at Council Waste Facilities.

12. Any customer that is abusive to Council staff or does not follow staff directions at any of Councils' waste facilities may be refused entry and may be banned from using Councils' waste facilities in the future.

13. Under POEO (Waste) Regulation 2014, Tractor and Heavy plant tyres over 1.5m will not be accepted at any Snowy Monaro Regional Council Waste Facilities.

14. Due to State Government legislation, any product containing refrigerant taken to a waste facility will be charged a fee for the degassing of the unit. An exemption from the fee will be granted if the person disposing of the unit can demonstrate that it has been degassed by an authorised technician.

15. For those clients that wish to dispose of waste and receive a monthly invoice an application for debtor account is required prior to disposing waste at Councils waste facilities. Fees are invoiced monthly and non-payment within Councils terms may result in the suspension of account until outstanding amounts are paid. Invoice Terms are 14 days. An overdue fee will be charged for all reminder notices on overdue accounts. (Refer to revenue policy).

16. Michelago & Smith's Road Collection Points - Council will only accept domestic quantities of household mixed unsorted waste and recyclables.

Commercial waste rate has been

Waste: including Household, Commercial or Unsorted Waste

	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	Statutory	GST
Minimum Charge	\$2.00	\$3.00	each	N	Y
Domestic Waste – 120L Bin	\$6.00	\$7.00	each	N	Y
Domestic Waste – 240L Bin	\$12.00	\$14.00	each	N	Y
Domestic Waste per Tonne	\$162.75	\$167.00	per tonne	N	Y
Commercial Waste per Tonne	\$204.75	\$210.00	per tonne	N	Y
Only accepted at Cooma & Jindabyne Facilities					
Domestic Waste per m3	\$55.00	\$56.50	per m3	N	Y
Commercial Waste per m3	\$66.50	\$68.50	per m3	N	Y

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	Statutory	GST
Recyclables [continued] <i>No commercial rate for Bin</i>					
Domestic – Co-Mingled Recycling – 240L Bin	\$0.00	\$6.00		N	Y
Domestic – Co-Mingled Recycling, (tonne), loose material only, not compacted.	\$0.00	\$125.00		N	Y
Domestic – Co-Mingled Recycling (m3), loose material only, not compacted.	\$0.00	\$25.00		N	Y
Commercial – Co-Mingled Recycling (m3), loose material only, not compacted.	\$60.00	\$40.00		N	Y
Commercial – Co-Mingled Recycling (tonne), loose material only, not compacted.	\$200.00	\$200.00		N	Y
Waste Oil (vehicle & cooking oil) – 20L (per drum)	\$2 decanting fee per drum		per drum	N	Y
	Last YR Fee \$3 decanting fee for 5 or more drums				

Electronic Waste

If the E-Waste Stewardship program no longer supports Snowy Monaro residents, Council will charge per item of E-Waste.

E-Waste – Under Stewardship Program (Domestic Sourced only)	No charge		each	N	Y
Cooma, Jindabyne & Bombala Only					
E-Waste – without Stewardship Program (per item) (Domestic Sourced only)	\$10.50	\$11.00	per item	N	Y
Cooma, Jindabyne & Bombala Only					
E-Waste – Commercial Sourced Items (per item)	\$10.50	\$11.00	per item	N	Y
Handling Fee at Transfer Stations (per item)	\$5.25	\$5.50	per item	N	Y

Green Waste

Weighbridge Charges – Cooma & Jindabyne

Domestic Green Waste, per tonne (up to 300mm diameter)	\$73.50	\$75.50	per tonne	N	Y
Commercial Green Waste, per tonne (up to 300mm diameter)	\$73.50	\$75.50	per tonne	N	Y

Cubic Metre Charges – Bombala, Cooma, Jindabyne & Transfer Stations

Domestic Green Waste, per m3 (up to 300mm diameter)	\$12.50	\$13.00	per m3	N	Y
minimum charge					
Commercial Green Waste, per m3 (up to 300mm diameter)	\$12.50	\$13.00	per m3	N	Y

9.4.2 ADOPTION OF THE 2020 OPERATIONAL PLAN AND THE 2020 SCHEDULE OF FEES AND CHARGES

ATTACHMENT 1 EXTERNAL IPR SUBMISSIONS

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	Statutory	GST
<i>Bombala Showground</i>					
CWA Room	\$20.50	\$21.00	per day	N	Y
CWA Room	\$26.50	\$27.00	per night	N	Y
Supper Room	\$34.00	\$35.00	per hour	N	Y
After Midnight					
Hall	\$101.50	\$104.00	per night	N	Y
Night - 6pm onwards					
Hall	\$90.00	\$92.00	per day	N	Y
Day - Up to 6pm					
Decorating of Hall	\$30.50	\$31.50	per night	N	Y
After 6pm					
Decorating of Hall	\$23.50	\$24.00	per day	N	Y
Kitchen Hire	\$121.50	\$125.00	per day or night	N	Y
Day - Up to 6pm. Night - 6pm onwards					
Supper Room	\$67.50	\$69.00	per night	N	Y
6pm onwards					
Supper Room	\$81.00	\$83.00	per day	N	Y
Day - Up to 6pm					
Hall	\$45.00	\$46.00	per hour	N	Y
After midnight					
Youth Club (used by Youth)	\$11.00	\$11.50	per day	N	Y
Day - Up to 6pm					
Youth Club – Night 6pm onwards	\$67.50	\$69.50	per night	N	Y
Night - 6pm onwards					
Youth Club – Day up to 6pm	\$54.00	\$55.50	per day	N	Y
Day - Up to 6pm					
Hire of Heaters	\$34.00	\$35.00	per hour	N	Y
Hire of Kiosk including BBQ	\$43.00	\$44.00	per day	N	Y
Plus BBQ					
Hire of Kiosk – not including BBQ	\$16.00	\$16.50	per day	N	Y
Not including BBQ					
Hall – Commercial Hire	\$235.50	\$242.00	per day	N	Y
Profit Making Organisations					
Rubbish removal		Reimburse Committee Expense		N	Y
Deposit/Bond (Refundable)	\$204.50	\$210.00	refundable	N	Y
To be paid 2 weeks prior to event					

continued on next page ...

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	Statutory	GST
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Bombala Showground [continued]

Supper Room/Youth Club After Midnight	\$34.00	\$35.00	per hour	N	Y
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Bombala Ground Hire

Showground Only Day-to to 6pm	\$121.50	\$125.00	per day	N	Y
Showground Only	\$81.00	\$83.00	per night	N	Y
Showground Only	\$26.00	\$26.50	per pole/per hour	N	Y

Applies only to Grounds in the Bombala Region not under control of Management Committees

Community Events

Bike Show Grounds Only	\$169.00	\$173.50	per day	N	Y
Senior Football Fee	\$971.00	\$995.00	per season	N	Y
Bombala Show	\$281.50	\$289.00	per event + power	N	Y
Grounds – Commercial Hire	\$202.50	\$208.00	per event + power	N	Y

Profit Making Organisations

General Events

Floodlights	\$26.00	\$26.50	per hour/per pole	N	Y
Netball/Pony Club/Sports Clinics/Other Events	\$42.00	\$43.00	per day	N	Y
Netball	\$38.00	\$39.00	per night	N	Y

Night - 6pm onwards. Floodlights are an additional charge

Schoolboys Football	\$84.50	\$87.00	per day	N	Y
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Miscellaneous

Electric vehicles

Chairs	\$2.50	\$2.55	each	N	Y
Tables	\$11.00	\$11.50	each	N	Y
Use of Stove	\$6.00	\$6.00	per hour	N	Y
Hire of Wooden Trestles	\$6.00	\$6.00		N	Y
Crockery Hire	\$0.50	\$0.50	per piece	N	Y
Sporting Field	\$10.00	\$10.50	per hour	N	Y
Overnight Camping	\$11.00	\$11.50	per vehicle/truck	N	Y
Netball Courts	\$184.00	\$189.00	per season	N	Y

if less than two weeks prior to use ?

continued on next page ...

Ashleigh Pimm

From: Your Say Snowy Monaro <notifications@engagementhq.com>
Sent: Thursday, 16 May 2019 4:39 PM
To: Records Snowy Monaro Regional Council
Subject: Anonymous User completed Draft 2020 IPR Document Feedback

Anonymous User just submitted the survey 'Draft 2020 IPR Document Feedback ' with the responses below.

Name

JAYNE [REDACTED]

Contact number

[REDACTED]

Email

[REDACTED]

Where in the region are you located?

Delegate [REDACTED]

Please identify your age bracket

65+

Please indicate the document your comments relate to:

Draft 2020 Operational Plan

Section and Page Reference:

Community Outcome 4 Strategy 4.1

Comments/Feedback:

Diverse industry and opportunities. Strategy 4.1 - Attracting diverse business and industries to the region and supporting their establishment and retention. Housing will be important particularly in Bombala/Delegate where expansion at Donghwa is happening and more could happen if area was promoted more as half-way from Sydney to Melbourne; and proximity to Eden Wharf and Canberra. I would suggest that an area of land (70 acres) adjacent to the present township of Delegate and owned by the Dept of Lands and which is already surveyed into housing blocks be used to create an estate for homes more attractive than those already offering in Bombala and Delegate. This is essential to attract and support the establishment and retention of future employees in the area.

Please indicate the document your comments relate to:

Draft 2020 Operational Plan

Section and Page Reference:

Community Outcome 4

Comments/Feedback:

I would be happy to discuss this matter further.

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Any other comments?

No Answer



SNOWY MONARO REGIONAL COUNCIL

Feedback Form

Council's Draft 2020 Operational Plan, Draft 2020 Revenue Policy and Draft 2019 Schedule of Fees and Charges are now on public exhibition at Council Offices and on Council's Website and Your Say Snowy Monaro via yoursaysnowymonaro.com.au.

If you have any comments please record them below.

All comments are **due by 12pm Thursday 23 May 2019**
and can be sent to the General Manager
PO Box 714, COOMA NSW 2630, emailed to governance@snowymonaro.nsw.gov.au
or online via yoursaysnowymonaro.com.au

Name: Elizabeth [REDACTED]

Contact Number: [REDACTED]

Email: _____

Where in the Region are you located? [REDACTED] Bombala

Your age bracket, please circle

16-24 25-34 35-44 45-54 55-64 65+

To view Council's current strategic plans visit www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan.

These strategic documents set out the priorities, direction and expected levels of service that our Community expressed during the development of the Snowy Monaro 2040 Community Strategic Plan.

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Comments/Feedback:

Can't see the platypus platform at the Bombala Racecourse anywhere. This is very important it is all we have.
Needs wheelchair access also

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Comments/Feedback:

- Enquiry re green waste at Bombala also why is there now going to be a charge
- Road crossings charge can't find what it is
- Rates are higher than Tweed Heads & we get nothing for it.

Any other comments

Very happy with driveway & repairs from 2016 caused by stormwater run off. want to commend professional behaviour of man who did the works & came to the house - went above & beyond. **Council values and appreciates your feedback** Great job very happy. will send email to General Manager

Ashleigh Pimm

From: [REDACTED]
Sent: Monday, 20 May 2019 : PM
To: Performance Inbo
c: Erin Donnelly
Subject: Submission re Council's Draft 2020 Operational Plan and Draft 2020 Schedule of Fees and Charges
Attachments: Delegate Sportsground Submission Page 1.pdf Delegate Sportsground Submission Page 2.pdf

Please find attached submission from the Delegate Sportsground Committee concerning Council's Draft 2020 Operational Plan and Draft 2020 Schedule of Fees and Charges.

Kind Regards

Robin Guthrie
Hon Secretary
Delegate Sportsground Committee Inc

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SNOWY MONARO REGIONAL COUNCIL

Feedback Form

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If you have any comments please record them below.

All comments are **due by 12pm Thursday 23 May 2019**

and can be sent to the General Manager

PO Box 714, COOMA NSW 2630, emailed to governance@snowymonaro.nsw.gov.au

or online via yoursaysnowymonaro.com.au

Name: Robin Gauthre, Hon Secretary, Delegate Sportsground C.H.E.E

Contact Number: [REDACTED]

Email: [REDACTED]

Where in the Region are you located? Delegate

Your age bracket, please circle

16-24

25-34

35-44

45-54

55-64

65+

To view Council's current strategic plans visit www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan.

These strategic documents set out the priorities, direction and expected levels of service that our Community expressed during the development of the Snowy Monaro 2040 Community Strategic Plan.

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Page 58 – Fees and Charges – Delegate Sportsground

The Delegate Sportsground Committee held its AGM on 16 September 2018 and adopted the following fees and charges for the facilities. These fees were arrived at after a lengthy discussion on the costs associated with the operation of the Sportsground and particularly the increasing cost of utilities. The nature of the events held at the Sportsground do not lend themselves to an hourly charge, at the very least the users are there for half a day. The large annual events, ie, the show and campdraft utilise all the facilities for up to three days, hence the charge of \$275.00 (incl of GST) per day was arrived at. Therefore the Committee would appreciate it if Council would adopt the following fees and charges for the 2019/20 year for the Delegate Sportsground.

Facility	Hire Fee	GST	Total Hire Fee
All facilities, including grounds - per day	250.00	25.00	275.00
Kitchen/Supper Room/Hall and Conveniences – per day	200.00	20.00	220.00
Supper Room/Hall & Conveniences – per day	120.00	12.00	132.00
Kitchen/Supper Room and Conveniences – per day	120.00	12.00	132.00
Hall, Convenience & Kiosk – per day	120.00	12.00	132.00
Kiosk – Full Day	100.00	10.00	110.00
Kiosk – Half Day	50.00	5.00	55.00
Pony Club Rental – Annual	100.00	10.00	110.00
Use of Grounds Only - per day	30.00	3.00	33.00
Urn Rental	5.50	0.55	6.05
Trestles Per Each	3.50	0.35	3.65
Stools Per Each	1.00	0.10	1.10
Chairs (Breakage at cost to replace)	1.00	0.10	1.10
Cutlery	60.00	6.00	66.00
Crockery (Breakages at cost to replace)	60.00	6.00	66.00
Removal of Garbage by Caretaker	120.00	12.00	132.00
Casual Hirers Insurance Fee	30.00	3.00	33.00
Hire of Yards – Annual Fee	500.00	50.00	550.00

Draft Operational Plan

The Committee also requests that Council make provision in its operational budget for the payment of \$1,600 with an annual increase in line with the CPI, for payment of the Caretaker's honorarium at the Delegate Sportsground. The former Bombala Council paid the Delegate Sportsground Committee an annual maintenance budget and part of this vote was used to pay this honorarium. This vote was increased by the CPI each year and was last received for the 2016/17 financial year for the amount of \$4,202.00.

Ashleigh Pimm

From: Records Snowy Monaro Regional Council
Sent: Wednesday, 22 May 2019 3:20 PM
To: Performance Inbo
Subject: Feedback: Anonymous User completed Draft 2020 IPR Document Feedback

Records Snowy Monaro



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From: Your Say Snowy Monaro <mailto:notifications@engagementh.com>
Sent: Wednesday 22 May 2019 3:10 PM
To: Records Snowy Monaro Regional Council council@snowymonaro.nsw.gov.au
Subject: Anonymous User completed Draft 2020 IPR Document Feedback

Anonymous User just submitted the survey 'Draft 2020 IPR Document Feedback ' with the responses below.

Name

Jennifer [REDACTED]

Contact number

[REDACTED]

Email

[REDACTED]

Where in the region are you located?

██████████ JINDABYNE NSW 2627

Please identify your age bracket

35 - 44

Please indicate the document your comments relate to:

Draft 2020 Schedule Fees & Charges

Section and Page Reference:

page 79 of 115

Comments/Feedback:

Re: Water Meter Reading of Child Meters I would like to formally complain about the extra reading fee of Child Meters of \$40 per billing. I have had an ongoing issue for the past 2 years in which the wrong child meter was associated to my account and the body corporate's mother meter. This has only recently been resolved with access fees and usage for the June 2019 billing period to be on our correct child meter account. So after all of this we will go back to being billed access on my child meter and usage on the body corporate mother meter ? Do all strata owners have to agree to have their child meters read for this to apply ? What happens if some strata owners want their child meter read and others do not ? How will this work ? The \$120 additional read fee combined with the \$30 increase per year on the residential sewer and water access fees is not acceptable and I formally reject this policy.

Please indicate the document your comments relate to:

Draft 2020 Schedule Fees & Charges

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Please indicate the document your comments relate to:

No Answer

Section and Page Reference:

No Answer

Comments/Feedback:

No Answer

Any other comments?

No Answer

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Ashleigh Pimm

From: Save Bombala [REDACTED]
Sent: Thursday, 23 May 2019 11:24 AM
To: Performance Inbo
c: Anne Maslin, Rob Stewart, Brian Liddell, James Warr, John East, John Rooney, Castellari, Lynley Miners, Peter Beer, Rogan Corbett, Sue Aslingden
Subject: Save Bombala Submission on SMRC 2020 Operational Plan

The General Manager

Snowy Monaro Regional Council.

Dear Sir

Please accept the following as Save Bombala Inc's submission on the Operational Plan:

The Community vision is completely different to the Council vision. This reflects the fundamental disconnection between Council and the community and is highlighted by the recent Mayoral vote of no confidence and display of deep divisions within our elected body. Does Council see its vision differing from its communities vision?

In regard to Council/community relations we are also concerned that the recent Maybe Street Bombala consultation was only advertised in the local press on the same day as it occurred. While we welcome the initiative the absence of notice would have severely limited the local participation. Such actions project the wrong message on consultation.

A General Fund Operations deficient of 6.1M on an income of 51.8M represents a 12% shortfall. In a sector with limited capacity to raise income a thorough review of expenditure must be made to bring this deficit back to acceptable levels. It is concerning that a Council willing to publish such a position for public comment may not be capable of understanding the implications contained therein.

Save Bombala fail to see the why the installations of White Boards in dog and cat pounds (pg 22) is of such importance it warrants a specific Key Performance Indicator in the plan. That said we presume the new full time ranger at the Bombala Office may be able to assist. We also note that the entire budget for ranger services at the former Bombala Council was less than 8000 per year. Is Council able to provide the costs for the new Ranger services delivered out of the Bombala office?

The listing of the capital items in theme (Key Theme?) format rather than by fund (General Water Sewer) makes it difficult to ascertain the financial impacts on the particular scheme of the capital spend.

We note that some Bombala and Delegate water capital items are not grant funded. What is the 15M promised by John Barilaro for these schemes to be spent on? Also where is the promised 15M referenced in the plan?

The Delegate sportsground pavilion had a new roof installed 4 years ago. Is it in need of replacement already? RECOMMEND: Reallocation of these funds to other items at the Delegate Sportsground.

Will the Bombala Sewer Treatment Plant really cost 5 900 000?

Would the Tombong Bridge be better replaced with a single cell pipe culvert to closer match the capacity of the other causeway over the Tombong Creek just 3 kilometres upstream?

Was the Corporate Information System (CIS) Project of 3 671 812 not funded by the merger assistance grants?

Save Bombala welcome the inclusion of the Fitness Centre at the Bombala Swimming pool complex but are concerned that the Bombala and Cooma pool upgrade items are combined. This does not reflect the intent of the pre-election funding promise. Further there is considerable scope for project savings by combining both of these projects at the Bombala pool.

Adaminaby Sewer Treatment Concept Study and Adaminaby Water Reservoirs Roof and Access Structure both appear twice. Does Council have an internal quality check of this document prior to its public release? Such noticeable omissions undermine public confidence in the entire document.

Capital Items: Heating - Cooling Waste Transfer Facilities 125 000. Is this project intended to aid in the treatment and disposal of solid waste by altering its temperature? If so Save Bombala would be pleased to receive more detail of this new and innovative waste management process.

Water Fund rates fees and charges: In 2019 : 8 507 000 In 2020; 8 170 000. This equates to a 4% reduction and appears at odds with the published fees and charges?

Water Fund employee costs are to increase to 2 050 000 from 1 228 000 (66% increase). Will this increased staffing result in an improvement in the quality of the Bombala and Delegate water?

In which year will the 15M from John Barilaro for the Bombala and Delegate Water appear as it is not in 2018 2019 or 2020 years?

Waste income fees rates and charges 2018 : 6 038 000 / 2020 : 6 821 000 an increase of only 13%. This appears at odds with the published fees and charges and also anecdotally with the Bombala communities experience.

Waste costs 2018 : 4 912 000 / 2020: 6 107 000 an increase 24%. Save Bombala understood that the waste contract awarded to the Canberra based company in 2017 would save over 5M. Can Council confirm that this saving has been realised and if so why this has not projected through to the figures in the draft operational plan?

It is unclear what message(s) are intended to be conveyed by the following photographs:

There are 6 staff atop the garbage compactor a machine designed for one operator. Apart from the obvious health and safety concerns does Council routinely have 6 staff on hand at any of our waste depots? Are the abundant numbers of staff in this photo intended to be reflective of the increase in waste fees?

The bird is consuming the fruit of a Cotoneaster bush. Cotoneaster is a declared noxious weed in our area and the distribution of seeds by birds is the key mechanism of its spread. The heading reads EY THEME 3 ENVIRONMENT Our iconic natural environment and heritage is preserved.

The absence of a safety vest on the Director of Engineering and the Group Manager appears at odds with workplace safety requirements.

Healthy Serrated Tussock plants (a noxious weed of particular importance to our Council area) abound in the foreground of the scene.

Save Bombala recommend a short narrative on each photo to explain the message or issue intended to be conveyed by the photo's inclusion in the plan.

The important financial detail in the plan is mired by mistakes. The structure of the financial section is cumbersome to interpret and groupings change. Capital spends are grouped in Themes while the budgets are grouped in Funds. This makes fund specific analysis impossible. This may be interpreted by some in our community as a deliberate ploy to confuse and hide the true state of council's finances. Such a view may also be supported in the communities mind by the parlous state of the general fund result. A general Fund deficient position of over 6M (equalling some 12% of income) is nothing to be proud of especially given the current state of many community assets. There is also a notable omission of many of the projects promised by the State Liberal National Party as part of the recent state election campaign. It will be important for Council to confirm that all these commitments are funded and form part of the 2020 operational plan.

On a positive note Save Bombala welcome the General Manager's review of the management structure. It is clear that if the Council has any aspiration to deliver efficient services and contain costs a thorough review of the structure right from the Directors to the line supervisors is necessary. While this may cause additional disruption

and redundancy costs we implore councillors to support this important review. To continue with the existing structure will only exacerbate the current problems.

Yours faithfully

Save Bombala Inc.

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SNOWY MONARO REGIONAL COUNCIL

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PO Box 714, COOMA NSW 2630, emailed to governance@snowymonaro.nsw.gov.au
or online via yoursaysnowymonaro.com.au

RECEIVED

24 MAY 2019

Snowy Monaro Regional Council
Cooma Office

Name: Marcus [REDACTED]

Contact Number: [REDACTED]

Email: [REDACTED]

Where in the Region are you located? Cooma

Your age bracket, please circle

16-24 25-34 35-44 45-54 55-64 65+

To view Council's current strategic plans visit www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan.

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Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Sparking ground hire fee

Comments/Feedback:

Coombe Rugby not happy with the increased ground hire of Rotary oval

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Page 45 - 54

Comments/Feedback:

Would like to discuss reasons behind changes to fee for 2020.

Any other comments

Council values and appreciates your feedback



Cooma Soccer Club Inc.

ABN: 64 148 833 465

President: Harry Hovasapian P: 040 7674023
Treasurer: Donna Anderson P: 040 2012261
Secretary: Libby Hovasapian P: 02 6452 6000

RECEIVED
24 MAY 2019

Snowy Monaro Regional Council
Cooma Office

24 May 2019

Dear Sir Ms,

Cooma Soccer Club will be lodging a formal objection to the proposed field hire charges. All appropriate documentation will be forwarded to your office.

[REDACTED]
Kind regards
Harry Hovasapian
President, Tigers FC & Cooma Tigers



Cooma Soccer Club Inc.
PO Box 1368
Cooma 2630



Written Submissions Draft 2020 Operational Plan

Page Reference	Issues Raised	Staff Response	Recommendation	Group Manager for Response
Public Submissions				
24	Community Outcome 4 Strategy 4.1 Diverse industry and opportunities. Strategy 4.1 - Attracting diverse business and industries to the region and supporting their establishment and retention. Housing will be important particularly in Bombala/Delegate where expansion at Donghwa is happening and more could happen if area was promoted more as half-way from Sydney to Melbourne; and proximity to Eden Wharf and Canberra. I would suggest that an area of land (70 acres) adjacent to the present township of Delegate and owned by the Dept of Lands and which is already surveyed into housing blocks be used to create an estate for homes more attractive than those already offering in Bombala and Delegate. This is essential to attract and support the establishment and retention of future employees in the area. Happy to discuss further	If the land in question at Delegate is Crown Land then the initiative to develop the land rests with the State as land owner. Demand for housing around Bombala and Delegate and existing capacity will be considered in the Snowy Monaro Settlements Strategy currently under development.	That demand for new housing at Bombala and Delegate be considered as part of the development of the Snowy Monaro Settlements Strategy.	Group Manager Economic Development and Tourism
	Can't see the platypus platform at the Bombala Racecourse anywhere. This is very important it is all we have. Needs wheelchair access.	There is a platypus platform at the Bombala Platypus Reserve which is located to the north of the Bombala Racecourse via the gravel access road. There was work undertaken last year to repair sections of the access stairs and the path to the platform as well as the installation of accessible picnic tables. Further works to improve the accessibility of the pathway to the platform are planned. The design for this is currently being done.	No change required	Group Manager Facilities
3	The Community Vision is completely different to the Council Vision. This reflects the fundamental disconnection between Council and the community and is highlighted by the recent Mayoral vote of no confidence and display of deep divisions within our elected body. Does Council see it's vision differing from it's communities vision?	The Community Vision was developed following the CSP consultation in 2018 - The Snowy Monaro Region is a welcoming community offering quality lifestyle, beautiful natural environment and is a place of opportunity. The Council Vision - to be a trusted Community Partner - reflects the intention of Council to be in partnership with the Community in all endeavours - they are not exclusive visions. Feedback from the community during the CSP consultation indicated they were aligned.	No change required	Group Manager Governance
22	Save Bombala fail to see the why the installations of White Boards in dog and cat pounds (pg 22) is of such importance it warrants a specific Key Performance Indicator in the plan. That said we presume the new full time ranger at the Bombala Office may be able to assist. We also note that the entire budget for ranger services at the former Bombala Council was less than \$8000 per year. Is Council able to provide the costs for the new Ranger services delivered out of the Bombala office?	The introduction of whiteboards is an easy cost effective method when dogs and cats are in care to meet the health check requirements of NSW DPI Animal Welfare Code of Practice No 5. Where a changeover of Ranger takes place, the required health checks are easy to see via whiteboard for each animal. The Ranger services in Bombala are delivered by 0.5 FTE staff member for Ranger Services.	No change required	Group Manager Environmental Management

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Written Submissions Draft 2020 Operational Plan

<p>Photo comments: It is unclear what message(s) are intended to be conveyed by the following photographs: There are 6 staff atop the garbage compactor, a machine designed for one operator. Apart from the obvious health and safety concerns does Council routinely have 6 staff on hand at any of our waste depots? Are the abundant numbers of staff in this photo intended to be reflective of the increase in waste fees? The bird is consuming the fruit of a Cotoneaster bush. Cotoneaster is a declared noxious weed in our area and the distribution of seeds by birds is the key mechanism of its spread. The heading reads "KEY THEME 3 – ENVIRONMENT Our iconic natural environment and heritage is preserved...." The absence of a safety vest on the Director of Engineering and the Group Manger appears at odds with workplace safety requirements. Healthy Serrated Tussock plants (a noxious weed of particular importance to our Council area) abound in the foreground of the scene. Save Bombala recommend a short narrative on each photo to explain the message or issue intended to be conveyed by the photo's inclusion in the plan.</p>	<p>The garbage compactor photo was taken about 5 years ago. At the time Council engaged a professional photographer to take a series of photos to highlight the activities undertaken by Council. This was in order to produce promotional material for Council. In this instance it was a staff photo opportunity and no the machine was not in operation at the time. There is no connection between this photo and staffing numbers at waste facilities (or the connection with current waste fees).</p>	<p>Thank you for your consideration. Ass opposed to engaging third parties we will take more consideration to the photos. We will review pictures internally this year.</p>	<p>Group Manager Governance</p>
<p>General comment: The important financial detail in the plan is mired by mistakes. The structure of the financial section is cumbersome to interpret and groupings change. Capital spends are grouped in "Themes" while the budgets are grouped in "Funds". This makes fund specific analysis impossible. This may be interpreted by some in our community as a deliberate ploy to confuse and hide the true state of council's finances. Such a view may also be supported in the communities mind by the parlous state of the general fund result. A General Fund deficient position of over \$6M (equalling some 12% of income) is nothing to be proud of especially given the current state of many community assets. There is also a notable omission of many of the projects promised by the State Liberal National Party as part of the recent state election campaign. It will be important for Council to confirm that all these commitments are funded and form part of the 2020 operational plan.</p>	<p>Integrated Planning & Reporting guidelines set out the requirements for the financial detail to be provided in the plan and the plan is compliant. Council will consider provided the Capital Works Program by fund rather than theme in the 2021 Operational Plan. Capital Works projects are included for guaranteed grant funded projects rather than proposed. Further information can be provided on request.</p>	<p>Comments noted, recommend no change for this year</p>	<p>Chief Financial Officer</p>
<p>On a positive note Save Bombala welcome the General Manager's review of the management structure. It is clear that if the Council has any aspiration to deliver efficient services and contain costs a thorough review of the structure, right from the Directors to the line supervisors, is necessary. While this may cause additional disruption and redundancy costs we implore councillors to support this important review. To continue with the existing structure will only exacerbate the current problems.</p>	<p>Noted</p>	<p>No change required</p>	<p>General Manager</p>

