



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting**  
**17 November 2022**

## **STATEMENT OF ETHICAL OBLIGATIONS**

Councillors are reminded of their oath or affirmation of office made under section 233A of the Local Government Act 1993 and their obligations under the Council's code of conduct to disclose and appropriately manage conflicts of interest.

### **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 Chief Executive Officer, or another Council employee to determine whether or not a person may have a conflict of interest.

### **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 and Council employees 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 Chief Executive Officer are to be made.

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

The Council Code of Meeting Practice is a requirement of Part 2, Division 1 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 Mayor, members of staff, delegates of the Council and members of the public attending a Council or a meeting of a committee of Council.

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### **Acknowledgement of 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 Council's website [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au)*

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

**ON THURSDAY 17 NOVEMBER 2022  
COMMENCING AT 1:00PM**

**BUSINESS PAPER**

- 1. OPENING MEETING**
- 2. ACKNOWLEDGEMENT OF COUNTRY**
- 3. COUNCILLOR REQUEST FOR ATTENDANCE VIA AUDIO-VISUAL**
- 4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 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 20 October 2022
  - 7.2 Closed Session of the Ordinary Council Meeting held on 20 October 2022
- 8. PLANNING AND DEVELOPMENT APPLICATION MATTERS**  
Nil
- 9. OTHER REPORTS TO COUNCIL**
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	<i>Item 14.1 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>	



**9.1.1 RE-EXHIBITION OF DRAFT LAND USE STRATEGIES**

Record No: I22/684

**OFFICER'S RECOMMENDATION**

That Council endorse the draft land use strategies to be placed on public exhibition for a minimum of 56 days.

**ISSUES**

The Settlements Strategy (Attachment 1) has been revised based on submissions although largely retains its previous form. The Settlements Strategy has been simplified and shortened where possible.

The following table outlines the changes made to the draft Settlements Strategy.

<b>Issue</b>	<b>Changes made</b>
Document too long and technical	Simplified by removing the Section 9.1 Ministerial Directions, which are now contained within the Planning Proposal document.
Jerangle zoned RU1 Primary Production does is not reflective of its status as a village	Based on feedback received from the Jerangle community that a Village zone would better reflect the area and allow for potential services. Jerangle is proposed to be rezoned RU5 Village.
Adaminaby Village zone	A more structured town zoning has been prepared for Adaminaby.
Berridale Industrial Land	Reviewed and reduced proposed industrial zone land at Berridale to avoid rural residential properties and reduce land use conflict. The change was made in response to feedback from nearby residents.
Consistency with SAP Master Plan	The draft Settlements Strategy has been updated to provide clarity, consistency and alignment with the Snowy Mountains Special Activation Precinct Master Plan as published on the Planning Portal.
Council land at Hawkins Street	The Hawkins Street community requested that Council owned land along the Cooma Creek at Hawkins Street be zoned RE1 Public Recreation. This change is supported.
Change Zoned for Residential Land at East Jindabyne	The zoning of residential land in East Jindabyne outside of the Growth Areas, is proposed to change to R2 Low Density Residential to reflect the low-density suburban nature of development and neighbourhood character.

9.1.1 RE-EXHIBITION OF DRAFT LAND USE STRATEGIES

Further consideration of Kalkite	Kalkite has been included in the settlements strategy process for further consideration of growth and development opportunities. Initially it was planned to be included in the SAP process. As it has not been included in that process it now needs to be considered as part of the regional land use strategy.
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Since the first draft of the draft Rural Land Use Strategy (RLUS) was released, the Department of Primary Industries has released ‘Planning for agriculture in rural land use strategies’ (Attachment 3). The revised version of the RLUS considers and is consistent with this guidance.

The revised version of the draft RLUS (Attachment 1) has been completely restructured and now focuses around seven policy objectives, which has simplified and shortened the document.

The following table outlines the changes made to the draft RLUS.

Issue	Changes made
Proposed C3 Environmental Management Zone	<p>All rural zoned land that was proposed to become an Environmental/Conservation Zone within the previous draft RLUS has now reverted to RU1 Primary Production or become RU2 Rural Landscape Zone.</p> <p>The RU2 Rural Landscape Zone benefits from all allowable activities under the Local Land Services Act.</p> <p>The change to RU2 reflects the continued agricultural use of the land.</p>
Minimum Lot Size	<p>The approach to minimum lot size (MLS) has been reviewed. Advice from the Community Reference Group was that a consistent methodology was necessary (particularly in relation to Zone RU1 Primary Production).</p> <p>Zone RU1 Primary Production – Zone applied to majority of rural land, minimum lot size approach is based on dividing areas into sub-regions and analysing land capability and existing holding sizes to identify MLS.</p> <p>Zone RU2 Rural Landscape – Zone applied to areas of steep slope, erodible soils, high biodiversity values and is category 1 bushfire prone. MLS approach is based on Planning for Bushfire Protection 2019 and is 200ha.</p> <p>Zone RU4 Primary Production Small Lots – Zone applied to rural land around service centres where land fragmentation has occurred. MLS proposed to be 40 ha.</p>

9.1.1 RE-EXHIBITION OF DRAFT LAND USE STRATEGIES

Dual Occupancy in rural areas	Dual occupancy proposed to be permissible in RU1 Primary Production, RU2 Rural Landscape, RU4 Primary Production Small Lots, C3 Environmental Management Zones.
Lacks opportunity for diversity	The RU4 Primary Production Small Lots provides opportunities for diversity and innovation on smaller lots. These areas are identified within discrete areas to limit the road impacts but 40ha is large enough to undertake many boutique or artisan agricultural land uses, provide for rural infrastructure as well as buffer areas.
Document too long and technical	<p>The RLUS has been re-drafted and is now focused around 7 policy positions.</p> <p>All of the proposed LEP clauses have been removed and are contained within the full draft of the SMRC Local Environmental Plan (LEP).</p> <p>The policy context has been relocated to an appendix of the draft RLUS.</p> <p>Section 9.1 Ministerial Directions are now contained within the Planning Proposal document.</p> <p>Hyperlinks to relevant documents embedded throughout.</p>

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Economic Activity	Low	Low	Yes
Environmental Security	Medium	Low	Yes
External Political Environment	Medium	Medium	Yes
Financial Sustainability	Medium	Low	Yes
Legislative Governance and Compliance	High	Low	Yes
Reputation and Image	High	Medium	Yes
Service Delivery	Medium	Low	Yes

The land use strategies are important inputs into the Draft LEP. Without proceeding with these strategies and the draft LEP, Council risks an LEP that is becoming more and more out of date. Without keeping pace with current policy and practice, Council risks being left in a position with unworkable and inconsistent LEPs, which raises issues of equity.

Some of the recommendations of the land use strategies may be controversial. However, these recommendations are based on ensuring that Council is financially sustainable into the future,

particularly in relation to asset acquisition and infrastructure provision and maintenance. The Settlements Strategy recommends residential and rural residential growth is provided in locations where safe, and efficient infrastructure provision is possible. The approach taken by the draft RLUS is to ensure that agricultural land use is sustained in a viable state into the future, but also recognises the limitations and constraints of some fragile parts of our environment.

### **FINANCIAL IMPACTS**

The draft land use strategies have been drafted and re-drafted using existing staff time and resources, with some specialist input from mapping consultants to assist in data analysis and presentation.

The recommendation will be implemented (i.e. exhibition) utilising funds from Council's adopted Strategic Planning budget.

Both of the land use strategies implement a more sustainable approach to infrastructure delivery across the LGA. The land use strategies encourage development where suitable infrastructure is or can be provided. This has long term beneficial impact to Council's infrastructure service delivery and financial sustainability.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

### **OPTIONS CONSIDERED**

While not a desirable option, Council could choose to adopt the land use strategies without further public exhibition.

### **IMPLEMENTATION PLANS**

Engagement on Version 2 of both the Settlements and Rural Land Use Strategy is anticipated to run from Monday 21 November 2022 to Monday 6 February 2023. The following actions are proposed to implement the recommendation of this report.

- Emails to previous submitters on land use strategies to make them aware of the inclusion of this report within the November 17 Council meeting
  - Mail out to all ratepayers
  - Face to face sessions (2 hours) in towns and villages over two weeks from Saturday 3<sup>rd</sup> Dec to Friday 16<sup>th</sup> Dec
  - Face to face sessions with Local Aboriginal Land Council's and other Aboriginal stakeholders
  - Online consultation opportunities with specific stakeholder groups (i.e. farming groups, Landcare, development industry)
  - Online consultation opportunities with the general public
  - Newspaper notification – Monaro Post (every Wednesday for the entire exhibition period)
  - YourSay page
-

- Digital mapping portal
- Social Media
- Supplementary material
  - Old vs new plan comparison
  - FAQs (minimum lot size and subdivision, agritourism)

## **EXISTING POLICY/DECISIONS**

The Settlements and Rural Land Use Strategies are core deliverables of the Snowy Monaro Local Strategic Planning Statement (LSPS).

- *Action 2.2 Prepare a Rural Land Use Strategy which considers the visual importance of the rural landscapes throughout the region.*
- *Action 5.1 Council will prepare a detailed Rural Land Use Strategy.*
- *Action 8.3 Council will prepare a Settlements Strategy that provides planning direction for the unique towns and villages of the region utilising the planning priorities and objectives identified in this document.*
- *Action 8.7 Council will prepare a Rural Land Use Strategy which provides strategic direction responding to the diverse rural landscapes across the region*

The following resolution is also of relevance to this report. The relevant part to this report is underlined.

From the 18 March 2021 Ordinary Meeting (52/21):

*That Council:*

*A. Receive and note the post exhibition report Consultation Report – Draft Rural Landuse Strategy March 2021;*

*B. Send the Consultation Report – Draft Rural Landuse Strategy March 2021 to all who provided written feedback and place the report on SMRC YourSay page for community view;*

*C. Publish all submission with personal details of all individuals redacted;*

*D. Amend proposed Environmental zones to be maintained as existed in the Bombala, Cooma-Monaro and Snowy River LEP's prior to merger. (i.e. remove all proposed new environmental zones as identified in the Draft Rural Landuse Strategy and Draft Settlement Strategy.);*

*E. Consult and work with individual landowners on the revised approach;*

*F. Establish a steering/advisory working group/committee as soon as practical, consisting of all Councillors and relevant staff. Permit this working group/committee to invite representatives, as necessary. The working group/committee's principle aim is to:*

*a. Review and progress land use planning, zoning and methodologies used in the Draft Rural Landuse Strategy consistent with Ministerial direction(s), legislation(s) and regulation(s).*

*b. Completely review the methodology behind Minimum Lot Sizes*

*c. Review and progress the relationship between the Draft Rural Landuse Strategy and Settlement Strategy*

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*d. Report to the Council briefing sessions, as necessary*

*e. Consider all feedback and amend the Draft Rural Landuse Strategy;*

*G. When developed, re exhibit the revised Draft Rural Landuse Strategy for 56 days for feedback;*

*H. When developed, re exhibit the Draft Settlement Strategy for 56 days further feedback*

*I. Cooma and Berridale heavy vehicle alternate routes be moved to the long term strategic plan*

## **BACKGROUND**

Council exhibited the first version of the Settlements and Rural Land Use Strategies between 19 October 2020 and 1 February 2021. A post exhibition report was brought to Council on 18 March 2021.

Aspects of the resolution actioned to date includes:

1. Sending the Consultation Report – Draft Rural Land Use Strategy March 2021 to all who provided written feedback and placing the report on SMRC YourSay page for community view;
2. Publishing all submissions on the relevant YourSay page;
3. All proposed zone changes from rural zones to environmental zones have been removed from the draft Land Use Strategies and draft Snowy Monaro Regional LEP.
4. A Community Reference Group (CRG) was established consisting of councillors and relevant staff, as well as members of the community selected by the councillors. The CRG met throughout 2021 to discuss and provide advice on the approach to zoning and minimum lot size methodology.

Council is now in a position to consult with individual land owners on the revised approach.

All ratepayers will be notified by letter that the land use strategies and the draft LEP are out on public exhibition for review and comment.

## **ATTACHMENTS**

1. Revised Draft Rural Land Use Strategy *(Under Separate Cover)*
  2. Draft Rural Land Use Strategy - Appendix 1, 2 and 3 *(Under Separate Cover)*
  3. Planning for Agriculture in Rural Land Use Strategies *(Under Separate Cover)*
  4. Revised Draft Settlements Strategy *(Under Separate Cover)*
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## 9.1.2 PLANNING PROPOSAL - DRAFT COMPREHENSIVE SNOWY MONARO REGIONAL LOCAL ENVIRONMENTAL PLAN

Record No: 122/685

### RECOMMENDATION

That Council

- A. Undertake 56 days of consultation concurrently with the draft Land Use Strategies;
- B. Submit the planning proposal to the Minister of Planning for a gateway determination; and
- C. Proceed with further consultation on the planning proposal in the event the NSW Department of Planning and Environment issues a gateway determination.

### ISSUES

To allow Council to prepare a new Local Environmental Plan (LEP) Council has to submit a planning proposal to provide the justification required for preparing a new comprehensive LEP.

Submitting a request for a gateway determination is a checkpoint for a planning proposal where the NSW Department of Planning and Environment (DPE) reviews the planning proposal to ensure it has strategic merit and whether the planning proposal should proceed or requires additional work or changes, not the adoption of the plan itself.

A new Snowy Monaro Regional Local Environmental Plan (SMR LEP) will provide a single set of land use planning guidelines across the Snowy Monaro LGA and progress the strategic objectives within Council's primary land use planning policy document, the Snowy Monaro Local Strategic Planning Statement 2020 (LSPS).

The planning proposal demonstrates how the SMR LEP will be consistent with and further State government planning legislation, policy and guidance including consistency with:

- the Standard Instrument LEP
- Ministerial Directions (Section 9.1 of *Environmental Planning and Assessment Act 1979*)
- State Environmental Planning Policies (SEPPs)
- State and regional strategies and policies

### THE PLANNING PROPOSAL

Council must prepare a Local Environmental Plan consistent with the requirements of [Division 3.4 Environmental Planning instruments - LEPs](#) of the *Environmental Planning and Assessment Act 1979*. The planning proposal (Attachment 1) has been prepared in accordance with the [Local Environmental Plan Making Guideline](#) prepared by the Department of Planning and Environment.

A planning proposal must be prepared to provide the information and justification required to review or amend a LEP. The planning proposal comprises of 5 key elements summarised below:

- Part 1: Objectives and Intended Outcomes

- Part 2: Explanation of Provisions
- Part 3: Justification
  - Section A – Need for the Planning Proposal
  - Section B – Relationship to Strategic Planning Framework
  - Section C – Environmental, Social and Economic Impact
  - Section D – Infrastructure (Local, State and Commonwealth)
  - Section E – State and Commonwealth interests
- Part 4 - Mapping
- Part 5 - Community Consultation
- Part 6 - Project Timeline

### Summary of Substantive Changes

The proposed comprehensive LEP seeks to consolidate the three existing LEPs. Some amendments proposed are minor in nature or constitute a 'like for like' translation. Table 1 below summarises where substantial changes are proposed.