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Written Submissions Draft 2020 Schedule of Fees and Charges

Page Reference	Issues Raised	Staff Response	Recommendation	Group Manager for Response
Public Submissions				
55	Bombala Showground Supper Room • 6pm onwards should be \$83 per night. • Day up to 6pm should be \$69 per day. Supper Room after midnight \$35 per hour and Hall after midnight \$46 per hour be put with Supper Room and Hall sections so they are together in their relevant categories	The fees have been amended as per request of Committee	The fees to be amended as per request of Committee	Group Manager Facilities
56	Miscellaneous - Could a charge for electric vehicles be looked into probably at an hourly rate as is on council website that these facilities are available on grounds within the council area including Bombala Exhibition Ground	I can't find anywhere on the website where this is stated. If the Committee would like to have a point to charge electric vehicles then it could be looked into	No change required	Group Manager Facilities
56	Exhibition Ground Netball Court \$189 per season - Not clear on comment "if less than 2 weeks prior to use" The Committee had no input into this.	This comment was in the current Fees and Charges and would relate to Jane Kanowski. I am assuming that it means the fee for the season of netball is \$189, if they want it for more than two weeks past the season then an annual fee is to be paid?	No change required	Group Manager Facilities
46	Waste Disposal There is no bin rate for commercial waste only has M3	Commercial Waste disposal charges for bins are based on the volumetric rate adopted by Council. Individual rates per bin are no longer listed separately	No change required	Group Manager Resource and Waste Management
48	There is no bin rate for commercial recyclables only has M3. We feel that these should be included in "Fees and Charges" schedule.	Commercial Recycling disposal charges for bins are based on the volumetric rate adopted by Council. Individual rates per bin are no longer listed separately	No change required	Group Manager Resource and Waste Management
46-47	Green waste at Bombala, why is there now going to be a charge	Green Waste Fees will apply at all waste facilities, not just Bombala. The income received from the fees will assist SMRC in meeting the costs associated with processing and managing green waste material	No change required	Group Manager Resource and Waste Management
	Road crossings charge, can't find where it is	Road crossings along with all works within the road reserve are covered under a Section 138 Application.	No change required	Group Manager Transport and Infrastructure (Operations)
58	Delegate Sportsground Committee held its AGM on 16 September 2018 and adopted the following fees and charges for the facilities. The nature of the events held at the Sportsground do not lend themselves to an hourly charge, at the very least the users are there for half a day. The large annual events, ie, the show and campdraft utilise all the facilities for up to three days, hence the charge of \$275.00 (inc of GST) per day was arrived at. Therefore the Committee would appreciate it if Council would adopt the following fees and charges for the 2019/20 year for the Delegate Sportsground.	The application will require all relevant components to be completed:- TCP, DBYD, SWMS, etc.	Fees be entered as an addition to the fees and charges	Group Manager Facilities
	Facility and Total Hire Fee inc GST			
	All facilities including grounds - per day \$275	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities

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Written Submissions Draft 2020 Schedule of Fees and Charges

Kitchen/Supper Room/Hall and Conveniences — per day \$220	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Supper Room/Hall & Conveniences — per day \$132	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Kitchen/Supper Room and Conveniences — per day \$132	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Hall Convenience & Kiosk— per day \$132	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Kiosk — Full Day \$110	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Kiosk — Half Day \$55	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Pony Club Rental —Annual \$110	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Use of Grounds Only - per day \$33	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Urn Rental \$6.05	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Trestles Per Each \$3.85	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Stools Per Each \$1.10	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Chairs (Breakage at cost to replace) \$1.10	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Cutlery \$66	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Crockery (Breakages at cost to replace) \$66	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
Removal of Garbage by Caretaker \$132	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities

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Written Submissions Draft 2020 Schedule of Fees and Charges

	Casual Hirers Insurance Fee \$33	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
	Hire of Yards — Annual Fee \$550	Requested amendment by Delegate Sportsground Committee	Fees be entered as an addition to the fees and charges	Group Manager Facilities
47	Received as part of waste survey I also note that Council is intending to charge for the disposal of recyclable waste. I thought the whole idea of encouraging people to recycle was to save them money. This will result in people combining their rubbish for landfill!	There is a price differential between the waste and recycling disposal charges to encourage the separation of recyclables from waste. The introduction of a domestic recycling charge at the waste facilities ensures consistency in the application of fees across all sectors of the business and residential community as recycling disposal fees apply to commercial customers at waste facilities and to all properties which receive a collection service	No change required	Group Manager Resource and Waste Management
45-54	Sporting ground hire fee. Cooma Rugby not happy with the increased ground hire of Rotary Oval. Would like to discuss reason behind changes to fee for 2020	Submission was received out of exhibition period, no further details have been submitted and there is not a big change that I can see if the fees	No change required	Group Manager Facilities
54-61	Objection to proposed field hire charges. Details to be forwarded. - No further response received to 31/5/19	Submission was received out of exhibition period, no further details have been submitted and there is not a big change that I can see if the fees	No change required	Group Manager Facilities

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Written Submissions Draft 2020 Revenue Policy

Page Reference	Issues Raised	Staff Response	Recommendation	Group Manager for Response
Public Submissions				
69	Rates are higher than Tweed Heads and we get nothing for it	Submitter is welcome to provide addition information and discuss the reason for this with our rates department	Noted, no change required	Chief Financial Officer
79	Water Meter Reading of Child Meters I would like to formally complain about the extra reading fee of Child Meters of \$40 per billing. I have had an ongoing issue for the past 2 years in which the wrong child meter was associated to my account and the body corporate's mother meter. This has only recently been resolved with access fees and usage for the June 2019 billing period to be on our correct child meter account. So after all of this we will go back to being billed access on my child meter and usage on the body corporate mother meter ? Do all strata owners have to agree to have their child meters read for this to apply ? What happens if some strata owners want there child meter read and others do not ? How will this work ? The \$120 additional read fee combined with the \$30 increase per year on the residential sewer and water access fees is not acceptable and I formally reject this policy	<p>This problem applies only to strata that do not have body corporates set up. Reading of the parent meter does not incur any reading charges. The reading of the child meter incurs charges as there is extra administrative functions to be set up in Councils system for the billing of these child meters.</p> <p>The reading of all child meters will be undertaken only when there is no body corporate set up and Council needs to read all child meters irrespective of any requests for them to be read. This will apply to all strata that do not have a body corporate set up.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> • Child meter reading charges can be eliminated if Council reads the parent meter only and the Body Corporate reads the child meters and/or apportions the usage charges. • When Council reads the parent meter only, the usage charge as recorded on the parent meter will be sent to the Body Corporate and the access charges will be sent to every individual owner within a strata. • When Council reads the child meters each individual owner will be sent the access charge and the usage charge recorded on the child meter including the child meter reading charge. • Council is only responsible for the maintenance of the parent meter and any replacement of faulty child meters is the owner's responsibility. Faulty meters will be reported to the owner and if the replacement has not been carried out within 2 weeks, Council will undertake the replacement of the meter. The cost of replacement will be invoiced to the owner. <p>When the body corporate has been set up, the owners shall inform Council of the details of the body corporate so Council could send the usage charges on the parent meter to the body corporate who will assign the usage charges to the units within the strata. The child meter reading charges from these properties will be removed from the time Council receives this information.</p>	Noted, no change required	Group Manager Water and Wastewater

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Written Submissions Draft 2020 Budget

Page Reference	Issues Raised	Staff Response	Recommendation	Group Manager for Response
Public Submissions				
54	The Committee also requests that Council make provision in its operational budget for the payment of \$1,600 with an annual increase in line with the CPI, for payment of the Caretaker's honorarium at the Delegate Sportsground. The former Bombala Council paid the Delegate Sportsground Committee an annual maintenance budget and part of this vote was used to pay this honorarium. This vote was increased by the CPI each year and was last received for the 2016/17 financial year for the amount of \$4,202.00.	Money has been allocated in the 2020 budget for this already	No change to the plan required	Group Manager Facilities
55	A General Fund Operations deficient of \$6.1M on an income of \$51.8M represents a 12% shortfall. In a sector with limited capacity to raise income a thorough review of expenditure must be made to bring this deficit back to acceptable levels. It is concerning that a Council willing to publish such a position for public comment may not be capable of understanding the implications contained therein.	Happy to respond to an email or phone call to provide additional information. Council is working on both revenue raising and cost saving strategies to address this deficit. There are other publications including our Long Term Financial Plan and Quarterly Budget Review Statement which provide commentary on recommended remedial action in relation to this issue.	Comments noted	Chief Financial Officer
56	Water Fund rates, fees and charges: In 2019 : \$8 507 000, In 2020; \$8 170 000. This equates to a 4 % reduction and appears at odds with the published fees and charges?	The 2020 Water Fund revenue reduction versus the 2019 Adopted budget reflects a revision of other variables including number of water connections and water consumption estimates. 2018 and 2019 YTD actual results have also been considered in the budget process contributing to the adjustment.	No change required	Group Manager Water and Wastewater
	In which year will the \$15M from John Barilaro for the Bombala and Delegate Water appear as it is not in 2018, 2019 or 2020 years?	\$2.35m was identified for grant funded expenditure to be recognised in 2020. The total is spread over 4 years.	No change required	Group Manager Water and Wastewater
58	Waste income fees, rates and charges 2018 : \$6 038 000 / 2020 : \$6 821 000, an increase of only 13%. This appears at odds with the published fees and charges and also anecdotally with the Bombala communities' experience	It is anticipated that income levels will not increase by the proposed increase in fees as there will be a reduction in materials received at the waste facilities and/or the collection services provided to businesses	No change required	Group Manager Resource and Waste Management
58	Waste costs 2018 : \$4 912 000 / 2020: \$6 107 000, an increase 24%. Save Bombala understood that the waste contract awarded to the Canberra based company in 2017 would save over \$5M. Can Council confirm that this saving has been realised and if so why this has not projected through to the figures in the draft operational plan?	The advertised saving of \$5 million was based on the next best tendered response for the proposed services. That is if Council went with the second option the costs to provide the contracted services would be an additional \$5million over the life of the contract. The increase in operating expenses is a reflection of the costs required to meet regulatory compliance as well as maintaining current service levels. SMRC has also committed significant capital funds to address improvements at the Bombala and Delegate sites which the NSW EPA identified as being required a number of years ago.	No change required	Group Manager Resource and Waste Management

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Written Submissions Draft 2020 Capital Works Program

Page Reference	Issues Raised	Staff Response	Recommendation	Group Manager for Response
Public Submissions				
49-52	The listing of the capital items in theme (Key Theme?) format rather than by fund (General, Water, Sewer) makes it difficult to ascertain the financial impacts on the particular scheme of the capital spend.	Council will consider provided the Capital works program by fund rather than theme in the 2021 Operational Plan	Comments noted, recommend no change for this year	Chief Financial Officer
49-52	We note that some Bombala and Delegate water capital items are not grant funded. What is the \$15M promised by John Barilaro for these schemes to be spent on? Also where is the promised \$15M referenced in the plan?	\$2.35m was identified for grant funded expenditure to be recognised in 2020. The total is spread over 4 years.	No change required	Group Manager Water and Wastewater
49	The Delegate sportsground pavilion had a new roof installed 4 years ago. Is it in need of replacement already? RECOMMEND: Reallocation of these funds to other items at the Delegate Sportsground.	Council's builder has confirmed that the roof was replaced roughly 4 years ago. Will liaise with the Group Manager Facilities to possibly reallocate these funds appropriately within legislative guidelines	No change required	Group Manager Facilities
50	Will the Bombala Sewer Treatment Plant Concept Study really cost \$5,900,000?	The concept study has been completed. This is an administrative error with reference to the existing project title in the system.	Project title should be "Bombala Sewer Treatment Plant Augmentation Construction"	Group Manager Water and Wastewater
52	Would the Tombong Bridge be better replaced with a single cell pipe culvert to closer match the capacity of the other causeway over the Tombong Creek just 3 kilometres upstream?	Tombong Creek is a declared Habitat waterway and is therefore restricted in the type of crossing permitted. Many older standards and regulations have changed since the initial structures were constructed.	Council has a concept design in place and programed replacement of the bridge.	Group Manager Transport Infrastructure
52	Was the Corporate Information System (CIS) Project of \$3,671,812 not funded by the merger assistance grants?	Because the grant was received in previous financial years it is considered to be sourced from unexpended grants which is an externally restricted reserve.	Comments noted, recommend no change for this year	Chief Financial Officer
49	Save Bombala welcome the inclusion of the Fitness Centre at the Bombala Swimming pool complex but are concerned that the Bombala and Cooma pool upgrade items are combined. This does not reflect the intent of the pre-election funding promise. Further there is considerable scope for project savings by combining both of these projects at the Bombala pool	The announcement by the Deputy Premier was a combined amount of funding for Cooma and Bombala pools. Consideration is being given to using these funds in the same project	No change required	Group Manager Facilities
50	Adaminaby Sewer Treatment Concept Study and Adaminaby Water Reservoirs Roof and Access Structure both appear twice. Does Council have in internal quality check of this document prior to it's public release? Such noticeable omissions undermine public confidence in the entire document.	Duplication administration error	Duplication removed	Group Manager Water and Wastewater
51	Capital Items: Heating - Cooling Waste Transfer Facilities \$125,000. Is this project intended to aid in the treatment and disposal of solid waste by altering it's temperature? If so save Bombala would be pleased to receive more detail of this new and innovative waste management process.	The project is aimed at providing staff with a basic level of amenity to meet the needs of the regions diverse climatic conditions. The project is also addressing work health and safety issues which have been raised about the current methods of heating the site offices.	No change required	Group Manager Resource and Waste Management

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SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 8. May 2019 Bombala
Name: Mike [REDACTED]
Address: [REDACTED]
Contact Number: [REDACTED]
Email: _____
Where in the Region are you located? Bombala

Comments/Feedback:

Please include any relevant information, ie address of property

Stormwater from up
behind Costell Motors -
being an issue for many,
many years.

What is being done?

Explained that Stormwater Mgmt
Plan has been done for Bombala's.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 8/5/19 Bombala
Name: travellers
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

- Great feedback about the Caravan Park.
Called up from Cann River + made a booking
+ paid on the way.
- When they got here the lady was still writing
for open + showed them where to go.
- All the facilities were there, toilets + showers are
close + clean, BBQ's ovens all there if you have
it but can also be on your own.
- Great place great views. Had a great night.
Very happy with the facilities + stay +
the town

Any other comments:

Very happy to see toilet started

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 8/5/19 Bombala
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Walkway over footbridge - ^{railway} holes + icy over winter
needs repair Dickenson Street.

Something Bog road needs work - coming from
VIC side to NSW

John

Kerbs gutting around the town needs work
Toilet block - hand blade dryers - list of appliances
there are no dryers it was under hand - wrote to
Alec Hies told too much to change - sign says state funded
cheek.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: May 8, 2019 Bombala
Name: Samantha [REDACTED]
Address: [REDACTED]
Contact Number: [REDACTED]
Email: [REDACTED]
Where in the Region are you located? Bombala

Comments/Feedback:

Please include any relevant information, ie address of property

Curious as to a timeline or completion
date for the public toilets in Bombala's
main street.

Also interested in any update on
water quality improvements promised
to Bombala/ Delegate communities

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ *Bombala*
Name: *ERNEST* _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

*OVER HANGING DEAD BRANCH GATEWAY
ROAD ATTN. Keys Street*

Corner block, Gum tree dead 4+ years

*Excellent job on river track it is beautiful. Comments
from visitors to the area regarding the river & walking
track.*

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 9/5/19 Jindy
Name: Visitor to the area
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

National Park VC helpful & friendly
great information on the region, area and Nat Park

Nuggets great
exercise stations - accessibility for wheel chairs positive
lake & foreshore is clean & healthy

Nothing negative that I have seen since I have
been here

Snowy Hydro Electricity generation - electricity is
expensive even though it is generated here

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 9/5/19 Jindy
Name: Pat
Address: _____
Contact Number: feedback to John Castellan
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Parking both sides Bango - one way from Bowling club
narrow footpath - parking on left to protect pedestrian:
- to first intersection (Townsend)
Raise at Traffic committee
site meeting - John C happy to come along
Bike path to Townsend St - can't get through as there
is a fence around the pump station (near Bowlo)
May be easement issues or concerns with landholder
not wanting access - look into
- Why is it fenced is there a requirement for the fence?
Can we remove/realign the fence

Any other comments:

GO Jindabyne - Cooperation is required to make it work
between businesses, Council & The Mountains

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 9/5/19 Jindy
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Where does the recycling go & how is it managed
- Townsend st - traffic & parking
- parking one side of the street
- should be one way traffic

★ Waste education & recycling required

- off street parking - parking on the street is a concern.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 4/5/2019
Name: A. Geoffrey Jindy
Address: [REDACTED]
Contact Number: [REDACTED]
Email: [REDACTED]
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Council could do more to acknowledge our olympians, mainly has an Olympic walk with plaques for each of their local Athletes. Could we see something similar here.

New Subdivision block sizes are too small. meaning we are creating new allotments.

Could we look at adding public basketball courts at the Clay pits. Near the exercise equipment or the Frisbee Golf.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 9/5/14 Jindy
Name: Debra Fay [REDACTED]
Address: [REDACTED]
Contact Number: [REDACTED]
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

off street parking
Building big houses on small blocks with no off street parking
Air BnB's in locations where they were told no tourist accommodation.
- oversited by units looking into backyard -
- Dev Consultation -> Development Continuity
- Building lighting not annoying neighbours
- rental access.

Any other comments:

Parking consistency - Front or Back in
- School bus turn too tight - consult
- Tourist Footpaths - get pedestrians off the road

Bike tracks good idea - still want to be able
Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You

to share a walker;



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 9/5/19 Sindy
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? Sindy

Comments/Feedback:

Please include any relevant information, ie address of property

- new estate - lots of Air BnB's Tugman.
parking - no off street parking
regulated parking 1 car per house
concerns for the future of Sindy in 10yrs - Boom growing too quick then will die
fire truck. - emergency access is non due to parking on street
width of roads for developments for parking.
- Why not regulated per bedroom for rates. Why don't
I paying the same for rates as a house with 10 people.
- More people staying in BnB's than should be. ie 6 in
in agreement but 15 staying there.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 8/5/19 Sindy
Name: Nina [REDACTED]
Address: [REDACTED]
Contact Number: [REDACTED]
Email: [REDACTED]
Where in the Region are you located? Jindabyne

Comments/Feedback:

Please include any relevant information, ie address of property

- Lights - along Kosciuszko Rd before Under. Between 2 roundabouts.
- Recycle program. especially - cups - soft plastics - more efficient cardboard recycle.
- Better communication SMRC / Essential Energy re reporting & fixing of light outs in Jindabyne -
- Where are the Beemarang bags

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10th May 2019 Cooma
Name: James [redacted]
Address: [redacted]
Contact Number: [redacted]
Email: [redacted]
Where in the Region are you located? within it

Comments/Feedback:

Please include any relevant information, ie address of property

Cooma - Broadwood is not adequate for the traffic which uses it.
Staff are always excellent and ready to listen and answer enquiries with adequate explanations.
Outdoor staff are usually excellent & often will go out of their way to get things done.
Communications could be better.
Needs people are doing as well as possible due to restricted funds.
Government support (Federal + State) should be a lot more.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10-5-19 Cooma
Name: Anne [REDACTED]
Address: _____
Contact Number: [REDACTED]
Email: _____
Where in the Region are you located? Cooma

Comments/Feedback:

Please include any relevant information, ie address of property

Stop Fighting
Stop acting stupid
Get on with the job at hand.
We should now be a rich
Council able to look after
the towns

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19 Cooma
Name: Tony
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

→ Young person →
• Idea → Toyota near bridge
here for banking alley
→ indoor recreational activities
for the youth. — Cold com drink
Banking alley / Arcade
Cooler safe for youth
Keep kids off street
— something that fits all youth

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ *Cooma*
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Corner intersections look great
gardens are beautiful

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

look at Development & Town beautification of
growth towns, Yass, Berrara, Tumut, Young & surrounds.

- Pavers in main street are a dirty colour

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma
Name: John [REDACTED]
Address: _____
Contact Number: [REDACTED]
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Tree hit by lightning 16th January - was reported
tree is dying but is still there & is splitting
Branch has snapped off & is hung up
Near the weather station on the left towards
oval
- Can see at the top the strike & split in tree.

Please call & let know result of investigation

Garden beds in main street are growing weeds
& haven't been planted out

Staff at the V center are really good
Summer tourism is great, lots of people visiting the area

Any other comments:

- Playground's are great
- Toilet at Noris Park are great - need more around Cooma
- Better caravan parking & signage.
- Charge for green waste for large trailers for non commercial
shouldn't be charged

Would you like to be contacted regarding your enquiry/feedback: Yes No
on the tree

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19. Cooma
Name: _____
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Council Cooma doesn't do
what it needs to

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19
Name: Stan Cooma
Address: [REDACTED]
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

→ Cars pull up in driveway for Dr's surgery a they block access
→ wait until they have to get out.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____
Name: Beverley [redacted] Cooma
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

[redacted]

Acorns on paths, elderly mother & others having walking on the ground.

walkers & walking sticks slip on the surface. constantly clean up & can't keep on top of it. Council's responsibility

Growing onto road - overgrowth suckers onto road & damaging cars - has been cut, by owner but other trees need doing.

Wom tree will fall on the house during storms.

Can't see garbage bins for collection, put them on the other side of drive but tree is still a issue.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma
Name: Merran [REDACTED]
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

- No problem to Council
- Happy to what is being done
to the money they have
→ House & Conduits Ins - Block
back to creek. 1004. Zone.
→ took it off.
Flooded house on conduits
70m from Boundary to ck.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma
Name: D. DeTeresa
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Did quick look of "Draft 2020"
Sound too rubbish -
Key Big Question on how can you
mayor etc etc to repair the population
Since 1964 very good population are well
After John Barber's election population lost
100 since the new mayor took over -
Just mayor Rooney today lost 1400 -
No future of planning
Sack mayor etc & replace honest to
repair our town again

Any other comments:

Sack Mayor Rooney & Co..

Would you like to be contacted regarding your enquiry/feedback: Yes No ?

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19 Cooma
Name: Christopher
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

- Poor Pot Hole Repair
it washes out as soon
as it is done.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19. Cooma
Name: Dennis
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

For Footpaths → shabby.
main st Cooma.

- Road over the bridge - pot holes
- People comment on poor road
conditions when they visit

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19 Cooma
Name: Cherry
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

— Road Drive way
— Rates
→ Rural — no waste supply
→ Multiple charges on blocks
— Colinton

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19
Name: Ray Cooma
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Pedestrian Crossings
needed
exist in Milton & Berry

Rate payers secondary to
tourists

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19. Goma
Name: Martin
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

12 lots that protect local
horses.
-over population
-no other complaints
-rates have lge councils than
State governments.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19 Cooma
Name: Jane [REDACTED]
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Status of Cooma Creek?
→ Untidy.
Crossings in main street &
Skii Season very busy &
difficult for seniors

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5
Name: Alex [REDACTED] COOMA
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Stop Bickering
- New Council.
- No infighting required
- Don't have any time for them.
- Anal generation - I was for it not any more because of Council.
- Waste of money.
- Too long for Men shed approval

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: 10/5/19.

Cooma.

Footpaths

Waste

Name: Jamie [redacted]

Address: [redacted]

6km along

Contact Number: _____

Email: _____

Where in the Region are you located? [redacted]

Comments/Feedback:

Please include any relevant information, ie address of property

Although pavements have improved they could be better near the park but thanks for the work so far!

This gentle man had an accident

- Mult. property rubbish rating - no good
- Tip passes were a good system

? Balaclava have ? some get bins
Some not - te

Any other comments:

Brendan Rudd gets pick up.

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma
Name: David [REDACTED]
Address: _____
Contact Number: _____
Email: _____
Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Weir needs to be rectified - spoke to Council last year
nothing has been done.

Patching Mittagany road - strange not even
lines are straight

Better relationships with Bombala community

Was asking about Bombala dealmaking & the truth
around the 10% of people wanting to de-algarnente

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ *Cooma*

Name: _____

Address: _____

Contact Number: _____

Email: _____

Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

Chemists - not open over easter when the town is busy.

Is there anything council can do to make shops open over weekends when it's busy + there are alot of people around.

Is going to talk to the Chambers of commerce.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

Date: _____ Cooma

Name: _____

Address: _____

Contact Number: _____

Email: _____

Where in the Region are you located? _____

Comments/Feedback:

Please include any relevant information, ie address of property

In country - Council is not good
- Tip charges over normal pickup is too high
Maintenance at Zarka is low compared to Cooma North
Need paths + safe places to walk off the roads.

Any other comments:

Would you like to be contacted regarding your enquiry/feedback: Yes No

Thank You



SNOWY MONARO REGIONAL COUNCIL

Enquiry/Feedback Form

of freight route railway through Pdo Flat.

Council missed it - cost consultation storage unit - Heritage listed not considered.

Date: 10/5/19

Cooma

Name: Ros. Was Zone B.

Amalgamator.

Address:

Zoning went

Contact Number:

to Commercial

Email:

Rates of land value

Where in the Region are you located?

Agree a railway

Comments/Feedback:

Please include any relevant information, ie address of property

being open, big trucks freight.

Bypass around Cooma to Pdo Flat -> 4 miles

- remove congestion for locals
- user friendly for residents, not just about the tourists & business.
- Summer promotion will make it worse.

or traffic lights near Aldi & the Royal hotel synchronised

Coolum. & you have searched & brought Bypasses.

- people will stop if they want to -> Cooma left behind for Jindabyne

Would you like to be contacted regarding your enquiry/feedback: Yes No

Town needs a Thank You face lift - looks terrible.

Cooma, ATO

Empty shops — ? Rents too High

Hosting Services

— Caravans & trailers parking for long vehicles

— Causeways proper bridges when it rains — won't walk of no access.

— performing arts centre, in town.

— support for Arts not just sport.

— creek needs cleaning up

— great facility needs to be maintained



SNOWY MONARO REGIONAL COUNCIL

Feedback Form

Cooma

Council's Draft 2020 Operational Plan, Draft 2020 Revenue Policy and Draft 2019 Schedule of Fees and Charges are now on public exhibition at Council Offices and on Council's Website and Your Say Snowy Monaro via yoursaysnowymonaro.com.au.

If you have any comments please record them below.

All comments are **due by 12pm Thursday 23 May 2019** and can be sent to the General Manager
PO Box 714, COOMA NSW 2630, emailed to governance@snowymonaro.nsw.gov.au or online via yoursaysnowymonaro.com.au

Name: John [REDACTED]

Contact Number: [REDACTED]

Email: _____

Where in the Region are you located? _____

Your age bracket, please circle

16-24 25-34 35-44 45-54 55-64 65+

To view Council's current strategic plans visit www.snowymonaro.nsw.gov.au/600/Delivery-Program-and-Operational-Plan.

These strategic documents set out the priorities, direction and expected levels of service that our Community expressed during the development of the Snowy Monaro 2040 Community Strategic Plan.

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Comments/Feedback:

Playgrounds are great
More toilets in main street + around town
Better caravan parking + signage
Staff at the visitors centre are really good
Summer tourism is great, lot of people visiting the area in summer is excellent.

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

Section and Page Reference:

Comments/Feedback:

charge for green waste- non commercial large loads when small loads aren't charged.

Any other comments

Council values and appreciates your feedback



SNOWY MONARO REGIONAL COUNCIL

Feedback Form *Cooma*

Council's Draft 2020 Operational Plan, Draft 2020 Revenue Policy and Draft 2019 Schedule of Fees and Charges are now on public exhibition at Council Offices and on Council's Website and Your Say Snowy Monaro via yoursaysnowymonaro.com.au.

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or online via yoursaysnowymonaro.com.au

Name: _____

Contact Number: _____

Email: _____

Where in the Region are you located? _____

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Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

PTO

Section and Page Reference:

Comments/Feedback:

- look after Delegate
 - water ingoing but training is essential
 Mayor + Ex Bambala Mayor
 remarks unacceptable from
 Mayor. Rooney on Bambala
 Day wrong - highly charge
 in September

Please indicate the document your comments relate to:

- Draft 2020 Operational Plan
- Draft 2020 Annual Budget
- Draft 2020 Revenue Policy
- Draft 2020 Capital Works Program
- Draft 2020 Schedule Fees & Charges

10/3/19, Denise

Bambala Resident

Section and Page Reference:

Comments/Feedback:

Bambala st - tiles not sealed
need to be washed down

Main st cleaned - rubbish into
waterways + river.

- Check jobs at tip → Bambala
 - Trees at river prices terrible
 could be done local for less
 Any other comments 1st quote not acceptable

Council values and appreciates your feedback

Youth 2020 Operational Plan Survey results

Survey sample = 125

Theme	Category	Not Important				Extremely Important	# of answers	Priority Rating point multiplied by number of respondents
RATING		1	2	3	4	5		
COMMUNITY	Improve water quality, including maintenance of sewerage and water treatment plants	4	8	17	35	61	125	516
COMMUNITY	Safe and accessible public spaces (parks, open space, playgrounds)	1	5	30	42	47	125	504
COMMUNITY	Refurbishing Age Care facilities	2	7	41	37	38	125	477
COMMUNITY	Health and Wellbeing services @ Werri-Nina, Jindy Health Centre and Berridale Doctors Surgery	6	9	35	30	45	125	474
ENVIRONMENTAL	Finalising a Fire Safety Program	1	5	30	34	46	125	467
COMMUNITY	Develop strong relationships with the indigenous community	7	6	36	41	35	125	466
ECONOMY	Understanding the skills and education options needed for the future of the region	3	9	39	40	33	125	463
COMMUNITY	Maintaining sports grounds and ovals	3	14	36	39	33	125	460
ECONOMY	Supporting small businesses to take advantage of growing tourism, resulting from Snowy 2.0	3	6	44	43	28	125	459
COMMUNITY	Celebrating and recognising our diverse heritage	3	6	48	36	31	125	458
COMMUNITY	Continuing to support and coordinate the Youth Council	6	10	43	44	22	125	441
ENVIRONMENTAL	Construct a Bombala Sewerage Treatment Plant	3	4	36	29	40	125	435
ENVIRONMENTAL	Regular maintenance of water supply infrastructure	3	4	37	28	39	125	429
ENVIRONMENTAL	Maintaining cemeteries with relevant volunteer groups	3	9	35	40	28	125	426

ENVIRONMENTAL	Investigate non-chemical weed management practices	7	13	37	29	30	125	410
ENVIRONMENTAL	Assessing the conditions of roads and building and maintaining these assets within Council's budget	4	7	39	27	33	125	408
ECONOMY	Providing a regular calendar of events and 'what's on' guide for the whole region	7	18	49	29	20	125	406
ENVIRONMENTAL	Providing mobile community recycling centre services to smaller towns and villages	4	11	39	35	24	125	403
COMMUNITY	Arts and cultural activities/facilities	5	30	47	25	17	125	391
ENVIRONMENTAL	Delivering resource and waste education programs in schools	11	8	37	33	24	125	390
LEADERSHIP	Supporting volunteer groups to develop and grow	3	15	40	25	27	125	388
ECONOMY	Working regularly with the Chamber of Commerce	5	24	56	30	8	125	381
LEADERSHIP	Making rates the same price in all towns across the region	5	9	51	25	21	125	381
LEADERSHIP	Identifying and promoting sustainable business practices	7	7	46	36	15	125	378
COMMUNITY	Working with community groups interested in mountain bikes and develop trails	13	24	48	18	20	125	377
ECONOMY	Working towards a community Library in Jindabyne	14	18	54	20	17	125	377
LEADERSHIP	Developing a Council Trainee/Apprenticeship program	7	10	47	27	20	125	376
LEADERSHIP	Filling all vacant positions within Council	9	14	40	26	22	125	371
ECONOMY	Running the Snowy Monaro Business Awards	10	21	64	18	11	125	371
ENVIRONMENTAL	Supporting NSW department of planning to develop the Jindabyne Masterplan	11	11	49	26	14	125	354
ECONOMY	Supporting the L'Etape cycling event	25	21	46	19	12	125	341

9.4.3 RECORDS MANAGEMENT POLICY AND FRAMEWORK

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Team Leader Records & Customer Service
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.3 Records management practices are contemporary and compliant to legislation
Attachments:	1. Draft Records Management Policy 2. Draft Records Management Framework
Cost Centre	5020

EXECUTIVE SUMMARY

The Records Management Policy and Framework applies to all Council business activities including electronic business. It covers records that are created, collected, processed, used, stored and disposed of in the conduct of official Council business.

Council is required to meet its statutory obligations under the *State Records Act 1998* and the Draft Policy and Framework articulate the accountabilities for all stakeholders under legislation.

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report; and
- B. Adopt the Draft Records Management Policy and Framework.

BACKGROUND

Legislative Obligations

The Records Management Policy and Framework provide the principles for the processes to manage records and ensure timely access to information across all sections of Snowy Monaro Regional Council. This includes information stored in both physical and electronic formats in accordance with legislative requirements.

Records are to be created in the normal course of conducting Council business, in accordance with the *State Records Act 1998* classifications, to provide evidence and facilitate business. These are to be created automatically as part of a business transaction or consciously created to document business or activity that has been done.

Document Objectives

Council is required to meet its statutory obligations under the *State Records Act 1998* and the Draft Records Management Policy and Framework articulate the accountabilities for all stakeholders under legislation. For this reason it is not recommended the draft documents be circulated internally or placed on public exhibition.

Procedures supporting the Records Management Policy and Framework will be developed with internal stakeholder consultation aligned to the new corporate information system.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Improved records management processes will provide a more efficient daily business operation for internal stakeholders, providing a higher quality of service to internal stakeholders and external stakeholders.

2. Environmental

Improved records management processes will not only support legislative compliance but improve Council ability to minimise environmental impacts as a result of business operations.

3. Economic

There are no direct budget implications with the recommendation of this report.

4. Civic Leadership

Accurate and consistent records management practices support Council in meeting its obligations to the Community and provide a comprehensive auditable account of business decisions as required by legislation.

Policy



Title of Policy	SMRC Records Management Policy		
Responsible Department	Corporate and Community Services - Governance	Document Register ID	
Policy Owner	Group Manager Governance	Review Date	Date: June 2022
Date of Council Meeting	20 th June 2019	Resolution Number	Number:
Legislation, Australian Standards, Code of Practice	<p>Snowy Monaro Regional Council complies with relevant legislation such as:</p> <ul style="list-style-type: none"> • Local Government Act 1993. • Government Information (Public Access) Act 2009. • Privacy and Personal Information Protection Act, 1998. • State Records Act 1998. • General retention and disposal authority: local government records GA39. • Health Records and Information Privacy Act 2002. • Model Code of Conduct for Local Councils in NSW, November 2015. • Evidence Act 1995 - Electronic copies can be introduced to court as evidence – original document rule is removed and copies, including digital, are acceptable. • Electronic Transactions Act 2000 - Digital communication is deemed to have equivalence to paper versions in most situations. 		
Aim	<p>This policy provides the principles for the SMRC Records Management Framework that details the processes implemented to record, manage and ensure timely access to information across all sections of Snowy Monaro Regional Council (SMRC).</p> <p>To effectively record, manage and enable access to information stored in both physical and electronic formats in accordance with legislative requirements.</p>		

Policy Statement

Snowy Monaro Regional Council (SMRC) will address the matter of 'Records Management' in a systematic manner by:

- Implementing records practices that capture information from electronic sources and physical documents.
- Maintain records that provide appropriate and adequate evidence of the conduct of SMRC's internal and external business practices.
- Ensure records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and usable.
- Maintain permanent records in accordance with section 12(1) of the NSW Records Act 1998 and the related Council procedures and guidelines.

- Keeping full and accurate records of the activities and decisions of the Councillors in the course of their official duties.
- Managing records in accordance with organisational needs and accountability requirements.
- Enabling staff to effectively and efficiently maintain records through the implementation of appropriate records management systems.
- Ensuring records are appraised and disposed of appropriately.

To ensure that the above points are followed, the Snowy Monaro Regional Council has a Records Management Framework which will guide Councillors and Staff.

Principles of Records Management Framework

The Records Management Framework has the following principles:

1. Responsibility for record keeping in a geographically dispersed organisation must be taken at all levels of SMRC.
2. Management and supervisory staff in all offices and depots must ensure their officers create, capture and maintain records that provide appropriate and adequate evidence of the conduct of the Council's business and affairs.
3. Records keeping standards across all sites must be consistent.
4. Records must be adequate and appropriate for the purpose for which they are kept. This means routine administrative transactions can be documented with a minimum of identifiable information and records that provide appropriate and adequate evidence of the conduct of the Councils business and affairs must comply fully with the *State Records Act 1998*.
5. Records keeping standards and procedures must be written in Plain English for use by all staff.
6. Appropriate records keeping systems must be established and maintained for records in different formatted and compatible system hardware and software adopted throughout the SMRC.
7. Electronic records and paperless systems of storage and retrieval should be used in preference to hardcopy systems. Mechanisms must exist to monitor compliance.

Implementation Accountabilities

Councillors

All elected Councillors are to create and maintain records relating to their role in line with legislation and state policies and procedures for the management of records. Political and personal of councillors are exempt, however all correspondence and emails sent and received via a Council's records management system (including Councillor email addresses) subject to the public disclosure provisions of the *Government Information Public Access Act 2009*.

Access to Snowy Monaro Regional Council's records by elected councillors will be via the General Manager and Public Officer in accordance with the *Local Government Act 1993*.

General Manager

In accordance with section 5.41 of the Local Government Act 1993, the General Manager is to ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law.

Directors and Group Managers

All Managers are to ensure that there are records management processes established to manage the records under their control. They are also to ensure that all new staff are inducted as to their records management responsibilities.

Group Manager Governance

Group Manager Governance and the Governance business unit is responsible through the Records team and the Public Officer to ensure compliance and statutory delegations across the council.

Appropriate archive, storage and destruction processes and schedules are developed and implemented across the Council operation.

Staff

All staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received training to do so.

Consultation

Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not limited to) the community, other agencies, statutory and industry bodies. Proposed substantive changes to this policy will be placed on public exhibition with public submissions invited for consideration during the exhibition period.

Definitions

Term	Definition
Archives	Archives are records that are appraised as having continuing value (i.e. they need to be kept permanently). They may have continuing value because they meet an ongoing legal or evidential requirements, or because they meet a research need for an organisation or community. Archives can be in any format, including digital. Archives provide: <ul style="list-style-type: none"> • ‘Long term memory’ enabling better planning, decision making, access to past experience, expertise, knowledge and historical perspective, • Evidence of continuing rights, entitlements and obligations, • Instruments of power, legitimacy and accountability, • A source of understanding and identification, • A vehicle for communicating political, social and cultural values.
Appraisal	Appraisal is the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.

Accountability	The principle that individuals, organizations and the community are responsible for their actions and may be required to explain them to others.
General Disposal Authority (GA39)	The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government’s operations.
Government Record	A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
Record	Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (<i>State Records Act 1998 Section 3, Government Information Public Access Act Schedule 4 Clause 10</i>). <i>The knowledge of a person is not a record for the purposes of this policy.</i>
Record Disposal	Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.
Significant records	Significant records contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.
State Archive	Records that are appraised as having continuing value and have been selected for permanent preservation.
Digital record	Records that have been manipulated, transmitted or processed by a computer or electronic device. For the purpose of this policy it is digital information, captured at a specific point in time that is kept as evidence of Council business activity. Digital records include: <ol style="list-style-type: none"> 1. Records that are ‘born digital’ such as email, web pages, digital photographs, and GIS files or data base records, 2. Scanned versions of paper records that have been digitised in business processes. Corporate telephone and mobile phone data and recording (voicemail, messages, call logs etc.) does not constitute a digital record for the purposes of this policy.

Governance

- This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.
- Related legislation and Council policies

Name	Link
Related Council Policy or Code of Practice	Snowy Monaro Regional Council’s Records Management Framework
Related Council Policy or Code of Practice	Snowy Monaro Regional Council’s Code of Conduct
State Records Act 1998	https://www.legislation.nsw.gov.au/#/view/act/1998/17
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1+993+cd+0+N
Government Information (Public Access) Act 2009	Government Information (Public Access) Act 2009
Privacy and Personal Information protection Act, 1998	www.legislation.nsw.gov.au/#/view/act/1998/133
State Records Act 1998	www.legislation.nsw.gov.au/inforce/0af9a3e2-72ac-ef5783b5-9bd797f62f37/1998-17.pdf
General retention and disposal authority: local government records GA39	State Archives and Records NSW The State Archives and Records Management Authority of New South Wales
Health Records and Information Privacy Act 2002	www.legislation.nsw.gov.au/#/view/act/2002/71
Evidence Act 1995	www.legislation.nsw.gov.au/inforce/b92c458e-5431-61a4f9e6-873447438d99/1995-25.pdf
Electronic Transactions Act 2000	www.legislation.nsw.gov.au/inforce/235adf26-6085-61798cbd-d0ddf6bbdab4/2000-8.pdf
Office of Local Government	www.olg.nsw.gov.au
State Archives and Records	Archives State Archives and Records NSW
Public Access to Information at Snowy Monaro Regional Council	Public access to information – Snowy Monaro Regional Council

- *Change History*

Version	Approval Date	Approved by	Minute	File	Change
1					Policy drafted

- *Internal use*

Responsible Officer		Group Manager Governance		Approved by	Council
Minute		Report		Effective date	
File		Review Date		Pages	

Documentation

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

250.2016.1.2 - Code of Conduct Policy

250.2017.405.1 - Councillor Training

250.####.#.1 - Snowy Monaro Regional Council Records Management Framework

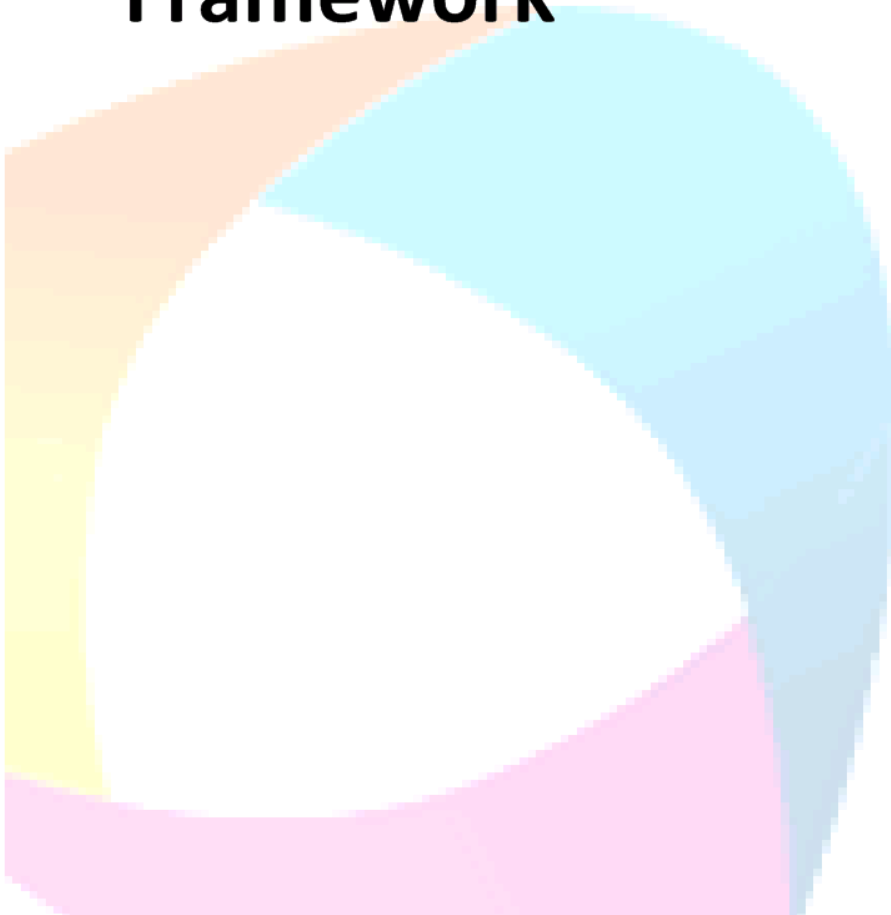
250.####.#.1 – Records Procedures – in the process of being developed

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

+



Records Management Framework



DRAFT

Record of Versions

Date Published	Reason for Amendments	Resolution	Author/Document Owner

Uncontrolled document when printed. Please refer to intranet for controlled document

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Introduction/Application

This framework applies to all Council business activities including electronic business. It concerns records that are created, collected, processed, used, sentenced, stored and disposed of in the conduct of official Council business.

This Framework should be read together with the Snowy Monaro Regional Council (SMRC) Records Management Policy.

Types of Documents

The three main types of documents, based on their importance and relevance to the Council, are:

Corporate Documents

Documents that are used by Council in the course of its business and are judged to have on-going value. This includes documents kept for legal and audit requirements, and those that originate outside and have reached a stage of development and quality that warrants them becoming part of the corporate record. These records substantiate 'what, where, when and why' you did something are an important asset of the Council.

Depending on the security requirements, these documents will be readily accessible to those who need to use them.

Working Documents

Documents which are either copies of existing corporate documents that are in the process of further development, or documents that relate to policy, program or management issues which, when they reach an appropriate level of development and quality will be registered as corporate documents i.e. that they are the substantive record and contain valuable information.

Working document examples may include background notes and reference materials that are used to prepare or complete other documents such as a copy of another council's procedure manual.

Personal Documents

Documents that are the concern of the individual only, and include documents such as personal notes, which may be used in the development of working documents however are not intended to be in themselves corporate documents. For example a notation made on the relevance of an item for possible inclusion into a corporate document or notes taken during a demonstration or training session.

Record creation and capture

Records are to be created in the normal course of conducting Council business to provide evidence and facilitate business. They are to be created automatically as part of a business transaction or consciously created to document business or activity that has been done.

It is the responsibility of the sender to capture correspondence they send externally and internally. Incoming correspondence from an external source is to be captured by the initial recipient of the correspondence.

Records management system

All SMRC records are required to be captured within Council’s record management system. Electronic records and paperless systems of storage and retrieval are used in preference to hardcopy.

Council’s electronic and hardcopy incoming mail are to be captured in the Council Records Management System in a timely manner upon arrival and distributed through registration to enable efficient and effective response from all authorized users including Council staff and Councillors.

Outgoing correspondence and business records are to be stored electronically in the Records Management System by the respondent or Council representative dealing with the item of business.

Record identification

Records are to be registered into the corporate Electronic Document and Records Management System (EDRMS) as soon as they are received or created to enable immediate identification and location. All electronic documents are to be allocated a document number when stored in the electronic storage system.

Record location

The location of physical records are to be maintained in a recording system that ensures that physical items can be located as required. All authorized users are responsible for keeping this system up to date and accurate.

Electronic records are to be located in SMRC’s EDRMS.

Registration, control and protect

All incoming correspondence is to be assessed and categorised according to its content, intent and actions required. Records are then to be registered into the SMRC EDRMS which are assigned for information or action to an appropriate person or persons within the Council. Records are then stored according to their category and level of sensitivity. Council’s EDRMS is to be adequately secured and protected from violation, and unauthorised access or destruction.

Records will be kept in accordance with the necessary retrieval, preservation and storage requirements as determined by the *State Records Act 1998*.

Registration and control

Registration of an electronic record involves creating the Meta data and identifiers of the record. This will give assistance with the following:

- Reading and assessing the record
- A unique identifying number

- A title and date
- Linking to related records
- A descriptor of the record
- Classifying the record
- Applying security or access levels
- Assignment to a person or persons for information or action.

Record Classification

SMRC classifies its records using a thesaurus classification scheme of State Records Authority of NSW - 'Key words for Councils'.

This classification system provides a consistent method across local government and covers terminology common to business functions and activities undertaken by councils and records created or received by councils in the course of its business.

Record Security

Registration of records in to the EDRMS at SMRC will apply access and security settings to all electronic records in line with organisational functions, activities, transactions to provide security and confidentiality.

Hard copy records are to be recorded, controlled and tracked through the EDRMS and stored in locked storage systems that are accessed only by authorised users.

Use and access to records

Public access to records

Public access to SMRC's records will be dealt with in accordance with relevant provisions of the *Government Information (Public Access) Act 2009*, *Privacy and Personal Information Protection Act 1998*, *Health Records and Information Privacy Act 2002*, *Copyright Act 1968*, *NSW Privacy Code of Practice for Local Government*, Council's Privacy Management Plan, and relevant Council policy and procedure.

Access by elected members

Access to SMRC's records by elected members will be via the General Manager and Public Officer in accordance with the *Local Government Act 1993* and the current version of the Office of Local Government NSW Model Code of Conduct for Local Councils in NSW.

Access to records by employees and contractors

Access to and use of SMRC's records by employees or authorized users and contractors will be in accordance with the designated access and security classifications.

When records are removed from storage, the authorized user using the file will be responsible for its security. The EDRMS is to record file movement out of storage and between officers.

Records will not leave SMRC premises unless it is for the purposes of property inspections or movement between offices. If possible, a copy of relevant documents should be taken to meetings etc. outside Council premises.

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Authorised users will not take record files home. If it is necessary to work on a file at home, a copy of relevant documents should only be used.

Store and maintain records

SMRC will ensure the safe custody and proper preservation of records.

When hard copy records are identified as State Archives and are no longer required for use by an organisation, custody will be transferred to the State Records Authority.

Paper based records

SMRC will store its archive, paper based records in a clean, secure environment, within an accessible distance from the Council Administration Centre.

Records are labelled and packaged and a system is to be used to track and locate records.

Digital records

SMRC stores its digital records in a corporate system. Meta data is to be applied to all digital records.

The system must capture, maintain and provide access to the electronic records and have security access levels for authorised users.

Transfer of State Records

The Government Records Repository (GRR) manages records storage services for semi active records created by NSW public sector bodies, including Government agencies, local councils, public hospitals and universities. Snowy Monaro Regional Council will transfer appraised hard-copy state archives to the GRR.

SMRC has records that are historical by date and under the *State Records Act 1998* need to be retained permanently in good storage conditions.

Disposal of records

All records kept by SMRC will undergo appraisal before being disposed of in accordance with the general retention and disposal authority: local government records, produced by the State Records Authority of New South Wales and approved under section 21(2)(c) of the *State Records Act 1998*.

Disaster recovery/ business continuity

All reasonable steps are to be taken to ensure that Council's records are at minimal risk of damage or loss due to accident or disaster.

Council has developed and maintains a disaster recovery plan or business continuity plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures.

In the event of an accident or disaster Council will take all reasonable steps to ensure records are conserved according to current best practice.

Related Legislation, Policies and Procedures

This Records Framework is based on the *State Records Act 1998*, Records Management Standards and Council's Corporate Recordkeeping Procedures, which are available on Council's intranet.

Legal Considerations

Council is required to maintain certain categories of records in accordance with the following legislation:

- *Superannuation Act 1992*
- *Industrial Relations Act 1996*
- Equal Employment Opportunity and antidiscrimination laws
- *Government Information (Public Access) Act 2009*
- *Privacy Act 1998*
- Audit regulations
- *Copyright Act 1968*
- Australian Standard AS ISO 15489.1: 2017
- *Local Government Act 1993*
- *Electronic Transaction Act 2000*
- *Telecommunications Act 1997*

Accountabilities

Taking into account the SMRC's organisational employee structure which outlines the levels of employees required, the SMRC Records Management Policy summaries the management levels and their responsibilities within council in regards to records management according to the SMRC's Delegations Policy.

Please refer to SMRC's Records Management Policy

Agency Information Guide

The Agency Information Guide, formerly known as the Publication Guide, is a document adopted by SMRC which outlines how Council operates and how that effects the community, including, *Government Information (Public Access)(GIPA) Act 2009*, public participation in local government and how Council represents the Community.

This document can be found on the Council Website.

Escalation

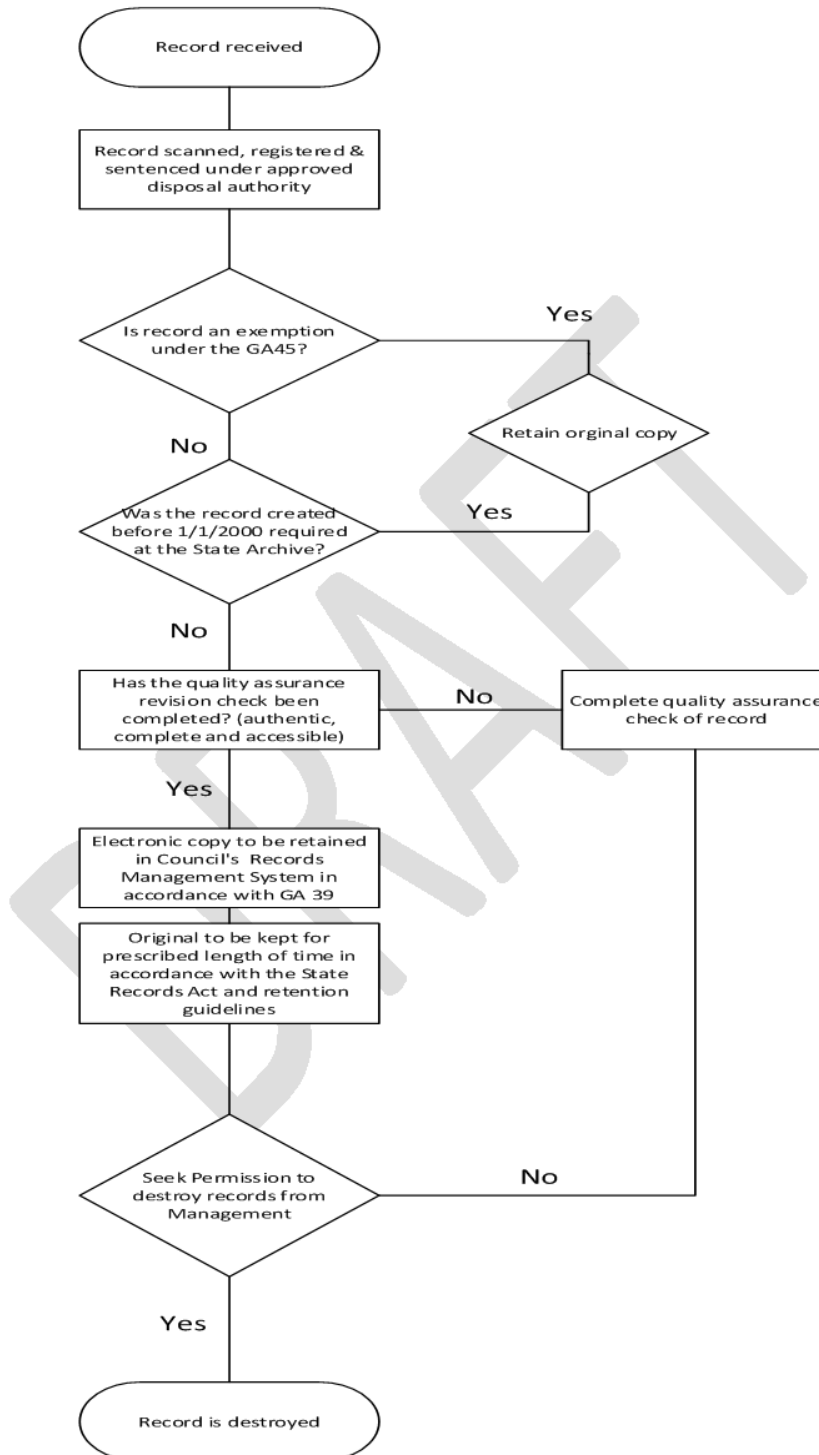
The SMRC's EDRMS has workflows with timeframes that allows for when a record is assigned to a person and that person hasn't complete the task in the allotted time. The task is escalated to the next level in the organizational structure, depending on the delegation of the employee, from within the EDRMS.

Definitions

Term	Definition
Archives	Archives are records that are appraised as having continuing value (i.e. they need to be kept permanently). They may have continuing value because they meet an ongoing legal or evidential requirements, or because they meet a research need for an organisation or community. Archives can be in any format, including digital.
Appraisal	Appraisal is the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.
Accountability	The principle that individuals, organizations and the community are responsible for their actions and may be required to explain them to others.
Business Activity	Umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees. Includes public administration as well as commercial business.
Capture	A deliberate action which results in the registration of a record into a recordkeeping system. For certain business activities, this action maybe designed into electronic systems so that the capture of records is concurrent with the creation of records
Classification	The systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in a classification system.
General Disposal Authority (GA39)	The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

Government Record	A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
Record	Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (State Records Act 1998 Section 3, Government Information Public Access Act Schedule 4 Clause 10). <i>The knowledge of a person is not a record for the purposes of this policy.</i>
State Archive	Records that are appraised as having continuing value and have been selected for permanent preservation.
Digital record	Records that have been manipulated, transmitted or processed by a computer or electronic device. For the purpose of this framework it is digital information, captured at a specific point in time that is kept as evidence of Council business activity. Digital records include: <ol style="list-style-type: none"> 1. Records that are 'born digital' such as email, web pages, digital photographs, and GIS files or data base records. 2. Scanned versions of paper records that have been digitised in business processes. Corporate telephone and mobile phone data and recording (voicemail, messages, call logs etc.) does not constitute a digital record for the purposes of this policy.

Attachment A: Disposal of Paper Copy of Digitalised Record



9.4.4 CODE OF MEETING PRACTICE

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Governance Officer
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.2 Councillors are supported to make informed decisions in the best interest of the community and to advocate on behalf of the community
Attachments:	1. Submission - Code of Meeting Practice 2. Model Code of Meeting Practice FAQ's 3. Draft Policy - Code of Meeting Practice
Cost Centre	3110

EXECUTIVE SUMMARY

At the 21 February 2019 Council Meeting, Council resolved that the Draft Policy - Code of Meeting Practice be placed on public exhibition. During the exhibition period one submission was received.

The Policy - Code of Meeting Practice is being submitted for Council's consideration.