Table 1 Summary of substantive changes

Substantive changes	Justification
<p><b>Rezone areas of Zone R2 Low Density to R1 General Residential in areas within 10 minutes walk or 800m of Cooma town centre</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 9 Provide a variety of housing options throughout the Snowy Monaro</p> <p>Planning Priority 12 Capitalise on growth and change by preparing for new business and population</p> <ul style="list-style-type: none"> <li>• Action 12.4 Council will plan for and encourage growth in areas with infrastructure capacity through strategic planning documents such as the Settlements Strategy</li> </ul> <p><u>Snowy Monaro 2042 Community Strategic Plan</u></p> <p>Objective 1.4: We are a safe and caring community</p> <ul style="list-style-type: none"> <li>• Providing employment, education, and social opportunities to encourage young people to stay or move to the region and make it their home</li> </ul> <p><u>South East &amp; Tablelands Regional Plan 2036</u></p> <p>Direction 24 Deliver greater housing supply and choice</p> <ul style="list-style-type: none"> <li>• Action 24.3 Promote increased housing choice, including townhouses, villas and apartments in strategic centres and locations close to existing services and jobs</li> </ul> <p>Direction 25 Focus housing growth in locations that maximise</p>



	<p>infrastructure and services</p> <p>Direction 27 Deliver more opportunities for affordable housing</p> <ul style="list-style-type: none"> <li>Action 27.1 Deliver greater housing affordability by incorporating policies and tools into local housing strategies and local planning controls that will enable a greater variety of housing types and incentivise private investment in affordable housing</li> </ul>
<p><b>Rezone land at East Jindabyne from RU5 Village and R5 Large Lot Residential to Lot R2 Low Density Residential to reflect the existing land use and to prevent land use conflict that these zones may cause. Maintain existing lot size to reflect existing densities and subdivision patterns</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 8 Use appropriate evidence based planning controls to respond to a diverse region and provide for the recreational needs of the community and tourists</p> <ul style="list-style-type: none"> <li>Action 8.1 Council will develop an LEP and supporting planning documents which respond to the individual needs of various communities/landscapes/localities.</li> </ul> <p>Planning Priority 9 - Provide a variety of housing options throughout the Snowy Monaro</p> <p><u>South East and Tablelands Regional Plan 2036</u></p> <p>Direction 22: Build socially inclusive, safe and healthy communities</p>
<p><b>Down zone undeveloped lots which have been assessed as posing a significant flood risk if developed in Cooma, Bredbo and Berridale</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 11 Foster resilient, enduring and safe local communities using land use planning controls which address local and regional natural hazards</p> <p><u>South East and Tablelands Regional Plan 2036</u></p> <p>Direction 16: Protect the coast and increase resilience to natural hazards</p> <p><u>Draft Settlements Strategy</u></p> <p>Implement Recommendations from Flood Risk Management Plans and Studies.</p> <p>Recommendation PM 03 of the Snowy Monaro Regional Council Flood and Floodplain Risk Management Studies November 2020</p>
<p><b>Introduce town zones in Berridale and Adaminaby (moving away from RU5 Village Zone)</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 8 Use appropriate evidence based planning controls to respond to a diverse region and provide for the recreational needs of the community and tourists</p> <ul style="list-style-type: none"> <li>Action 8.6 Council will review zone structure for Berridale town and surrounding growth possibilities</li> </ul>

<p><b>Reduce and rationalise the 5km R5 Large Lot Residential rings surrounding Berridale and Adaminaby, noting that some of this land is locally significant agricultural land or constrained by slope, vegetation or bush fire.</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 5 Promote, grow and protect agricultural production and industry</p> <ul style="list-style-type: none"><li>• Action 5.2 Council will prepare a consolidated LEP which prevents the fragmentation of agricultural and resource lands, but facilitates rural related development and value add agriculture.</li></ul> <p>Planning Priority 11 Foster resilient, enduring and safe local communities using land use planning controls which address local and regional natural hazards</p> <p><u>South East &amp; Tablelands Regional Plan 2036</u></p> <p>Direction 8 Protect important agricultural land</p> <p>Direction 28 Manage rural lifestyles</p>
<p><b>Introduce Zone RU2 Rural Landscape in environmentally constrained land and increase the minimum lot size to limit dwelling densities</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 3 Identify, protect and encourage restoration of environmental values of the Snowy Monaro Region</p> <p>Planning Priority 11 Foster resilient, enduring and safe local communities using land use planning controls which address local and regional natural hazards</p> <p><u>South East and Tablelands Regional Plan 2036</u></p> <p>Direction 15 Enhance biodiversity connections</p> <p>Direction 16: Protect the coast and increase resilience to natural hazards</p> <p><u>Community Strategic Plan 2042</u></p> <p>Objective 3.2: Have in place land use controls that protect the natural environment landscape including visual and scenic values</p> <ul style="list-style-type: none"><li>• Develop land use plans so that development is sensitive to the region’s natural environment and heritage</li></ul> <p><u>Draft Rural Land Use Strategy</u></p> <p>Limit the density of residential development in high risk bushfire prone areas through zoning, permissible land uses and increases to minimum lot size within the LEP</p> <p>Introduce the RU2 Rural Landscape zone to provide certainty and clarity on the direction of land use within areas that are more constrained</p>

**Introduce Zone RU4 Primary Production Small Lots around towns with strong tourism focus or where this is to be enhanced and where the minimum lot size is already lower so as not to encourage any additional significant fragmentation of land.**

#### Snowy Monaro LSPS

Planning Priority 5 Promote, grow and protect agricultural production and industry

- Action 5.3 Council will investigate agri-tourism opportunities around the corridor identified in figures 19 and 28 of the LSPS and recommend land uses that maximise innovation and diversification potential in local farming

#### Snowy Monaro 2042 Community Strategic Plan

Objective 2.1: Have increased work opportunities available enhanced by innovation

- Improve the value generated from tourism

#### South East & Tablelands Regional Plan 2036

Objective 3 Develop the Snowy Mountains into Australia's premier year-round alpine destination

Objective 5 Promote agricultural innovation, sustainability and value-add opportunities

- Action 5.2 Encourage value-add agricultural opportunities through flexible planning provisions in local strategies and local environmental plans
- Action 5.3 Encourage co-location of related value-added agricultural industries to maximise infrastructure, decrease supply chain costs, increase economies of scale and attract further investment

Objective 9 Grow tourism in the region

Snowy Monaro specific priority Create a diverse and strong year-round tourism sector by maximising the opportunities associated with international flights at Canberra Airport and cruise ship visitation at the Port of Eden, and promoting year-round visitation in alpine areas

#### Snowy Mountains Special Activation Precinct Master Plan

- Australia's Alpine capital leveraging the existing strengths of the Snowy Mountains winter tourism industry and the Precinct's unique alpine environment to create a high-quality year-round destination that generates new jobs and economic development opportunities
- The Precinct will host an exciting mix of new tourism

attractions and activities to grow annual visitation to the Precinct from domestic and international visitor markets. Support for the arts and culture sector will see the expansion of local experiences, events and festival offerings

- The Precinct will protect environmental values including biodiversity, Aboriginal and European heritage and landscape character by limiting development to areas of existing disturbance within Kosciusko National Park and applying avoidance principles to development design across the Precinct
- Prioritisation of eco-tourism principles to educate visitors on sustainability and promote the Precinct's landscape and biodiversity values, particularly those within the Kosciuszko National Park

Draft Rural Land Use Strategy

The Zone RU4 Primary Production Small Lots is applied to existing fragmented agricultural areas within proximity to tourism centres to provide for Agritourism opportunities and other complementary cultural and environmental tourism land uses

**Increase minimum lot sizes in rural areas (where necessary) to prevent fragmentation and protect the productive capacity of rural land to ensure the continued use of rural land for the dominant agricultural purposes that exist in the region.**

Snowy Monaro LSPS

Action 5.2 Council will prepare a consolidated LEP which prevents the fragmentation of agricultural and resource lands, but facilitates rural related development and value-add agriculture

Action 9.6 Council will implement planning controls, which limit potential land use conflict

Snowy Monaro 2042 Community Strategic Plan

Objective 1.4: We are a safe and caring community

- Ensure important agricultural and forestry land is identified and continues to be used for agricultural and forestry production

South East & Tablelands Regional Plan 2036

Direction 8: Protect important agricultural land

- Action 8.2 Protect identified important agricultural land from land use conflict and fragmentation and manage the interface between important agricultural land and other land uses through local environmental plans

Draft Rural Land Use Strategy

Maintaining or increasing minimum lot sizes considering:

	<ul style="list-style-type: none"> <li>• the typical agricultural land uses in the area</li> <li>• the agricultural capability of the land; and</li> <li>• typical holdings sizes</li> </ul>
<p><b>Additional land at Rosemeath (Bombala) is rezoned E4 General Industrial</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 12 Capitalise on Growth and Change by Preparing for New Business and Population</p> <p><u>Snowy Monaro CSP</u></p> <p>Objective 2.1: Have increased work opportunities available enhanced by innovation</p> <ul style="list-style-type: none"> <li>• Identify actions to encourage increased manufacturing</li> </ul> <p>Objective 2.2: Improve the affordability of living within the region</p> <ul style="list-style-type: none"> <li>• Develop high value employment opportunities</li> </ul> <p><u>South East &amp; Tablelands Regional Plan 2036</u></p> <p>Direction 12: Promote business activities in urban centres</p>
<p><b>Remove the Zones R5 Large Lot Residential and RU5 Village from the dwelling entitlement clause. This means that land within these zones will not need to meet the minimum lot size to be able to construct a dwelling (as is currently the case)</b></p>	<p><u>Snowy Monaro LSPS</u></p> <p>Planning Priority 9 Provide a variety of housing options throughout the Snowy Monaro</p> <p><u>Snowy Monaro 2042 Community Strategic Plan</u></p> <p>Objective 1.4: We are a safe and caring community</p> <ul style="list-style-type: none"> <li>• Providing employment, education, and social opportunities to encourage young people to stay or move to the region and make it their home</li> </ul> <p><u>South East &amp; Tablelands Regional Plan 2036</u></p> <p>Direction 24 Deliver greater housing supply and choice</p> <ul style="list-style-type: none"> <li>• Action 24.3 Promote increased housing choice, including townhouses, villas and apartments in strategic centres and locations close to existing services and jobs</li> </ul> <p>Direction 28 Manage rural lifestyles</p> <p>Direction 25 Focus housing growth in locations that maximise infrastructure and services</p> <p>Direction 27 Deliver more opportunities for affordable housing</p> <ul style="list-style-type: none"> <li>• Action 27.1 Deliver greater housing affordability by incorporating policies and tools into local housing strategies and local planning controls that will enable a greater variety of housing types and incentivise private investment in affordable housing</li> </ul>

<b>Rezone land at Smiths Road from C3 Environmental Management to C4 Environmental Living</b>	<u>Snowy Monaro LSPS</u> Planning Priority 8 Use appropriate evidence based planning controls to respond to a diverse region and provide for the recreational needs of the community and tourists <ul style="list-style-type: none"><li>Action 8.1 Council will develop an LEP and supporting planning documents which respond to the individual needs of various communities/landscapes/localities</li></ul> Planning Priority 9 Provide a variety of housing options throughout the Snowy Monaro <u>South East &amp; Tablelands Regional Plan 2036</u> Direction 22: Build socially inclusive, safe and healthy communities Snowy Monaro specific priority Leverage the area’s access and proximity to Canberra to create new opportunities for housing <u>Draft Rural Land Use Strategy</u> Investigate the Environmental Living (C4) zone being applied to the least constrained areas within the northern end of the Smiths Road locality
<b>Incorporate recommendations from the Bombala Heritage Study 2018 into Schedule 5 of the LEP.</b>	<u>Snowy Monaro LSPS</u> Planning Priority 1 Protect and enhance the cultural and built heritage of the Snowy Monaro <u>Snowy Monaro 2042 Community Strategic Plan</u> Objective 1.3: Our region’s cultural identity is respected and embraced <ul style="list-style-type: none"><li>Preserve and protect historically significant sites</li></ul> <u>South East &amp; Tablelands Regional Plan 2036</u> Direction 23 Protect the regions heritage

## ASSESSMENT OF STRATEGIC ALIGNMENT

### South East and Tablelands Regional Plan 2036

The South East and Tablelands Regional Plan (SETRP) is the overarching strategic land use plan for the South East and Tablelands area, outlining the strategic vision for guiding land use planning decisions for the region to 2036.

The South East and Tablelands region consists of nine local government areas: Bega Valley, Eurobodalla, Goulburn Mulwaree, Hilltops, Queanbeyan-Palerang, Snowy Monaro, Upper Lachlan, Wingecarribee and Yass Valley. The vision of this regional plan is;

*“A borderless region in Australia’s most geographically diverse natural environment with the nation’s capital at its heart.”*

The SETRP sets the following regional goals:

- A connected and prosperous economy
- A diverse environment interconnected by corridors
- Healthy and connected communities
- Environmentally sustainable housing choices

The planning proposal is a consolidation of planning instruments applying to the amalgamated Snowy Monaro LGA and is considered to be consistent with the goals of the SETRP 2036.

Specific information on the consistency of the planning proposal with the South East and Tablelands Regional Plan is available in Attachment 1 to this report, within Section B, Question 3. The table within this section of the planning proposal outlines all those directions and actions which are relevant to this planning proposal and how the planning proposal is consistent with these directions and actions.

### **Snowy Monaro Local Strategic Planning Statement 2020**

Local strategic planning statements focus on the vision and priorities for land use within the local government area and is Council's primary land use planning policy document.

The LSPS is Council's 20 year vision is underpinned by the following themes:

1. A Sustainable Environment with a Vibrant Connection to Heritage and Culture
2. Our Thriving Economy
3. Vibrant Places to Live Work and Play
4. Infrastructure to Support Growth and Change

These four themes are supported by the implementation of 12 core planning priorities in the LSPS that provide guidance for Snowy Monaro's strategic plans and studies, and a basis for the proposed consolidation in this comprehensive planning proposal as shown below.

The actions of the LSPS will be advanced through the implementation of the LEP. Heritage Conservation Areas and other Heritage Items will be reviewed to ensure a comprehensive and accurate Heritage Register, including those items of significance identified within the Bombala Shire Heritage Study 2018. Planning controls such as zone and minimum lot size can be used influence the density of development will be used within the LEP that protect and enhance the scenic landscape of the Region.

The LEP will provide opportunities to grow the local economy within the Region as it utilises planning controls protect our important agricultural industries and allow for value add and diverse rural land use including agritourism opportunities. The LEP seeks to prevent those land uses that that are incompatible or may lead to land use conflict and have a negative effect on our prosperous rural sector. The LEP will respond to the individual needs of the various communities, landscapes and localities throughout the Region by reviewing zoning controls in places like Berridale and Adaminaby to reflect their growth and evolution from villages to towns. A diversity of housing options will be enabled through the LEP by up-zoning of some areas of residential land to capitalise on existing infrastructure. The most current flood study and mapping will inform permissibility of development to mitigate flood risk.

Specific information on the consistency of the planning proposal with the LSPS and the Community Strategic Plan (CSP) is available in Attachment 1 to this report, within Section B, Question 4. The table within this section of the planning proposal outlines all those planning priorities and actions which are relevant to this planning proposal and how the planning proposal is consistent with these planning priorities and actions.

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### State Environmental Planning Policies (SEPPs)

Specific information on the consistency of the planning proposal with the State Environmental Planning Policies is available in Attachment 1 to this report, within Section B, Question 6. The table within this section of the planning proposal outlines all of the SEPPs and how the planning proposal is consistent with the SEPPs.

### Section 9.1 Ministerial Directions

Specific information on the consistency of the planning proposal with the Ministerial Directions is available within (Attachment 1) to this report, within Section B, Question 7. The table within this section of the planning proposal outlines all of the Ministerial Directions and how the planning proposal is consistent with the Ministerial Directions.

### Project Timeline

Step / Date	Milestone
1 – November 2022	Report to Council to request Gateway Determination from DPE. Refinement of Consultation Plan and Communications Strategy for Draft Snowy Monaro Regional LEP & Land Use Strategies to be presented to ELT & Council.
2 - November/December 2022	Gateway Determination Request sent to DPE.
3 - November 2022 to February 2023	8 weeks+ public consultation and exhibition while DPE concurrently assess and issue a Gateway Determination.
4 – February 2023	Gateway Determination received from DPE.
5 - February to May 2023	Government Agency consultation and additional studies undertaken if required.
6 – June/July 2023	28 day (or as prescribed by Gateway) public notification of planning proposal.
7 – July to August 2023	Consideration of submissions. Amend Snowy Monaro Regional LEP/Planning Proposal and report to Council for endorsement and request for LEP to be made legislation.
8 – September 2023	Report revised LEP and Planning Proposal to Council for endorsement.
9 - October 2023	Send endorsed SMR LEP to DPE and NSW Parliamentary Counsel for legal drafting.
10 – November 2023 – January 2024	Minister of Planning makes and publishes the Snowy Monaro Regional Local Environmental Plan.



## **CONCLUSION**

The planning proposal is consistent with the state and local strategic planning framework and should be progressed to gateway determination. The proposal is considered to be consistent with relevant legislation, ministerial directions and state environmental planning policies.

Accordingly, the proposal is recommended to be sent to the DPE for a gateway determination, whilst Council concurrently undertakes at least 56 days of public consultation.

If a favourable Gateway determination is issued, the proposal may proceed subject to the conditions of the Gateway being met, including formal referral to government agencies and public exhibition of the proposal for a further 28 days.

## **BACKGROUND**

In early 2019, Council commenced the strategic planning program with the Snowy Monaro Region Planning and Land Use Discussion Paper 2019. The discussion paper, together with ten weeks of consultation culminated in the inaugural LSPS. The LSPS was adopted in May 2020 and has been endorsed by DPE.

The Snowy Monaro LSPS 2020 provides the background and direction to prepare a new comprehensive LEP for the Snowy Monaro Regional LGA, identifying a need to develop a Settlements Strategy and Rural Land Use Strategy, which would inform the comprehensive LEP. Council prepared and exhibited version one of the Settlements and Rural Land Use Strategies from 19 October 2020 to 1 February 2021. Version two of the land use strategies have been prepared, taking into consideration feedback from the community, stakeholders and the Community Reference Group that was established.

Several actions within the LSPS recommend the development of a comprehensive LEP including:

- 3.1 Council will review the Rural Land Use Strategy and Biodiversity Study to inform zoning and additional local provisions in preparation of an LEP.
- 5.2 Council will prepare a consolidated LEP which prevents the fragmentation of agricultural and resource lands, but facilitates rural related development and value add agriculture.
- 8.1 Council will develop an LEP and supporting planning documents which respond to the individual needs of various communities/landscapes/localities.

Since the inception of the current Council, five workshops have been held to inform the content of the land use strategies and the new LEP, as well as one briefing to provide information on the process required to establish a new LEP.

## **Gateway Determination**

The gateway determination is a checkpoint for a planning proposal to review strategic merit and whether the planning proposal should proceed. Planning proposals are dynamic documents that are subject to revision throughout the planning proposal process. Seeking a gateway determination at this stage of the process does not prevent further changes resulting from public exhibition and stakeholder feedback. The benefit of submitting the request for gateway determination at this stage is that it will save time and enable Council to receive the gateway determination and commence actioning the conditions, such as consultation with agencies and the preparation of additional technical studies if required.