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note this report;
- B. Note that one submission was received during the public exhibition period; and
- C. Adopt the Policy - Code of Meeting Practice

BACKGROUND

Under the transitional provisions of the Act, councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary elections.

Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed, (14 December 2018 – 14 June 2019).

Council was required to exhibit the Draft Policy for public exhibition. During the exhibition period one submission was received. The submission has been attached.

The recommendation is to adopt the Draft Policy – Code of Meeting Practice as exhibited.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Ensuring Council has a clear and transparent Code of Meeting Practice, that meets legislative obligations, will ensure our community members are able to engage with Council effectively at Council meetings

2. Environmental

There are no environmental impacts identified associated with the draft Model Code of Meeting Practice review.

3. Economic

Financial impacts associated with the implementation of a new Model Code of Meeting Practice have been considered in the budget process for Cost Centre 3110.

4. Civic Leadership

Providing submissions on draft Code and Policy documents is a responsibility undertaken by Council to ensure these Codes and Policies are effective for our community, staff and Council.

Ashleigh Pimm

From: [REDACTED]
Sent: Friday, 19 April 2019 3:43 PM
To: Governance Inbox
Subject: Draft Code of Meetings Practice.

G'day Governance,
I was informed that this item has had it's submissions left open until the 22nd April, so please accept this!
(But the website wouldn't let me post on it?)

The idea of not allowing public representation AT a council meeting seems to run counter to the Meeting Principles at No.2, Headed, of course, by "Transparency". Public representations should be allowed for , not only topics TO BE discussed at the meeting, but also for any topic that a member of the public deems important for discussion. Councillors should always be allowed to investigate further by questioning the speaker also. (transparency). Council has the right to not accept the speaker if the topic is confidential or could be a legal problem. This "rights removal" also appears to run counter to the intent of Councils own Charter & It's Roles & Responsibilities.

Currently Council only has one meeting accessible per month, & the minutes of these are not available for, sometimes, more than 6 weeks. So with council using "dealt with by exception" the public is being denied the result of decisions made for a long time. The whole point of webcasting was for "Greater Transparency". With the amalgamation not helping and causing greater workloads and less "savings" of any kind, maybe council could examine having a panel once a month in each of the former areas, made up of planners , engineers etc. to divest, inform & answer questions on decisions made, or about to be made, with the pro's and cons of these decisions so that the public can be better informed of the laws etc. surrounding these decisions? (as per the recent Land Use meetings, thank you). Even if a specific person was identified for contact might make it easier. Spending hours on the phone , or at Councils offices trying to get information is very frustrating!

Examples, Jindabyne Fitness TRACK, changed to a small area with units squashed on it abutting a very fast and dangerous section of the (non-conforming)SHARED (!) lakeside trail. OH &S seemingly not considered with the possibility of collisions from the two competing areas, let alone the exercise units dangers themselves? maybe a padded fence can be installed? (this project designed in Cooma?). Also the confusion created with the Bike Learner area at Nijong could have been more easily addressed, & there are more problems coming in the future as more "hidden" items come to light (ie Cooma Bike Policy)from the 3 areas.

Council, somehow, needs to improve it's communication to the Public somehow. there are many , many people not engaged with the internet, and many "areas" do not read the "local" papers. So with "contentious" plans arising , and most have reasonably long planning stages, maybe these should be notified with Rates (Land & water!) notices. Or , maybe , not just the close residents notified of works , but all that could be involved to be notified. Especially footpaths and access ways that are to be changed to other uses like footpaths to so-called shared paths, or cricket nets where netball courts were destined etc. I have noticed that, constantly, council puts up an item "for comment" and comments are made that aren't directly to the item but will have consequences, and council disregards these comments as not appropriate to be discussed at the time, but these are the items that bite later and affect a greater range of people. All this could, and should be avoided.
Thank you for the opportunity for "My Say"
[REDACTED]

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

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

FREQUENTLY ASKED QUESTIONS

How is the Model Meeting Code prescribed?

Amendments made to section 360 of the LGA by the Phase 1 amendments provide as follows:

- The regulations may prescribe a model code of meeting practice for the conduct of meetings of councils and committees of councils of which all the members are councillors.
- The model meeting code may contain both mandatory and non-mandatory provisions.
- A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model meeting code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.
- A code adopted or amended by a council must not contain provisions that are inconsistent with the mandatory provisions.
- A council and a committee of a council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

Councils continue to be required to consult with their communities prior to adopting a code of meeting practice (see section 361).

What is the status of the meetings provisions of the Regulation?

These have now been repealed and the prescription of meeting rules will now be done through the Model Code of Meeting Practice that is prescribed under the Regulation from time to time.

Why has a Model Meeting Code been prescribed?

Previously there was not a uniform set of meeting rules for councils beyond those prescribed under the LGA and the Regulation. In developing the Model Meeting Code, OLG identified significant variability in meeting practices and rules across councils. OLG's review of councils' codes of meeting practice noted the following:

- while there are a number of areas of commonality between councils in meetings practice there is significant variability in how this is prescribed in their codes of meeting practice
- a number of councils' codes of meeting practice contain provisions that are inconsistent with the LGA and the Regulation
- there is significant variation in the quality of the drafting of councils' codes of meeting practice
- a number of councils' codes of meeting practice appear to lose sight of the fact that the primary purpose of meetings is to make decisions and contained practices that are not consistent with the efficient conduct of meetings or effective and informed decision-making.

What outcomes does the new Model Meeting Code seek to achieve?

The Model Meeting Code has been designed to achieve a range of outcomes, including:

- promoting, as the principal object of meetings, the making of decisions by the governing bodies of councils that are in the best interests of the council and the community as a whole

- promoting more accessible, orderly, effective and efficient meetings and to provide councils with the tools to achieve these outcomes
- prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles
- codifying areas of common practice across councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the LGA
- promoting greater consistency between councils across the State in key areas of meetings practice without losing the ability to allow some variation in practice to meet local needs or expectations
- allowing greater flexibility in the conduct of meetings to accommodate a range of potential scenarios that were not addressed by the previous prescribed meeting rules
- simplifying the language used to make the prescribed meeting rules more accessible and easier to understand
- modernising the rules to accommodate current and emerging technologies (e.g. electronic notice, electronic voting systems and webcasting).

How was the Model Meeting Code developed?

OLG has consulted extensively in developing the new Model Meeting Code. There have been two rounds of public consultation:

- in late 2016, OLG invited submissions on how the meeting rules prescribed by the Regulation could be improved and any additional areas of meeting practice that should be prescribed
- based on the feedback received from the first round of consultation, a consultation draft of the proposed new Model Meeting Code was developed and issued for comment.

The final version of the Model Meeting Code has been informed by the comment received in response to the consultation draft.

What are the key changes made by the Model Meeting Code?

The Model Meeting Code contains the following new elements:

- new meetings principles
- optional rules for pre-meeting councillor briefings
- optional rules for public forums
- a new requirement for meetings to be webcast
- new rules limiting the use of mayoral minutes without notice to cases of urgency
- optional rules requiring a staff report for motions seeking decisions that do not align with councils' integrated planning and reporting (IP&R) objectives
- optional rules allowing multiple items to be adopted in a block
- optional rules allowing rescission motions to be dealt with at the same meeting in cases of urgency and allowing matters to be recommitted to correct an error
- optional rules placing time limits on meetings.

Are councils required to adopt the non-mandatory provisions of the Model Meeting Code?

No. The non-mandatory provisions are indicated in **red font** in the Model Meeting Code. The non-mandatory provisions cover areas of practice that are common to most councils but where there may be a need for some variation in practice between

councils. These are designed to set a benchmark for what OLG considers to be best practice for these areas of practice.

While councils may incorporate these into their adopted codes of meeting practice, they are not required to do so. Councils may also adopt these in an amended form.

Are joint organisations and county councils required to adopt codes of meeting practice based on the mandatory provisions of the Model Meeting Code?

Yes. There are some provisions of the Model Meeting Code that are specific to meetings of boards of joint organisations and reflect the unique needs and operating environment of joint organisations. These are indicated in **blue font**. In adopting the Model Meeting Code, joint organisations should also adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

In adopting the Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

When must councils adopt a new code of meeting practice based on the Model Meeting Code?

Under the transitional provisions of the LGA, councils **must**, adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary elections. However, for the reasons set out below, councils **should** adopt a new code of meeting practice based on the Model Meeting Code as soon as possible.

Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed, (**14 December 2018 – 14 June 2019**). If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the LGA, any provision of the council’s adopted code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect to the extent that it is inconsistent with the mandatory provision of the Model Meeting Code.

Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils (but not joint organisations) will be required to webcast meetings of the council and committees of which all members are councillors from **14 December 2019**. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council’s website.

Do councils still need to consult with their communities when adopting a new code of meeting practice based on the Model Meeting Code?

Yes. Before adopting a new code of meeting practice, under section 361 of the LGA, councils are still required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

Are councils required to adopt the provisions of the Model Meeting Code relating to public forums?

No. These have not been made mandatory in recognition of the fact that there will be a need for some variation in practice to suit local needs. Councils are able to adopt them, adapt or supplement them to meet local need, or to adopt their own provisions governing public forums. However, OLG would strongly recommend that councils make provision in their codes of meeting practice for some form of public access or input into council decision making.

The provisions governing public forums contained in the Model Meeting Code reflect what OLG sees to be best practice and have been informed by the following considerations:

- Councils should have a comprehensive community engagement strategy in place to ensure that the views of affected persons and (where relevant) the community as a whole are considered in council decision making. This will soon be a statutory requirement. Public forums at council meetings are not an appropriate substitute for effective community consultation and councils need to be mindful that the views expressed at public forums will not necessarily be representative of the views of other affected parties or the broader community.
- Public forums should operate as an input into council decision-making at meetings. This means that they should be focussed on the matters under consideration at a council meeting and not permit free ranging discussion of other matters that are not being dealt with at the meeting.
- In the interests of ensuring informed decision making, there should be a gap between the public forum and the meeting to allow councillors the time to properly consider matters raised at the public forum and, if necessary, to seek further input and guidance from staff before being required to make a decision on those matters.
- Council meetings should operate as a forum for debate and decision making by the community's elected representatives. Public forums should not operate in a way that displaces this as the principal purpose of council meetings nor operate as a platform for others to participate in debate with elected officials on matters under consideration at a meeting.
- Participation in a public forum is a privilege not a right. It should be within the discretion of a council to withdraw this privilege where a person fails to respect meeting rules or engages in disorderly conduct.

Why has the webcasting of meetings been made mandatory?

The Model Meeting Code provides that all meetings of councils and committees whose membership comprises only of councillors should be webcast to increase the transparency of council decision making and to allow access to those who may not be physically able to attend meetings.

However, following concerns raised by councils in response to the consultation draft of the Model Meeting Code, councils have been provided with an extended transitional period in which to implement the new requirements

Irrespective of whether they have adopted a code of meeting practice based on the Model Meeting Code, all councils will be required to webcast meetings of the council and committees whose membership comprises only of councillors from **14 December 2019**.

This gives councils 12 months in which to make the necessary arrangements to webcast their meetings. The requirement to webcast meetings may be met simply by posting an audio or video recording of the meeting on the council's website meaning that all councils, irrespective of their size, resources and location will be able to comply.

Joint organisations are not required to webcast board meetings.

Where can I get a Word© version of the Model Meeting Code?

If you require a Word© version of the Model Meeting Code, please contact OLG's Council Governance Team.

Policy



Title of Policy	SMRC 72 - Code of Meeting Practice		
Responsible Department	Corporate Governance	Document Register ID	250.2016.1.3
Policy Owner	Governance	Review Date	30 June 2021
Date of Council Meeting	21 February 2019	Resolution Number	200/17
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Local Government (General) Regulation 2005 Model Code of Conduct for Local Government Councils in NSW December 2019		
Aim	To adopt a Code of Meeting Practice which determines the conduct of Ordinary and Extraordinary meetings of Council, Committees of Council, Sub-Committees, Working Parties, Briefing Sessions and Workshops of Council.		

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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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council), Briefing Sessions and Workshops. Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council is adopting a code of meeting practice that incorporates the mandatory and non mandatory provisions of the Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **10** business days before the meeting is to be held.

- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.22 reflects section 9(2) and (4) of the Act.

- 3.23 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.23 reflects section 9(2A)(b) of the Act.

- 3.24 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.24 reflects section 9(3) of the Act.

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.25 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **no later than 2 business days** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than **1** item of business on the agenda of the council meeting, unless Council votes otherwise.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 **No more than 3 speakers are to be permitted to speak 'for' or 3 speakers 'against' a development application, or 1 speaker 'for' and 1 speaker 'against' any other item of business on the agenda for the council meeting.**
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs **no less than 2 business days** before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.

- 4.12 Each speaker will be allowed **5** minutes to address the council. This time is to be strictly enforced by the chairperson. There will be no extensions.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 Councillors will not ask questions of a speaker following their address at a public forum.
- 4.15 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.16 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **2** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.17 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.18 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.19 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.20 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.21 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.22 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

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5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

Entitlement of the public to attend council meetings

- 5.16 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.16 reflects section 10(1) of the Act.

- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.18 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.18 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.

Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.

- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.21 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for **[council to specify the period of time the recording is to be retained on the website]**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.23 reflects section 376(1) of the Act.

- 5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.24 reflects section 376(2) of the Act.

- 5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.25 reflects section 376(3) of the Act.

- 5.26 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

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6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

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7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

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8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

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9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council

employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

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10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the

expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.6 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillor's rise and call for a division.

11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.10 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

- 11.11 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.11–11.14 reflect section 375A of the Act.

Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (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,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **5pm, 3 business days** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

- 14.13 No more than **1** speaker are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **1** speaker to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **3** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.
- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.15 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause

- 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

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17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **1 business day** after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than **10pm**.
- 18.2 If the business of the meeting is unfinished at **10pm**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **10pm**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is

able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under

	Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

DRAFT

9.4.5 ENTERPRISE RISK MANAGEMENT POLICY

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Acting Organisational Risk Officer
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.2 Councillors are supported to make informed decisions in the best interest of the community and to advocate on behalf of the community
Attachments:	1. DRAFT Policy Enterprise Risk Management June 2019
Cost Centre	3135 – Risk Management
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The SMRC Enterprise Risk Management Policy has been reviewed in line with the changes to the Australian Risk Management Standards.

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

OFFICER'S RECOMMENDATION

That Council adopt the Enterprise Risk Management Policy.

BACKGROUND

Snowy Monaro Regional Council (SMRC) recognises that effective risk management is critical for anticipating and managing situations or events that could prevent it from achieving its objectives.

In order to protect itself, its employees, its resources, the general public and the government against potential loss and to maximise the effectiveness, efficiency and reliability of its service, SMRC is committed to making risk management an essential part of all business and operational activities.

The Enterprise Risk Management Policy is the strategic enabling document from which all risk management practices are activated.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Snowy Monaro Regional Council Enterprise Risk Management Policy confirms Council's commitment to an integrated approach to risk management to protect its employees, assets,

liability and community against potential risk exposure, to minimise uncertainty in achieving its goals and objectives and to maximise opportunities to achieve Councils Strategic Community Plan.

2. Economic

Prudent economic management is at the core of enterprise risk and through awareness of internal and external risk, Council is positioned to allocate resources in a responsible manner as well as respond promptly to emerging opportunities or threats.

This policy will enhance Council's social responsibilities relating to risk management across many aspects of council's activities. Investment in this area of strategic governance will see a return through improved decision-making directly linked to policy targets, as well as progress initiatives that see long-term benefits broadly across all aspects of operations.

3. Environmental

Council's legal obligation to report against the quadruple bottom line as per the integrated planning and reporting framework ensures all activities are undertaken and reported in consideration of any environmental impacts that may be felt.

4. Economic

Review of this policy has been undertaken within the salaries and wages budget of the risk management cost centre.

5. Civic Leadership

Regular and meaningful reporting to Council and its Committees promotes open and transparent communication with our community. This report aims to improve the purpose and understanding of Council's enterprise risk management policy aligned with best practice standards.

Prior to presenting this policy, development and consultation was undertaken as follows:

- Presentation of Draft Policy to Executive Leadership Team; seeking and obtaining feedback
 - Presentation of Draft Policy to Audit, Risk and Improvement Committee; seeking and obtaining feedback
-



Title of Policy	Policy 163 – Enterprise Risk Management		
Responsible Department	Innovation and Business Development	Document Register ID	
Policy Owner	Organisational Risk Management Coordinator	Review Date	Date
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	AS ISO 31000:2018 Risk Management (the Standard) Civil Liability Act 2002 No 22 Work Health and Safety Act 2011		
Aim	This Enterprise Risk Management Policy outlines Council’s commitment to Risk Management and its application as an integral part of Council decision-making processes, programs and practices.		

1 Introduction

Snowy Monaro Regional Council (SMRC) recognises that effective risk management is critical for anticipating and managing situations or events that could prevent it from achieving its objectives.

In order to protect itself, its employees, its resources, the general public and the government against potential loss and to maximise the effectiveness, efficiency and reliability of its service, SMRC is committed to making risk management an essential part of all business and operational activities.

2 Policy Principles

SMRC is committed to making enterprise risk management an integral part of all SMRC practices and embedding enterprise risk management into the key controls, approval processes and functions of Council.

These policy principles are consistent with the Australian Standard for Risk Management. Articulated in Council’s 20 year Community Strategic Plan is the desire to continue to be an energetic, safe and sustainable region and this must guide Council’s planning and decision making.

3 Approach to Risk Management

All SMRC business processes and functions will adopt a risk management approach in their approval, review and control processes. Council’s risk management approach and methodology for this purpose is set out in the Enterprise Risk Management Framework (ERM), ERM Toolkit and related procedural and information sheets.

3.1 Responsibility

Council is accountable for the strategic and systematic approach to the management of identified risk across all Council business and to maintain awareness of Council’s risk management objectives.

The General Manager has overall responsibility for the effective management of strategic, operational risk across Council.

In addition, management and staff must be familiar with the application and implementation of risk management across their areas of responsibility.

3.2 Enterprise Risk Framework

To achieve this Policy an ERM Framework has been developed. The aim of the ERM Framework is for continuous improvement in SMRC's risk management activities and embedding an organisation-wide sound risk management culture.

The ERM Framework is the set of components that provide the foundation and organisational arrangements including policy, principles, risk appetite, processes, methodologies, accountabilities, governance, resources and activities which generate formalised risk assessments, risk management plans, risk reporting and risk conversations.

3.3 Three Lines of Defence

SMRC has adopted a "Three Lines of Defence" model to reinforce responsibility for risk management throughout the organisation. Under this model;

- First line management are required to manage risk to their business objectives;
- Second line management delivers effective risk management within the entity including a challenge role to ensure risk that is part of key business and strategic considerations; and
- Third line provides independent assurance on the effectiveness of governance, risk management, and internal controls.

By operating within the ERM Framework, Council will have assurance that risks are managed effectively. In addition the adoption of a risk based three lines of defence approach for allocation of staff resources and design of business processes and systems leads to achievement of efficiencies and minimisation of risk.

3.4 Risk Assessment

SMRC will conduct risk assessments in line with the risk assessment process as detailed in Council's risk management procedure.

3.5 Insurance

Council will take out insurance where appropriate to mitigate the financial consequences of risks. Insurance is a mitigate controls and is used in conjunction with preventative control which is the primary approach to risk management within Council.

3.6 Communication and awareness of risk

Council will undertake activities to communicate and raise awareness of staff, Council volunteers, contractors and the public in relation to risk management. These day to day conversations about risk implications related to activities, projects and performance are a positive way of embedding a proactive risk culture across Council.

3.7 Risk appetite

Risk appetite is defined as the amount and type of risk the organisation is willing to accept, tolerate or be exposed to at any point in time to meet its strategic objectives.

Council's risk exposure varies according to the type of risk it faces and is expressed in terms consistent with Council's risk matrix. There is a potentially higher appetite where benefits created by innovation outweigh the risks. Benefits may include improved service delivery, and/or increased efficiency and effectiveness of Council's operations.

3.8 Risk Tolerance

Risk Tolerance is explained as "As Low as Reasonably Practicable" (ALARP) in relation to risk, weighing up the potential consequences against the cost or ability to further reduce the likelihood of the risk occurring. This means that all residual risk is weighed against the time, effort and money needed to control it.

4 Scope

This policy applies to all operations of Council.

5 Documentation / Related Policies

Documentation

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

TBA	Enterprise Risk Management Framework
TBA	Risk Management Procedure
TBA	AS ISO 31000:2018 Risk Management
TBA	Snowy Monaro Regional Council Community Strategic Plan 2040

Variation

Council reserves the right to review, vary or revoke this policy at any time. The Policy must be reviewed within the first 12 months of each full Council election.

9.4.6 ANSWERS TO QUESTIONS WITHOUT NOTICE

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Secretary Council and Committees
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.2 Councillors are supported to make informed decisions in the best interest of the community and to advocate on behalf of the community
Attachments:	1. Questions with Notice - Updates to End of May 2019
Cost Centre	3120 Governance
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

In order to provide Councillors with updates on questions asked by Councillors, a report has been generated with a summary of questions that are current and have recently been completed, for the period ending May 2019.

The Councillor Questions In Progress for the period ending May 2019 is attached to this report.

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

OFFICER'S RECOMMENDATION

That Council receive and note the Councillor Questions In Progress report for the period ended May 2019.

SMRC Councillors' Questions – In Progress

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
2	05 April 2018	21.4	<p>Disability Friendly Premises for Council Meetings</p> <p>Councillor John Castellari</p> <p>Question: Could Council identify disability friendly premises for our meetings so that we are inclusive of all our population?</p>	Glen Hines	<p>03/06/2019 – GH Still being reviewed.</p> <p>02/05/2019 – GH Awaiting GM/Director advice on proposed ground level floor plan alterations including Council Chambers relocation to Finance area</p> <p>After exploring the option of providing a chair lift for the Council Chambers, staff are developing options for an alternate space for Council meetings. A report will be provided to Council soon.</p> <p>30 Oct 18 Glen Hines – 10:06 AM Supplier inspected proposed stairwell 17/10, with preference for the public entry stairwell due to clearance issues in the internal stairwell from the ground floor. This option prevents access to disabled toilets. Waiting for finalised report from Technician.</p> <p>31 Aug 2018 - 12:49 PM - Glen Hines Price estimate for installation of wheel chair lift to public entry stairwell requested. Continuing EOI process for new civic centre</p> <p>21 Aug 2018 - 9:22 AM - Glen Hines Council has resolved to investigate a new Civic Centre in Vale St. Call for EOI for master plan and concepts is currently out with suitable architectural firms and two site</p>	03/06/2019	N

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>meetings have been conducted. Interim solution for "accessible" meeting is the use of the library or multi-function centre – neither have available webcasting capabilities. Staff are investigating feasibility of a platform wheelchair lift for the current chambers <i>16 Aug 2018 - 9:55 AM - Debbie Constance</i></p> <p>Action reassigned to Glen Hines by: Debbie Constance</p> <p><i>11 Apr 2018 - 2:13 PM - Debbie Constance</i> A report will be presented to Council on changes required to make the existing building compliant and other possible premises under Council's ownership. - Ongoing</p>		
8	17 May 2018	21.5	<p>Motorhome Dump Points Councillor John Castellari</p> <p>Question: Can Council please liaise with the Campervan and Motorhome Club of Australia (CMCA) to discuss the possibility of installing dump points in, initially in Jindabyne and elsewhere in the SMRC area?</p>	Glen Hines	<p>03/06/2019 – GH Water Sewer staff have advised that application to CMCA for grant can be submitted and to contact them for design and exact location at the below mentioned areas. Applications being prepared by Facilities to be submitted to CMCA prior to 30 June 2019.</p> <p>02/05/2019 – GH The following dump points have been identified in consultation with Water and Wastewater Business Unit *Bombala – improvement to the existing dump point at the caravan park.</p>	03/06/2019	N

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>* Berridale – location identified is the Highdale carpark in Berridale near the flower beds</p> <p>* Jindabyne – location in the vicinity of the new public toilet is being explored with the Stronger communities project. Cooma already has a dump point at Polo Flat</p> <p>2/4/19 – GH Facilities to arrange site meetings with Water and Waste Water for proposed locations in Jindabyne and Berridale. W&WW have stated that no additional dump point will be possible for Bombala at this time. Public access to the existing Bombala dump point will be contingent on widening of the adjacent carpark which may be included in Ginger Leigh Stage 2 pending funding</p> <p>26/2/19 – Glen Hines Water Sewer to advise suitable locations and consider impact on current infrastructure. Once advice received Facilities can work with CMCA on funding and installation. Current dump points are</p> <ul style="list-style-type: none"> - Polo Flat Cooma - Bombala Caravan Par (can be made public with widening of carpark) - Jindabyne Holiday Park <p>Proposed for further “publicly accessible” dump points</p>		

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>- Berridale - Jindabyne - Bombala</p> <p>29/1/19 – Glen Hines Meeting scheduled for 5 February with CMCA representative to discuss potential caravan/RV parking sites in Cooma. Dump point installation options will also be discussed and reported to Council</p> <p>3/12/2018 - 10:30 am – Glen Hines Advice received from Water Sewer – The locations for dump points which were identified previously are as follows:</p> <ul style="list-style-type: none"> •Berridale shopping Centre manhole •Jindabyne – manhole near the bowling club <p>The suitability for long vehicles have not been assessed for this. Staff are looking at locations which are visible to the public so as to avoid illegal dumping. The suitability of the Jindabyne location is to be determined and maps of both locations developed.</p> <p>30 Oct 18 Glen Hines– 10:09 AM Bombala dump point has been upgraded for compliance. Water Sewer have providing potential locations for Berridale as Berridale shopping Centre manhole. The option being discussed for Jindabyne is the manhole near the bowling club.</p> <p><i>31 Aug 2018 - 1:22 PM - Glen Hines</i></p>		

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>No further progress on this. Meeting with Water / Sewer requested 31/8 <i>02 Aug 2018 - 2:26 PM - Glen Hines</i> Information is to be provided to CMCA regarding grant funding. A meeting is to be scheduled with Water and Sewer Group Manager on return from leave to consult with regards to impact on present infrastructure.</p> <p><i>23 Jul 2018 - 1:32 PM - Glen Hines</i> Facilities staff are currently scoping suitable sites as well as upgrading existing dump points. For additional sites consultation with Water and Sewer will be required to ensure impacts/connection to the sewer system can be managed with a preference that dump points are contained within caravan parks. CMCA have sent through the required documentation for staff to complete to apply for the relevant funding.</p> <p><i>28 Jun 2018 - 1:53 PM - Glen Hines</i> Contact made with CMCA Sean Constable for meeting late July in Cooma. Will discuss potential overnight sites as well as dump points</p>		

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					23 May 2018 - 10:56 AM - Erin Donnelly Action reassigned to Glen Hines by: Erin Donnelly		
42	18 Oct 2018	17.2	Clr Corbett - Tree Stumps When will the three tree stumps be removed and new trees planted on the corner of Sharp St and Creek St, and gutters repaired in Sharp St west?	Jane Kanowski	28 May 2019 – JK Ongoing. Preparation work completed. 29 April 2019 – JK The kerb has been marked out. Currently coordinating with the contractor and staff to remove stumps. 02 April 2019 – JK Requested stump grinding company to mark out the sections of kerb that require cutting and liaise between both parties. 05 March 2019 – Jane Kanowski – Ongoing – work to be scheduled and coordinated with staff and contractor to commence by end of March. 30 Jan 2019 – Jane Kanowski – Ongoing – work to be scheduled and coordinated with staff and contractor to commence by end of March. 30 Jan 2019 – 8:54am – Jane Kanowski – Media release published in Monaro Post on 15 January 2019 and Council's Facebook page to ensure that the community is aware of Council's decision and the reasons for the removal of the trees. Collation of	03/06/2019	N

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>quotes and finalising the costs is almost complete. A letter (31 January) has been sent to Mr. Mondello advising the most appropriate time for the removal and other arrangements.</p> <p>26/11/2018 – Jane Kanowski Work will be scheduled in consultation with the Roads section.</p> <p>29 Oct 18 Jane Kanowski - Discussion with Manager Construction regarding the removal of these stumps as there is an issue with the kerb – it will need to be cut in the sections adjacent to the stumps, then the stumps ground and removed and the kerb repaired.</p>		
57	15 Nov 2018	18.3	<p>Delegate School of Arts, Drainage Councillor Anne Maslin</p> <p>What is the time frame for repair work to be done on gutters and downpipes to improve drainage at the Delegate School of Arts?</p>	Glen Hines	<p>03/06/2019 – GH Awaiting Building Inspection report.</p> <p>02/05/2019 – GH Scope is much greater than repairs to gutter and downpipes. Council allocated \$50K for a building inspection and projects scope with report expected in May. A Fire inspection was carried out by Council staff which identified a significant amount of recommendations to achieve compliance. Following receipt of the building inspection report and estimates, funding for upgrades and repairs will be sought either through Council Reserves or</p>	03/06/2019	N