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There is the option to submit the request for a gateway determination at the conclusion of the preliminary consultation. However, this will delay the process by several months, without any additional community benefit and require an additional round of consultation. Council could undertake consultation after the gateway process, but this means that the planning proposal is out in the community, but Council is not engaging with the community. This would create increased confusion and concern from the community as to why the Council is not consulting with them on the plans.

The Department of Planning and Environment will review the proposal. This includes:

- a high-level check of the planning proposal to ensure the package meets the minimum administrative requirements
- a strategic merit assessment of the proposal against relevant district plan, regional plan, LSPS, section 9.1 Directions, SEPPs and any Department endorsed local strategy
- an assessment of potential environmental, social, economic, and infrastructure impacts of the proposal
- obtain high level advice and guidance from the Department's legal team or PCO (where required)
- seek agency and policy advice and/or comments, where required or where an authority or government agency has not consulted at the pre-lodgement stage
- review proposed community consultation and expected timeframe for the proposal

The gateway determination will specify the following and contain conditions relating to:

- whether the planning proposal is supported to proceed or not
- any necessary technical studies or supporting studies
- whether the planning proposal needs to be amended
- the required minimum community consultation requirements
- required consultation with State or federal agencies and authorities; and
- the timeframe within which the planning proposal must be progressed.

### **What is an LEP?**

A LEP is a legal document prepared by Council and approved by the NSW State Government to regulate land use and development.

LEPs provide the regulatory framework for planning decisions, outlining the land use zones, permissible and prohibited development, standards for development and other matters for consideration when a development application is assessed. The [Standard Instrument Local Environmental Plan](#) provides a 'template' that all NSW councils must use as the basis for their LEP.

The Standard Instrument uses standardised content including:

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- Standard land use zones which sets out:
  - standard zone objectives; and
  - mandated permitted and prohibited uses.
- Standard land use definitions;
- Standard clauses; and
- Standard layout, numbering and formatting.

Additional information on the clauses in the LEP can be found in the following document:

[Preparing LEPs using the Standard Instrument: Standard Clauses](#)

The Standard Instrument LEP Template includes 5 parts, 6 schedules, associated mapping and the dictionary.

- Part 1- Preliminary
- Part 2 - Permitted or prohibited development
- Part 3 – Exempt and Complying Development
- Part 4 – Principle Development Standards
- Part 5 – Miscellaneous Provisions
- Schedule 1 - Additional permitted uses (Clause 2.5 relates)
- Schedule 2 - Exempt Development (Clause 3.1 relates)
- Schedule 3 - Complying Development (Clause 3.2 relates)
- Schedule 4 - Classification or reclassification of public land (clause 5.2 relates)
- Schedule 5 Environmental Heritage (clause 5.10 relates)
- Schedule 6 Pond-based and tank-based aquaculture (Clause 5.19 relates)
- Dictionary

Councils are able to include additional local provisions, which are relevant to their local government area. The draft Snowy Monaro Regional LEP includes Part 6, and 7, which are additional local provisions. Part 8 Growth Areas was added by the Department of Planning as a result of the Snowy Mountains Master Plan.

Part 6 deals with Land release areas and has been included as it relates to areas that do not currently contain any public utility infrastructure. This clause comes directly from the existing Snowy River LEP 2013.

Part 7 deals with local constraints such as riparian lands and wetlands, scenic protection areas, terrestrial biodiversity, landslip that are to be considered during the development assessment process.

Part 8 Growth Areas relates to the growth areas identified by the Snowy Mountains Master Plan. This section requires that a Development Control Plan must be prepared for these areas before they are developed. This clause was inserted into the Snowy River LEP 2013 by the Department of Planning as a result of the Snow Mountains Master Plan on 1 July 2022.

### **Current LEPs**

As an amalgamated Council, there are three separate LEPs currently in place across the Snowy Monaro Region relating to the former LGAs:

- Bombala LEP 2012
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- Cooma-Monaro LEP 2013
- Snowy River LEP 2013.

There are various inconsistencies across the current LEPs, but importantly, there has been no comprehensive review of these instruments in the 10 years since they were made.

### **Integrated Planning and Reporting Suite**

The drafting of a Local Environmental Plan is identified within Council's Integrated Planning and Report Suite as follows:

#### Delivery Program 2022-2026

##### Development of the new Local Environmental Plan (LEP)

The new LEP will bring three different planning schemes into one, providing increased simplicity for all users of the system. This will make it easier for developers to work within the region, through a clearer and simpler set of rules and clearer direction on what is and is not permissible. Overall, it is expected that the outcome will be that future development will meet the community's expectations as to where and how it should be occurring and reduce conflict over development that is not as was expected.

#### Operational Plan 2022-2023

##### Development of the new local environmental plan (LEP) - Staged development plan

The new LEP will bring three different planning schemes into one, providing increased simplicity for all users of the system. This will make it easier for developers to work within the region, through a clearer and simpler set of rules and clearer direction on what is and is not permissible. Overall, it is expected that the outcome will be that future development will meet the community's expectations as to where and how it should be occurring and reduce conflict over development that is not as was expected

## **CONSULTATION**

The draft planning proposal is intended to be on formal public notification for a minimum period of 28 days, or as specified in the gateway determination. This consultation is likely to occur in mid-2023. This public notification period is intended to take place post agency consultation, as is customary.

Prior to the notification required by DPE, Council intends to undertake 56 days (8 weeks) of public consultation in accordance with Council resolution 52/21 (below) which would exhibit and consult on the Draft Settlements Strategy and Draft Rural Land Use Strategy alongside the draft LEP and planning proposal.

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**COUNCIL RESOLUTION**

**[51/21]**

That Council:

- A. Receive and note the post exhibition report *Consultation Report – Draft Rural Landuse Strategy March 2021*;
- B. Send the *Consultation Report – Draft Rural Landuse Strategy March 2021* to all who provided written feedback and place the report on SMRC YourSay page for community view;
- C. Publish all submission with personal details of all individuals redacted;
- D. Amend proposed Environmental zones to be maintained as existed in the Bombala, Cooma-Monaro and Snowy River LEP's prior to merger. (i.e. remove all proposed new environmental zones as identified in the Draft Rural Landuse Strategy and Draft Settlement Strategy.);
- E. Consult and work with individual landowners on the revised approach;
- F. Establish a steering/advisory working group/committee as soon as practical, consisting of all Councillors and relevant staff. Permit this working group/committee to invite representatives, as necessary. The working group/committee's principle aim is to:
  - a. Review and progress land use planning, zoning and methodologies used in the Draft Rural Landuse Strategy consistent with Ministerial direction(s), legislation(s) and regulation(s).
  - b. Completely review the methodology behind Minimum Lot Sizes
  - c. Review and progress the relationship between the Draft Rural Landuse Strategy and Settlement Strategy
  - d. Report to the Council briefing sessions, as necessary
  - e. Consider all feedback and amend the Draft Rural Landuse Strategy;
- G. When developed, re exhibit the revised Draft Rural Landuse Strategy for 56 days for feedback;
- H. When developed, re exhibit the Draft Settlement Strategy for 56 days further feedback
- I. Cooma and Berridale heavy vehicle alternate routes be moved to the long term strategic plan

**Moved Councillor Haslingden**

**Seconded Councillor Ewart**

**CARRIED**

During this 8 week+ period, Council intends to place all relevant material on:

- Council website (Your Say Page)
- Letters to all landowners advising of the public exhibition period and avenues for finding our further information.
- Provide a publicly available mapping portal, which identifies the current land use planning controls under the existing LEPs and the proposed land use planning controls within the draft Snowy Monaro Regional LEP.

A consultation strategy will be provided in accordance with the requirements of the Gateway Determination and Council's Community Participation Plan.

- FAQs and Information Guide which outlines the changes from the first version of the land use strategies to the revised version.
- Your Say page with link through to publicly available mapping portal
- Hard copies at Council Offices
- Notifications to ratepayers
- Notification within Council's weekly communique within the Monaro Post
- Notification to relevant stakeholders (adjoining Councils, State agencies, and Business Chambers)

The draft LEP has been informed by initial consultation undertaken with relevant community stakeholders. In early 2019 Council released the Land Use Discussion Paper for comment over a 10-week period to prompt discussion in relation to the LSPS and future land use planning in the Snowy Monaro region. At the same time, a 'YourSay' page went live with supporting material including the discussion paper, a survey, interactive maps and an idea's board. The discussion paper was also circulated to community groups, government agencies, industry and other key stakeholders. The community consultation process saw Council engage with over 300 community members face to face at community consultation meetings and drop-in sessions.

Although somewhat restricted by Covid-19, further consultation was undertaken as part of the LSPS in early 2020.

The draft Settlements Strategy was publically exhibited alongside the Rural Land Use Strategy from 20 October 2020 to 1 February 2021. Consultation included drop in sessions, workshops, community meetings, online meetings and online consultation.

Council has prepared the revised Draft Settlements Strategy, Draft Rural Land Use Strategy and planning proposal based on the above consultation, but also with the input of Councillors (briefings and workshops) and members of the Community Reference Group established in response to the Council resolution above.

**RESPONSIBLE OFFICER** Senior Strategic Land Use Planner

#### **ATTACHMENTS**

1. Snowy Monaro Comprehensive LEP Planning Proposal (*Under Separate Cover*)
  2. Draft Snowy Monaro Regional Local Environmental Plan (LEP) and Explanatory Notes (*Under Separate Cover*)
  3. Draft Land Zone Map (*Under Separate Cover*)
  4. Draft Lot Size Map (*Under Separate Cover*)
  5. Draft Strategic Bushfire Study - Smiths Road (*Under Separate Cover*)
  6. Bombala Shire Area Heritage Study Volume 1 Report (*Under Separate Cover*)
  7. Bombala Shire Area Heritage Study Volume 2 Inventory (*Under Separate Cover*)
  8. Heritage Items - Supporting Information (*Under Separate Cover*)
  9. Snowy Monaro Employment Lands and Rural Lands Analysis (*Under Separate Cover*)
  10. Snowy Monaro Biodiversity Study - Final Report (*Under Separate Cover*)
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**9.1.3 DRAFT DEVELOPMENT SERVICING PLANS**

Record No: I22/754

**OFFICER’S RECOMMENDATION**

That Council endorse the draft Snowy Monaro Development Servicing Plan (attached) to be placed on public exhibition for a minimum of 42 days.

**ISSUES**

The development or redevelopment of land for residential, commercial, or industrial purposes creates a need for additional capacity in water supply and sewerage systems. Developer charges are up-front charges levied to recover part of the infrastructure costs incurred in servicing new developments or additions/changes to existing developments. If costs are not received through the development when the demand is being approved it needs to be recovered through the raising of annual charges and fees to users of the system.

SMRC’s existing Developer Servicing Plans (DSPs) were prepared before the issue of the most recent guidelines, the newest of which was prepared in 2011. Their age and that new guidelines are in place indicate they should be reviewed. Council also needs a consistent approach across the region to contributions.

Local water utilities (LWUs) may elect to cap the developer charges for small villages to maintain affordability and avoid ‘stranded’ assets in such villages. LWUs may also limit other developer charges to maintain affordability, subject to adopting a commercial developer charge which recovers a significant proportion of the capital cost of the infrastructure.

Based on the calculated cost using a standard methodology several localities developer charges were considered cost prohibitive. Various cross-subsidy options have been considered, and these are discussed below in the ‘Options considered’ section of this report.

The recommended charges apply cross-subsidies to Adaminaby, Dalgety, Nimmitabel, Kalkite, Bombala and Delegate. The cross-subsidy is the difference between the annual bill with the calculated maximum developer charge and the proposed lower developer charge. These subsidies need to be funded from the annual and user charges from the users of the services. The recommended cross subsidy will result in an increase in an annual water supply bill of \$7.48 and an increase in an annual sewerage bill of \$2.19.

The table below summarises recommended development charges for water and wastewater based on service areas and appropriate cross-subsidy options.

**Table 1 – Recommended Draft DSP Charges**

Service Area	Water Charge Per ET	Sewer Charge Per ET	Total DSP Charge Per ET
Adaminaby	\$6,622*	\$15,971	\$22,593*
Berridale	\$6,622	\$15,971	\$22,593
Bombala	\$6,622	\$658*	\$7,280*
Bredbo	\$6,622	N/A	\$6,622

9.1.3 DRAFT DEVELOPMENT SERVICING PLANS

<b>Cooma</b>	\$6,622	\$11,892	<b>\$18,514</b>
<b>Dalgety</b>	\$6,622*	N/A	<b>\$6,622*</b>
<b>Delegate</b>	\$0	\$658*	<b>\$658*</b>
<b>East Jindabyne</b>	\$6,622	\$15,971	<b>\$22,593</b>
<b>Jindabyne</b>	\$6,622	\$15,971	<b>\$22,593</b>
<b>Kalkite</b>	\$6,622*	\$15,971	<b>\$22,593*</b>
<b>Nimmitabel</b>	\$6,622*	\$658	<b>\$7,280*</b>

\*Denotes service areas with cross-subsidies to reduce charge per ET.

### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	Low	Yes
Economic Activity	Medium	Medium	Yes
Environmental Security	High	Low	Yes
External Political Environment	Medium	Medium	Yes
Financial Sustainability	High	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Medium	Low	Yes
Reputation and Image	Medium	Medium	Yes
Service Delivery	High	Low	Yes

The draft DSP has been prepared in accordance with the NSW Government's guidance and relevant legislation to ensure risk reduction. Council's current plans are over ten years old and require updating to reflect Council's capital works program and asset management plans to ensure charges are suitable. The draft plan provides a financially sustainable framework for water and wastewater infrastructure required to service new development.

### FINANCIAL IMPACTS

It is projected that the recommended DSP charges combined will generate approximately \$10,000,000 in additional revenue for Council's Water and Wastewater infrastructure delivery over the life of the plan (10 years). It should be noted that the additional revenue is required to meet the additional demands placed on Council's water and wastewater network, resulting in a cost-neutral outcome for Council. Table 2 below shows a comparison to existing charges.

The maximum developer charge is the amount calculated under the guidelines that is the maximum amount that the Council could possibly charge for new development.

**Table 2 – Comparison of existing and proposed charges**

Service Area	Current Charge	Proposed Charge	Change	Maximum Developer Charge
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9.1.3 DRAFT DEVELOPMENT SERVICING PLANS

Adaminaby	\$18,596.23	22,593	+\$3,996.77	\$82,740
Berridale	\$17,686.97	22,593	+\$4,906.03	\$22,593
Bombala	\$5,242.70	7,280	+\$2,037.30	\$18,514
Bredbo	\$7,999.48	6,622	-\$1,377.48	\$6,622
Cooma	\$16,419.06	18,514	+\$2,094.94	\$18,514
Dalgety*	\$0.00*	6,622	+\$6,622.00	\$39,267
Delegate	\$2,754.27	658	-\$2,096.27	\$7,419
East Jindabyne*	\$23,283.89*	22,593	-\$690.89	\$22,593
Jindabyne	\$13,881.12	22,593	+\$8,711.88	\$22,593
Kalkite	\$15,216.62	22,593	+\$7,376.38	\$29,413
Nimmitabel	\$16,419.06	7,280	-\$9,139.06	\$39,925

**Note:** East Jindabyne is currently divided into several service areas. An average of these charges were taken to identify an average combined charge.

**RESPONSIBLE OFFICER:** Team Leader Strategic Planning

### OPTIONS CONSIDERED

Several different options were considered in regard to DSP charges. An option considered was to not apply a cross-subsidy for charges. However, this would have resulted in developer charges of over \$80,000 in Adaminaby and approximately \$40,000 in Dalgety and Nimmitabel, and this is likely to be cost-prohibitive for development, which is not the desired outcome.

The cross-subsidy options considered are as follows:

#### Water

Maximum developer charges for water vary from \$66,769 to \$0 based on service areas. Charges, particularly for Adaminaby, Dalgety and Nimmitabel, are considered high and are likely to present significant cost barriers to development in these areas. Given the relatively low growth forecast in the areas as opposed to Jindabyne, Berridale and Cooma, applying a high cross-subsidy does not significantly impact annual bills (\$7.48) and will make administration of the developer charge clearer and more accessible.

**Table 3 Cross-Subsidy Option 1 – Recommended**

Service Area	Maximum Developer Charge	Proposed Developer Charge	Cross-subsidy to developer charge
Adaminaby	\$66,769	\$6,622	\$60,147
Bombala	\$6,622	\$6,622	0
Bredbo	\$6,622	\$6,622	0
Cooma	\$6,622	\$6,622	0

Dalgety	\$39,267	\$6,622	\$32,645
Delegate	\$0	\$0	0
East Jindabyne and Berridale	\$6,622	\$6,622	0
Jindabyne	\$6,622	\$6,622	0
Kalkite	\$13,442	\$6,622	\$6,819
Nimmitabel	\$39,267	\$6,622	\$32,645

Cross-subsidy option 1 would result in an increase in annual water bill of \$7.48

**Table 4 - Cross-Subsidy Option 2**

Service Area	Maximum Developer Charge	Proposed Developer Charge	Cross-subsidy to developer charge
Adaminaby	\$66,769	\$13,442	\$53,328
Bombala	\$6,622	\$6,622	0
Bredbo	\$6,622	\$6,622	0
Cooma	\$6,622	\$6,622	0
Dalgety	\$39,267	\$13,442	\$25,825
Delegate	\$0	\$0	0
East Jindabyne and Berridale	\$6,622	\$6,622	0
Jindabyne	\$6,622	\$6,622	0
Kalkite	\$13,442	\$13,442	\$6,819
Nimmitabel	\$39,267	\$13,442	\$25,825

Cross-subsidy option 2 would result in an increase in annual water bill of approximately \$6.37

### Wastewater

The maximum developer charges for wastewater vary from \$15,971 to \$658. The charges are less varied as they are for water and the higher charges are in Adaminaby, Kalkite, Jindabyne and Berridale, which are locations currently experiencing high land values. As such, the charges are generally not considered cost-prohibitive, and consideration could be given to not applying a cross-subsidy.

As the areas of higher charges, particularly Jindabyne and Berridale are expected to experience high growth and significant development, cross-subsidising these areas will result in a substantial increase in annual bills, which should be taken into consideration.

It should be noted that maximum charges for Bombala (\$11,892) and Delegate (\$7,419) represent a substantial increase on current charges, and this may deter investment. Due to the relatively low population projection for these service areas, a cross-subsidy for these two service areas would increase annual bills by \$2.19, as shown in cross-subsidy option 3. As such, cross-subsidy option 3 is recommended.

**Table 5 - Cross-Subsidy Option 1 Wastewater**

Service Area	Maximum Developer Charge	Proposed Developer Charge	Cross-subsidy to developer charge
Adaminaby	\$15,971	\$7,419	\$8,552
Bombala	\$11,892	\$7,419	\$4,473
Berridale	\$15,971	\$7,419	\$8,552
Cooma	\$11,892	\$7,419	\$4,473
Delegate	\$7,419	\$7,419	0
Jindabyne & East Jindabyne	\$15,971	\$7,419	\$8,552
Kalkite	\$15,971	\$7,419	\$8,552
Nimmitabel	\$658	\$658	0

Cross-subsidy option 1 would result in an increase to annual wastewater bills of \$37.15

**Table 6 - Cross-Subsidy Option 2 Wastewater**

Service Area	Maximum Developer Charge	Proposed Developer Charge	Cross-subsidy to developer charge
Adaminaby	\$15,971	\$11,892	\$4,079
Bombala	\$11,892	\$11,892	0
Berridale	\$15,971	\$11,892	\$4,079
Cooma	\$11,892	\$11,892	0
Delegate	\$7,419	\$7,419	0
Jindabyne & East Jindabyne	\$15,971	\$11,892	\$4,079
Kalkite	\$15,971	\$11,892	\$4,079
Nimmitabel	\$658	\$658	0

Cross-subsidy option 2 would result in an increase to annual wastewater bills of \$13.20

**Table 7 Cross-Subsidy Option 3 Wastewater – Recommended**

Service Area	Maximum Developer Charge	Proposed Developer Charge	Cross-subsidy to developer charge
Adaminaby	\$15,971	\$15,971	0
Bombala	\$11,892	\$658	\$11,234
Berridale	\$15,971	\$15,971	0
Cooma	\$11,892	\$11,892	0
Delegate	\$7,419	\$658	\$6,670
Jindabyne & East	\$15,971	\$15,971	0

9.1.3 DRAFT DEVELOPMENT SERVICING PLANS

<b>Jindabyne</b>			
<b>Kalkite</b>	\$15,971	\$15,971	0
<b>Nimmitabel</b>	\$658	\$658	0

Cross-subsidy option 3 would result in an increase to annual wastewater bills of \$2.19

### IMPLEMENTATION PLANS

If Council resolve to place the draft DSP on public exhibition Council staff will organise and prepare public exhibition material such as:


- Content for a YourSay Page
- Exhibition notice in the Monaro Post
- Community information sessions
- Direct notification to relevant stakeholders

At the conclusion of public exhibition the feedback will be collated, draft DSP amended as required and reported back to Council for consideration.

### EXISTING POLICY/DECISIONS

The preparation of new regional development servicing plans (DSPs) for the Snowy Monaro region is identified in Council’s Delivery Program and Operational Plan as per excerpts below.

#### Snowy Monaro Delivery Program 2022-26

Prepare Development Servicing Plans (DSPs)		\$65,598
Section 64 of the Local Government Act 1993 allows contributions to be levied towards the provision of water, sewerage and stormwater infrastructure. Council must have a Developer Servicing Plan in order to levy a Section 64 contribution. The developer servicing plans enable Council to levy contributions where the anticipated development will or is likely to increase the demand for water or sewer supply services. The contributions levied will allow Council to provide for the required increased capacity.	4.4 We have in place infrastructure that supports our lifestyles. - Have in place planning that identifies the infrastructure needed to support the community.	

#### Snowy Monaro Operational Plan 2022/23

Development Servicing Plans (DSPs) Section 64 of the Local Government Act, 1993 allows contributions to be levied towards the provision of water, sewerage and stormwater infrastructure. Council must have a Developer Servicing Plan in order to levy a Section 64 Contribution. The Developer Servicing Plans enable Council to levy contributions where the anticipated development will or is likely to increase the demand for water or sewer supply services. The contributions levied will allow Council to provide for the required increased capacity.

Target date – June 2023

## **BACKGROUND**

For local government developers, charges are levied under Section 64 of the Local Government Act 1993 by means of a cross-reference to Section 306 of the Water Management Act 2000.

In 2016, the Minister for Lands and Water issued the latest version of the Developer Charges Guidelines for Water Supply, Sewerage and Stormwater.

The draft DSP (attachment 1) would repeal and replace Council's three existing DSPs.

## **ATTACHMENTS**

1. Draft Snowy Monaro Development Servicing Plan Water and Wastewater (*Under Separate Cover*)
  2. Draft DSP Section 13 - Plans (Water Supply) (*Under Separate Cover*)
  3. Draft DSP Section 13 - Plans (Sewerage) (*Under Separate Cover*)
  4. Draft DSP Section 14 SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  5. Draft DSP Section 14 - SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
  6. Draft DSP Section 15 - SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  7. Draft DSP Section 15 SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
  8. Draft DSP Section 16 - SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  9. Draft DSP Section 16 SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
  10. Draft DSP Section 17 - SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  11. Draft DSP Section 17 SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
  12. Draft DSP Section 18 - SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  13. Draft DSP Section 18 SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
  14. Draft DSP Section 19 - SMRC DSP Calculations - Water Supply (*Under Separate Cover*)
  15. Draft DSP Section 19 SMRC DSP Calculations - Sewerage (*Under Separate Cover*)
-

**9.1.4 ORGANISATIONAL PERFORMANCE REPORT - OCTOBER 2022**

Record No: I22/765

**OFFICER'S RECOMMENDATION**

That Council

- A. Note the progress outlined in the report.
- B. Amend the 2022-2023 Operational Plan to stage the replacement of the Cambalong Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move full stages of construction into the 2023-2024 Operational Plan and final stages of construction with the bridge open to traffic into the 2024-2025 Operational Plan.
- C. Amend the 2022-2023 Operational Plan to stage the replacement of the Redcliffe Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move last stage of completion of construction with the bridge open to traffic to the 2023-2024 Operational Plan Year.
- D. Amend the 2022-2023 Operational Plan to stage the replacement of the Cambalong 2 Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move last stage of completion of construction with the bridge open to traffic to the 2023-2024 Operational Plan Year.

## ISSUES

The summary below indicates performance up until the end of October 2022 against the actions included in the 2022 – 2023 Operational Plan, delivering progress towards the 2022-2026 Delivery Program principal activities and projects. The progress against targets compares against the year to date completion targets. A result of more than 100% indicates that overall, more items are assessed as ahead of target than behind.

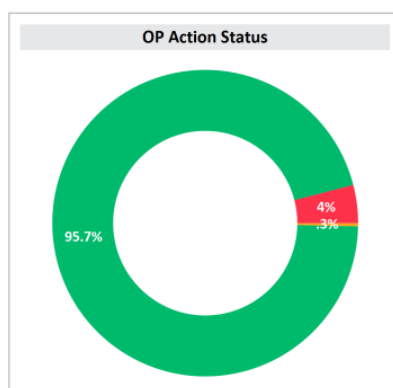
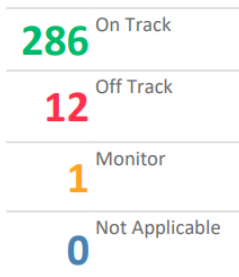
Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

### OVERVIEW

#### OP ACTION SUMMARY

By Performance



**Table 1: Notable achievements (Selected activities from the full report)**

**Delivery Program: 12.4.2 Maintain high priority, high use parks, sporting facilities trails and other grounds.**

OP Action Title: 12.4.2.7 PROJECT: Nimmitabel Showground Luncheon and Bar Upgrades

This project is now completed, with a final inspection and handover taking place on 21 October 2022. The project included replacing all five entry doors to ensure compliance with accessibility requirements, and also included a new accessible ramp and landing to meet Australian Standards. This project has delivered wonderful improvements to a valued facility within the Nimmitabel community, allowing for full inclusivity with the upgrades.

**Table 2: Identified variances for off track projects/services**

**Delivery Program: Delivery of funded transport infrastructure projects.**

**Project:** OP Action Title: 10.3.12.18 PROJECT: Fixing Country Bridges Program – Cambalong Bridge, Cambalong Road, Palerang

**Variation Reason:** On 22 July, Council was advised that it was successful in securing funding for the replacement of Cambalong Bridge in Round 2A of the Fixing Country Bridges program. The announcement was post adoption of the Delivery Program and Operational Plan 2022-2023, as such was not included. At the Council meeting held in August 2022, Council resolved to include the replacement of Cambalong Bridge as part of the 2022-2023 Capital Works Program and Operational Plan. At this time, a program of works had not been completed to determine milestone delivery dates. A program of

works has now been completed, and for the 2022-2023 Operational Plan year, full detailed designs, investigations, and construction will commence; however, the bridge will not be open to traffic until August 2024, pushing the project into the 2023-2024 and 2024-2025 Operational Plans.

**Variation:** Amend the 2022-2023 Operational Plan to stage the replacement of the Cambalong Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move full stages of construction into the 2023-2024 Operational Plan and final stages of construction with the bridge open to traffic to into the 2024-2025 Operational Plan.

**Impact:** Minimal Impact – The timing for the announcement of the successful funding did not allow for inclusion in the original adopted 2022-2023 Operational Plan year, resulting in not having sufficient time for full project planning prior to the August 2022 Council report. Project planning is now complete, allowing for a more precise delivery plan, providing our community with more confidence.

**Delivery Program: Delivery of funded transport infrastructure projects.**

**Project:** OP Action Title: 10.3.12.19 PROJECT: Fixing Country Bridges Program – Redcliffe Bridge, Cambalong Road, Palerang

**Variation Reason:** On 22 July, Council was advised that it was successful in securing funding for the replacement of Redcliffe Bridge in Round 2A of the Fixing Country Bridges program. The announcement was post adoption of the Delivery Program and Operational Plan 2022-2023, as such was not included. At the Council meeting held in August 2022, Council resolved to include the replacement of Redcliffe Bridge as part of the 2022-2023 Capital Works Program and Operational Plan. At this time, a program of works had not been completed to determine milestone delivery dates. A program of works has now been completed, and for the 2022-2023 Operational Plan year, full detailed designs, investigations, and construction will commence; however, the bridge will not be open to traffic until November 2023, pushing the project into the 2023-2024 Operational Plan.

**Variation:** Amend the 2022-2023 Operational Plan to stage the replacement of the Redcliffe Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move last stage of completion of construction with the bridge open to traffic to the 2023-2024 Operational Plan Year.

**Impact:** Minimal Impact – The timing for the announcement of the successful funding did not allow for inclusion in the original adopted 2022-2023 Operational Plan year, resulting in not having sufficient time for full project planning prior to the August 2022 Council report. Project planning is now complete, allowing for a more precise delivery plan, providing our community with more confidence.

**Delivery Program: Delivery of funded transport infrastructure projects.**

**Project:** OP Action Title: 10.3.12.20 PROJECT: Fixing Country Bridges Program – Cambalong Bridge 2, Cambalong Road, Palerang

**Variation Reason:** On 22 July, Council was advised that it was successful in securing funding for the replacement of Cambalong 2 Bridge in Round 2A of the Fixing Country Bridges program. The announcement was post adoption of the Delivery Program and Operational Plan 2022-2023, as such was not included. At the Council meeting held in



August 2022, Council resolved to include the replacement of Cambalong 2 Bridge as part of the 2022-2023 Capital Works Program and Operational Plan. At this time, a program of works had not been completed to determine milestone delivery dates. A program of works has now been completed, and for the 2022-2023 Operational Plan year, full detailed designs, investigations, and construction will commence; however, the bridge will not be open to traffic until April 2024, pushing the project into the 2023-2024 Operational Plan.

**Variation:** Amend the 2022-2023 Operational Plan to stage the replacement of the Cambalong 2 Bridge, to include: Environmental assessments determined, detailed designs approved and construction commenced. Move last stage of completion of construction with the bridge open to traffic to the 2023-2024 Operational Plan Year.

**Impact:** Minimal Impact – The timing for the announcement of the successful funding did not allow for inclusion in the original adopted 2022-2023 Operational Plan year, resulting in not having sufficient time for full project planning prior to the August 2022 Council report. Project planning is now complete, allowing for a more precise delivery plan, providing our community with more confidence.

The items behind target and thus creating the greatest risk are:

- 14.1.1.3 **PROJECT: Establish a Customer Request Management system to improve customer service and streamline allocation of requests through the organisation:** Project on hold awaiting recommendations from service review to guide the direction of the project.
- 4.4.1.3 **PROJECT: Review Youth Strategy 2023-27:** Recruitment to the position is required.
- 12.1.2.10 **PROJECT: Jindabyne Town Centre Improvements**
- 12.4.2.18 **PROJECT: Jindabyne Town Centre Pavers**
- 12.4.2.19 **PROJECT: Jindabyne Town Centre Upgrades**
- 2.2.3.4 **PROJECT: Jindabyne Town Centre Toilet Block Demolition**
- 2.2.3.5 **PROJECT: Jindabyne Town Centre Toilet Block**  
Awaiting clarity from NSW Government on what works in the town centre will be funded and which will require Council funding.
- 12.1.2.15 **PROJECT: Jindabyne Holiday Park Drainage Upgrades:** The works are at tender stage, but are slightly behind target.
- 9.3.1.5 **PROJECT: Bombala Landfill Upgrades:** Resources have been unavailable for a period of time. Development of the Jindabyne transfer station needs to be progressed due to the short length of remaining landfill capacity, so the focus is on ensuring that project proceeds.
- 13.2.11.1 **Insurance claim reports are generated and reported to Council through performance reporting:** Several attempts have been made to gain the resource to support risk management without success. Once the position is filled the development of this new reporting can be undertaken.

- 13.2.16.2 **Maintain annual and ten year Plant Replacement Program:** The works are underway and the revised timeframes will not negatively impact on the fleet replacement schedule.
- 13.2.25.3 **Allocation of incoming documents to appropriate staff within Customer Service Charter:** Incoming documents are generally distributed within 48 hours of receipt. Currently exploring improved systems management to enable accurate reporting of statistics.
- 13.2.33.2 **Process Management Framework: Develop and implement a framework for effectively capturing, mapping, analysing and improving business processes:** We are rearranging staffing within Workforce to increase the focus on this area. Recruitment has not given us the staff we needed. Looking to train two staff in process mapping in early 2023 in readiness for CRM roll out. This will ensure we are ready to support updating of process' in work areas.

## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Low	Low	Yes
Economic Activity	Low	Low	Yes
Environmental Security	Low	Low	Yes
External Political Environment	Medium	Low	Yes
Financial Sustainability	Medium	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Medium	Low	Yes
Service Delivery	Low	Low	Yes

Council's adopted Delivery Program and Operational Plan are the mutually agreed plans with our community. Any variance through not being able to meet measures, actions, and delivering projects increases the risks of financial sustainability and significant reputational risk. Providing updated information on the current status reduces the risk of reputational damage.

## FINANCIAL IMPACTS

Budget variances are currently reported separately through the budget reporting. Due to the financial position of the Council there is a strong focus on amending the scope of projects to stay within the available funding.

**RESPONSIBLE OFFICER:** Coordinator of Strategy Development

### **OPTIONS CONSIDERED**

It is a statutory requirement to report a minimum every six months to Council; however, a move towards monthly reporting has been implemented to focus on improved accountability and increased agile decision making across the organisation.

### **IMPLEMENTATION PLANS**

Adopted variances to the 2022-2026 Delivery Program will be undertaken in accordance with the IPR guidelines and amendments to the original adopted 2022-2023 Operational Plan.

### **EXISTING POLICY/DECISIONS**

Adopted variances to the 2022-2026 Delivery Program will be undertaken in accordance with the IPR guidelines and amendments to the original adopted 2022-2023 Operational Plan.