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>available Grants. Facilities only hold \$10K in Capital Project funding for both School of Arts and Pre-School combined</p> <p>2/04/19 – GH Crown advised that owner is SMRC (former BSC) and this was not clear due to an administrative error at time of transfer. This excludes Council from pursuing funding for the toilets through Crown Land. Inspection and planning as per below to continue as planned and Staff will investigate funding possibilities and present to Council</p> <p>26/2/19 – Council resolved to allocate \$50K (21 March) to undertake building inspection and developing scope of works for drainage works and project management. Land and Property liaising with Crown regarding boundary adjustment or establishing easement to facilitate drainage works. Grant application to be submitted to Crown for installation of public toilets and rear of block (est \$80K+)</p> <p>29/1/19 – Awaiting Crown Land advice on boundary adjustment. Investigation ongoing with the scope to be included under Major Projects team undertaking the street drainage works.</p>		

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					<p>3/12/18 – Glen Hines</p> <p>Group Manager Facilities, Commercial Land Officer and Bombala Property Maintenance Officer attended the Delegate School of Arts 27/11/18, meeting with Committee Members and inspecting the building and grounds. Staff are preparing a scope that will be shared with the Major Projects team undertaking the street drainage works and if possible be packaged into this body of work with funds already allocated in the Facilities capital projects for this facility.</p>		
86	7 February 2019	18.3	<p>THERY STREET DESIGN Councillor Bob Stewart</p> <p>Question: Could we please see a costing on the new Therry Street river design, and was the design sourced out of the area?</p>	Linda Nicholson	<p>23 May 2019 – LN Response provided via Email. Estimated cost of 'future works' \$90,000.</p> <p>02/05/2019 – LN An estimate from Quantity Surveyors received. A break down will be provided in May</p> <p>04/04/2019 LN An estimate of the project costs for the proposed modifications to the Therry St River area is underway.</p> <p>5 March 19 An estimate of the project costs for the proposed modifications to the Therry St River area is underway. The design was completed by the consultant</p>	23/05/2019	Y

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					who is responsible for the design works for Therry St, Maybe St and Forbes St Streetscape upgrades to ensure consistent themes are adapted Throughout the area. This consultant's register business address is not within the SMRC area.		
98	21 March 2019	Note 36	Tabled Letter – Road Works on Perkins Road, Binjura	Gary Shakespeare	<p>29/05/2019 – GS Report on the future of Perkins Road is in the Business Paper for consideration at the 20 June 2019 Council meeting.</p> <p>01/05/2019 – GS Telephone conversation with Bill Griffiths agreed a report on the future of Perkins Road will be submitted to the June 2019 Council Meeting.</p> <p>03/04/2019 – Gary Shakespeare Letter sent to Jill Griffiths providing:</p> <ul style="list-style-type: none"> • Copy of the Plan of Subdivision showing Right of Carriageway along approximately 400m of Perkins Road. • Information on how to approach Council for a decision on any approach to Crown Lands to acquire Perkins Road as a Council Public Road. <p>01/04/2019 – Gary Shakespeare The issues raised by Kim Taylor in a letter dated 20 March 2019 regarding Mittagang</p>	29/05/2019	N

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
					Road are being investigated and a more detailed answer provided shortly. 25/03/2019 – AS Sent letter tabled by Clr Last to GS for review.		
101	17 April 2019	12.2	Mobile Phone Coverage - Anglers Reach Councillor Lynley Miners Question: I believe approximately 2 years ago Anglers Reach was promised to receive mobile coverage (Telstra). Can Council shed some lights on this or an update?	Peter Smith	3/5/19 – PS: A site at Anglers Reach is shown on the Telstra Blackspot website as having a mobile base station as part of the Mobile Black Spot Program rollout. No applications have been made to council; however, in some situations council approval is not required. Staff are aware that inquiries were made by a member of the public to the Federal Department of Communications and the Arts in late 2017 and that they were advised to contact Telstra directly for an update.	03/05/2019	Y
102	17 April 2019	12.3	A Mayoral Report to Councilors Councillor Peter Beer Question: Can the Mayor provide a 12 month report to Councilors on his role as Mayor? The report as set out in Section 226 (a) – (o) of the Local Government Act 1993	Sarah Cleverley / Peter Bascomb	6/5/2019 AS Still waiting on response from Mayor.		N
103	16 May 2019	13.1	Jindabyne Medical Centre Clr Beer Question: Can the car parking surface area of the Centre be repaired as the potholes are	Gary Shakespeare	29/05/2019 – GS An inspection of the car parking surface was carried out and repairs completed on Tuesday 28 May 2019.	29/05/2019	Y

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Date of Reply	Compl Y/N
			now considered by some users as being dangerous, "nearing the size of Lake Jindabyne".				
104	16 May 2019	13.2	<p>Poplar Trees in Berridale Clr Beer</p> <p>Question: Can an updated report be provided to Council on the safety of the poplar trees along the main road that were to be removed by the former Snowy River Shire Council.</p> <p>Recently once such tree fell and some of the public are concerned regarding safety issues</p>	Glen Hines	3/6/19 – GH Staff instructed to undertake an inspection of the poplar trees along this section in June.	03/06/2019	N
105	16 May 2019	13.3	<p>Water and Sewer Accounts Clr Beer</p> <p>Question: Can a meeting of the Water and Sewer Committee be held to consider addressing the current unrest of property owners regarding the increase of the water and sewer charges?</p> <p>To date no meeting of this Committee has been held since it was formed months ago</p>	Gnai Ahamat	28/05/2019 – GA The first meeting of the water and sewer committee was held on Monday 27 May from 3pm to 4.45pm. The Mayor was appointed chair with Councillor Beer as deputy chair. The Terms of Reference was discussed and this document along with the minutes and other documentation will be forwarded to Council in June.	27/05/2019	Y
106	16 May 2019	13.4	<p>Acknowledgement of Olympians from Jindabyne Clr Old</p> <p>Question: Can Council look at a way to show acknowledgement of Olympians. Maybe a plaque on the footpath?</p>	Mark Adams	4/6/19 – MA: Further clarification on location is required noting there is the Sporting Hall of Fame on display in Centennial Plaza in Cooma.	04/06/2019	N

9.4.7 RESOLUTION ACTION SHEET UPDATE

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Secretary Council and 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. In Progress Resolution Action Sheet - Updates to End of May 2019
Cost Centre	3120 Governance
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

In order to provide Councillors with updates on resolutions of Council, a report has been generated with a summary of action that are current and have recently been completed, for the period ending May 2019.

The In Progress Resolution Action Sheet for period ending May 2019 is attached to this report.

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

OFFICER'S RECOMMENDATION

That Council receive and note the In Progress Resolution Action Sheet Update for the period ending May 2019.

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
10	15 February 2018	50/18		<p>Potential Joint Project with the Department of Education – Cooma</p> <p>That Council endorse the continued pursuit of this project with a view to potentially entering into a binding joint use project agreement with the Department of Education in due course, but on the proviso that Council is successful in its grant application to the Regional Sports Infrastructure Fund to cover the cost of its portion of capital expenditure on the project.</p>	Mark Adams	<p>4/6/19 – MA: Meeting held with the Office of Sport in relation to the \$15m election promise from John Barilaro. The Office of Sport has advised that they are investigating a funding source and will come back to Council in due course.</p> <p>3/5/19 – MA: Nothing further to report at this stage</p> <p>29/03/19 – MA: Discussions have commenced with Department of Premier and Cabinet on how election promise funding will be made available. No details have been provided as yet however discussions will continue.</p> <p>11/03/2019 – MA: There is no further update on this project however it should be noted that there has been an election promise made should the National Party be re-elected.</p> <p>4/02/2019 – Mark Adams – Council is still part of the reference group which is</p>	19/03/2018	N

SMRC Resolution Action Sheet – In Progress

					<p>reconvening in February. There is no direct role for Council at this stage.</p> <p>20 December 2018 – Mark Adams Group Manager Economic Development and Tourism presented to the Councillors on 20 December 2018. The Project Reference Group met on 18 December 2018 and at this stage the Department of Education are not seeking a Joint Use Agreement in relation to the Performing Arts Centre. This will probably be a Shared Use Agreement at a later time and details will be formalised as the project progresses. The Department still want Council to pursue funding for a joint use sports facility.</p> <p>6 Dec 2018 The latest plans are to be presented to at the Councillor workshop on 20 December.</p> <p>30 Oct 2018 Mark Adams – The Department of Education is still pursuing the Performing Arts Centre. They may approach Council again for a contribution as they may potentially seek a car parking arrangement at the Cooma Cemetery.</p> <p>Feedback received on the grant application for the sports aspect was that a strong application was presented however we were not successful due to the funding split</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>and were advised that if the project was re-scoped to reapply.</p> <p><i>13 Sep 2018 - 4:56 PM - Katherine Miners Council was unsuccessful in receiving a grant for the indoor sports centre. Clrs have been advised by email by Group Manager Economic Development and Tourism.</i></p> <p><i>26 Jul 2018 - 10:30 AM - Katherine Miners Staff are still awaiting grant outcomes. Fortnightly meetings are being held with the project group. The group are looking at starting to talk about details of the Joint Use Agreement for a regional performing arts centre.</i></p> <p><i>28 May 2018 - 5:15 PM - Katherine Miners Business case has been lodged for the Regional Sports Infrastructure fund and an Expression of Interest for the Federal Regional Growth Fund. Awaiting outcomes</i></p>		
12	15 March 2018	64/18		<p>Creation of road reserve over Jerangle Road through lot 6 DP 754888 at Jerangle That Council</p> <p>A. Accept the quotation from Bradley Surveying and Design Pty Ltd in the amount of \$9,500</p>	Janine Hudson	<p>5/6/2019 JH Solicitor has advised that they are still waiting on discharge of mortgage and will advise Council as soon as this has taken place.</p> <p>30/4/2019 LB Waiting on discharge of mortgage.</p>	30/07/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>B. Agree to the expenditure of an additional estimated \$2,000 to include the closure of the corresponding section of Crown reserve road passing through lots 5 and 6 in the survey plan.</p> <p>C. Authorise the General Manager to execute the necessary documents, including the Transfer of the closed section of Crown reserve road to the landowner in compensation.</p> <p>D. Apply to the Department of Primary Industries to take the sections of Crown reserve road within Jerangle Road into Council's public road assets register.</p> <p>E. Gazette the entire length of Jerangle Road as a Council public road.</p>		<p>26/3/2019 JH Solicitor has advised lodgement of the subdivision plan has been awaiting consent from NAB as they hold the mortgage over one of the affected lots. NAB has arranged the Discharge of that Mortgage – the registration of Discharge is imminent and the plan will then be lodged forthwith.</p> <p>29 February 2019 JH update request sent to solicitor still waiting reply</p> <p>30 January 2019 JH still waiting for update from the landowner's solicitor. 2 January 2019 – Janine Hudson Have sent an email request to Andrew Freer who advised they will advise when</p>		

SMRC Resolution Action Sheet – In Progress

					<p>lodgement of the plan of subdivision has occurred 22 November 2018 – Lyn Bottrill Landowners solicitor has been asked for further update. Presently awaiting response.</p> <p>24 Oct 2018 – 12.45 PM – Lyn Bottrill Still waiting on landowner’s solicitor to lodge the plan – mortgagor’s consent needed.</p> <p>03 Oct 2018 - 9:06 AM - Lyn Bottrill Waiting on landowner's solicitor to lodge the plan.</p> <p>27 Aug 2018 - 12:42 PM - Lyn Bottrill Email sent to surveyor and solicitor asking for update on progress of registration of the plan.</p> <p>02 Aug 2018 - 2:05 PM - Lyn Bottrill Plan has been lodged. Email sent to solicitor acting for the other party asking for an update.</p> <p>23 Jul 2018 - 3:30 PM - Lyn Bottrill Waiting on registration of plan of subdivision</p> <p>11 Jul 2018 - 1:07 PM - Lyn Bottrill Documents returned to surveyor for lodgement with the LPI</p> <p>21 Jun 2018 - 10:16 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 30 Jun 2018 To: 30 Sep 2018</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>21 Jun 2018 - 10:02 AM - Lyn Bottrill All documents have been executed by Council and sent back to the surveyor for lodgement at the LPI</p> <p>04 Jun 2018 - 8:18 AM - Lyn Bottrill Currently waiting on Subdivision Cert.</p> <p>23 May 2018 - 10:34 AM - Lyn Bottrill Application has been submitted to Council for Subdivision Certificate. When the Certificate is issued it will be sent along with the plan and Administration sheet to the landowners surveyor for lodgement at the LRS</p> <p>23 Apr 2018 - 12:16 PM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 16 Apr 2018 To: 30 Jun 2018</p> <p>23 Apr 2018 - 12:12 PM - Debbie Constance Surveyor has been contacted and is proceeding with survey of road.</p> <p>The Administration sheet and the plan have been sent to Cooma office by the surveyor. When they are received Council staff will progress the matter. - Ongoing</p>		
16	05 April 2018	118/18		Proposed Road Closure & Sale of old Lions Park at Bombala That Council;	Janine Hudson	5/6/2019 JH Subdivision documents are being lodged by the Surveyor and once returned, the	31/08/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. Approve the partial road closure on the corner of High Street and Stephen Street Bombala so that the fence line becomes the boundary of lot 9 DP 995614;</p> <p>B. Engage the services of a land surveyor to provide a plan for the boundary adjustment;</p> <p>C. Authorise the General Manager to execute any documents necessary to complete the boundary adjustment and sale of the property;</p> <p>D. Readvertise the property on the open market for auction with an appropriate reserve; and</p> <p>E. Make the Report public once the matter is settled.</p>		<p>process to combine into one Lot and DP will begin</p> <p>30/4/2019 - SA Planning Staff actioning the subdivision this week</p> <p>26/3/2019 JH Still waiting return of subdivision certificate from Council.</p> <p>29 February 2019 JH Plans with Council waiting for return of subdivision certificate</p> <p>30 January 2019 JH- Plan is with Council and waiting for return of Subdivision Certificate.</p> <p>2 January 2019 – Janine Hudson Plans are lodged with Council for Subdivision Certificate waiting return of Certificate</p> <p>21 November 2018 – Janine Hudson 28 day notification period has ended. Council has received 8 submissions for the proposed closure. All submissions received had no objections with the proposed closure. Responses sent to those who made submissions advising of this. Documents</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>have been prepared to close this council public road reserve: Subdivision Certificate has been sent for processing.</p> <p>25/10/2018 – Janine Hudson: The Submission period ends 8 November 2018, some submissions have been received from adjoining landowners and the authorities, these submissions have been with no objection to the closure.</p> <p>25 Oct 2018 – Janine Hudson - The Submission period ends 8 November 2018, some submissions have been received from adjoining landowners and the authorities, these submissions have been with no objection to the closure.</p> <p><i>5 Oct 2018 – Janine Hudson Letters have been sent to adjoining landowners with notification of the proposed closure and notification letters to the authorities are being prepared. The advertisement has been placed in the Monaro Post for 11 October and 25 October. The 28 day period for submissions ends on 8 November.</i></p>		

SMRC Resolution Action Sheet – In Progress

					<p><i>Submissions will be reviewed and the correct process followed.</i></p> <p><i>03 Oct 2018 - 9:05 AM - Janine Hudson</i> Action reassigned to Janine Hudson by: Janine Hudson</p> <p><i>03 Oct 2018 - 8:59 AM - Lyn Bottrill</i> Notifications sent out to commence road closing.</p> <p><i>27 Aug 2018 - 12:40 PM - Lyn Bottrill</i> Plan has been received. There are issues with a previous resumption which has not been registered on title. When these issues are sorted out and the notification period for road closing has expired, and the resumption issues have been resolved then the plan will be registered and the land will be listed for sale.</p> <p><i>02 Aug 2018 - 2:04 PM - Lyn Bottrill</i> Spoke to surveyor this week and he has promised to get the plan to me within the week.</p> <p><i>23 Jul 2018 - 3:39 PM - Lyn Bottrill</i> Still waiting on plan for boundary adjustment.</p> <p><i>11 Jul 2018 - 1:05 PM - Lyn Bottrill</i> Still waiting on plan from surveyor. Contact with the surveyor revealed that there were issues with the road alignment and he was working on it.</p> <p><i>21 Jun 2018 - 10:16 AM - Lyn Bottrill</i></p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Revised Target Date changed by: Lyn Bottrill From: 30 Jun 2018 To: 30 Sep 2018 <i>21 Jun 2018 - 10:03 AM - Lyn Bottrill</i> Surveyor has confirmed that Council will receive the plan etc. in about two weeks <i>04 Jun 2018 - 8:17 AM - Lyn Bottrill</i> Currently waiting on survey plan for road closing. <i>23 May 2018 - 4:24 PM - Lyn Bottrill</i> 23/5 Waiting on plan <i>23 Apr 2018 - 12:16 PM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 16 Apr 2018 To: 30 Jun 2018 <i>23 Apr 2018 - 12:14 PM - Lyn Bottrill</i> Surveyor has been engaged to provide a plan for boundary adjustment and road closure will commence as soon as a plan is available.</p> <p>14/5 - Waiting on plan.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
19	19 April 2018	147/18	16.9	<p>Compulsory Acquisition of Lot 13 DP 239506 - Access to Jindabyne Sewerage Treatment Plant, Jindabyne Landfill and Sewer Pump Station 6</p> <p>That Council</p> <p>A. Rescind resolution 131/14 of 26 August 2014</p> <p>B. Proceed to acquire Lot 13 Deposited Plan 239506 by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Roads Act 1993 for the purposes of providing legal access to the Jindabyne Sewer Treatment Works, Jindabyne Landfill and Sewer Pump Station 6.</p> <p>C. Dedicate the land as Public Road in accordance with the Roads Act 1993</p> <p>D. Note minerals are to be excluded from this acquisition</p> <p>E. Note this acquisition is not for the purpose of resale</p> <p>F. Make the necessary applications to the Minister for Local Government and the Governor</p> <p>G. Authorise the Common Seal be affixed to all documentation</p>	Lyn Bottrill	<p>31/5/2019 – LB Valuation has been received by Public Works. PW will forward to Council after reviewing the valuation.</p> <p>30/4/2019 – LB Still waiting for the valuation from the Valuer General</p> <p>27/03/2019 – LB Waiting for the Valuer General to send an invoice for the value of the land.</p> <p>4 March 2019 – LB Land has been gazetted to Council.</p> <p>30 January 2019 – LB This property will be gazetted to Council in February 2019.</p> <p>22 November 2018 – Lyn Bottrill Council has been advised that gazettal of the transfer of the stock route to Council</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				required to be sealed to give effect to this resolution.		<p>will take place in February 2019. Roads, Waste and Waste Water have been notified</p> <p>24 Oct 2018 - LB Minister's consent to the acquisition has been received and we are now progressing to finalise the matter by 30 November 2018 Lyn Bottrill - Council has been notified by Public Works that OLG has approved acquisition and we are currently waiting on gazettal and notification from the Valuer General for the cost.</p> <p>03 Oct 2018 - 8:58 AM - Lyn Bottrill Waiting on Valuer General's valuation of the land.</p> <p>27 Aug 2018 - 12:39 PM - Lyn Bottrill This matter is still waiting on consent from the OLG</p> <p>02 Aug 2018 - 2:04 PM - Lyn Bottrill This matter is still with the Governor.</p> <p>23 Jul 2018 - 3:28 PM - Lyn Bottrill Waiting on reply from the OLG.</p> <p>11 Jul 2018 - 1:04 PM - Lyn Bottrill Application is with the OLG and we should receive word from the Valuer General</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>within the next month with respect to purchase price <i>21 Jun 2018 - 10:15 AM - Lyn Bottrill</i> Revised Target Date changed by: Lyn Bottrill From: 21 May 2018 To: 21 Oct 2018 <i>21 Jun 2018 - 10:04 AM - Lyn Bottrill</i> Application has been sent to OLG for consent. <i>04 Jun 2018 - 8:16 AM - Lyn Bottrill</i> This matter has been submitted to the Dept of Local Gov. for consent. <i>23 May 2018 - 10:33 AM - Debbie Constance</i> Application has been submitted to the Dept of Local Government for consideration. - Ongoing <i>01 May 2018 - 3:39 PM - Lyn Bottrill</i> Dept. Finance notified of Council resolution and as soon as the Mayor signs the page of the Minutes containing the resolution it will be sent to Dept. of Finance to follow up with Application to the Minister and the Governor.</p>		
20	07 May 2018	162/18	11.1	Proposal to Realign the Barry Way Jindabyne and to Address Issues with the Intersections of Barry Way with Eagle View Lane and Bungarra Lane	Lyn Bottrill	31/5/2019 – LB Surveyor has completed survey to Moonbah Bridge. He is currently checking	31/12/2020	N

SMRC Resolution Action Sheet – In Progress

			<p>That Council</p> <p>A. Approve the proposal to realign The Barry Way over the constructed road from the intersection with MR286 to the boundary of the national park.</p> <p>B. Approve the proposal to apply to the Crown to transfer those sections of The Barry Way which are Crown reserve road to Council.</p> <p>C. Authorise staff to negotiate with landowners for acquisition of the constructed Barry Way and, where possible, to offer to close corresponding sections of paper road and to dedicate the land to the landowner in compensation.</p> <p>D. To engage the services of a surveyor to identify those sections of the Barry Way which are not on line with the constructed road.</p> <p>E. To acquire any Crown land upon which the Barry Way has been constructed through the process of the Land Acquisition (Just Terms Compensation) Act 1991 through the authority of the Roads Act 1993.</p> <p>F. Authorise the General Manager to execute any documents necessary to complete the project.</p> <p>G. Authorise the expenditure and allocate an amount of \$135,000 in the 2018/19 year Budget with funding to be provided from</p>	<p>his calculations and expects to be able to send it to Council within a week.</p> <p>30/4/2019 – LB Survey and plan is still underway with the surveyor.</p> <p>27/03/2019 – LB No further update.</p> <p>4 March 2019 – LB Survey is ongoing. Surveyor has given assurance that work is progressing.</p> <p>30 January 2019 – LB No further update. It is anticipated that the survey work will be ongoing for approx. 12 months. 22 November 2018 – Lyn Bottrill No further update. It is anticipated that the survey work will be ongoing for approx. 12 months</p> <p>24 Oct 2018 - LB Surveyors are presently working on identification plan. 03 Oct 2018 - 8:57 AM - Lyn Bottrill Keven Spain engaged to carry out survey. 27 Aug 2018 - 12:38 PM - Lyn Bottrill Surveyor selected and work to progress shortly.</p>		
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Stronger Communities Project PP-219 (Undertake project to align the road with road reserves).		<p>07 Aug 2018 - 8:47 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2019 To: 31 Dec 2019</p> <p>02 Aug 2018 - 1:55 PM - Lyn Bottrill Call for expressions of interest from local land surveyors. Submissions currently being considered.</p> <p>23 Jul 2018 - 3:38 PM - Lyn Bottrill No EOI s received by due date. All surveyors were contacted and were given an extension of time to submit their EOI. Closing date is 27/7</p> <p>11 Jul 2018 - 1:02 PM - Lyn Bottrill Specification sent to three surveyors requesting that they submit expressions of interest. Due by cob 13/7</p> <p>21 Jun 2018 - 10:14 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2018 To: 06 Jun 2019</p> <p>21 Jun 2018 - 10:05 AM - Lyn Bottrill Draft specification with Group Manager Transport and Infrastructure for approval.</p> <p>04 Jun 2018 - 8:15 AM - Lyn Bottrill The specification is currently been developed for the work to be carried out by the surveyor. Council will call for</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						expressions of interest to carry out the work. 23 May 2018 - 10:29 AM - Lyn Bottrill Specification being developed to seek quotations from suitably qualified land surveyors.		
29	21 June 2018	253/18	22.3	<p>Council Property - Town View, Waterworks Hill, Bombala</p> <p>That Council</p> <p>A. Approve the proposal to demolish the residence located on lot 1 DP 1216130</p> <p>B. Serve notice on the tenant to vacate the premises in accordance with the Residential Tenancy Act.</p> <p>C. Engage the services of a suitably qualified contractor to demolish the residence, clear the site and dispose of any asbestos in accordance with the EPA Act; and</p> <p>D. Authorise the expenditure and allocate an amount in the 2018 Financial Year Budget with funding to be provided from the Former Bombala LGA Reserve.</p>	Lyn Bottrill	<p>31/5/2019 – LB Council’s Water and Wastewater Department is currently seeking quotations to demolish the cottage.</p> <p>30/4/2019 – LB Planning to demolish the cottage is underway.</p> <p>27/03/2019 - LB Tenant has found alternative accommodation and has been given an extension to 7 April to move out of the cottage at Bombala Waterworks</p> <p>4 March 2019 – LB Tenant has until 31 March 2019 to vacate the premises.</p> <p>30 January 2019 – LB</p>	28/02/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Disadvantaged housing in Delegate must be advertised. This is currently being done and the tenant will be given an additional written reminder to vacate.</p> <p>10/12/2018 – Lyn Bottrill Tenant has been notified that alternative housing has been found for him in Delegate. The accommodation in Delegate is managed by Council and the house needs work before anyone moves in. This work will take approx.. a month so it is intended to give the tenant at the Waterworks cottage notice to vacate when the work is completed.</p> <p>24 Oct 2018 – LB Commercial Land & Property Officer investigating availability of housing in Delegate for tenant.</p> <p>8 Oct 2018 – 11:41 AM – Lyn Bottrill Enquiries currently being made to Southern Cross Housing re consideration of tenant at Waterworks cottage for disadvantaged housing at either Bombala or Delegate.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>03 Oct 2018 - 8:51 AM - Lyn Bottrill Looking into disadvantaged housing for tenant in either Bombala or Delegate.</p> <p>27 Aug 2018 - 12:28 PM - Lyn Bottrill Enquiries made of real estate agents if they have any properties for rent in Bombala. Emailed tenant details to access assistance with rental bond.</p> <p>02 Aug 2018 - 1:52 PM - Lyn Bottrill Currently working with tenant to find suitable alternative accommodation.</p> <p>23 Jul 2018 - 3:54 PM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 23 Jul 2018 To: 29 Sep 2018</p> <p>23 Jul 2018 - 3:29 PM - Lyn Bottrill Still waiting on tenant finding new premises. Council has supplied a letter saying that he has always paid his rent on time.</p> <p>11 Jul 2018 - 12:25 PM - Lyn Bottrill Tenant has been notified and is looking for new premises. Council resolution not to proceed to demolish the cottage until tenant has found new tenancy.</p>		