### **ATTACHMENTS**

1. Organisational Performance Report - October 2022
-



## Action and Task Progress Report- October 2022

Snowy Monaro Regional Council (SMRC)

cammsstrategy

Print Date: 03-Nov-2022

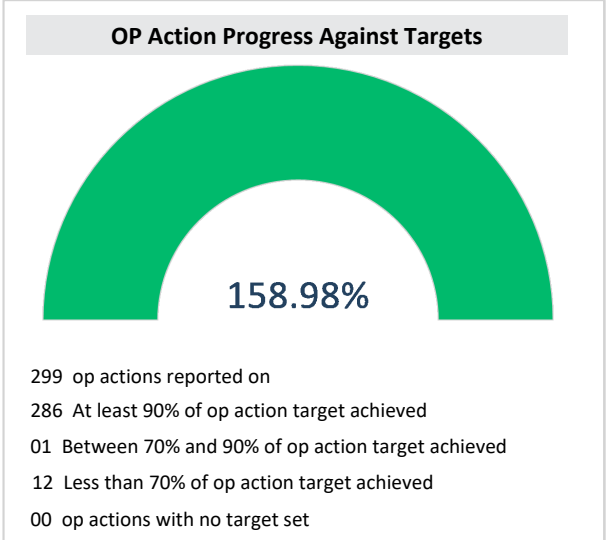
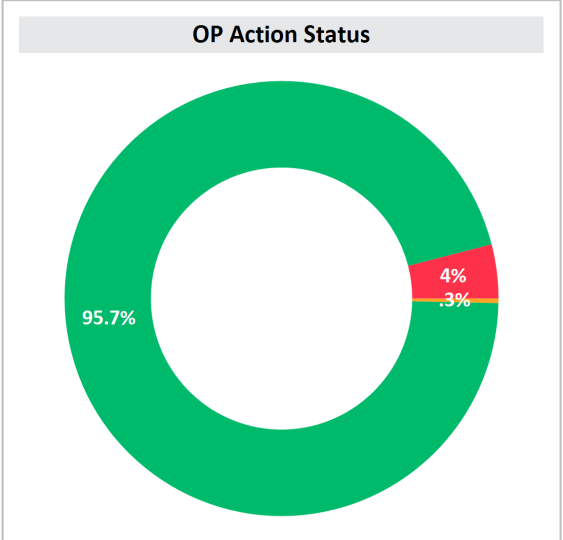
Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard

## OVERVIEW

### OP ACTION SUMMARY

By Performance

<b>286</b>	On Track
<b>12</b>	Off Track
<b>1</b>	Monitor
<b>0</b>	Not Applicable



### OP ACTION PLANS

 <b>GREEN</b> At least 90% of op action target achieved	 <b>AMBER</b> Between 70% and 90% of op action target achieved	 <b>RED</b> Less than 70% of op action target achieved	— No target set
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\* Dates have been revised from the Original dates

### Communications Portfolio

#### Communications

#### Communication and Engagement


OP Action Title: 14.1.1.1 Monitor afterhours logs daily, update manuals and address key issues and themes to support delivery of effective customer service to the community

Snowy Monaro Regional Council (SMRC)			Action and Task Progress Report- Standard			
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Daily reports from AH call centre monitored and shared with relevant teams. Monthly meeting with AH call centre manager to address any changes or issues. After hours team updated with current issues. After hours log disseminated in a timely manner.</p> <p>Articles include                      Weed of the week                      Litter prevention clean-up                      Asbestos removal.                      CSO manual continues to updated and monitored for policy and procedure updates. This includes - staff updates, procedural and legislation changes.                      Additional team member being trained, quarterly reports sent, all procedures adhered as per contract.                      Reviewing of Enghouse data continues for team customer service monitoring. Service level for October 94.02%                      Awaiting further advise on FF4</p> <p><i>Last Updated: 02-Nov-2022</i></p>						
OP Action Title: 14.1.1.2 Ensure consistent branding outlined in the Corporate Style Guide is used across the organisation through continued education and support						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Templates continue to be created. IT issues being addressed. Project is ongoing. Continuing support of team members on style guide usage and ongoing review of documents. Education continues on logo usage particularly for non-council businesses and organisations.</p> <p><i>Last Updated: 02-Nov-2022</i></p>						
OP Action Title: 14.1.1.3 PROJECT: Establish a Customer Request Management system to improve customer service and streamline allocation of requests through the organisation						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED
<p><b>OP Action Progress Comments:</b> Project on hold awaiting recommendations on FF4                      Reviewing of Enghouse data continues for team customer service monitoring. Service level for October 94.02%</p> <p><i>Last Updated: 02-Nov-2022</i></p>						
OP Action Title: 14.1.1.4 PROJECT: Prepare and implement Community Engagement Strategy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	80%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Draft complete and is on public display until 24 November</p> <p><i>Last Updated: 02-Nov-2022</i></p>						

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

OP Action Title: 15.1.1.1 Distribute eNewsletter and promote subscriber signups to increase database

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	34%	33.00%	 GREEN


**OP Action Progress Comments:** Distributed fortnightly. Promotion for subscriber signup ongoing. increase traffic to website via channel links up 200% year on year, Oct to Oct 3.9% for October  
*Last Updated: 02-Nov-2022*

OP Action Title: 15.1.1.2 Council news and information is regularly circulated through all relevant channels, to community, media and other relevant stakeholders.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN


**OP Action Progress Comments:** Ongoing - daily and weekly to more than 40 media outlets, within region, ACT and beyond. Ongoing - daily and weekly to more than 40 media outlets, within region, ACT and beyond. Media releases were disseminated in a timely manner. This resulted in extensive coverage in local print media and radio including topic specific interviews  
*Last Updated: 02-Nov-2022*

OP Action Title: 15.1.1.3 Connect with local residents at local Country Shows, school visits, pop-up stalls, community group presentations throughout the region and other identified, relevant opportunities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** There has been a number of events throughout the region relating to waste, weed and community consultation. Events included school and town visits, Landcare site visit and a Clean-up day. Waste Education officer and Biosecurity Extension roles are vacant which will impact the next couple of reports.  
*Last Updated: 02-Nov-2022*

OP Action Title: 7.2.3.1 Educational impact programs are undertaken to address environmental impacts of weeds and waste management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN

**OP Action Progress Comments:** Strategy developed for waste to ensure coordinated and effective implementation. This role has been absorbed into Biosecurity team. Priority events will be attended by the Biosecurity team. There will be weed information available at community events where applicable. Weed of the week campaign  
*Last Updated: 02-Nov-2022*

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

**Economic Development and Tourism**

OP Action Title: 1.2.1.1 Support eligible events under Council's Major Events Funding Policy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Council is expecting some applications for funding from event organisers in early November. These will be assessed against the new Policy framework and reported to Council for a funding decision.

*Last Updated: 25-Oct-2022*

OP Action Title: 5.1.1.1 Maintain involvement in the Regional Economic Development Strategy (REDS) review

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	80%	24.99%	 GREEN

**OP Action Progress Comments:** The ED team provided feedback on the draft REDS document back to DRNSW in October. There may be opportunity for further review of a revised draft REDS document but this is a decision for DRNSW.

*Last Updated: 25-Oct-2022*

OP Action Title: 5.1.2.1 Continue to support the Snowy Mountains Special Activation Precinct (SAP)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** The SAP Executive Group, Planners Group and Projects Group are all now set up for liaison with RGDC on a consistent basis. All meetings are occurring monthly.

*Last Updated: 25-Oct-2022*

OP Action Title: 5.1.3.1 PROJECT: Develop a SMRC Tourism Strategy to support and grow the region's tourism industry to replace Destination Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	5%	0.00%	 GREEN





**OP Action Progress Comments:** A team review of the existing DMP actions has been completed. Project not started in earnest as yet.






*Last Updated: 25-Oct-2022*

OP Action Title: 5.1.4.1 Publicise local events in region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Weekly events e-newsletter distributed through digital channels every Friday. Event promotion (and sign-up promotion) through the Visitor Centre staff, Council websites, Social Media Channels and adverts. Individual event promotion via Social Media and Visit Cooma Calendar. Council has been successful in receiving funds for events under the Reconnecting Regional NSW Community Events Program and will be supporting a number of pre-nominated events through to March with this funding as well as promotional support.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 5.1.4.2 PROJECT: Monaro Rail Trail - Undertake investigation and scope the Monaro Rail Trail						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Continuing to await the outcome of the grant application to the Business Case and Strategy Development Fund seeking funding for a TDP for stage 2 and reports on biodiversity and biosecurity for stage 1A.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 5.1.6.1 Review Council tourism websites quarterly for content updates						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Tourism Promotions and Events Officer has reviewed website arrangements. Daily checks and page reviews undertaken with amendments implemented immediately. General aim is to address any gaps in current content about the region, particularly in relation to the events calendar.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 5.1.6.2 Post new social media content fortnightly						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Social Media content includes event notices, weather and road updates, tourism stories interests and other items of interest is posted regularly. Social Media: 28 Facebook posts made during October on Cooma VC Facebook. Reach: 3913. Engagement 2099 Instagram - 8 posts, Reach 1815, Engagement 328 for Cooma VC.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 5.2.1.1 Participate in the South East Forestry Hub						

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> During October Economic Development met with Rob de Fegely for the latest update on the South East NSW Forestry Hub. He shared a draft of a work plan the Hub is looking to undertake and invited some feedback. The ED team will review and respond accordingly.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 5.2.1.2 PROJECT: Investment Attraction Strategy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Not intended to start this project until December quarter.</p> <p><i>Last Updated: 25-Aug-2022</i></p>						
OP Action Title: 5.2.1.3 PROJECT: CBD Activation Plans						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Not intended to start this project until December quarter.</p> <p><i>Last Updated: 25-Aug-2022</i></p>						
OP Action Title: 6.2.1.1 Meet with three main chambers of commerce						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Economic Development Officer meets and liaises with the three Chambers regularly and during the last month has spoken to representatives from all three chambers. Of note is that the Bombala Chamber President is shortly to step down from the role. The ED team have spoken to Bombala Chamber reps who advise that it is unclear if anyone will be able to fill Executive roles in the Chamber at the end of the current term of the President.</p> <p><i>Last Updated: 25-Oct-2022</i></p>						
OP Action Title: 6.2.1.2 Provide Economic Development newsletter						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

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**OP Action Progress Comments:** August quarterly newsletter has been sent out. Over 600 recipients have engaged with the content. Links to the Grant Guru product (which the ED unit subscribes to) has been the most popular content with readers. Next newsletter due out in November.  
*Last Updated: 25-Oct-2022*


OP Action Title: 6.2.1.3 Hold Business Awards						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	10%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> Next Business Awards - 2023 (held every two years). Planning for the business awards will commence in earnest in February. The ED team have held a project scope and discussion meeting to plan the course for the Awards next year. <i>Last Updated: 23-Sep-2022</i>						


**Executive Office**

**Executive Office**

**Executive Office**

OP Action Title: 13.2.1.1 Business papers completed and published to Council webpage						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Business papers completed and published to Council webpage on 13 October 2022. <i>Last Updated: 26-Oct-2022</i>						

OP Action Title: 13.2.1.2 Minutes of Council meeting uploaded to Council webpage						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Unconfirmed Minutes of Council meeting uploaded to Council webpage on 27 October 2022. <i>Last Updated: 26-Oct-2022</i>						

OP Action Title: 13.2.2.1 The CEO, Mayor, Councillors and Executive are supported in their roles						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> The CEO, Mayor, Councillors and Executive are supported in their day to day roles through assistance provided by the following positions and cohorts;						


**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

EA to CEO, Mayor and Councillors  
 Executive Support Officer  
 Secretary Council and Committees  
 Executive Assistant Cohort  
 Knowledge Exchange, Engagement and Networking Cohort (KEEN meetings)

October 2022 included;  
 \* Formal ELT Meetings  
 \* Councillor Briefings x 3  
 \* LG NSW Training  
 \* LG NSW Conference attendance preparation  
 \* Ordinary Council Meeting  
 \* Arranging AEC FSR meetings  
 \* Meetings with community on various issues

*Last Updated: 26-Oct-2022*

OP Action Title: 13.2.3.1 Registers with Council decisions are kept updated after each meeting

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN


**OP Action Progress Comments:** Registers with Council decisions are kept updated after each meeting - action completed on 21 October 2022.  
*Last Updated: 26-Oct-2022*

**Finance Portfolio**

**Financial Services**






**Finance**





OP Action Title: 13.2.10.1 Co-ordinate the annual Budget, Fees and Charges and Revenue Policy for the Operational Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	1%	0.00%	 GREEN

**OP Action Progress Comments:** Planning tasks to begin in November. In October completed pre planning session with Executive and Senior Managers to brainstorm considerations, needs and issues to drive improvements to the process and hence outcomes.  
*Last Updated: 27-Oct-2022*

OP Action Title: 13.2.10.2 Completion and lodgement of the Annual Financial Statements including coordination of Interim and Annual Audits

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	90%	75.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Audit is very close to completion. Issue encountered with comprehensive revaluation of water and sewer infrastructure which required an extension to the lodgement of the audited statements.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 13.2.10.3 Completion of quarterly Budget Review Statements to Council						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	32%	24.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Monthly reporting process is now bedded down with a current review of information and content to improve reliability and relevance of information being reported.</p> <p><i>Last Updated: 02-Aug-2022</i></p>						
OP Action Title: 13.2.10.4 Ensure Council meets its taxation compliance obligations						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> On target. Monthly BAS completed and lodged on time.</p> <p><i>Last Updated: 28-Sep-2022</i></p>						
OP Action Title: 13.2.10.5 Cash flow management						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Monthly reporting process is now bedded down with a current review of information and content to improve reliability and relevance of information being reported.</p> <p><i>Last Updated: 02-Aug-2022</i></p>						
OP Action Title: 13.2.10.6 Accounts Receivable Management						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
<p><b>OP Action Progress Comments:</b> Rates notices sent within legislated timeframes. Work is continuing on reducing the current outstanding Rates balances.</p> <p><i>Last Updated: 28-Sep-2022</i></p>						
<p>OP Action Title: 13.2.10.7 Review the oncosting methodology to ensure that current costs are accurately reflected in the services and projects reliant on specific purpose revenue</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	16%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> New finance management staff have begun conversations with budget managers to determine adequacy of overall costing methodologies. Update of model will coincide with forward budget process.</p> <p><i>Last Updated: 25-Aug-2022</i></p>						
<p>OP Action Title: 13.2.10.8 Development and implementation of Grant Funding Policy and Procedures to ensure sound governance and consistency across the organisation in the application for and management of grants</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> This task is coinciding with the current requirements for the year end financial statement process.</p> <p><i>Last Updated: 02-Aug-2022</i></p>						
<p>OP Action Title: 13.2.10.9 PROJECT: Investigate and model Special Rate Variation (SRV) scenarios</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	40%	20.00%	 GREEN
<p><b>OP Action Progress Comments:</b> The Financial Sustainability review is currently underway. Outcomes from the review will be incorporated into a new Long Term Financial Plan that will model potential Special Rate Variation scenarios. Currently, an online survey is open for the community to answer five questions to inform Councillors of our community's perception of the Council's financial position. A report will be prepared for the November Council meeting for Council to make a decision on the next steps forward towards Council's financial sustainability.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
<p>OP Action Title: 13.2.10.10 PROJECT: Independent Financial Audit</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	50%	25.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Financial Sustainability Review is underway with the successful applicant, AEC Group. Fortnightly reports are provided by AEC Group to the FSR committee, Executive team and Councillors.</p>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 28-Sep-2022

Operations Portfolio

Built & Natural Environment

Biosecurity


OP Action Title: 5.3.1.1 State alert weeds reported to NSW Department of Primary Industries

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** No State alert weeds have been identified during the reporting period. The following suspect weeds have been investigated, Inkweed (*Phytolacca octandra*), Creeping buttercup (*Ranunculus repens*), Watercress (*Nasturtium officinale*), Stinking Roger (*Tagetes minuta*), Apple of Sodom (*Solanum Linnaeanum*), Hairy bittercress (*Cardamine hirsuta*) and Mexican poppy (*Argemone mexicana*). While each of these weeds has proven to be invasive and/or poisonous, they are not identified as State or regional priority weeds, nor do they pose a significant risk to the Snowy Monaro region's economy, environment or community. A report of Horsetail, which is required to be eradicated in accordance with the South East Regional Strategic Weed Management Plan, was confirmed at Khancoban, in the adjoining Snowy Valleys Regional Council area. The plants were growing on a residential verandah and have been destroyed. This weed will clearly grow in our climate, so the Biosecurity team are monitoring for it's presence.

Last Updated: 26-Oct-2022


OP Action Title: 5.3.1.2 State alert weeds treated and neighbouring landowners notified

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** No State priority weeds were identified during the reporting period, however staff are monitoring for their presence during inspections. NSW Department of Primary Industries conducted Prohibited matter training at Cooma during July. Biosecurity staff from SMRC, QPRC and Eurobodalla Council were in attendance. Prohibited matter weeds are those with the highest level of control in NSW and are either not yet present in NSW or not yet established. Legislation is used to prevent the entry or establishment of these weeds into NSW. Orange Hawkweed is the only Prohibited matter weed known to occur within the Snowy Monaro region. Targeted surveillance for this weed will commence in December and continue through summer and into autumn. All plants will be treated immediately.