SMRC Resolution Action Sheet – In Progress

30	21 June 2018	255/18		<p>Request to Purchase Council Land in Percy Harris Street Leesville</p> <p>That Council</p> <p>A. Approve the release of proposed lots 14, 15 and 16 at Leesville Industrial Estate</p> <p>B. Engage the services of an independent valuer to value the three properties</p> <p>C. Advertise the sale of lots 14, 15 and 16 through local real estate agents and Council's website, and;</p> <p>Authorise the expenditure and allocate an amount of \$42,000 in the 2019 Financial Year Budget with funding to be provided from Property Reserves</p>	Lyn Bottrill	<p>31/5/2019 – LB Waiting on approval of Modification of Consent.</p> <p>30/4/2019 – LB Application has been submitted for modification of the D/A to amend the stages of the subdivision</p> <p>27/03/19 – LB Modification of D/A has been prepared for lodgement to amend the stages of the subdivision.</p> <p>4 March 2019 – LB Plan of subdivision has been received at Council. Subdivision certificate has been applied for.</p> <p>30 January 2019 – LB Plan has not been received at this stage. Surveyor has been reminded.</p> <p>22 November 2018 – Lyn Bottrill Surveyor has agreed to have the plan completed by the end of January 2019</p> <p>24 Oct 2018 – Lyn Bottrill Surveyor has been reminded that we need the plan. 03 Oct 2018 - 8:56 AM - Lyn Bottrill Waiting on plan</p>	30/06/2019	N
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>27 Aug 2018 - 12:29 PM - Lyn Bottrill Awaiting plan from surveyor. As soon as plan is received expressions of interest will be sought from real estate agents in order to select a real estate agent to place the properties on the open market.</p> <p>07 Aug 2018 - 8:47 AM - Lyn Bottrill Revised Target Date changed by: Lyn Bottrill From: 23 Jul 2018 To: 31 Oct 2018</p> <p>02 Aug 2018 - 1:53 PM - Lyn Bottrill Waiting on valuation of land from valuer.</p> <p>23 Jul 2018 - 3:52 PM - Lyn Bottrill Surveyor has been requested to produce plan for registration of lots 14, 15, and 16. Still waiting on valuation from valuer.</p> <p>11 Jul 2018 - 12:59 PM - Lyn Bottrill Surveyor has been requested to prepare plan of subdivision to enable the plan to be registered.</p> <p>Valuer has been asked to provide sales prices for the three blocks.</p>		
34	19 July 2018	237/18	21.2	<p>Sewerage service agreement for Discovery Holiday Park and other private dischargers in to Council's reticulated sewerage system (all areas of former Snowy River Shire)</p> <p>That Council approve</p>	Michael Broder	<p>29/05/2019-MB A signed copy of the Sewerage Services Agreement along with the Bank Guarantee for Discovery Holiday Park was received by Council and has been executed by the</p>	29/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<ol style="list-style-type: none"> 1. The report be received and adopted by Council. 2. The Sewerage Services agreement be executed between Snowy Monaro Regional Council and Discovery Holiday Parks Pty. Ltd and other listed businesses. 3. As part of the agreement the sum of \$5,000 be the bond in the form of a Bank Guarantee for these businesses that require a Sewerage Services Agreement, excluding the Sailing Club, the Adaminaby Bowling Club and the Snowy Museum. 		<p>General Manager and countersigned by the Mayor.</p> <p>A copy of the signed agreement has been forwarded to Discovery Holiday Park for their information.</p> <p>02/05/2019 – MB</p> <p>Received an email from Discovery Holiday Park on 10 April 2019 advising that the CEO of the company was to sign the agreement and that they were awaiting the issue of the Bank Guarantee.</p> <p>A further email was sent to the company requesting that they attend to the signing of the documents and return to Council within 7 days or further action will be taken to expedite this matter.</p> <p>2nd May 2019. MB</p> <p>Contact with one of the owners of Snowy Mountains Resort and Function Centre (Adaminaby Motel) on 11 April 2019 and was advised they were having trouble getting a bank Guarantee.</p> <p>I informed the owner that he would not be able to operate the Motel if he does not sign the documents and forward them back to Council for signing and lodging the bank guarantee in Council's favour.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Property owner phoned on 26 April 2019 to advise that he had been in contact with their bank and that they had issued a cheque for \$5,000. I told him that they had 14 days to get the agreement signed and back to Council along with the Bank Guarantee and copy of Public Liability insurance for 20mil</p> <p>02/04/19 MB Discovery Holiday Park was contacted on 02/04/19 re the agreement and he informed me that they are waiting on the \$5,000 Bank Guarantee to be issued and will get in contact with me as soon as this action has been completed.</p> <p>05 03 19 – MB - Attempts to contact the owners of Snowy Mountains Resort and Function centre have resulted in no response. Further email sent to the owners of the premises asking them to get in contact with the LTW Officer as a matter of Urgency in relation to the Sewerage Services Agreement. They have been given 14 days to comply and if there is no response then Notice of intention to serve an order will be taken under the POEO Act.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>23 Jan 19 – MB - Signed agreement was received on 23 January 2019 and on checking the document it was found to be defective.</p> <p>A new Agreement has been forwarded to Discovery Holiday Parks Pty Ltd on the 05 03 19 requesting that the Agreement be signed by all parties as required in the document and returned to the SMRC for execution by the GM and or Councillors (Mayor) A request was also made to post the 5k bond in favour of Council and to include a copy of the Public Liability Insurance for 20,000,000</p> <p>05/02/2019 Rahul Patel - Under discussion with Discovery Holiday Park to sign agreement.</p> <p>03/12/2018 Mike Broder – Still awaiting a response from Discovery Holiday Park. Staff to follow up.</p> <p>31 Oct 18 – Michael Broder - Agreements have been sent to Discovery Holiday Park in Adelaide and to the Snowy Mountains Resort Pty Ltd. Both companies are having</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>their agreements looked at by Solicitors as at 30 October 2018. Letters will be forwarded to other dischargers when time permits.</p> <p>08 Oct 18 – Agreements have been sent to the businesses, no response to date. Staff are following up</p>		
38	02 August 2018	256/18	15.1	<p>Notice of Motion - John Castellari - Delegate and Regional Townships That council considers the submission from Delegate resident Jane Love concerning the following requests:</p> <ul style="list-style-type: none"> • That Council liaise with NSW Police and the Youth Council to explore the viability of Police Citizen Youth Clubs in each of our regional townships; • That Council develop sealed bike park facilities in Delegate and other townships that do not have them; and • That Council develop these resources as part of a program of shared community resources. 	Mark Adams	<p>28/15/19 – MS: A phone meeting was held with the coordinator of the PCYC on the South Coast. Direction on how to move forward was provided which includes collecting youth crime and diversion stats from police (completed) and forwarding a letter with a proposal to the PCYC. Staff are waiting for further contact details to be provided.</p> <p>3/5/19 – MA: Still progressing with new lead</p> <p>29/03/19 – MA: Staff are investigating a new lead regarding the PCYC.</p> <p>11/03/19 – MA:</p>	3/09/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>The funding agreement has been signed with Create NSW to receive a \$3million grant. Staff have been liaising with the Department Project Team; however work on the project is not progressing until after the state election due to an election promise by the Government to allocate \$40million for a new high school in Jindabyne.</p> <p>11/03/19 – MA: Informal discussions held with police indicate that there are too many competing groups to make setting up a PCYC worthwhile at present.</p> <p>4 February 2019 – Mel Sass Awaiting confirmation from the PCYC Commissioner on a meeting time.</p> <p>20 December 2018 – Mel Sass No further information has been received on the PCYC however the Monaro Police District Commissioner has met with the Youth Command. The Commissioner has not been advised if anywhere in the LGA is included as potential to set up a PCYC.</p> <p>Youth Development Officers have contacted the Youth Command to try and set up a meeting with the Youth Commissioner. If the outcome of</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p><i>the meeting is unsuccessful the Bombala Youth Councillors will draft a letter to the Youth Command and the local MP for support.</i></p> <p>6 Dec 2018 - No further updates from the Police on the PCYC at this stage.</p> <p>Jane Love has been connected with two community members in Bombala who are working to independently launch a youth hub called "The Bombala Youth Booth". They've just completed a survey to assess need and interest in the Youth Booth, and have met with Bombala Youth Councillors to discuss ideas. Staff are working with them to register as a Not for Profit organisation and apply for funding, but they also plan to reach out to Council in the New Year for support.</p> <p>No further progress has been made on the bike facilities aspect.</p> <p>31 Oct 2018 – John Graham & Melissa Sass: The Monaro Command Superintendent Paul Condon has taken our request for a PCYC to the State Police Commissioner. The Commissioner needs to allocate funding and appoint two additional police officers to the Monaro Command before we can move any further. Superintendent Condon is supportive of the request and has indicated he will involve Council in any</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>further meetings or correspondence regarding the feasibility of a PCYC.</p> <p>In the interim, the Youth Development Team has been engaging with a group of community members in Bombala who are hoping to launch the "Bombala Youth Booth". Council staff are supporting the group to register as a not-for-profit and will provide advice on grant funding once that process is complete.</p> <p>31 Oct 2018 John Graham – Youth Development Officers met with members of the Berridale community on 31 October to discuss plans for a Berridale BMX track. The Bombala site will be looked at next year. Quotes to rebuild and redesign the tract at Delegate has been requested.</p> <p>Youth Development Officers have been in discussion with NSW Police regarding Police Citizen Youth Clubs, looking at a location in either Bombala or Berridale. The Monaro Superintendent has advised that funding for an extra 2 officers is needed and has reached out to the Premier.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>Youth Development Officers have looked at the existing bike tracks in Delegate and Bombala and have noted that they are in a significant state of disrepair. An estimate of \$250,000 has been quoted to restore the tracks. For ongoing maintenance it has been estimated that \$30,000 would need to be allocated each year.</p> <p>Staff will be in contact with Jane Love to discuss.</p>		
41	02 August 2018	261/18	19.3	<p>Council's Property at 204 Maybe Street Bombala That Council</p> <p>A. Retain and approve the expenditure of \$ 46,848.90 in accordance with the quotations</p> <p>B. Approve an additional \$25,000 to paint the residence inside and out</p> <p>C. To authorise the General Manager to approve further funding for electrical works if the wiring is found to be non-compliant during the refurbishment.</p> <p>D. To authorise the expenditure and allocate \$72,000 to fund the works from the former Bombala LGA Reserves.</p>	Kelly Heffernan	<p>29/05/2019 – KH Oven and dishwasher are being installed today – general clean to take place next week. Handrail supplier has advised they will be ready by 17 June.</p> <p>01/05/2019 – KH Carpets are to be cleaned this week. Blinds will be installed next week. The cleaner has commenced and the vinyl has been ordered for the kitchen</p> <p>26 March 2019 – KH The builder has submitted his request for completion payment. An inspection has revealed there are a number of items that need rectification prior to this final</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>payment being processed. Staff and the builder are to meet early next week. Painting inside is almost complete.</p> <p>7 March 2019 – KH The builder is expecting the work to be completed by the end of March.</p> <p>29 January 2019 – Kelly Heffernan – Builder is making great progress with work almost completed on the kitchen and bathroom. Work has also commenced on the fascia/guttering and fence.</p> <p>19 December 2018 – Kelly Heffernan – Builder has engaged Contractor to make the new balustrade. Works will begin in the new year.</p> <p>4 December 2018 – Kelly Heffernan – The builder has collected the keys to start work on 204 Maybe Street.</p> <p>3 December 18 – Kelly Heffernan – Alan Walker has been contacted and he has advised he will make a start on this property in early December with a majority of the work to be done after Christmas.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>29 Oct 18 Kelly Heffernan – Alan Walker was advised to commence with the quote he provided Council. A commencing date to be advised this week.</p> <p>Two quotes have now been received. A third quote has been promised by a local builder with no response after a number of reminders. The two quotes will be assessed and renovations will commence once this has been decided shortly</p> <p><i>21 Aug 2018 - 11:28 AM - Kelly Heffernan</i> Arrangements have been made for a quote on Friday 24.8.2018</p> <p><i>09 Aug 2018 - 3:34 PM - Kelly Heffernan</i> I have contacted the builder who provided the quote for \$46,848.90 to undertake the works. He will get back to me by Friday 10th August with a proposed start and finish date for this project.</p> <p>There are two painters who will be providing a quote for the painting inside and out following inspection over the</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						coming weekend. A third is to be contacted over the coming days. <i>09 Aug 2018 - 3:32 PM - Glen Hines</i> Action reassigned to Kelly Heffernan by: Glen Hines		
44	16 August 2018	276/18		<p>Lease of Council Operational Land to Cooma Men's Shed</p> <p>That Council</p> <p>A. Resolve to enter into "peppercorn lease" arrangement to a value nominated by Council on Lot 3 of DP 537242 in Mulach St Cooma with the Cooma Men's Shed (AMSA) for a period of Five (5) years (with two (2) optional periods of five (5) years each) pending outcome of a development applications</p> <p>B. Authorise the General Manager to negotiate the terms of the lease</p>	Lyn Bottrill	<p>31/5/2019 - LB Still waiting on the contamination report.</p> <p>30/4/2019 – LB Council is still waiting on the contamination report.</p> <p>27/03/19 – LB No further update.</p> <p>4 March 2019 – LB Remediation investigations taking place to ensure that the land has been remediated.</p> <p>30 January 2019 – LB Waiting on completion of advertising period for D/A.</p> <p><i>22 November 2018 – Lyn Bottrill Still waiting for Cooma Mens Shed to submit a development application with Council. Once the D/A consent has been issued a lease will be arranged.</i></p>	31/09/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>24 Oct 2018 – Lyn Bottrill Still waiting on D/A to be lodged.</p> <p>8 Oct 2018 – 11:44 AM – Lyn Bottrill Waiting on D/A being lodged prior to finalising lease. Environmental Services has been requested to notify Property Officer when D/A is lodged.</p> <p>03 Oct 2018 - 8:48 AM - Lyn Bottrill Waiting on submission of D/A</p> <p>31 Aug 2018 - 1:14 PM - Lyn Bottrill Draft lease is currently being prepared in accordance with the resolution. The lease will be finalised upon determination of the development application.</p> <p>27 Aug 2018 - 12:14 PM - Lyn Bottrill Awaiting outcome of development application. In the meantime draft licence agreement will be drafted.</p> <p>21 Aug 2018 - 11:18 AM - Glen Hines Action allocated to Lyn Bottrill to assist GM in preparing lease</p>		

SMRC Resolution Action Sheet – In Progress

57	6 September 2018	314/18		<p>Proposed Acquisition of Land in Cooma</p> <p>That Council</p> <p>A. Acquire Lots 400 and 434 DP 750535 and lot 461 DP 41999 by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purpose of saleyards.</p> <p>B. That the land be dedicated as Operational land in accordance with the Local Government Act 1993</p> <p>C. That minerals be included in this acquisition</p> <p>D. That this acquisition is not for the purpose of resale</p> <p>E. That the necessary applications be made to the Minister for Local Government and the Governor.</p> <p>F. That the Common Seal be affixed to all documentation required to be sealed to give effect to this resolution.</p> <p>G. That following the acquisition of the three Crown allotments, the eleven lots comprising the Cooma saleyards be consolidated into a single allotment.</p> <p>D. H. That this project be funded from the former Cooma Monaro Shire Council reserve fund.</p>	Lyn Bottrill	<p>31/5/2019 – LB Still waiting on consent from the Crown.</p> <p>30/4/2019 – LB Update from the Crown in response to email from Council revealed that the Crown has not dealt with the matter yet.</p> <p>27/03/19– LB Still waiting on consent from the Crown</p> <p>4 March 2019 – LB Waiting on consent from the Crown</p> <p>30 January 2019 – LB Letter of notification has been prepared. Consent of Crown has been requested.</p> <p>22 November 2018 – Lyn Bottrill Compulsory process has been commenced. The process will take approx.. 12 months to complete</p> <p>30 Oct 18 – Glen Hines 10.22 Documentation for acquisition currently being prepared. Documentation for acquisition currently being prepared. <i>28 Sep 2018 - 8:33 AM - Lyn Bottrill</i></p>	8/10/2020	N
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						Preliminary investigations are being carried out to commence the compulsory acquisition process.		
74	4 October 2018	353/18	15.1	<p>Clr Castellari Notice of Motion - Rooftop Solar That Council</p> <p>A. Support the Albury City Council motion regarding legislative changes to enable the implementation of a program similar to that implemented by Darebin City Council in Victoria;</p> <p>B. Advocate for the legislative changes to local members and relevant Ministers;</p> <p>C. Carry out due diligence with a business case which includes funding options, power under current legislation that would provide solar subsidy schemes for residence and businesses within the SMRC council area; and</p> <p>D. Provide for public consultation process once the above has been carried out.</p>	Peter Bascomb	29/04/19 – Peter Bascomb A. Complete. B, C and D, no action to date.		N
88	1 November 2018	394/18	12.1	<p>Planning Proposal 461 Barry Way, Moonbah to Amend Snowy River Local Environmental Plan 2013 That:</p>	Alexanda Adkins	30 May 2019 – AA: Further information has been requested from the proponent – awaiting response.	3/12/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. The report from the Senior Strategic Land Use Planner on the Planning Proposal 461 Barry Way (Lot 101 DP 817374) be received.</p> <p>B. The Planning Proposal be submitted to the Minister of NSW Planning & Environment for a Gateway Determination in accordance with Section 3.34 of the <i>Environmental Planning and Assessment Act 1979</i>.</p> <p>C. The Department of Planning and Environment be advised that Council wishes to be issued with an authorisation to use delegation for the Planning Proposal.</p> <p>D. In the event NSW Department of Planning & Environment issues a Gateway Determination to proceed with the Planning Proposal, consultation be undertaken with the community and government agencies in accordance with Schedule 1, Division 1, Clause 4 of the <i>Environmental Planning and Assessment Act 1979</i> and any directions of the Gateway Determination.</p>		<p>1 May 2019 – AA: Advice from Office of Environment and Heritage received – awaiting further clarification.</p> <p>29/03/19 – AA: Staff are still awaiting advice from Office of Environment and Heritage.</p> <p>11/03/19 – AA: Application has been referred to the Office of Environment and Heritage as per the Gateway Determination. Will be placed on public exhibition once advice has been received from OEH – estimated to be April 2019.</p> <p>4 February 2019 – Mark Adams The Gateway Determination has been received and the applicant contacted. Looking to progress to public exhibition and consultation with government agencies.</p> <p>20 December 2018 – Mark Adams Staff are expecting to receive Gateway Determination imminently</p> <p>6 Dec 2018</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						<p>B. Planning proposal has been submitted to the Minister of NSW Planning and Environment for a Gateway Determination.</p> <p>C. Council has advised Department of Planning and Environment that Council wishes to be issued with an authorisation to use Delegation for the Planning Proposal</p> <p>Cannot be actioned until a determination is given.</p>		
89	1 November 2018	395/18	12.2	<p>DA Best Practice Guideline and Processing Times</p> <p>That Council endorse the following recommendations;</p> <p>1. Council staff develop a Snowy Monaro Region Development Guide that also includes a rural and regional context;</p> <p>2. Increased promotion of pre-lodgement meetings with applicants and a media campaign be undertaken;</p> <p>3. Creation of a user friendly information portal on Council's website;</p> <p>4. Development assessment staff actively participate in the review of the consolidated LEP and DCP with</p>	John Gargett	<p>3/6/19 – JG: 1 – Being developed 3 – Portal being created as part of IT platform development. Completed. 5 – Review being undertaken as part of organisational redesign review. Completed. 9 – Completed.</p> <p>3/5/19 – JG: 1- Being developed 3 - Being developed 5 - Waiting for structure 6 - Report going to June meeting</p> <p>4/4/2019 – JG: 1. Being developed 2. Completed 3. Being developed</p>	3/12/2018	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>the Strategic Planning Group to achieve practical workable provisions;</p> <p>5. A review and report be presented to the General Manager on resourcing requirements for Building Surveying and Development Engineering staff in order to reduce development application referral times, assist with approvals relating to the issuance with Complying Development Certificates and provide efficient and timely advice to applicants;</p> <p>6. Councillors continue to be provided with a list of applications lodged with Council on a monthly basis and a list of determined development applications on a monthly basis;</p> <p>7. Ensure that when the corporate IT platform is implemented it includes online tracking of applications and use of mobile IT platforms, to improve efficiencies in administration of development assessment and building certification processes;</p> <p>8. That checklists and guidelines are updated and expanded to ensure applicants have detailed information to ensure applications are submitted with all relevant information as required by Part 1 of Schedule 1 of</p>		<p>4. Completed</p> <p>5. To be provided in proposed structural review of organisation</p> <p>6. Completed</p> <p>7. Completed. Brief for corporate system incorporates use of mobile IT platforms and DA tracking</p> <p>8. Completed</p> <p>9. Report being compiled and to be reported to Council May 2019</p> <p>10. Completed. Step included in DA assessment processes</p> <p>11. Completed. Step included in DA assessment processes</p> <p>11/03/19 – KM: Ongoing.</p> <p><i>1 February 2019 – John Gargett:</i> <i>1. To be developed</i> <i>2. Ongoing</i> <i>3. To be developed</i> <i>4. To be undertaken</i> <i>5. To be undertaken</i> <i>6. Lists have been and will be continued to be provided</i> <i>7. Ongoing</i></p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>the EP&A Regulation (in accordance with Clause 51 of the EP&A Regulation);</p> <p>9. A review be undertaken and report be put forward to Council proposing amendments to the Bombala, Snowy and Cooma DCP's to align notification requirements as being commensurate with impacts and to reduce the number of development applications being notified;</p> <p>10. That development applications be determined based on the information held at the time where an applicant has been requested to provide additional information (under Clause 54 of the EP&A Regulation) but has failed to respond within 21 days; and</p> <p>11. Additional information requests be provided to applicants in a timely manner. The response time on these requests be increased from 14 days to 21 days.</p>		<p>8. Completed</p> <p>9. To be undertaken</p> <p>10. Ongoing</p> <p>11. Ongoing</p> <p>20 December 2018 – John Gargett</p> <p>No further update at this time</p> <p>6 Dec 2018 DA Best Practice Guideline and Processing Times is to be developed.</p>		
110	6 December 2018	554/18	12.7	<p>Draft Liquid Trade Waste Policy</p> <p>That Council</p> <p>A. Receive and note the information in the report;</p>	Gnai Ahamat	01/05/2019 - GA Council approved the adoption of the policy and the implementation of the trade waste regulation region wide at the 17 April 2019	01/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>B. Approve the draft Liquid Trade Waste Policy be placed on public exhibition for a period of 28 days; and</p> <p>C. Receive a report after the exhibition period with the submissions received and the consideration of any changes required prior to adoption.</p>		<p>Council Meeting (Council Resolution 152/19).</p> <p>30/04/2019 - GA Report for the adoption of the policy was presented to Council on 17 April 2019. Council approved the adoption of the policy and the implementation of the trade waste regulation region wide (Council Resolution 152/19)</p> <p>03 April 2019 - RP A report is being presented to 17 April 2019 Council meeting for adoption of the policy.</p> <p>5 March 2019 – Gnai Ahamat Submissions on the draft LTW Policy closed on 8 February 2019. A report will be forwarded to Council with the comments received. The draft policy will be reviewed to incorporate any changes required. This revised final policy will be submitted to Council for adoption in March/April 2019.</p> <p>5 February 2019 – Gnai Ahamat Draft Liquid Trade Waste Policy was placed on public exhibition on 15 January 2019. A</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						report will be presented to Council based on the submissions received.		
117	20 December 2018	575/18	10.3	<p>Proposed Acquisition of Shannons Flat Community Hall That Council</p> <p>A. Agree to accept the gift of Shannon’s Flat Community Hall and approximately 800m2 of land surrounding the hall.</p> <p>B. Classify the property as “community land” upon transfer to Council.</p> <p>C. Engage the services of a surveyor to survey lot 78 DP 750527 and create a plan of subdivision of the land to excise the hall and surrounding land within the immediate fence line.</p> <p>D. Agree to bear all costs associated with the subdivision and registration of the plan including any legal costs.</p> <p>E. Fund the costs of approximately \$8,000 from former Cooma Reserves.</p>	Lyn Bottrill	<p>31/5/2019 – LB Surveyor expects to be able to send plan of subdivision to Council next week.</p> <p>30/4/2019 LB Still waiting on the plan of subdivision.</p> <p>27/03/19 – LB Contacted the surveyor on 25 March and he agreed to prioritize the plan of subdivision.</p> <p>4 March 2019 – LB Waiting on plan of subdivision from the surveyor.</p> <p>29 February 2019 JH plan for subdivision has been requested and waiting for return of plan from the Surveyor.</p> <p>30 January 2019 – LB Mr Luton has agreed to the proposal going ahead with a signed consent. Kleven Spain has been engaged to provide a plan of subdivision to excise the hall.</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
129	7 February 2019	29/19	10.1	Draft Library Strategy and Community Transport Strategy That Council endorse the Draft Library Strategy and Community Transport Strategy to be placed on Public Exhibition for a period of 28 days commencing 13 February 2019.	Bianca Padbury	3/5/19 – BP A report will be presented to Council in June 2019. 5/4/19 – Bianca Padbury: Feedback from the Public Exhibition of the Draft Library Strategy and Draft Community Transport Strategy are being considered. Once this task has been completed a report will be presented to Council seeking adoption of both Strategies. 5/3/19 – Peter Cannizzaro Public Exhibition period ending 13 March 2019. A report will be prepared for Council following the closure of the Public Exhibition period and after any feedback has been considered.	30/4/2019	N
139	7 February 2019	39/19	15.2	Clr John Castellari - Support JERCs Approach to Snowy Hydro to Rezone Land That Council actively support through written submission and face to face meetings as appropriate, the proposal to Snowy Hydro being put forward by the Jindabyne East Residents' Committee (JERCs) concerning the	Peter Bascomb	5/6/19 – Snowy Hydro aware of JERC's approach and Council's support. 29/04/19 – Further meeting scheduled for 30 April. 08/04/19 – Discussed at a meeting with Snowy Hydro staff 4 March		N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				future use of the Old Kosciusko Road land release, as detailed below.				
151	21 February 2019	54/19	10.2	<p>Lease Agreement Renewal - Boral Resources (Country) Limited - Bombala That Council</p> <p>A. Approve the renewal of a 5 year Lease to Boral Resources (Country) Pty Ltd; and</p> <p>B. Authorise the General Manager and Mayor to execute and Affix the Council Seal to the Lease.</p>	Janine Hudson	<p>5/6/2019 JH Boral have advised the Lease Agreement is with the Directors for signing.</p> <p>30/4/2019 LB Still waiting on return of the lease.</p> <p>26/3/2019 JH The Lease Agreement is still being reviewed by Boral and should be returned by end of April.</p> <p>07 March 2019 - JH The Lease Agreement is with Boral Resources and will go to their board meeting to be reviewed and executed and returned to council. Once received, the Lease Agreement will be presented to the General Manager and Mayor for executing.</p>	30/06/2019	N
153	21 February 2019	56/19	10.4	<p>Delegate Preschool and Delegate School of Arts That Council</p>	Lyn Bottrill	<p>31/5/2019 – LB Report to July Council meeting. Currently waiting on final building assessment report.</p>	30/06/2020	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. Approve \$50,000 from former Bombala reserves to fund an independent building assessment of the Delegate Preschool and the Delegate School of Arts to determine storm water and drainage mitigation scopes and to fund project management of subsequent drainage works and construction of new amenities block for the School of Arts, and</p> <p>B. Continue to liaise with the Crown for funding for the new School of Arts toilet amenities to be located at the rear boundary of Lot 11 Section 8 DP 758346 to include connection of services.</p>		<p>30/4/2019 - LB Waiting on release of Stronger Country Community Grant Funding opportunity</p> <p>27/03/19 – LB Crown has notified Council that Delegate School of Arts was transferred to Council ownership in 1983. This property is not eligible for CRIP grant funding but staff are looking to apply for grant funding through the Stronger Country Community Fund program to remedy the drainage problem.</p>		
164	21 February 2019	67/19	13.8	<p>Transfer of Crown Roads in the Township of Dalgety to Council That Council</p> <p>A. Write to the Crown requesting the following roads be transferred to Council:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Barnes Street - 222m sealed <input checked="" type="checkbox"/> Campbell Street - 245m unsealed <p>B. Include the roads in Council's roads assets register.</p>	Janine Hudson	<p>5/6/2019 JH Gazettal Notice received on 4/6/19 advising the roads are now transferred to Council.</p> <p>30/4/2019 Still waiting on the gazettal of the roads to Council.</p> <p>26/3/2019 JH This is still with the Crown and awaiting response.</p>	05/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				C. Provide the budget for the construction and maintenance of the road.		29 February 2019 JH Letter to the Crown has been sent requesting transfer of the Roads to Council and have received confirmation from Crown that the request has been received and is being processed.		
165	21 February 2019	68/19	13.9	<p>Parking in the laneway at the rear of the Jindabyne Town Centre That Council</p> <p>A. Approve the proposal to enter into public consultation with the shopkeepers and owners in Jindabyne Town Centre regarding changes to the laneway at the rear of the shops.</p> <p>B. Receive a further report regarding the results of the public consultation and the proposed way forward together with detailed costings.</p>	Lyn Bottrill	<p>31/5/2019 – LB This has been revised and a report will be prepared for the July 2019 Council meeting</p> <p>30/4/2019 – LB Public consultations were held and a report will be presented to the June meeting of Council.</p> <p>27/03/19 – LB A good response was received from the shopkeepers and shop owners. Public consultation will be held at two sessions on 2 April at 2pm and 6.30pm</p> <p>4 March 2019 – LB Letters to go to shop owners/shopkeepers this week advising of date for public consultation.</p>	31/12/2019	N
174	21 February 2019	78/19	19.5	<p>Replacement of Council HR Water Cart That Council approve the following:</p>	Stuart Sturgeon	<p>28/05/2019 – SS Ongoing.</p> <p>29/04/2019 – SS</p>	June 2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<ol style="list-style-type: none"> 1. To purchase the Fuso/All Quip combination from Hartwigs Trucks Pty Ltd for \$215,602 excluding GST 2. Endorse sending plant 852 to Pickles Auctions with a reserve of \$40,000 which equates to a net purchasing price of \$175,602 (exc. GST) 3. Approve additional funding of \$40,602 from plant reserves. 		<p>No changes - ongoing</p> <p>01/04/2019 SS No changes to progress – ongoing.</p> <p>Purchase orders raised 25.2.19 PU021331 – Cab Chassis PU021344 – Water Cart</p>		
175	21 February 2019	79/19	19.6	<p>Approval for Controlled Discharge of Effluent into Bombala Sewerage System.</p> <p>That Council receive and note the information detailed in the report and approve the following actions:-</p> <ol style="list-style-type: none"> A. Approve the proposed interim solution and authorise to receive the effluent from the Dongwha's premises. B. Inform the contractor in writing of Council's resolution to cease disposal into Delegate Sewerage System once the interim solution is constructed and available to use. C. Approve appropriate disposal fees to be charged as per the current 	Michael Broder	<p>29/05/2019 - MB On 23 May 2019, a test discharge (4,000 Litres) of Sewage was successfully discharged into the manhole at Timor Street. A letter is being forwarded to the contractor advising they are not to discharge any substance into the Sewer Main at Delegate.</p> <p>02/05/2019 RP The modification of the Timor Street manhole commenced on 29 April 2019, installing the Kamlock fitting and the stainless steel pipe to the sewer main to enable the sewage discharged from the pump out truck of Bombala Waste</p>	29/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>Council's Fees and Charges to the contractor (Bombala Waste Management Services) for the disposal.</p> <p>D. Approve that the proposed interim solution can be used by any other contractor once their liquid trade waste application is approved by Council and concurrence received from DoI water.</p> <p>E. Allocate Council funding for the design and construction of the septage ponds at Bombala STP as an on-going solution.</p>		<p>Management Services. Books have been printed which will be used to record the amount of Sewage being discharged at the Timor Street Manhole. The manhole will be operational and in use by 10 May 2019. The Contractor, Bombala Waste Management Services has been informed that that he is to cease discharging the collected Sewage from Dongwha Timbers into the Sewerage main at Delegate and to use the manhole at Timor Street Bombala.</p> <p>03 April 2019 - RP Investigation has been completed and the planning has commenced to modify the manhole near the Timor St Sewage Pump Station to receive the effluent. Bombala Waste Management will be issued with the approval to discharge and the concurrence for the liquid trade waste application.</p> <p>05 March 2019 - MB Council has received concurrence from the Department of Industry Water for Bombala Waste Management to be able to discharge Sewage collected from the premises Dongwha Timber Mill Delegate Road Bombala.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						Investigations have begun on getting quotes for the installation pipework and modification of the Manhole 13 at the corner of Timor and Young Streets, Bombala. A letter has been forwarded to Bombala Waste Management of the need to cease discharging sewage to the Delegate Sewerage Main once the Timor Street, Bombala discharge point is operational. Staff from the Water and Waste Water are investigating the manhole at Timor Street, for installation of the necessary pipework to facilitate the Contractors to be able to discharge at the manhole.		
194	21 March 2019	108/19	9.1.3	<p>Lease Agreement Renewal - Renee Yvonne Pirozzi, Jeremy Christopher Fernando, Naomi June White and Adam John Woolacott trading as Snowy Mountains Physiotherapy That Council</p> <p>A. Approve the renewal of a five year Lease with a two year option to Renee Yvonne Pirozzi, Jeremy Christopher Fernando, Naomi June White and Adam John Woolacott</p>	Nicholine Wong	<p>29/05/2019 – NW Ongoing.</p> <p>29/04/2019 - NW Facilities Officer progressing with paperwork .</p> <p>26/03/2019 – NW Facility Officer to take steps to have lease renewal documents drawn up and prepared for execution.</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				trading as Snowy Mountains Physiotherapy; and Authorise the General Manager and Mayor to execute and Affix the Council Seal to the Lease				
195	21 March 2019	109/19	9.1.4	<p>Bombala Health Funding Agreement That Council</p> <p>A. Approve the use of the Sandy Creek Crossing Property rent free for the full time Doctor excluding utilities and immediate lawn and garden maintenance; and</p> <p>Approve a Deed of Agreement be prepared by Council's Solicitor expiring 30/06/2021</p>	Janine Hudson	<p>5/6/2019 JH Documents have been prepared by Solicitor and are with Southern NSW Local Health District for signing.</p> <p>30/4/2019 LB Waiting on Deed of Agreement from Council's solicitor.</p> <p>26/3/2019 JH Notification of result given to Health NSW and Council Solicitor will be requested to prepare a Deed of Agreement.</p>	30/06/2019	N
200	21 March 2019	114/19	9.2.5	<p>Proposed Acquisition of Crown land - Part lot 209 DP 729704 That Council</p> <p>A. Acquire 3210m² of lot 209 DP 729704 by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the</p>	Lyn Bottrill	<p>31/5/2019 – LB Waiting on landowner's Solicitor to respond to correspondence.</p> <p>30/4/2019 – LB Still waiting on the Deed of Agreement.</p> <p>27/03/19 – LB Council's solicitor has been asked to provide a Deed of Agreement for the</p>	31/12/2020	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>Roads Act 1993 for the purpose of road;</p> <p>B. Include minerals in this acquisition;</p> <p>C. Make the necessary applications to the Minister for Local Government and the Governor</p> <p>D. Affix the Common Seal to all documentation required to be sealed to give effect to this resolution; and</p> <p>Request the owner of lot 6 DP 709106 to enter into a Deed of Agreement with Council requiring the owner of that land to be responsible for all costs associated with the acquisition, survey, transfer fees, solicitors fees and LRS fees etc. prior to commencing the process</p>		landowner to cover all costs associated with the land acquisition.		
211	21 March 2019	127/19	13.2	<p>Delegate Disadvantaged Housing</p> <p>That Council continue with the current arrangement of Facilities staff managing the tenants and maintenance on the properties pending community consultation, and bring a report back to Council.</p>	Kelly Heffernan	<p>29/05/2019 – KH</p> <p>Ongoing – Community Consultation Plan is in the draft stages.</p> <p>02/05/2019 – KH</p> <p>Staff are preparing a Community Consultation Plan for the Delegate Community</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
						26 March 2019 – KH Facilities Team to prepare a plan as to the best way to communicate with the Delegate Community.		
216	17 April 2019	140/19	9.1.1	Snowy Monaro Youth Crew (SMYC) Apparel Update That Council <ul style="list-style-type: none"> A. Receive and note the information in the report on the SMYC Apparel, noting that individual item prices have been included in the draft Fees and Charges for 2019-20; B. Endorse the launch of the project and commencement of retail sales from 1 July 2019; C. Endorse the use of a refunds and returns policy for the apparel which is in accordance with the Australian Competition and Consumer Commission (ACCC) guidelines and model policy 	John Graham	30/5/19 – JG: A. Completed. B. Completed – all units ordered and in production. Anticipated brand launch to be undertaken at the end of June. C. A sign will be on display showing the refunds and returns policy for all SMYC Apparel products at the Cooma Visitors Centre. This will go on display with the SMYC products when they arrive. 3/5/19 – MA: Progressing towards the official launch of the merchandise		N
218	17 April 2019	142/19	9.1.3	Non-Renewal of Lease - Starr Alpine Investments That Council <ul style="list-style-type: none"> A. Approve the advertising for use of the space to a suitable health practitioner; and 	Nicholine Wong	29/05/2019 – NW Advertising underway – only one enquiry to date. 29/04/2019 - NW Facilities Officer preparing advertisement for lease of space.	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				B. Authorise the General Manager and Mayor to execute and Affix the Council Seal to the Lease when a suitable tenant is found				
219	17 April 2019	143/19	9.1.4	<p>Extension to Contract for Cleaning Jindabyne Council Offices, Jindabyne Memorial Hall and Level 1, Jindabyne GP Super Clinic - Extension to Contract for Cleaning of Berridale Facilities - Extension to Contract for Cleaning of Council Buildings Cooma</p> <p>That Council</p> <p>A. Extend the Contract for Cleaning Jindabyne Council Offices, Jindabyne Memorial Hall and Level 1, Snowy River Health Centre Jindabyne to 30 October 2019;</p> <p>B. Extend the Contract for cleaning of Berridale facilities to 30 October 2019; and</p> <p>C. Extend the Contract for cleaning of Council Buildings Cooma to 30 October 2019.</p>	Janine Hudson	<p>5/6/2019 JH Contracts is being reviewed by staff to have a Contracts in place by end of October.</p> <p>30/4/2019 LB Contracts have been extended as per the resolution. Contractors have agreed to extension.</p>	30/10/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
227	17 April 2019	151/19	9.2.2	<p>Consolidation of Reserve no. 530002 Centennial Park and Lot 6 DP 758280 Cooma Visitors Centre as one Crown Reserve for General Community Use That Council</p> <p>A. Request that the Crown add lot 6 DP 758280 to Reserve 530002 comprising Centennial Park and add an additional purpose of “General Community Use” to the Reserve.</p> <p>B. Relinquish Licence LI 453017 for the use of the Cooma Visitors Centre when Lot 6 DP 758280 is added to Reserve 530002.</p>	Lyn Bottrill	<p>31/5/2019 – LB Waiting on advice from the Crown regarding process and procedure.</p> <p>30/4/2019 – LB Email has been sent to the Crown requesting that they advise Council of the process on this matter.</p>	30/09/2019	N
241	17 April 2019	166/19	13.1	<p>Purchase of Part Lot 1 DP101714 and Part lot 1 DP 222016 in Commissioner Street Cooma - Flood Mitigation Works Stage 2 That Council</p> <p>A. Rescind Resolution 39/14 of 10 February 2014;</p> <p>B. Offer to purchase lot 4 DP 1242464 \$9,650 ex GST;</p> <p>C. Offer to purchase lot 3 DP 1242464 for the sum of \$5,500 ex GST;</p>	Lyn Bottrill	<p>31/5/2019 – LB Negotiations are ongoing.</p> <p>30/4/2019 – LB The resolution of Council has been sent to Council’s solicitor so that negotiation can take place.</p>	30/06/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>D. Authorise the General Manager to negotiate with the owners of lots 3 and 4 to within 10% of the valuation;</p> <p>E. Calculate the apportionment of property rates from the date of registration of the plan of subdivision (17 December 2018);</p> <p>F. Classify both lots as operational land upon acquisition; and</p> <p>G. Authorise the expenditure and allocate an amount of \$21,450 ex GST in the 2019 Financial Year Budget with funding to be provided from other internal reserves.</p>				
242	16 May 2019	N/A	8.1	<p>Lost Motion</p> <p>DA10.2018.130.1 - Modification to Extractive Industry (Bombala Boral Quarry) - Increase maximum production volume from 100,000 tonnes per annum to 200,000 tonnes per annum</p> <p>That</p> <p>A. Pursuant to section 4.16(1)(a) of the Environmental Planning and Assessment Act 1979 (as amended) approval is granted for DA 10.2018.130.1 to Modify Extractive Industry to increase maximum</p>	Tim Pepperell	<p>30/05/19 – SB:</p> <p>The Applicant has been contacted and advised that the DA was not approved and is to be resubmitted to council.</p>	30/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>production volume from 100,000 tonnes per annum (tpa) to 200,000 tpa. on Lot 229 and Lot 230 DP 756819, High Lake Road, Bombala, 2632, subject to the conditions attached;</p> <p>B. Any person who made a submission is notified according to the regulations.</p>				
243	16 May 2019	177/19	8.2	<p>DA4191/2017 - 10 Lot Community Title Subdivision East Jindabyne</p> <p>That</p> <p>A. Pursuant to section 4.16(1)(a) of the <i>Environmental Planning and Assessment Act 1979 (as amended)</i> it is recommended that the consent for Alpine Sands Stage 4 , ten (10) Lot Community Title Subdivision on Lot 43 DP 1215502 Ph Jinderboine, is granted subject to conditions attached;</p> <p>B. Any person who made a submission is notified according to the regulations; and</p>	Sophie Ballinger	<p>30/05/19 – SB:</p> <p>A. Application approved and determination forwarded to applicant</p> <p>B. Submitters advised</p> <p>Owner has been contacted and a meeting is to be arranged with Peter Smith and Peter Bascomb</p>	30/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				C Council commit to entering into negotiations with the developer including a councillor and the community, to negotiate appropriate pedestrian access to the lake.				
244	16 May 2019	178/19	9.1.1	<p>Section 355 Committee Minutes: Adaminaby Hall, Bibbenluke Hall and Sportsground, Bombala Exhibition Ground and Bungarby Memorial Hall.</p> <p>That Council</p> <p>A. Receive and note the Minutes of the Bombala Exhibition Ground Section 355 Committee meeting held 13 February 2019;</p> <p>B. Receive and note the Minutes of the Bungarby Memorial Hall Section 355 Committee AGM and President/Secretary Report held 6 April 2019;</p> <p>C. Receive and note the Minutes of the Bibbenluke Hall and Sportsground</p>	Erin Donnelly	22/5/2019 ED: No Action Required.	22/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Section 355 Committee meeting held 16 April 2019; and D. Receive and note the Minutes of the Adaminaby Hall Section 355 Committee meeting held 30 April 2019.				
245	16 May 2019	179/19	9.1.2	Monthly Funds Management Report - April 2019 That Council A. Receive and note the report indicating Council's cash and investments position as at 30 April 2019; B. Receive and note the Certificate of the Responsible Accounting Officer.	Mark Nesbitt	23/05/19 – MN A. Receive and note. B. Receive and note. No action required.	16/05/2019	Y
246	16 May 2019	180/19	9.1.3	Proposed Non-Exclusive Deed of Licence Agreement - Monaro Equestrian Association - Berridale Reserve That Council A. Approve the proposal of a non-exclusive Licence for part of the Berridale Reserve Grounds to the Monaro Equestrian Association for a period of two (2) years with	Janine Hudson	5/6/2019 JH Licence Agreement is with the Monaro Equestrian Association for signing.	31/07/2019	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				the option to Renew for a further three (3) year period; and B. Authorise the General Manager to Execute the Licence Agreement				
247	16 May 2019	181/19	9.1.4	Deed of Licence - Bombala Sandy Creek Crossing That Council A. Approve the Deed of Licence at the Sandy Creek Crossing Property for a 12 month period with a further optional period of 12 months at the discretion of Council; and B. Authorise the General Manager to Execute the Deed of Licence.	Janine Hudson	5/6/2019 JH Licence Agreement is with the Licensee for signing, waiting for return of same.	31/07/2019	N
248	16 May 2019	182/19	9.1.5	Arts and Culture Section 355 Advisory Committee membership That Council receive and note the information regarding the membership of the Arts and Culture Section 355 Advisory Committee.	Kristy Harvey	3/6/19 – KM: Item complete	03/06/2019	Y
249	16 May 2019	183/19	9.1.6	New Aged Care Quality Standards Effective from 1 July 2019 That Council receive and note the information in this report and the letter from the Aged Care Quality and Safety	Bianca Padbury	23/05/19 – BP Receive and note – no action required.	16/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Commission advising that the New Aged Care Quality Standards come into effect from 1 July 2019.				
250	16 May 2019	184/19	9.1.7	<p>Minutes - Residential Aged Care Advisory Committee 21 January 2019</p> <p>That Council:</p> <p>A. Receive and note Minutes of the Residential Aged Care Advisory Committee meeting held on 21 January 2019.</p> <p>B. Receive and note Residential Aged Care Advisory Committee Charter adopted on 21 January 2019.</p>	Sandra McEwan	<p>23/05/19 – SM</p> <p>A. Receive and note.</p> <p>B. Receive and note.</p> <p>No action required.</p>	16/05/2019	Y
251	16 May 2019	185/19	9.2.1	<p>CMCA RV Park – Cooma</p> <p>That Council support in principle the development of a CMCA RV park at the Hawkins St site and provide in-kind assistance through internal plant rates.</p>	Glen Hines	<p>05/06/2019 – GH</p> <p>CMCA advised of Council resolution regarding in principle support and will now proceed with more detailed investigation, design and costing for site establishment.</p>	31/12/2019	N
252	16 May 2019	186/19	9.3.1	<p>Compliance and Enforcement Policy</p> <p>That Council adopts the Snowy Monaro Regional Council Compliance and Enforcement Policy.</p>	John Gargett	<p>3/6/19 – KM:</p> <p>Item complete</p>	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
253	16 May 2019	187/19	9.3.2	<p>Floodplain Risk Management Committee recommendation to Council.</p> <p>That Council undertake a strategic analysis of identified risks (Natural Hazard Risk Assessment) throughout the LGA and prioritise the identified gaps.</p>	Pam Vipond	28/05/2019 - PV This action will be implemented by staff from Transport and Infrastructure with the support of Assets and Engineering staff.	30 December 2019	N
254	16 May 2019	188/19	9.3.3	<p>Food Safety Compliance and Enforcement Policies</p> <p>That Council:</p> <p>A. Adopt Snowy Monaro Regional Council Food Safety Compliance Policy; and</p> <p>B. Adopt Snowy Monaro Regional Council Food Safety Enforcement Policy</p>	Gina McConkey	3/6/19 – KM: Item complete	03/06/2019	Y
255	16 May 2019	189/19	9.3.4	<p>SCFMPP Cooma Basketball Stadium and Dalgety Pavilion Contrat Award - Tender Report</p> <p>That Council</p> <p>A. Review and award the packaged works contract to HOMZ4U Pty Ltd, trading as Illustrious Homes as per PWA Tender recommendation; and</p>	Mark Wiggins	23/05/2019 LN Contract awarded.	23/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				B. Authorise the expenditure and allocate an amount of \$407,375 Inc. in the 18/19 Financial Year Budget with funding to be provided from SCFMPP Grants Program				
256	16 May 2019	190/19	9.3.5	<p>Post Community Consultation Report for Snowy Monaro Planning and Land Use Discussion Paper</p> <p>That Council</p> <p>A. Note all formal submissions on the Planning and Land Use Discussion Paper;</p> <p>B. Note most key issues raised throughout community consultation process; and</p> <p>C. Note the Snowy Monaro Planning and Land Use Listening Paper(Attachment 1) to be sent to all participants in community consultation process and placed on Councils your say page for a minimum of 28 days (note further editing and proofing of this document will occur before it is exhibited).</p>	Alexanda Adkins	<p>3/6/19 – KM:</p> <p>A. Complete</p> <p>B. Complete</p> <p>Participants emailed 30 May 2019</p>	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
257	16 May 2019	191/19	9.3.6	<p>Minutes of the Waste Management Committee Meetings That Council</p> <p>A. Receive and Note the Minutes of the Waste Management Committee held on 22 November 2018.</p> <p>B. The recommendations of the meeting of the Waste Management Committee held on 31 January 2019 (WMC1/19) be adopted.</p> <p>a. To support future annual events subject to financial support applications going through the Councils submission process.</p> <p>b. Receive and note the Monaro High Yr 7's 2018 Litter Survey Report and that SMRC staff consider the recommendations provided by the students on Litter Prevention as part of Council planning of future projects.</p> <p>c. Receive, note and authorise the policies provided in the attachments to be distributed for comment within the organisation and to authorise policies provided in the attachments to be presented to Council for adoption after the internal process.</p> <p>d. That the CDS Revenue Share Agreement continue till the end of the</p>	Lorinda Coulton	3/6/19 – KM: A. Complete B. Complete	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>current financial year when assessment of results can be conducted.</p> <p>e. That the Manager Resource and Waste facilities continues to keep the Waste Management Committee updated.</p> <p>f. That the Group Manager Resource and Waste Management continue to work on budgets. Future meetings to be held with the Waste Management Committee to discuss fees and charges.</p> <p>g. That the meeting dates as outlined above be those for the Waste Management Committee for the year.</p> <p>C. The recommendations of the meeting of the Waste Management Committee held on 28 February 2019 be adopted.</p> <p>COMMITTEE RECOMMENDATION WMC1/19</p> <p>a. THAT the minutes of the Waste Management Committee Meeting held on 31 January 2019 are confirmed as a true and accurate record of proceedings.</p> <p>COMMITTEE RECOMMENDATION WMC2/19</p> <p>b. That the Councillors provide feedback on the three policies of</p>				