Last Updated: 26-Oct-2022

OP Action Title: 5.3.1.3 Support actions of the NSW Orange Hawkweed Eradication program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** Orange hawkweed is currently dormant. No onground actions occur during the winter months. A planning session was held with National Parks and Wildlife Service staff during August to coordinate cross-border surveillance efforts this coming season. The Orange Hawkweed Eradication program is a coordinated effort between NPWS, SMRC, NSW DPI and affected landholders. The program relies on a range of surveillance techniques, including ground inspections, drone surveillance, weed detector dogs and volunteer groups. A Hawkweed Taskforce meeting was attended during September to update all parties on plans, actions and research around this highly invasive weed threat.

**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**

*Last Updated: 26-Oct-2022*

OP Action Title: 7.2.1.1 High risk pathways inspected

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** High risk pathways are those areas that act specifically as conduits for the spread of weeds, ie roadsides and waterways. The Biosecurity team monitor these areas continually; however specific inspections are undertaken during September/October and again during December/January. The initial inspection program has been completed. Surveillance of waterways has recently highlighted the presence of Watercress and Creeping buttercup, which have proven to be invasive. Weeds like Coolatai grass occur in isolated patches along the Monaro highway and are spread by vehicle and plant movements. Coolatai grass is currently dormant. Surveillance will re-commence as we enter late spring and summer. Chilean needle grass occurs along some roadsides and Travelling Stock Routes. Hairy bittercress was recently identified on the highway between Cooma and Bombala during a high risk pathway inspection.

*Last Updated: 26-Oct-2022*


OP Action Title: 7.2.1.2 High risk sites eg nurseries, rest areas, camping sites inspected

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	32%	24.99%	 GREEN

**OP Action Progress Comments:** High risk sites are routinely monitored throughout the year and form an important part of Council's property inspection program. These are typically high visitation sites or sites that pose a higher risk from the introduction of new weed species. 80 inspections completed during October. These inspections did not identify any unexpected weed incursions and assist staff in prioritising Council's annual weed control program.

*Last Updated: 26-Oct-2022*


OP Action Title: 7.4.1.1 Public and private lands inspected

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	39%	24.99%	 GREEN

**OP Action Progress Comments:** Property inspections were down during October with only 47 recorded inspections. Inspections total 629 year to date from July to October, exceeding expectations and ensuring that Council meets its Weeds Action Program commitments. Wet conditions continue to hamper access to properties. Staff will continue to perform inspections, focusing efforts around haysheds, feedout areas, stockyards and other easily accessible areas of a property where State priority weeds are more likely to have been introduced.

*Last Updated: 26-Oct-2022*

OP Action Title: 7.4.1.2 Review Local Weed Management Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	10%	0.00%	 GREEN




**Snowy Monaro Regional Council (SMRC)**

**Action and Task Progress Report- Standard**

**OP Action Progress Comments:** The South East Regional Strategic Weed Management Plan is currently under review, which has significant bearing on Council's Local Weed Management Plan. The Regional plan is currently out for public consultation and is expected to be published in January 2023. Review of the Local Management Plan is scheduled for the final quarter of 2022-23 once the regional plan is finalised. In preparing for the review, a Councilor briefing was held during August, in addition to a Biosecurity Advisory Committee meeting; both of which were used to advise attendees of the process involved in reviewing the plan.

*Last Updated: 26-Oct-2022*


OP Action Title: 7.4.1.3 Regional and local priority weeds are treated on roadsides in accordance with Local Weed Management Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	5%	0.00%	 GREEN

**OP Action Progress Comments:** During the 2021-2022 financial year Council awarded 3yr contracts to a number of local weed control suppliers. 2022-23 will see Council enter year 2 of this contract arrangement. Council completed a thorough weed control program on its network of roads, reserves and operational lands during the 2021-2022 financial year. All works were completed in accordance with community expectations and the principles of the Snowy Monaro Region Local Weed Management Plan. Minor control works were conducted internally by staff during the reporting period where outstanding issues were identified. Contracted work has commenced, albeit slowly, due to inclement weather and the lack of weed control required at the present time.

*Last Updated: 26-Oct-2022*

OP Action Title: 7.4.1.4 Contractors engaged in three year contracts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN


**OP Action Progress Comments:** Contracts were awarded in 2021-2022 to five local weed control providers throughout the Snowy Monaro Region. Contracts were awarded on a three year basis to ensure efficiency and security for both parties involved. These contractors are detailed below, along with their 2022-2023 contract value. Contracts are awarded in accordance with Australian Standard (AS) 4905 - 2002 Minor Works contract conditions.

- Northern Region - Buckleys Weedspraying and Contract Fencing - \$127,205
- Eastern Region - Rippers Rural services - \$76,735
- South East Region - Rippers Rural Services - \$96,820
- Southern Region - Stones Forestry Contracting - \$109,180
- South West Region - Buckleys Rural services - \$190,035
- North West Region - Byrne Rural contracting - \$117,420

*Last Updated: 02-Sep-2022*

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**


OP Action Title: 7.4.1.5 New Biosecurity Officers are trained in implementation of the Biosecurity Act

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** No new Officers were appointed to Council's Biosecurity team during the reporting period. All existing Officers are trained in a number of compulsory Biosecurity courses, including introductory Biosecurity training, chemical accreditation, Self Enforcement Infringement System training and senior first aid training. During July Cooma hosted NSW Department of Primary Industries during a two day Prohibited matter identification course. Staff from Snowy Monaro Regional Council, Queanbeyan Palerang Regional Council and Eurobodalla Council were in attendance. During August two Biosecurity Officers completed Compliance and Regulatory training. Two more officers will receive training in the next round. Two staff members were assigned to the Varroa mite emergency response effort during the period August-October. This emergency response is fully funded by NSW Dept of Primary Industries and provides staff with the experience and training to manage response efforts.

*Last Updated: 26-Oct-2022*

OP Action Title: 7.4.1.6 Review pesticide notification plans


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	Completed	01-Jul-2022	30-Jun-2023	100%	42.84%	 GREEN

**OP Action Progress Comments:** Council's Pesticide Use Notification Plan identifies how and when Council will notify the community of pesticide usage on land under its management. The Plan was developed in 2018 and has a statutory review period of 5yrs. During the reporting period the plan was reviewed and published on Council's website with a further review scheduled for 2027.

*Last Updated: 26-Oct-2022*

**Building Certification**


OP Action Title: 1.1.1.1 Undertake assessment applications, and certification of Construction Certificates and Complying Development Certificates

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Buidling Certification	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** All applications undertaken in line with legislative requirements. A total of 6 applications were determined during the October reporting period.

*Last Updated: 25-Oct-2022*

OP Action Title: 1.1.1.2 Assess Building Information Certificates


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Buidling Certification	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** All building information certificates assessed in line with legislated requirements. No applications were lodged for assessment during the October reporting period.

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

*Last Updated: 25-Oct-2022*


OP Action Title: 1.1.2.1 Undertake and respond to customer enquiries. Provide technical advice for a variety of construction matters

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Building Certification	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** Customer service enquiries undertaken in line with legislative requirements and within Council's Customer Service Charter

*Last Updated: 28-Sep-2022*

OP Action Title: 1.1.2.2 Undertake mandatory inspections for Construction Certificates


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Building Certification	In Progress	01-Jul-2022	30-Jun-2023	33%	24.99%	 GREEN

**OP Action Progress Comments:** All mandatory inspections undertaken within 48 hours of request. A total of 58 inspections undertaken during the October reporting period.

*Last Updated: 25-Oct-2022*

**Cemeteries**


OP Action Title: 3.2.1.1 Prepare and lodge annual Interment Activity Return to Cemeteries and Crematoria NSW to ensure regulatory requirements are met

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

**OP Action Progress Comments:** All data collected and submitted to Cemeteries and Crematoria NSW on time.

*Last Updated: 30-Sep-2022*

OP Action Title: 3.2.1.2 PROJECT: Catalogue all known interments at Council's Cemeteries

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN


**OP Action Progress Comments:** All interments are recorded and stored in Council's database. Updating on a regular basis.

*Last Updated: 24-Oct-2022*

OP Action Title: 3.2.1.3 PROJECT: Catalogue all known reservations and available burial plots at Council's Cemeteries

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
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**OP Action Progress Comments:** All reservations are recorded and stored in Council's database.

*Last Updated: 01-Aug-2022*


OP Action Title: 3.2.2.1 Cemeteries are maintained as per Cooma Cemetery Contract and remaining cemeteries maintenance schedules

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Council's contractors were appointed and continue to do excellent work in keeping the Cooma Cemetery to a high standard.

*Last Updated: 01-Aug-2022*


OP Action Title: 3.2.2.2 Cemetery Advisory Committee meets are held as per committee charter

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Meetings for the Cemetery Advisory Committee have been established in InfoCouncil. The first meeting for the 2022-2023 financial year was held on 01 August 2022. The next meeting will be held in November 2022.

*Last Updated: 26-Sep-2022*

OP Action Title: 3.2.2.3 PROJECT: Develop a project management plan for the establishment of the new Cooma Cemetery


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Council's cemetery team has met with the project management team to discuss the scope of works required to develop a project management plan.

*Last Updated: 01-Aug-2022*

**Development Assessment**

OP Action Title: 1.1.1.3 Assess and determine many different types of Development Applications other than residential development, such as subdivision applications and commercial developments in compliance with legislative requirements including Council's Local Environment Plans, Development Control Plans and State Planning Policies


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** In the period 20/09/2022 to 19/10/2022 39 Development Applications were determined. Of the 39, 12 were for non-residential uses. Of these DAs, 66% were completed within 40 days which exceeds the 50% target for these application types. The assessment of these applications was undertaken in accordance with required legislation.

**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**

*Last Updated: 25-Oct-2022*


OP Action Title: 1.1.3.1 Assess and determine residential development applications in compliance with legislative requirements including Council’s Local Environment Plans, Development Control Plans and State Planning Policies

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** In the period 20/09/2022 to 19/10/2022 39 Development Applications were determined. Of the 39, 27 were for residential uses. Of these DAs, 77% were completed within 40 days which exceeds the 70% target for these application types. The assessment of these applications was undertaken in accordance with required legislation.

*Last Updated: 25-Oct-2022*


OP Action Title: 1.1.4.1 Provide informative and timely advice to customer enquiries in relation to development within the Council region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** In the period 20/09/2022 to 19/10/2022, 18 formal Property Information Requests were issued. Of these 55% were completed within 10 business days which is under the target of 70% for these application types. The planning staff continue to provide feedback and advice to customer enquiries over the phone, via email and face to face within the time frames stipulated by the customer service charter.

*Last Updated: 25-Oct-2022*

OP Action Title: 1.1.5.1 Council is required to upload data to the NSW Planning Portal for State Government Reporting to contribute towards state statistics and to report on Council’s individual performance in relation to the assessment of development applications

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	0.00%	 GREEN

**OP Action Progress Comments:** All required submissions to the planning portal are up to date.

*Last Updated: 19-Aug-2022*

OP Action Title: 1.1.6.1 Assess Planning Certificates

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN


**OP Action Progress Comments:** In the period 20/09/2022 and 19/10/2022 - 235 Property Certificates were issued. The breakdown of these certificates was as follows: 62 Drainage Diagrams, 132 Planning Certificates 10.7(2), 26 Planning Certificates 10.7(2) & (5), 15 - Outstanding orders and notices certificates. Work is currently underway to create a report to determine the actual business days for processing of these applications in order to accurately report on the percentage of applications that are being processed within 10 days of receipt of payment.

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10.7 certificates have been updated to accommodate changes (required by the Environmental Planning and Assessment Regulation 2021) which came into force on the 1/10/2022. This change did lead to some delays in processing of certificates over the changeover period however the backlog of certificates has now been cleared.

*Last Updated: 25-Oct-2022*

OP Action Title: 1.1.7.1 Assess S138 Applications and provide Development Engineering Services


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** In the period 20/09/2022 to 19/10/2022 no s138 approvals under the Roads Act were issued. The development engineering staff have provided advice within the requirements of the customer service charter.

*Last Updated: 25-Oct-2022*

**Public Health & Environment**


OP Action Title: 2.2.1.1 Undertake food premises surveillance in accordance with the NSW Food Authority’s Partnership Agreement to ensure public health safety in relation to retail food businesses within our region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	55%	24.99%	 GREEN

**OP Action Progress Comments:** Council's consultant Environmental Health Officer has moved through 55% of our food premises. These represent the bulk of our winter only business.

*Last Updated: 26-Sep-2022*


OP Action Title: 7.1.1.1 Undertake routine inspections of On-Site Sewage Management System inspections a per adopted program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** The program rotates through the former local government areas using a risk based approach, with high - medium risk properties being assessed once in every three years and low risk once in every five years. Inspections completed of High Country Estate and now will move to Curruthers Drive Jindabyne and then onto Bombala region.

*Last Updated: 26-Sep-2022*

OP Action Title: 7.1.2.1 Undertake routine inspections of Liquid Trade Waste systems

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Council's Liquid Trade Waste Officer spreads the inspections across the region. Council has seen an improvement of the pretreatment systems connected to

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Council's sewer.  
 Last Updated: 01-Aug-2022

OP Action Title: 7.1.3.1 Responding to environmental complaints

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Council followed up three environmental incidents during October one was a diesel leak from a vehicle. Another was a serious noise nuisance. The third was the release of sand and silt into the environment. The pollution incidents were investigated and reported to the EPA. The noise matter resulted in the issuing of a noise control notice.  
 Last Updated: 24-Oct-2022

OP Action Title: 7.2.2.1 Respond to illegal dumping activities. Council investigates all reports and arranges for clean-up and removal of waste

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Council followed up three illegal dumping incidents during October. Upon investigation no evidence apparent for issue of infringement notices. Material cleaned up and disposed of at Councils landfill facility. Both matters reported to EPA illegal dumping website.  
 Last Updated: 24-Oct-2022

OP Action Title: 9.2.1.1 Carry out NSW Health Drinking Water Monitoring program to ensure reticulated water supplies meet Australian Drinking Water Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Routine water samples are being undertaken on a weekly basis. Boiled water alert was issued during the month of October.  
 Last Updated: 24-Oct-2022

OP Action Title: 9.2.3.1 PROJECT: Develop a backflow prevention policy, procedure and implementation strategy for the region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Planning works have commenced for the development of a backflow prevention policy and procedure. A draft policy and procedure is currently being edited.  
 Last Updated: 23-Aug-2022

**Rangers**

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OP Action Title: 13.2.5.1 Respond to straying stock matters and impound when required to ensure that our public roads are kept safe

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Rangers respond to all issues relating to stock being out.  
*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.5.2 Respond to matters raised through the out of hours call centre as required on a 24-hour basis

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** During the October reporting period 17 calls were received and all were responded to and recorded in Councils' after hour log.  
*Last Updated: 24-Oct-2022*

OP Action Title: 13.2.6.1 Undertake companion animal management with the management of microchipping, registration and impoundment of dogs and cats to ensure compliance with the Companion Animals Act

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN


**OP Action Progress Comments:** Council's Rangers investigated 2 dog attacks during the month of October. Unfortunately, while the attacks were severe provocation was defence in both matters and no declarations could be issued.  
*Last Updated: 24-Oct-2022*

OP Action Title: 13.2.7.1 Undertake routine parking patrols

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Patrols undertaken in September included 313 tyres chalked and 13 offences being detected.  
*Last Updated: 24-Oct-2022*


OP Action Title: 13.2.7.2 Undertake patrols of unlawful camping within leased foreshore area around Lake Jindabyne throughout winter period

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	95.00%	 GREEN




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**OP Action Progress Comments:** Council completed the ski season parking and camping patrols for Jindabyne in first week of October. During the season 1319 interactions were recorded. With 779 cautions and 540 infringement notices were issued during these patrols.  
*Last Updated: 24-Oct-2022*


OP Action Title: 13.2.7.3 PROJECT: Develop and implement a community education program to improve parking habits of motorists in the region						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Work has commenced on the development of education material with 10 fact sheets on parking related offences being created. <i>Last Updated: 25-Aug-2022</i>						

**Community Services**

**Community Facilities**

OP Action Title: 12.2.1.1 Cooma saleyards are available for local and regional use						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	53%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 27/10/22 - Cooma sale yards remain open and operational for local and regional use. <i>Last Updated: 27-Oct-2022</i>						


OP Action Title: 12.2.1.2 PROJECT: Review the provision of Saleyard services						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	52%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 27/10/22 - Bombala stock depot is currently in the process of righting a tender for lease. <i>Last Updated: 27-Oct-2022</i>						

OP Action Title: 12.2.2.1 Council owned truck washes are available for use						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	53%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 27/10/22 - All truck wash services are currently operational at all times.						

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*Last Updated: 27-Oct-2022*


OP Action Title: 12.2.2.2 PROJECT: Review the future direction of the Bombala Truck Wash

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	55%	0.00%	 GREEN

**OP Action Progress Comments:** 27/10/22 - Bombala truck wash is currently under review and assessment.

*Last Updated: 27-Oct-2022*


OP Action Title: 12.4.1.1 Swimming pools are available and open to the community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	53%	24.99%	 GREEN

**OP Action Progress Comments:** 27/10/22 - Jindabyne pool is fully operational but will be closing on the 12th of November for significant repairs and refurb of the pump room. Cooma became operational again on the first of October. Adaminaby, Berridale and Bombala will open in November. A tender has been gone out for significant repairs to Cooma and Bombala Pool.

*Last Updated: 27-Oct-2022*


OP Action Title: 12.4.1.2 PROJECT: Tender for the operation and management of Council's swimming pools

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** This will be addressed in the second half of this financial year.

*Last Updated: 29-Sep-2022*

OP Action Title: 12.4.1.3 PROJECT: Jindabyne Pool Roof and HVAC Upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN


**OP Action Progress Comments:** DA approved and construction certificate submitted. Project on schedule to establishment on site 14/11/2022.

*Last Updated: 27-Oct-2022*

OP Action Title: 12.4.1.4 PROJECT: Develop a Pool Strategy for the region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Manager Community Services	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
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**OP Action Progress Comments:** 27/10/22 - no further action at this stage.

*Last Updated: 27-Oct-2022*

OP Action Title: 2.2.2.1 Council Caravan Parks are open and available

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	55%	24.99%	 GREEN

**OP Action Progress Comments:** Council caravan parks were operational at almost 100%. Bombala was closed for 2 days due to flooding and Delegate remains closed at the moment. All other parks are at 100% operation.

*Last Updated: 27-Oct-2022*

OP Action Title: 2.2.2.2 PROJECT: Review operation and leasing arrangements of caravan parks and camping grounds

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Operation and leasing arrangements have been reviewed with no change predicted at this time.  
 27/10/22 No further changes at this time.

*Last Updated: 27-Oct-2022*

**Community Support Program**

OP Action Title: 2.1.1.1 All service streams under the Commonwealth Home Support Programme are provided to the community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** All service streams have been delivered however output data is not yet available to determine if service levels have been reached. Funding is maintained this month.

*Last Updated: 01-Aug-2022*

OP Action Title: 2.1.2.1 Maintain governance in the delivery of community services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

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**OP Action Progress Comments:** No meeting has been held since the last. Still on track with meeting outputs.  
*Last Updated: 29-Sep-2022*

OP Action Title: 2.1.2.2 Deliver high quality services through community support programs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Community outings have increased as the weather has improved and COVID has reduced.  
*Last Updated: 27-Oct-2022*

OP Action Title: 4.3.1.1 Maintain Community Transport service provision through the ongoing recruitment and retainment of volunteer drivers

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Outputs have not been met due to a lack of drivers. New vehicles have been purchased to replace end-of-life assets this quarter. We have notified Transport for NSW of the challenges with meeting outputs. We did receive approval to utilise unspent funds on a marketing campaign to launch in 2023.  
*Last Updated: 27-Oct-2022*

OP Action Title: 4.4.1.1 Coordinate and mentor the Snowy Monaro Youth Council to provide young people with the opportunity to develop leadership skills

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** No meeting was held in October due to the public holiday. The Youth Council chose to not reschedule that month.  
*Last Updated: 27-Oct-2022*

OP Action Title: 4.4.1.2 Provide Youth Services in collaboration with other providers


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** This month we confirmed more of the trailer information such as IT infrastructure required for this. It is estimated to commence being built in November 2022.  
*Last Updated: 27-Oct-2022*


OP Action Title: 4.4.1.3 PROJECT: Review Youth Strategy 2023-27


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Manager Community Services	Not Started	01-Jul-2022	30-Jun-2023	0%	10.00%	 RED
<b>OP Action Progress Comments:</b> This project will commence when we recruit to the position.						
<i>Last Updated: 29-Sep-2022</i>						

**Library Services**

OP Action Title: 12.1.1.1 Continue to provide and maintain the highly successful Tech Savvy sessions for our seniors to fill an education gap						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	57%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 27/10/22 - Our statistics have grown significantly with 7 classes with 84 attendees in 2019 to 39 classes and 275 attendees in 2022.						
<i>Last Updated: 27-Oct-2022</i>						

OP Action Title: 12.1.1.2 Face to Face Library Services are provided						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	52%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 27/10/22 : Jindabyne Library continues to reach targets with 3881 individual visits since opening. Services are operational in Cooma and Bombala however Bombala did close for 1 day due to floods. The mobile library is still operating on a smaller scale but has expanded its deliveries to other areas of the region.						
<i>Last Updated: 27-Oct-2022</i>						

**Residential Aged Care**

OP Action Title: 2.1.3.1 Maintain service levels and customer satisfaction in accordance with Aged Care Quality Standards						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	52%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Feedback and satisfaction surveys continue to be completed monthly. Feedback from Snowy River Hostel is exemplary, and feedback from Yallabee Lodge is very good.						
27/10/22 - Feedback and satisfaction surveys are still completed monthly and feedback from both sites is excellent						
<i>Last Updated: 27-Oct-2022</i>						

OP Action Title: 2.1.3.2 PROJECT: Transition to a new provider of Aged Care Services within the region

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Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	75%	50.00%	 GREEN

**OP Action Progress Comments:** SMRC and Sapphire Coast Community Aged Care continue to work closely together with the goal of divesting. We are now 2 months away from the end of the due diligence program with no decision made. Still no decision made. Working with SCCAC to approach the government for significant financial support for aged care in the region.

*Last Updated: 29-Sep-2022*

**Infrastructure**

**Civic Maintenance**

OP Action Title: 12.4.2.1 Maintain high priority, high use parks, sporting facilities, trails and other grounds

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Aeration of all high use ovals now complete, awaiting contractor to spray for scarab grubs. Ovals have been utilised well over winter with Jindabyne John Connors over utilised.

Annual Cricket pitch installations at Bombala exhibition grounds and Jindabyne John Connors Oval scheduled for the last two weeks of September.

Annual mowing schedule has begun in all areas, with high priority parks and ovals first on the list.

Jindabyne foreshore bike path lights circuit reports complete and lights operational.

Hatchery Bay MTB trail open at present with landholder consent after negotiations and creation of a Biosecurity plan for the trail corridor. Stewardships have resumed community maintenance days.

26/10/2022


Gabba cricket pitches have been installed at both Bombala exhibition showground and Jindabyne John connors oval allowing cricket to begin their season at these sites.

Another above average rainfall for winter and spring has set another challenging time to keep to the mowing schedule. Staff are doing their best, some extra wet areas need to be left un-mown for both safety and equipment fail reasons.

Due to high lake levels, Hatchery bay Mtb trail is now closed and other areas of the foreshore such as Clay pits and Banjo Patterson park are inundated, taking them out of action for use.

*Last Updated: 26-Oct-2022*

OP Action Title: 12.4.2.2 To develop a MOU between Council and Volunteer Trail Stewardship





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** To be started in November

*Last Updated: 26-Oct-2022*

OP Action Title: 12.4.2.3 Seek additional funding/sponsorship for ongoing maintenance

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Supervisor Civic Maintenance	In Progress	01-Jul-2022	30-Jun-2023	1%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Grants are being investigated for upgrades</p> <p><i>Last Updated: 01-Aug-2022</i></p>						
OP Action Title: 12.4.2.4 PROJECT: Investigate Highview Park Jindabyne						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> To begin later in November</p> <p><i>Last Updated: 27-Sep-2022</i></p>						
OP Action Title: 12.4.2.5 PROJECT: Formalise a Playground Inspections Program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Templates previously created are being used, however a more efficient and consistent repetitive work order system is being investigated - also integrations into an annual works program/asset management system will be investigated as part of field force four outcomes.</p> <p>Workshop planned to help possibly integrate into Vault</p> <p>2022/10/26- Current inspection templates have a version in vault, a team meeting has been held with some initial training.</p> <p><i>Last Updated: 26-Oct-2022</i></p>						
OP Action Title: 2.2.3.1 Maintain amenities throughout the region						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> A number of facilities are still being repaired after vandalism, Adaminaby, Jindabyne town centre, Nijong and Norris park toilets. The team have responded to breakages and reports of malfunctioning equipment as soon as humanly possible. Cleaning has been to schedule. Council and Nimmitabel action group have received praise from travelers due to the installation of new toilets at the Nimmitabel Lake Williams rest area.</p> <p>2022/10/26- Staff and contractors have been diligent and cleaning all public toilets to schedule. Reporting damagers when discovered, repairs are made as soon as possible. Snowy oval graffiti has been painted over along with graffiti in Jindabyne at the Lions park toilets and Clay pits toilets.</p> <p><i>Last Updated: 26-Oct-2022</i></p>						

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Land & Property


OP Action Title: 12.1.2.1 Maintain Commonwealth DoHA parameters

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Progressive action and communication with the Commonwealth in place to ensure SRHC alignment with DoHA parameters.

*Last Updated: 28-Oct-2022*

OP Action Title: 12.1.2.2 PROJECT: Formation of a Building Management Committee to oversee delivery obligations related to the Building Management Statement, specific for the Snowy River Health Centre (SRHC)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN

**OP Action Progress Comments:** Formation of Building Management Committee pending finalisation of subdivision arrangements and issue of updated 88B instrument.  
 - October 2022: Liaison by surveyor with Essential Energy continues.

*Last Updated: 28-Oct-2022*


OP Action Title: 12.1.2.3 PROJECT: Prepare a project plan for the stream lining of access to public and operational sites

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Structure of project plan to be developed across relevant internal business units; priority site cascade to be defined (informed by risk & financial considerations)

*Last Updated: 28-Oct-2022*

OP Action Title: 12.2.3.1 Commence development of policies and procedures

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


**OP Action Progress Comments:** Commencement of development of policies and procedures has been achieved - Draft Policy Property Interests, Acquisition & Disposal; Draft Procedure Council Land/Building Disposal; and Draft Disposal Form (Internal use only).

*Last Updated: 01-Aug-2022*



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OP Action Title: 12.2.3.2 PROJECT: Conduct gap analysis identifying required Land and Property related policies and procedures, gaining an understanding of the policies and procedures to be developed

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Gap related to acquisition and disposal policy & process certainty identified; action taken - Drafts in development.  
 - October 2022: Assessment of key policy gaps ongoing.  
*Last Updated: 28-Oct-2022*

OP Action Title: 12.2.4.1 Updating of legacy land ownership titles

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	60%	24.99%	 GREEN


**OP Action Progress Comments:** Land ownership titles being updated to SMRC progressively along with constant engagement in tidying up legacy land matters as issues become known.  
 October 2022: Review of ownership title proprietor holding name details is progressive as part of BAU.  
*Last Updated: 28-Oct-2022*

OP Action Title: 13.2.8.1 Manage Crown Land under Council’s care and control, ensuring intended use is in accordance with the Plans of Management (PoMs)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Crown Land management is a collaborative process, and the implementation of the mandated Plans of Management will assist Council to better guide the community expectations around these holdings. Note: Plans of Management are in development.  
 October 2022: Discussion with Crown Lands to ensure best fit of recommended PoM template formats for each site &/or reserve group category.  
*Last Updated: 28-Oct-2022*


OP Action Title: 13.2.8.2 PROJECT: Manage Crown Lands under Council care and control in alignment with relevant legislation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Particular focus on developing, internal and external awareness of legislative obligations related to Aboriginal Land Claims and Native Title, and the practical implications of these considerations when planning projects or activities on Crown Land, for which SMRC is the defined Crown Land Manager.  
*Last Updated: 30-Sep-2022*


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OP Action Title: 13.2.9.1 Address high corporate risk road reserve alignments, prioritising issues identified by Notifiable Authorities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Teena Paterson - Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN


**OP Action Progress Comments:** Progressive response and investigation of road reserve alignment matters to triage actions and help shape solutions/treatment options.  
*Last Updated: 28-Oct-2022*

OP Action Title: 14.2.1.1 Develop a Plan of Management for the East Jindabyne foreshore area in conjunction with Snowy Hydro Limited (SHL) and Jindabyne East Residents Committee (JERC)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Teena Paterson - Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Draft MOU of East Jindabyne Foreshore Plan of Management document is with SHL for input. Once SHL details have been received the Draft will be finessed internally to then be circulated to JERC for further review/comment.  
 October 2022: Awaiting SHL comments and further input.  
*Last Updated: 28-Oct-2022*


OP Action Title: 14.2.2.1 Land management issues are addressed

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Teena Paterson - Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN





**OP Action Progress Comments:** Progressive and ongoing communication and consult between SMRC & SHL in play to cohesively enable best management practices for the multiple land holdings of joint interest to both organisations.  
 - October 2022: Settlement pending for land purchases from SHL for both Waste Transfer Station & Water Treatment Plant purposes in Jindabyne.  
*Last Updated: 28-Oct-2022*






**Roads Infrastructure**

OP Action Title: 10.3.1.1 Undertake Council’s 2022/23 Resealing Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	12%	7.00%	 GREEN

**OP Action Progress Comments:** First draft of the resealing list has been developed for review. Contractors have been put on notice for works to begin.  
*Last Updated: 01-Nov-2022*


Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
OP Action Title: 10.3.10.1 Undertake scheduled 2022/23 Transport Infrastructure Maintenance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	33%	25.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Transport Infrastructure Maintenance is currently ongoing.</p> <p><i>Last Updated: 25-Aug-2022</i></p>						
OP Action Title: 10.3.12.1 PROJECT: Deliver externally funded projects through Transport for NSW and RMCC Agreement						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	33%	25.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Scope and Program of Works for Ordered Works projects is currently in discussion between TfNSW and Council under the RMCC Agreement. RMCC Maintenance works for Quarter 1 has completed and Quarter 2 works have begun.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.2 PROJECT: Fixing Local Roads Round 3 - Upgrade of Mila Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	25.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Mila Road Upgrade is currently being designed by consultants for Council. 50% Designs have been received and are currently under review.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.3 PROJECT: Fixing Local Roads Round 3 - Upgrade of Dry Plains Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	21.00%	 GREEN
<p><b>OP Action Progress Comments:</b> The design for the Dry Plains Road Upgrade continues to be underway. 50% Designs have been received and are currently under review.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.4 PROJECT: Fixing Local Roads Round 2 - Upgrade of Avonside Road						

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	21.00%	 GREEN
<p><b>OP Action Progress Comments:</b> The design for the Avonside Road Upgrade continues to be underway. 50% Designs have been received and are currently under review.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.5 PROJECT: Fixing Local Roads Round 3 – Upgrade of Shannons Flat Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	21.00%	 GREEN
<p><b>OP Action Progress Comments:</b> The design for the Shannons Flat Road Upgrade continues to be underway. 50% Designs have been received and are currently under review.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.6 PROJECT: Fixing Local Roads Round 2 – Upgrade of Maffra Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	15%	10.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Maffra Road Repair scope has been developed. Scheduling for this project has begun, but recent weather events have changed the timeline for this project to begin.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.7 PROJECT: Fixing Local Roads Round 1 – Upgrade of Springfield Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Springfield Road Upgrade construction works have begun in late July. Stage 1 is awaiting its final seal which has been delayed due to continuous rain. Stage 2 has begun earthworks and culvert installation.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
OP Action Title: 10.3.12.8 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Numeralla Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	45%	24.99%	 GREEN

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**


**OP Action Progress Comments:** Council have gone out to tender to for the construction of these works. A successful Contractor has been selected and construction is expected to start by January.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.12.9 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Countegany Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN


**OP Action Progress Comments:** The design is currently under review of a Road Safety Audit, and construction is expected to start within the month.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.12.10 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Snowy River Way

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	45%	24.99%	 GREEN


**OP Action Progress Comments:** Council have gone out to tender to for the construction of these works. A successful Contractor has been selected and construction expected to start by January.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.12.11 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Barry Way

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	38%	24.99%	 GREEN






**OP Action Progress Comments:** Tender for these works will be awarded in November.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.12.12 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Bobundara Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	5.00%	 GREEN

**OP Action Progress Comments:** Tenders for this work is currently under review.  
*Last Updated: 01-Nov-2022*


OP Action Title: 10.3.12.13 PROJECT: Black Spot Program – Barry Way

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	38%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Tender for these works will be awarded in November.</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
<p>OP Action Title: 10.3.12.14 PROJECT: Roads to Recovery – Quidong Road Re-sheeting</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Quidong Road Re-Sheeting has not yet been undertaken. As there is limited Council staff to undertake work across the Region, priority roads are still being repaired after flood damage that have occurred throughout the year,</p> <p><i>Last Updated: 01-Nov-2022</i></p>						
<p>OP Action Title: 10.3.12.15 PROJECT: Roads to Recovery – Rainbow Drive Stormwater Upgrade</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Rainbow Drive Stormwater Upgrade works have not yet started.</p> <p><i>Last Updated: 02-Aug-2022</i></p>						
<p>OP Action Title: 10.3.12.23 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Jerrara Drive, East Jindabyne</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.</p> <p><i>Last Updated: 30-Sep-2022</i></p>						
<p>OP Action Title: 10.3.12.24 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Street, Nimmitabel</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.</p>						

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.25 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Cooma North Public School, Mittagang Road, Cooma

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.

*Last Updated: 30-Sep-2022*

OP Action Title: 10.3.12.26 Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Primary & High School, Bright Street

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.27 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Monaro High School, Mittagang Road, Cooma

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.

*Last Updated: 30-Sep-2022*

OP Action Title: 10.3.12.28 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Eucumbene Road/Kosciuszko Road, Kalkite


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** Funding deed has been signed, however work has not yet started for the installation of the Bus Shelter.