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>Domestic Kerbside Collection Policy, Bank of Bins Policy and Event Waste Management Policy to the Group Manager Resource & Waste Management by Wednesday, 6 March, 2019. Feedback is to be considered with the draft documents to be advertised for comment.</p> <p>COMMITTEE RECOMMENDATION WMC3/19</p> <p>c. That Council receive and note the information in the report on the Action Sheet</p> <p>COMMITTEE RECOMMENDATION WMC4/19</p> <p>d. That Council</p> <p>i. Receive and note the information in the report and endorse the support for the acceptance of waste and recyclable material collected by registered community groups during the Clean Up Australia Day events.</p> <p>ii. That costs associated with the disposal of Waste and Recyclables from Clean Up Australia Day be allocated to PJ 22005; Illegal Dumping.</p>				

SMRC Resolution Action Sheet – In Progress

			<p>COMMITTEE RECOMMENDATION WMC5/19</p> <p>e. That the following actions be undertaken to achieve cost savings across the Resource and Waste Management Department:</p> <p>i. That a draft survey be presented at the next Waste Committee meeting for distribution at Bredbo, Nimmitabel, Numeralla and Delegate Transfer Stations seeking preferred hours of operation at each site (reduction in operating hours in line with the identified cost saving initiatives) .</p> <p>ii. That community consultation occur on the reduction of operating hours at Council Transfer Stations.</p> <p>iii. That the annual Household Chemical CleanOut program be reduced to one location per year.</p> <p>iv. That community consultation occur with the Michelago community on the establishment of Bank of Bins and to discontinue the Saturday drop off collection service.</p> <p>v. That the amended list of fees and charges, as agreed, be provided to the finance department as part of the annual fees and charges approval process.</p>				
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SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>COMMITTEE RECOMMENDATION WMC7/19</p> <p>f. That the policies of Domestic Kerbside Collection Policy, Bank of Bins Policy and Event Waste Management Policy go out for comment and follow Council process.</p> <p>D. Council receive and note the Committee notes (Nil Quorum) from the Waste Management Committee Meeting held 28 March 2019.</p>				
258	16 May 2019	192/19	9.3.7	<p>SCFMPP-206 Delegate Showground Kiosk</p> <p>SCFMPP-130 Bombala Exhibition Hall</p> <p>That Council</p> <p>A. Review and award the packaged works contract to Davone Constructions Pty Ltd as per PWA Tender recommendation, and</p> <p>B. Authorise the expenditure and allocate an amount of \$273,933 Incl GST</p>	Linda Nicholson	23/05/2019 LN Contract awarded.	23/05/2019	Y
259	16 May 2019	193/19	9.3.8	<p>Tender for realignment of water mains in Short St and Sharp St in Cooma and Nettin Circuit in Jindabyne</p>	Rahul Patel	28/05/2019 – RP Tender has been awarded.	28/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				That Council approves the award of this tender to UTILSTRA Pty Ltd for the amount of \$277,712.80 which comprises of lump sum and rate items based on the recommendation in the tender evaluation report.				
260	16 May 2019	194/19	9.4.1	CLASSIFICATION AND CATEGORISATION OF CROWN LAND IN COUNCIL'S CARE AND CONTROL That Council approve the proposed categorisation of Crown land as per attachment 1 to report Classification and Categorisation of Crown Land in Council's Care and Control	Lyn Bottrill	31/5/2019 – LB Application to the Minister with maps and aerial photos is currently being prepared. One application for change of classification and another for categorisation.	30/09/2019	N
261	16 May 2019	195/19	9.4.2	Population Data That Council receive and note the information in the report on Population Data.	Peter Smith	3/6/19 – KM: Item complete	03/06/2019	Y
262	16 May 2019		9.4.3	Model Code of Conduct That Council: A. Receive and note this report; B. Note that no submissions were made during the public exhibition period; and C. Adopt 250.2016.1.3 Policy Code of Conduct	Ashleigh Pimm	03/06/2016 NB: Policy Code of Conduct has been adopted and published on the Intranet and Internet.	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
263	16 May 2019	197/19	9.4.4	Answers to Questions Without Notice That Council receive and note In Progress Councillor Questions for the period ending April 2019	Amanda Shepherd	22/05/2019 AS: Noted – No action required.	22/05/2019	Y
264	16 May 2019	198/19	9.4.5	Resolution Action Sheet Update That Council receive and note the In Progress Resolution Action Sheet Update for the period ending April 2019.	Amanda Shepherd	22/05/2019 AS: Noted – No action required.	22/05/2019	Y
265	16 May 2019	199/19	9.4.6	Councillor Fees for the 2020 Financial Year That Council A. Pursuant to Section 248 of the <i>Local Government Act 1993</i> , Council fix the annual fee for Councillors for the period 1 July 2019 to 30 June 2020, as the maximum annual amount determined being \$20,280 per councillor payable monthly in arrears as prescribed by the Act; B. Pursuant to Section 249 of the <i>Local Government Act 1993</i> , Council fix the annual fee for the period 1 July 2019 to 30 June 2020, as the maximum annual amount determined being \$44,250, for payment to the	Nola Brady	03/06/2016 NB: Finance provided with revised remuneration details for payment processing.	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				Mayor subject to the deduction there from of such amounts calculated on a daily pro-rata basis, to be paid to the Deputy Mayor in respect of those periods of time when the Mayor is prevented, by absence, illness or otherwise, from acting in the Office of Mayor and the Deputy Mayor is specifically requested to do so by the Mayor; and C. Authorise the expenditure in the 2020 Financial Year Budget with funding to be provided from cost centre 3110.				
266	16 May 2019	200/19	9.4.7	Quarterly Budget Review Statement (QBRs) to March 2019 That Council A. Receive the quarterly budget review statement (QBRs) for the period ended 31 March 2019 B. Authorise the adjustments to the Council's budgeted Income & Expenditure, Capital Expenditure and Cash & Investments as shown in the QBRs	Matt Payne	23/05/19 – MP Recommendation A & B adopted (Resolution No. 200/19) – no further action required.	16/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
267	16 May 2019	201/19	9.4.8	<p>Council Meeting Schedule and Public Forum That Council continues with one Council Meeting per month on the third Thursday of every month.</p>	Nola Brady	03/06/2019 NB: Council Meeting Schedules to be updated to reflect one meeting per month ongoing and changes required to internet and calendar invitations.	03/06/2019	Y
268	16 May 2019	202/19	10.1	<p>Notice of Motion to Rescind a Resolution - SMEC Hydraulic Museum COUNCIL RESOLUTION 126/19</p> <p>We hereby give notice of the following motion of rescission:</p> <p>“That the Council resolution relating to Minutes No. 163/19 Item No. 10.3 Title SMEC HYDRAULIC MUSEUM Passed at the Council meeting held on 17 APRIL 2019</p> <p>That Council:</p> <p>A. Fully support the concept of SMEC Hydraulic Museum B. Communicate to the current SMEC working party tha Council at present is unable to assign resources to this project given</p>	Peter Smith	3/6/19 – KM: Letter notifying SMEC working party advising council resolution on 28 May 2019. Item complete	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p><i>the number of current projects already underway.</i></p> <p>be and is hereby RESCINDED”.</p>				
269	16 May 2019	203/19	10.2	<p>Notice of Motion - SMEC Hydraulic Fluid Mechanics Museum</p> <p>That Council fully support the concept of the SMEC Hydraulic Fluid Mechanics Museum</p>	Peter Smith	3/6/19 – KM: Refer to item 202/19 - complete	03/06/2019	Y
270	16 May 2019	204/19	11.1	<p>Australian Defence force request to use Council Road for evaluation exercise.</p> <p>That Council approves the ADF exercise to be conducted on Rockwell Road Berridale on 11th June, 12th June and 13th June with the following conditions:</p> <p>A. Approval from the Local Traffic Committee be obtained;</p> <p>B. The ADF be responsible for providing information to the affected residents, addressing any concerns raised, and</p> <p>C. The ADF be responsible for obtaining any permissions required to land any helicopter or other aircraft on an owner’s property.</p>	Graham Hope	28/05/2019 - GH Australian Defence Forces have cancelled their request for this current operation after finding a military area to carry out the assessment of the aircraft. However, they would still like to work with SMRC in any future exercises.	21/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
271	16 May 2019	205/19	12.1	Motion of Thanks to Aged Care Staff Mayor Rooney and Councillors would like to extend its thanks to the Aged Care Staff on their efforts in the last 6 months to address the compliance requirement of the Aged Care Authority.	Peter Cannizzaro / Bianca Padbury	23/05/19 – PC Motion of Thanks passed on to Aged Care Staff – no further action required.	16/05/2019	Y
272	16 May 2019	207/19	14.1	Accrued Interest and Legal Fees on Unpaid and Outstanding Rates That Council A. Receive and note this report, and i. resolve to not write-off both accrued interest calculated as at 6 May 2019 in the amount of \$1,685.33 and legal fees incurred calculated as at 6 May 2019 in the amount of \$4,780.62, which have accrued as a result of outstanding rates owed by Alisa J Thaler for Assessment # 10014439 for financial	Peter Cannizzaro	23/05/19 – PC Recommendation A. adopted (Resolution No. 207/19).	16/05/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>years 2014/2015 to 2018/2019, and</p> <p>ii. resolve to not write-off both accrued interest calculated as at 6 May 2019 in the amount of \$1,211.01 and legal fees incurred calculated as at 6 May 2019 in the amount of \$3,766.80, which have accrued as a result of outstanding rates owed by Andrew E Thaler and Alisa J Thaler for Assessment # 10012540 for financial years 2014/2015 to 2018/2019, and</p> <p>iii. resolve that the General Manager re-commence debt collection processes for outstanding rates, accrued interest and legal fees for unpaid and outstanding rates owed by Alisa J Thaler for Assessment # 10014439 and unpaid and outstanding rates</p>				

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				owed by Andrew E Thaler and Alisa J Thaler for Assessment # 10012540 until full payment has been received for both matters.				
273	16 May 2019	208/19	14.2	<p>Replacement of Council's Volvo L70D Wheel Loader. Plant number 9449</p> <p>That Council approve the following:</p> <ul style="list-style-type: none"> A. To purchase the Volvo L60F from CJD Equipment Pty Ltd for \$260,000 excluding GST ; B. Retain Plant 9449 (Volvo L70D) to assist Resource and Waste Management department operations; C. Approve additional funding of \$39,978 from waste reserves; and D. Dispose of Plant 3041 via auction with a reserve set at \$5,000 	Stuart Sturgeon	28/05/2019 – SS Order placed 20 May 2019 – PU024287.	June 2019	N
274	16 May 2019	209/19	14.3	<p>Shared Path Detail Design to Murrumbidgee River Reserve</p> <p>That Council</p>	Alannah Dickeson	3/6/19 – KM: A. Complete Complete – staff progressing with project	03/06/2019	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Item No.	Action	R/Officer	Progress	Estimated Completion Date	Compl Y/N
				<p>A. Receive and note the update on the proposed shared path detailed design;</p> <p>B. Authorise Council staff to continue negotiation of an easement with impacted private land owners and expend all funds necessary, from within the existing project grant funds, to secure easements where required on private property, including compensation of impacted landowners on an equitable basis where required</p>				
275	16 May 2019	210/19	14.4	<p>Legal Actions and Potential Claims Against SMRC as at 30 April 2019 That Council receive and note the information in the Legal Actions and Potential Claims Against SMRC as at 30 April 2019 report.</p>	Sandra McEwan	23/05/19 – SM Receive and note – no action required.	16/05/2019	Y
276	16 May 2019	211/19	14.5	<p>Endorsement of General Manager's Performance Agreement That Council endorse the General Manager's Performance Agreement as recommended by Council's Performance Review Panel.</p>	Peter Bascomb	5/6/19 – Peter Bascomb – Half year review scheduled for 12/6/19	12/06/2019	N

9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Group Manager Governance
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	12.3 Our community is empowered and supported in facilitating community outcomes
Delivery Program Objectives:	12.3.1 Community organisations and individuals have the capacity to apply for a range of grants funding opportunities
Attachments:	<ol style="list-style-type: none">1. Attachment 1- SUMMARY OF REQUESTS - Donations & Sponsorships - Round 1 - July to December 20192. Attachment 2 - Donations and Sponsorships Applications Round 1 2019 - Submissions #1 to #11 (<i>Under Separate Cover</i>)3. Attachment 3 - Donations and Sponsorships Applications Round 1 2019 - Submissions #12 to #23 (<i>Under Separate Cover</i>)4. Attachment 4 - Donations and Sponsorships Applications Round 1 2019 - Submissions #24 to #34 (<i>Under Separate Cover</i>)5. Attachment 5 - Donations and Sponsorships Applications Round 1 2019 - Submissions #35 to #37 (<i>Under Separate Cover</i>)
Cost Centre	3120

EXECUTIVE SUMMARY

This report contains details of all applications received in Round 1 Donation and Sponsorship submissions 2020FY for consideration by Council.

In addition the details of the recurring donations agreed by Council at the ordinary Council meeting on 17 May 2018 resolution number 196/18 are identified for payment in the 2020FY.

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

OFFICER'S RECOMMENDATION

That Council

- A. Authorise the payment of funds for the recurring donations category from the 2020 FY budget totalling \$18,200.00 from account 10.3120.1001.63159; and
 - B. Determine the submissions to be approved for Round 1 Donation and Sponsorship submissions 2020FY; and
 - C. Authorise payment of the approved value from Round 1 Donation and Sponsorship submissions 2020FY to be made from account 10.3120.1001.63160.
-

BACKGROUND

Recurring Donations

The following groups were determined on 17 May 2018 under resolution 196/18 as recurring donations for the term of this elected Council. These Donations have been included in the 2020 FY Budget in account 10.3120.1001.63159.

1. Schools

The 22 Schools will receive a donation of \$100 each towards their presentation days at the end of the year.

Total allocation from the 2020 FY Budget = \$2,200.00

2. Regional Shows

Each of the five identified regional shows will each receive a donation totalling \$2,000 each to cover both cash and in kind donation equivalents, this includes:

- Bombala Show
- Cooma Show
- Dalgety Show
- Delegate Show
- Nimmitabel Show

Total allocation from the 2020 FY Budget = \$10,000.00

3. Major Race Events

The three major race events will each receive a donation totalling \$2,000 each to cover both cash and in kind donation equivalents, this includes:

- Adaminaby Race Day
- Bombala Race Day
- Cooma Race Day

Total allocation for from the 2020 FY Budget = \$6,000.00

Total allocation for recurring donations from the 2020 FY Budget = \$18,200.00

General Submissions for Round 1 Donations and Sponsorships 2020 FY

Submissions were sought from the community for Donations and Sponsorships through direct communication to community groups who had previously engaged Council for support and also through advertising in local papers and radio for the period of 23 April to 24 May 2019.

Council resolved for \$100,000 to be allocated for general submissions with \$50,000 to be applied to each of the two rounds in the financial year.

A total of 37 submissions were received and Table 1 shows a summary of all submissions received for consideration. Two of the submissions have since withdrawn their requests – this is identified on the table.

The total value of submissions received in Round 1 equates to \$126,916.33.

Attachments 2 to 5 of this report contain the application details for the submissions.

Council will need to determine the value to allocate to the requests. Following the resolution from this report all submissions will be contacted advising the outcome.

Governance have received submissions for retrospective requests for events and/or expenses that have already been incurred by applicants. However these items have not been isolated or given preference from any application received.

All applicants making retrospective applications have been advised that there is no guarantee that Council will resolve to approve their applications, and that in future it is recommended they apply prior to the event for consideration.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

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

2. Environmental

Council considers impacts to the environment for all recommendations made in reports, and also considers the environment implications for submissions made through Donation and Sponsorship requests.

3. Economic

Council to consider authorisation of the recurring Donations and Council to determine applications to approve from Round 1 submissions to the value of up to \$50,000.

Estimated Expenditure	Amount	Financial year	Ledger		Account string														
			P	L	1	0	3	1	2	0	1	0	0	1	6	3	1	5	9
Recurring Donations	\$18,200	2020	P	L	1	0	3	1	2	0	1	0	0	1	6	3	1	5	9
Round 1 Submissions	\$TBD	2020	P	L	1	0	3	1	2	0	1	0	0	1	6	3	1	6	0

4. Civic Leadership

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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9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
1	Delegate Public School	In Kind Support - Waste Management for provision of bins -District Cross Country event for March 2019	\$112.55			No donation received in Round 1 or 2 2018. Quote from Council provided in application.
2	The Community Chest Incorporated – Snowy Monaro Region	Funding for Community Christmas Hampers - Christmas 2019		\$4000.00		Donation for same Hampers in 2018 received in Round 1 2018. Cost information on hampers provided in application.
3	Coolamatong Snowy Mountains Country Club	Funding towards advertising sign for Coolamatong Snowy Mountains Country Club		\$2445.00		No donation received in Round 1 or 2 2018. Quote provided in application.
4	Delegate Rodeo Campdraft	In Kind Support – Waste Management for provision of bins and removal of waste for Delegate Campdraft event is April 2018 and April 2019	\$739.00			No donation received in Round 1 or 2 2018. Invoices for Waste Management in application.
5	Michelago Region Community Association -	In Kind Support – Waste Management for provision of bins – Michelago Spring Fair	\$500.00			Donation for Waste Management for Michelago Spring Fair received in Round 1 Donations 2018. Quote from Council provided in application.
6	Mountain Lodge Bombala #190	Funding request to cover Rates for the Bombala Mountain Lodge		\$2036.00		No donation received in Round 1 or 2 2018. Rates statement provided in application.

9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
7	Jennifer Colin School of Dance	In Kind Support - Fee hire / hall waiver fees for Singing & Dance Concert at Memorial Hall	\$786.00			Donation for Fee hire / hall waiver received in Round 1 Donations 2018. Quote from Council provided in application.
8	Cooma & District Kennel & Obedience Club	Funding for fees to cover entries, judging, memberships and raffles. Also to cover funding and expenditure for equipment hire and insurance for event.		\$2000.00		Donation for costs towards same event received in Round 1 Donations 2018. Information on event provided in application.
9	L'Etape Australia 2019	In kind support - Fees waivers for hall hire fees, event waste management, DA fees, and support from Council Crew for 2019 L'etape Australia Event		\$15895.00		Council has provided sponsorship for the past 3 years. Quotes from Council provided in application.
10	Delegate Presbyterian Church	Funding for Rates Assistance for the 1 st and 2 nd rate instalments for the July 2019 to June 2020 period.		\$900.00		No donation received in Round 1 or 2 2018. Funding towards 1 st and 2 nd rate instalments yet to be received from Council. (Based off Rates amount for previous year) Customer aware of acquittal process for any unused funds.
11	Cooma United Rugby League Football Club	In kind support - fee waivers for Stallions Showground Lighting Costs		\$2000.00		No donation received in Round 1 or 2 2018. Calculations on lighting costs for the Ground included in application.
12	Seaside Scavenge	Funding for waste management services, event coordinator costs, equipment and materials,		\$7625.00		No donation received in Round 1 or 2 2018. Quote from Council provided in application. Details of event costs provided in application.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
		contractors, event costs (advertisements, poster, public liability insurance and fuel costs.				
13	Alpine Uniting Church Op Shop	In kind support - Waste Management Removal Fees (Not from SMRC) & Community Engagement around reducing garbage		\$5000.00		Donation for costs towards event received in Round 1 Donations 2018. Information and quote provided in application.
14	Cooma Lambie Street Preschool	Funding for the installation of flagpole and Australian Flag		\$2000.00		No donation received in Round 1 or 2 2018. Information and quote provided in application.
15	Snowy Monaro Arts Council	Funding towards costs of the "RSPCA on the Monaro" Exhibition		\$1150.00		Donation for a different event received in Round 1 Donations 2018. Information on event provided in application.
16	Cooma Monaro Historic Automobile Club	The Australian Early Federation 25 th FX-FJ National Titles				APPLICATION WITHDRAWN.
17	Australian National Busking Championship	Funding for promotion of Regional and National Busking Championships by Cooma Express and Facebook		\$2000.00		No donation received in Round 1 or 2 2018. Information on event provided in application.
18	Bombala	In kind support - Waste Disposal	\$866.25			No donation received in Round 1 or 2 2018.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
	Exhibition Ground Management Committee	for Bombala Exhibition Ground between July and December 2019				Quote from Council provided in application.
19	CWA of NSW - Adaminaby Branch	In Kind Support - DA Fee Reimbursement for Community Markets				APPLICATION WITHDRAWN
20	Southern Table Lands CPE Centre	Clinical Pastoral Education Training Program for pastoral care team at Cooma Hospital		\$3000.00		No donation received in Round 1 or 2 2018. Information on program included in application.
21	Bombala Motorcycle Association	2019 Bombala Bike Show - funding to both support the show as well as waste management fees and hall hire fees. Funding to also rain proof the event by purchasing tents and a stage. Has been issues in the past with wet weather.		\$20000.00		No donation received in Round 1 or 2 2018. No Quotes received with application. Applicants contacted to supply. Group Manager Governance has made contact attempt on 6 June 2019 to get quote information. Secretary Council & Committees contacted Waste and Facilities on 7 June 2019 to obtain quotes for Showground Hire and Waste Management fees. Waste Management \$735 Showground Hire \$991 In addition the committee are waiting on a quote for Marquees to manage weather – estimated at \$10,000. The Committee are also waiting on a quote from a builder for the construction of a stage for the event which has been estimated at approx. \$10,000. Total costs are above the \$20,000 requested the donation / sponsorship is sought to cover part of these costs.

9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
22	Nimmitabel Advancement Group	Funding for the Annual Halloween Trick or Treat Disco Party		\$3000.00		Donation for the same event received in Round 1 Donations 2018. Information and costings for event provided in application.
23	Peakview Bushfire Brigade	Funding for the purchase of an Honour Board to remember all past members who made a significant contribution to the Bush Fire Brigade and who have passed away		\$560.00		No donation received in Round 1 or 2 2018. Quote for signage in application.
24	Lifegate Food Care	Funding for purchase of a fridge and two freezers for the storage of cold food and freezer items.		\$6897.00		No donation received in Round 1 or 2 2018. Information and quote in application.
25	Monaro Dance Centre	Funding request for Costumes Show group - Kids Artistic Revue		\$2279.75		Donation for the same event received in Round 1 Donations 2018. Information and quote in application.
26	Cooma Athletics	Funding for uniforms for Cooma Athletics Club Athletes.		\$1000.00		Donation for a different received Round 1 Donations 2018. Information and quote in application.
27	RSPCA NSW Cooma Volunteer Branch	Funding for Assisted cat desexing program, Last Litter program and feral cat management.		\$2500.00		No donation received in Round 1 or 2 2018. Information on program in application.
28	Nimmitabel Chamber of	Funding for State wide multimedia advertising		\$4000.00		No donation received in Round 1 or 2 2018. Information on event in application.

9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
	Commerce	campaign for Steampunk@ Altitude Festival				
29	Snowy's Place	Funding for Social café provided to Cooma Community on Mondays, providing low cost meals.		\$5000.00		No donation received in Round 1 or 2 2018. Information on project in application.
30	Monaro Committee for Cancer Research	Funding support for the Monaro Spectacular Fundraising Event and support for purchase of ovens.	\$2988.65	\$1208.13		No donation received in Round 1 or 2 2018. Information and quote on event provided in application.
31	Country Education Foundation - Snowy Monaro	Funding for Snowy Monaro Region Scholarships - Country Education Foundation		\$10000.00		No donation received in Round 1 or 2 2018. Information on project in application.
32	The Disability Trust	Funding for the Lab - the Lab is a group of children with disabilities who meet once per week. This is a new initiative for Bombala.		\$6000.00		No donation received in Round 1 or 2 2018. Information on project in application.
33	Monaro Family Support Service	Funding for Venue hire and fuel vouchers to provide help and support to families in the Monaro Region		\$3000.00		Donation for the same event received in Round 1 Donations 2018. Information on project in application.

9.4.8 ROUND 1 DONATION AND SPONSORSHIP SUBMISSIONS FOR THE 2020 FINANCIAL YEAR.

#	Organisation	Request Summary	Requested Value (In Kind)	Requested Value (Cash)	Recommendation	Comment
34	Delegate Progress Association	Funding request to support the "Celebrate our Heritage" event.		\$1360.00		Donation for a different event received in Round 1 Donations 2018. Information on project and cost in application.
35	Lions Club of Jindabyne	Funding request to support the Jindabyne Lions Easter Art Show and Sale	\$2536.00			No donation received in Round 1 or 2 2018. Information and quote in application.
36	Snowy Monaro Arts Council	Funding request for contribution to Insurance of Kawai Grand Piano		\$1000.00		Donation for the same item received in Round 1 Donations 2018. Information and quote in application.
37	Snowy Mountains Quilt Craft Group	In Kind Support for Jindabyne Memorial Hall Hire for April 2019	\$532.00			No donation received in Round 1 or 2 2018. Quote from Council provided in application.
Sub Total Value			\$9060.45	\$117,855.88		
TOTAL AMOUNT REQUESTED:			\$126,916.33			

9.4.9 EMERGENCY SERVICES LEVY INCREASE

Record No:

Responsible Officer: General Manager
Author: Director Corporate and Community Services
Key Theme: 4. Leadership Outcomes
CSP Community Strategy: 10.1 Planning and decision making is holistic and integrated and has due regard to the long term and cumulative effects
Delivery Program Objectives: 10.1.1 Council has a transparent and bold growth objective which provides a framework for decision making
Attachments: 1. OLG Circular No. 19-06 - Changes to Emergency Services Funding Arrangements

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Each year, the NSW Government collects payments from councils and insurers to fund emergency services agencies in NSW, with councils required to pay 11.7% of the budget required by NSW Emergency Services. These charges are embedded in council rates and insurance premiums.

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

OFFICER'S RECOMMENDATION

That Council:

A. Notes:

- a) That last December 2018, the NSW Government enacted laws to provide better workers' compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers.
 - b) That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers' compensation scheme.
 - c) That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation.
 - d) That the expected increase in costs to local governments will be \$19 million in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets.
 - e) That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.
-

- B. Supports Local Government NSW's calls for:
- a) The NSW Government to cover the initial additional \$19 million increase to local governments for the first year, and
 - b) The NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.
- C. Requests the General Manager liaise with Local Government NSW to provide information on:
- a) The impact on council budgets, and
 - b) Council advocacy actions undertaken.
- D. Requests the Mayor:
- a) Write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s to:
 - i. Call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated.
 - ii. Explain how this sudden increase will impact council services / the local community.
 - iii. Highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018.
 - iv. Explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector.
 - v. Ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.
 - b) Copy the above letters to Local Government NSW.

BACKGROUND

On 8 May 2019, Councils received a Circular from the Office of Local Government (attached), outlining the Changes to Emergency Services Funding Arrangements.

From 1 July 2019, the NSW Government plans to collect an additional \$160 million (in financial year 2019/20) from NSW councils, communities and those paying insurance premiums to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of 12 specific work-related cancers.

Snowy Monaro Regional Council received an invoice from Revenue NSW for \$1.072 million for its emergency services levy contribution. This is \$207,000 more than last year's levy (a 24% increase). This will mean council will need to find additional funds and/or cut planned initiatives or services.

Council supports career and volunteer firefighters in NSW – as it does all emergency services workers and volunteers. Indeed, many NSW council staff and councillors are volunteers. We also support the Bill passed in November 2018 to address what was a workers' compensation shortfall.

However, the sector was at no point advised that it would be required to cover the cost via significant increases to the emergency services levy, or what this cost would be.

Proportional to Council's revenue, the extra \$207,000 is a large amount and the impact of this unplanned cost will be felt by the community.

Local Government NSW is calling upon the NSW Government to fund the first 12 months of this extra cost and work with local governments to ensure the implementation of the funding mechanism is fairer into the future.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

There are no perceived social impacts in the preparation of this report.

2. Environmental

There are no perceived environmental impacts in the preparation of this report.

3. Economic

SMRC received an invoice from Revenue NSW for \$1.072 million for its emergency services levy contribution. This is \$207,000 more than last year's levy (a 24% increase). Council will be presented with the budget impact adjustment recorded in the next Quarterly Budget Review Statement for September 2019.

4. Civic Leadership

Council is demonstrating Civic Leadership by making it known to the NSW Premier and Ministers that Council strongly advocates that the NSW Government must work closely with Councils to redesign the funding mechanism for the scheme to ensure fairness into the future as the current approach is impacting Council budgets and ultimately the community. This will mean Council will need to find additional funds and/or cut planned initiatives or services.



Circular Details	Circular No 19-06 / 08 May 2019 /A644248
Previous Circular	NA
Who should read this	Mayors/ Councillors / General Managers
Contact	Refer to <i>Where to go for further information</i>
Action required	Information

Changes to emergency services funding arrangements

What's new or changing

- The NSW Government has made changes to workers' compensation to provide better protection for volunteer and career firefighters affected by work-related cancers.
- The reforms reflect existing arrangements in other States and will ensure those who provide vital community services receive adequate medical care and support.
- This will result in an increase in the cost of providing emergency services across the State, which will be shared, as per the usual funding arrangements between insurance providers, the State Government and local councils.
- The local government share will be 11.7% of the cost of the emergency services levy.

What this will mean for your council

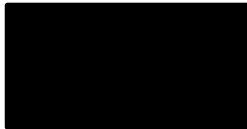
- The increase will be included in the annual emergency services levy paid by councils, commencing 1 July 2019.
- Councils will be able to pay the emergency services levy in quarterly instalments which will lessen the impact of the increase. The first quarterly instalment is not due until 30 September 2019 which provides more time for councils to review their budgets.

Key points

- The new emergency services levy amounts will vary between councils, depending on existing funding formulas.
- Councils should have already received a notice of assessment from Revenue NSW.

Where to go for further information

- Enquiries regarding the new legislative provisions should be directed to the State Insurance Regulatory Authority on 02 9289 1352.
- Enquiries in relation to emergency services levy notices of assessment should be directed to Revenue NSW on 1300 139 817 or ESL@revenue.nsw.gov.au.
- Information on the changes is also available on the [Revenue NSW website](#).



Tim Hurst
Chief Executive

9.4.10 MAKING OF THE 2020 ANNUAL RATES AND CHARGES

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Finance Accountant
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	11.1 Public services and processes are delivered reliably and efficiently in response to community needs
Delivery Program Objectives:	11.1.3 Rates, Fees and Charges are rationalised to support community needs and services
Attachments:	Nil
Cost Centre	4010 Financial Services
Project	2020 Annual Rates and Charges

EXECUTIVE SUMMARY

The making of the rates and annual charges is a legislative requirement as per section 494, 496, 499 and 535 of the *Local Government Act 1993*.

The Minister for Local Government has approved the rate pegging increase of 2.7%. This has been applied in full.

The 2020 rates for the Snowy Monaro Regional Council have been set in accordance with the Local Government (Council Amalgamations) Proclamation 2016 of the 12th May 2016, Item 25 (2): *'The structure for rates applied by a former Council to rates levied for a parcel of land in a former area for the 2015/16 rating year is to be applied by the new Council to that parcel.'*

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

OFFICER'S RECOMMENDATION

That Council approves the making of the rates and charges separately for each category and sub-category in accordance with the approval of increased minimum rates by the Minister for Local Government.

Making of the Levy of Ordinary Rates for the Bombala Region

- A. For the year 2019/20, in accordance with Section 515 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.006857** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount** of **\$598.13** per assessment being 63.41% of the total amount payable on all rateable land categorised as Farmland. This rate is to be named **Farmland**.
 - B. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.017441** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum**
-

amount of \$598.13 per assessment being 17.65% of the total amount payable on all rateable land categorised as Residential Bombala. This rate is to be named **Residential Bombala**.

- C. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.023534** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$598.13** per assessment being 4% of the total amount payable on all rateable land categorised as Business Bombala. This rate is to be named **Business Bombala**.
- D. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.017021** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$439.67** per assessment being 1.78% of the total amount payable on all rateable land categorised as Residential Village. This rate is to be named **Residential Village**.
- E. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.003939** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$439.67** per assessment being 2.91% of the total amount payable on all rateable land categorised as Residential Delegate. This rate is to be named **Residential Delegate**.
- F. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.007953** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$598.13** per assessment being 7.69% of the total amount payable on all rateable land categorised as Residential General. This rate is to be named **Residential General**.
- G. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.013444** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$454.80** per assessment being 0.33% of the total amount payable on all rateable land categorised as Business Delegate. This rate is to be named **Business Delegate**.
- H. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.015129** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$598.13** per assessment being 2.16% of the total amount payable on all rateable land categorised as Business Other. This rate is to be named **Business Other**.
- I. For the year 2019/20, in accordance with Section 517 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.007144** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$598.13** per assessment being 0% of the total amount payable on all rateable land categorised as Mining Ordinary. This rate is to be named **Mining Ordinary**.
- J. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*,

Council make an Ordinary Rate of **0.007142** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount** of **\$598.13** per assessment being 0.04% of the total amount payable on all rateable land categorised as Business – Golf Estate Bombala. This rate is to be named **Business – Golf Estate Bombala**.

- K. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.007151** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount** of **\$598.13** per assessment being 0.03% of the total amount payable on all rateable land categorised as Business – Golf Estate Delegate. This rate is to be named **Business – Golf Estate Delegate**.

Making of the Levy of Ordinary Rates for the Cooma Region

- L. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0063989** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$228.00** per assessment being 19.35% of the total amount payable on all rateable land categorised as Residential. This rate is to be named **Residential**.
- M. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0068027** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$401.00** per assessment being 37.00% of the total amount payable on all rateable land categorised as Residential Cooma. This rate is to be named **Residential Cooma**.
- N. For the year 2019/20, in accordance with Section 515 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0037130** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$565.00** per assessment being 27% of the total amount payable on all rateable land categorised as Farmland. This rate is to be named **Farmland**.
- O. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0056619** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$228.00** per assessment being 0.65% of the total amount payable on all rateable land categorised as Business. This rate is to be named **Business**.
- P. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0174999** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$426.00** per assessment being 16% of the total amount payable on all rateable land categorised as Business Cooma. This rate is to be named **Business Cooma**.
- Q. For the year 2019/20, in accordance with Section 517 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0056619** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base**

amount of \$228.00 per assessment being 0% of the total amount payable on all rateable land categorised as Mining. This rate is to be named **Mining**.

- R. For the year 2019/20, in accordance with Section 517 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.0174999** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount of \$426.00** per assessment being 0% of the total amount payable on all rateable land categorised as Mining **Metalliferous**. This rate is to be named **Mining Metalliferous**.

Making of the Levy of Ordinary Rates for the Snowy-River Region

- S. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.004700** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 48.63% of the total amount payable on all rateable land categorised as Residential. This rate is to be named **Residential**.
- T. For the year 2019/20, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.007026** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 8.7% of the total amount payable on all rateable land categorised as Residential Rural. This rate is to be named **Residential Rural**.
- U. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.011232** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 10.65% of the total amount payable on all rateable land categorised as Business. This rate is to be named **Business**.
- V. For the year 2019/20, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.009071** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 6.91% of the total amount payable on all rateable land categorised as Business Electricity Generation. This rate is to be named **Business Electricity Generation**.
- W. For the year 2019/20, in accordance with Section 515 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.005727** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 25.12% of the total amount payable on all rateable land categorised as Farmland. This rate is to be named **Farmland**.
- X. For the year 2019/20, In accordance with Section 517 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.011232** rate in the dollar on the land value. In accordance with Section 548 of the *Local Government Act 1993*, Council make a **minimum amount of \$585.07** per assessment being 0% of the total amount payable on all rateable land categorised as Mining. This rate is to be named **Mining**.

- Y. Council resolves that for the year 2019/20, the minimum allowable interest rate of 7.5% be

applied to all outstanding rates and charges.

Levy of Rates

Z. That the rates as made be levied for the 2019/20 year by service of a Rates and Charges Notice pursuant to section 546 of the *Local Government Act 1993*.

ANNUAL CHARGES

Waste Management

That in accordance with Section 496, Section 501 and Section 502 of the *Local Government Act 1993*, Council make an Annual Charge for Waste Management Services.

Waste Management Charge	\$121.00
Domestic Waste Collection Service	\$251.00
Domestic Waste Collection – Upsize to 240L Bin from 120L Bin	\$150.00
Domestic Recycling Collection Service	\$119.00
Domestic Food and Garden Organic Collection Charge (Cooma-Monaro Region ONLY)	\$55.00
Domestic Waste Vacant Land Charge	\$20.00
Bank of Bins Charge	\$242.00
Wheel Out/Wheel In Service	\$888.00
Commercial Waste Management	
Adaminaby/Bredbo/Bombala/Delegate/Nimmitabel/Michelago Areas (If Kerbside Collection Services are provided)	
240L Bin	\$449.00
360L Bin	\$668.00
Commercial Recycling Management	
Adaminaby/Bredbo/Bombala/Delegate/Nimmitabel/Michelago Areas (If Kerbside Collection Services are provided)	\$197.00
Commercial Food and Garden Organic Management	
Cooma-Monaro Region	\$140.00

Liquid Trade Waste

That in accordance with Section 501 of the *Local Government Act 1993*, Council make an annual

2020	\$924	\$924	\$1,445	\$2,366	\$3,697	\$5,777	\$9,764	\$13,002	\$14,789	\$23,108	\$51,992
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Sewer Usage Charge – Non Residential
Non-Residential Usage Charge - \$1.03 with discharge factor of 0.6 based on water meter readings multiplied by the discharge factor. Where the reading is taken directly from a Sewer Flow Meter, the discharge factor shall not apply.

Pipes, Rails and Structures
That in accordance with the provisions of Section 611 of the *Local Government Act 1993*, Council may make an Annual Charge for any rail, pipe, wire, pole, cable, tunnel or structure laid, erected, suspended, constructed or placed on, under or over a public place.

The annual charge for 2020 shall be:

1. Under a public place \$742 per kilometre
2. On or over a public place \$154 per pole or structure

BACKGROUND

The making of the rates and charges is a legislative requirement as per Section 494, 496, 535 and 548 of the *Local Government Act 1993*. The Minister of Local Government has approved the rate pegging increase of 2.7%.

The additional Annual Charges for Waste, Onsite Sewage Management and Liquid Trade Waste will be levied on the Rates Notice and classified within the Financial Statements under Rates & Annual Charges.

Annual Charges for Water Access and Sewer Access will be charged through the issue of Water Notices on a Tri-annual basis in relation to the former Snowy River Local Government Area.

Waste Management Charge Amendments:

At the 6 December 2018 Ordinary Council Meeting Council resolved to remove multiple Waste Access Charges to properties, under resolution 548/18. The Waste Committee received a report on the proposed Waste Fees and Charges for the 2019/20 financial year at the 28 February 2019 meeting. The report clarified the basis of the changes to the waste access charge as no such charge exists. As clarified with Clr Stewart the charge being referred to is the Waste Management Charge. Clr Stewart also clarified that the change to the Waste Management Charge was to apply to Vacant Farmland Properties. Having considered the matter The Waste Management Committee resolved to increase the charge to \$121 per annum, with the charge being removed from vacant farmland and residential rural properties, under resolution number WMC 6/19.

Council has the option to reduce the charge to \$117.50 per annum, if it chose to only remove vacant farmland properties (properties greater than 40 hectares) from the list of eligible properties.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The making of the rates and charges will provide for equity within and between generations.

2. Environmental

The making of the rates and charges has no perceived impact on the environment within Snowy Monaro Regional Council.

3. Economic

Total estimated ordinary rates to be raised from the 2020 Rates is \$16,270,136

The total estimated revenue by category raised for Snowy Monaro Regional Council;

Total SMRC Revenue By Category

Business	\$ 2,514,489	15%
Residential	\$ 8,572,365	53%
Farmland	\$ 5,183,282	32%
Mining	\$ -	0%
	\$ 16,270,136	100%

Total SMRC Revenue By Former Local
Government Area

Bombala	\$ 2,496,829	15%
Cooma-Monaro	\$ 7,470,829	46%
Snowy River	\$ 6,302,478	39%
	\$ 16,270,136	100%

Rate Peg Increase since 2016/17

Year	IPART Rate Peg Increase	SMRC Approved Rate Increase
2017	1.80%	1.80%
2018	1.50%	1.50%
2019	2.30%	2.30%
2020	2.70%	2.70%

4. Civic Leadership

The making of the rates and charges complies with legislative requirements.

13. 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:

13.1 Boundary Adjustment for Boundary Street Berridale - Acquisition of Private Land

Item 13.1 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.

13.2 Legal Actions and Potential Claims Against SMRC as at 31 May 2019

Item 13.2 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

13.3 Cooma Office - Render Repair and Paint Tender

Item 13.3 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.

13.4 Tender for the Design, Construction and Commissioning of New Fluoride Dosing Plants at East Jindabyne, Jindabyne Water Supply Systems

Item 13.4 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 (di) of the Local Government Act because it contains and 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.

13.5 Bombala and Delegate Water Supply System

Item 13.5 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.
5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.