*Last Updated: 30-Sep-2022*


**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

OP Action Title: 10.3.12.29 PROJECT: Construction new access road segment EOC Polo Flat, Cooma

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN


**OP Action Progress Comments:** Works not yet started.  
*Last Updated: 07-Oct-2022*

OP Action Title: 10.3.2.1 Undertake Council’s 2022/23 Heavy Patching Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	15%	10.00%	 GREEN


**OP Action Progress Comments:** Heavy Patching Program tender for 22/23FY will be released in November.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.3.1 Undertake 2022/23 Gravel Resheeting

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	25.00%	 GREEN

**OP Action Progress Comments:** Gravel resheeting work is underway in conjunction with the repairs from the DRFA Storm Damage Claims. Recent severe weather events have impacted the ability to undertake resheeting works, as road maintenance is being undertaken in it's place.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.5.1 Undertake Reactive Maintenance






Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	33%	25.00%	 GREEN

**OP Action Progress Comments:** Further severe weather events have taken place across the network, impacting the condition of the roads. Repairs are being prioritised based on risk.  
*Last Updated: 01-Nov-2022*

OP Action Title: 10.3.6.1 Undertake 2022/23 Footpath Renewals

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> No footpath renewal work has yet taken place.                      With current rain damages across the road network, priority has been shifted for Council Crews to undertake road surface repair. It is expected this program will ramp up in the new year.                      Last Updated: 01-Nov-2022</p>						
OP Action Title: 10.3.7.1 Undertake 2022/23 Kerb and Gutter Renewals						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> No kerb and gutter renewal work has yet taken place.                      With current rain damages across the road network, priority has been shifted for Council Crews to undertake road surface repair. It is expected this program will ramp up in the new year.                      Last Updated: 01-Nov-2022</p>						
OP Action Title: 10.3.7.2 PROJECT: Eucumbene Cove - Stormwater Upgrade						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Eucumbene Stormwater Upgrade has not yet started.                      Last Updated: 02-Aug-2022</p>						
OP Action Title: 10.3.8.1 Undertake 2022/23 Rural Culverts Renewals						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<p><b>OP Action Progress Comments:</b> No rural culvert renewal work has yet taken place.                      With current rain damages across the road network, priority has been shifted for Council Crews to undertake road surface repair. It is expected this program will ramp up in the new year.                      Last Updated: 01-Nov-2022</p>						
OP Action Title: 10.3.9.1 Undertake 2022/23 Bridge Maintenance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	34%	25.00%	 GREEN
<p><b>OP Action Progress Comments:</b> This financial year, 9 bridges have undergone maintenance work, inclusive of deck replacement work and repair to approach roads.                      Bridge signage also continues to be erected across the bridges in the region.</p>						

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

Last Updated: 01-Nov-2022

OP Action Title: 13.2.30.1 Development of Service Level Agreements for the Transport Network

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	10.00%	 GREEN


**OP Action Progress Comments:** Workshops have taken place regarding the development of an Annual Works Program and Planning & Scheduling of works for each financial year. These programs will guide how best Council is able to undertake its work, and a level of service will be developed for discussion from this information. Council is currently in discussions on how best to develop this project.

Last Updated: 01-Nov-2022

**Resource & Waste Services**

**Resource & Waste**


OP Action Title: 14.2.3.1 Participate and partner with external stakeholders such as CRJO to partner in Regional Waste Management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	52%	24.99%	 GREEN

**OP Action Progress Comments:** Resource and Waste have an ongoing working relationship with various external stakeholders such as CRJO. Resource and Waste also engage with various other Council regions to enhance, educate and inform each other. Meetings with CRJO were attended in both August 2022 and September 2022. Continuing to participate in external stakeholder meeting 17.10.2022

Last Updated: 17-Oct-2022

OP Action Title: 7.1.3.2 Maintain leachate, groundwater and stormwater management control systems





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** Ongoing throughout the year. Water testing will occur shortly at Adaminaby Transfer Station. During August, Jindabyne Landfill will also have water samples tested, along with Cooma Landfill testing water samples in December. Quarterly water samples are also taken from required licensed facilities throughout the year. 16.08.2022 Annual Water Report Due for Cooma Landfill in October 2022 (information is been gathered for this report ready for its submission, which is due early December 2022)

Last Updated: 24-Oct-2022

OP Action Title: 7.1.3.3 Completion of annual Waste and Resource Reporting Portal (WARRP) and Environmental Protection Authority (EPA) reports


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Manager Resource and Waste Services	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Annual WARRP Report underway with expected completion in August. Annual EPA reports for the previous FY have been submitted. Water testing reports are due April and October</p> <p>As per EPA licensing requirements the Annual WARRP report and EPA reports are now complete and have been lodged 16.08.2022</p> <p><i>Last Updated: 16-Aug-2022</i></p>						
<p>OP Action Title: 7.1.3.4 Variation of EPA Licence to Cooma Landfill - submit request for variation to licence for Cooma Landfill for the transport and acceptance of waste material from Jindabyne Landfill to Cooma Landfill for disposal</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Verbal conversations have been held with the EPA regarding the variation to license, a written application is now required to be written and lodged with the EPA for this variation.</p> <p><i>Last Updated: 30-Sep-2022</i></p>						
<p>OP Action Title: 9.3.1.1 PROJECT: Liaise with NSW EPA to develop a Remediation Plan for legacy landfill sites, in order of priority to prepare a rehabilitation plan</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	31-Dec-2022	56%	49.80%	 GREEN
<p><b>OP Action Progress Comments:</b> Discussion are continuing with the EPA in relation to remediation plans for various legacy landfill sites. Water testing will be conducted at the legacy landfill site at Eucumbene and Anglers Reach. EPA officers and Council officers inspected 4 legacy sites, Council are waiting on written response from the EPA as part of the site visits. The EPA recommended that waster samples be taken and analysed for legacy site Eucumbene and Anglers Reach. This water sampling has been undertaken in line with EPA's request - Analysis report has been received. 17.10.2022</p> <p><i>Last Updated: 19-Oct-2022</i></p>						
<p>OP Action Title: 9.3.2.1 Continue to support the provision of recyclable materials for regional arts projects</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	55%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Council continues to provide support for the provision of recyclable materials for regional art projects, council has not been approached by any art groups to date.</p> <p><i>Last Updated: 17-Oct-2022</i></p>						

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

OP Action Title: 9.3.2.2 Continue to improve, stock and promote Council’s buyback facilities (ScrapMart)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	65%	24.99%	 GREEN


**OP Action Progress Comments:** Works for the Bombala ScrapMart are completed with communications yet to occur. However, word of mouth and community excitement is allowing the facility to grow in popularity quickly.  
 Official opening to be held in November 2022, no confirmed date at this stage as we are waiting on a confirmation date for Mayor and Councillors to undertake official opening 17.10.2022  
*Last Updated: 24-Oct-2022*

OP Action Title: 9.3.3.1 Provide domestic and commercial waste, recycling and FOGO kerbside collection services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	51%	24.99%	 GREEN


**OP Action Progress Comments:** Both domestic and commercial kerbside collection continue to be expanded and improved.  
 More kerbside collections are occurring in the Jindabyne area with 1,200 plus bins collected each week.  
 domestic kerbside bins continue to be rolled out to new properties upon request. 17.10.2022  
*Last Updated: 17-Oct-2022*

OP Action Title: 9.3.3.2 Investigate and review kerbside services and expand as needed

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Investigations are currently underway to improve and expand collection runs in various areas across the council region.  
 Residential surveys have been distributed to residents surrounding Delegate and Cathcart to gauge interest in kerbside and BOB services. 17.10.2022  
*Last Updated: 17-Oct-2022*

OP Action Title: 9.3.3.3 Kerbside Waste Audit - Audit Council’s kerbside bins and public street bins. Waste Audits are an essential waste management tool which enable Council to understand how management of waste is performing across the region and to gauge disposal behaviour within the community

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN

**OP Action Progress Comments:** A kerbside waste audit was recently conducted across the region. The final report is still in process and will be received shortly.  
 Draft report has been received, Council are now waiting on final report.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 17-Oct-2022

**Water & Wastewater**

**Water and Wastewater**

OP Action Title: 11.1.1.1 PROJECT: Telemetry upgrades inc, new system implementation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	10%	5.00%	 GREEN

**OP Action Progress Comments:** Tender Documentation and project scoping to be complete  
 RFQ soon to be issued

Last Updated: 28-Oct-2022

OP Action Title: 9.2.2.1 Jindabyne Pump Station Overflow Pump Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	10%	5.00%	 GREEN

**OP Action Progress Comments:** Project investigation underway.

Last Updated: 28-Sep-2022

OP Action Title: 9.2.3.2 Undertake annual compliance reporting to NSW EPA

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN





**OP Action Progress Comments:** Berridale STP Annual Report finalised and submitted.  
 Adaminaby STP Annual Report finalised for submission.





Last Updated: 28-Oct-2022

OP Action Title: 9.2.4.1 Council supplies reticulated potable water to many towns and villages across the region. Potable drinking must meet a high level of compliance to ensure public health and safety

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Potable water for the month of October 2022 met with compliance requirements.

Snowy Monaro Regional Council (SMRC)		Action and Task Progress Report- Standard				
BWA Alert for Jindabyne area issued Sept 27 and removed October 7 due to high turbidity in at the water intake. Last Updated: 28-Oct-2022						
OP Action Title: 9.2.4.2 Council repairs water main breaks as a matter of urgency to ensure that the supply is returned to normal as soon as possible						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 3 water main breaks were recorded for the Month of October 2022. Service was returned to normal as soon as possible. Last Updated: 28-Oct-2022						
OP Action Title: 9.2.4.3 Unplanned water interruptions impact on Council’s service delivery of safe water. Council endeavours to reduce the number of interruptions to maintain service						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 11 Unplanned water interruptions have been recorded in October 2022. We are on track with the required less than 50 interruptions per 1000 connections for the year. Last Updated: 28-Oct-2022						
OP Action Title: 9.2.4.4 Council responds to water incidents (burst and leak) in a timely manner to ensure that supply interruption is as minimal as possible						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 12 water incidents (leaking service, faulty meters, aged assets) were reported in Cooma, Bombala and Snowy areas in October 2022. This was attended to in less than 4 hours and resolved. Last Updated: 28-Oct-2022						
OP Action Title: 9.2.4.5 Council responds to reticulated water quality complaints to ensure that the public are drinking safe water						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> There was three dirty water complaints received in October 2022. We are on track with the required less than 20 complaints per 1000 connections for the year. Last Updated: 28-Oct-2022						
OP Action Title: 9.2.4.6 PROJECT: Cooma Water Treatment Plant weir and fishway upgrades						

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	90%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> The SECI process as approved by council is ongoing and proving to be a successful endeavour to:</p> <ul style="list-style-type: none"> <li>• reducing construction risk raise safety concerns to acceptable levels</li> <li>• reducing construction risk to lower building costs</li> </ul> <p>Able to report to management in October on deliverables.                      Last Updated: 28-Sep-2022</p>						
OP Action Title: 9.2.4.7 PROJECT: Development of water mains replacement program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	97%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Project run in conjunction with Cooma hydraulic modelling.</p> <ul style="list-style-type: none"> <li>• Producing a 20 year replacement program</li> <li>• Will allow for funding applications to be accessed</li> </ul> <p>Final draft for the report has had operational input and is now available                      Last Updated: 28-Oct-2022</p>						
OP Action Title: 9.2.4.10 PROJECT: Cooma Water Treatment Plant raw water pump and variable speed drive upgrade						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	10%	5.00%	 GREEN
<p><b>OP Action Progress Comments:</b> The Cooma WTP upgrades for the raw water intake is still going through the full scoping phase and will be ready for operational review prior to the consultancy brief being released.                      Last Updated: 01-Aug-2022</p>						
OP Action Title: 9.2.5.1 Council responds to sewerage incidents (including main breaks and chokes) in a timely manner to ensure maintained service delivery						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> All sewerage incidents at the treatment plants as well as within the networks are responded to within 4 hours.                      Last Updated: 28-Oct-2022</p>						

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

OP Action Title: 9.2.5.2 Council’s Sewage Treatment Plants must comply with NSW Environment Protection Authority (EPA) licence conditions to protect the environment

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** All sewage treatment plants are complying with the individual EPA licence requirements.

The following exceedances were noted in October:

Nimmitabel STP  
 Discharge volume exceedances due to rain event, plant exceeded licence limit on 17 days from 29th September to 16th October  
 Wet weather Bypass exceedance on 9/10/2022 due to the snow fall with snow melt of 30mm.

Berridale STP  
 Discharge volume exceedance to the creek due to rain event, plant exceeded licence limit on 14 days from 25th September to 14th October

Jindabyne STP  
 Discharge volume exceedance to the creek due to rain event, plant exceeded licence limit on 3 days from 25th September to 30th September

Bombala STP  
 Discharge volume exceedance to the creek due to rain event, plant exceeded licence limit on 30th September

Adaminaby STP  
 Licence limit exceedance of 90th percentile concentration limit for faecal coliforms on 5th October.  
*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.5.3 Council repairs sewerage main breaks and chokes to maintain service delivery

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** 8 incidents have been reported in October 2022 in the Cooma, Snowy and Bombala areas. We are on track with the required less than 20 repairs/chokes per 100km per year.

Cooma rising main break and sewer overflow 10/10/2022  
 Sewer choke and sewer overflow Victoria Lane 24/10/2022

*Last Updated: 28-Oct-2022*



**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**

OP Action Title: 9.2.5.4 Council monitors the total sewerage complaints in a year to obtain data for service improvement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** There were 11 sewerage complaints received in October 2022. We are on track with the required less than 50 complaints per 1000 connections for the year.  
*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.5.5 PROJECT: Adaminaby Sewage Treatment Plant - construction

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN

**OP Action Progress Comments:** The Adaminaby STP is moving slowly ahead and is being hampered by bad weather at the moment. The contractor is struggling to get resources on site and SMRC is working closely with the contractor to assist in moving the project forward.

- Road works are being completed
- Electrical works ongoing with good progress being made
- Electrical switch board commissioned
- Mechanical contractor has mobilised to site and has started installation works
- Structural contractor has mobilised to site and started installing all walkway
- All building structures have been completed

*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.5.6 PROJECT: Jindabyne Town Centre - Sewer upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	85%	24.99%	 GREEN

**OP Action Progress Comments:** Detailed design for the full project is at 85% complete.

- Funding for W&WW component is allocated
- Funding for the civil component is still to be sourced.

*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.5.7 PROJECT: Kalkite Sewage Treatment Plant upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	20%	10.00%	 GREEN


**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

**OP Action Progress Comments:**

- Consultancy agreement for the engineering and process design has been returned and is going through evaluation
- Funding for some of the works has been granted by State now.
- The design for the electrical upgrades has been completed and is going through the approvals process for the electricity supplier.
  - o There has been some additional requirements from the electricity supplier
  - ? These works were hoping to be undertaken starting August 2022 but are delayed from the supplier and will start ASAP after approval.
- Flow meters to record accurate inflow data are being completed.

*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.5.8 PROJECT: Kalkite Sewage Treatment Plant electrical upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	95%	24.99%	 GREEN

**OP Action Progress Comments:**

- Design 95% complete
- Additional requirements from electricity supplier that are being met
- There has been a reduction in available power from 315kVA to 200kVA


*Last Updated: 28-Sep-2022*

**Strategy Portfolio**

**Corporate Projects**

**Corporate Projects**


OP Action Title: 10.3.12.16 PROJECT: Adaminaby Long Vehicle and Truck Parking

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	15%	10.00%	 GREEN

**OP Action Progress Comments:** Community meeting to be arranged for early November to present Option 7 to community regarding Truck Parking area.. Transport for NSW approval was granted for Option 7 for the Truck Parking area and Light Vehicle Parking area.

*Last Updated: 27-Oct-2022*

OP Action Title: 10.3.12.17 PROJECT: Bobeyan Road Upgrade Sealing Adaminaby to ACT Border


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	28%	24.99%	 GREEN

**OP Action Progress Comments:** SVC Road Crew re-established on site and monthly meetings reestablished with SVC mgt.  
 SMRC Undertaking Archaeology works, surveys, community/landholder consultation and acquisitions.  
 Request for Tender out for Jones Plains Bridge D&C on new alignment.

**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**

Road Base production from the Shannon Flat Quarry under-way.  
 Contractor for bridge construction selected and contract waiting on signatures.  
 Bridge Design underway. SVC back on site.  
*Last Updated: 27-Oct-2022*

OP Action Title: 10.3.12.18 PROJECT: Fixing Country Bridges Program - Cambalong Bridge, Cambalong Road Palarang

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	10.00%	 GREEN




**OP Action Progress Comments:** Geotechnical Investigations, survey and stakeholder consultation are underway.  
 Geotechnical Investigations complete.  
 Survey RFQ awarded.  
 Hydrology RFQ prepared.  
 Residents Register and notification under development.  
 Proposed completion date December 2024  
*Last Updated: 27-Oct-2022*

OP Action Title: 10.3.12.19 PROJECT: Fixing Country Bridges Program - Redcliffe Bridge, Cambalong Road, Palarang

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	10.00%	 GREEN

**OP Action Progress Comments:** Geotechnical Investigations, survey and stakeholder consultation are underway.  
 Geotechnical Investigations complete.  
 Survey RFQ awarded.  
 Hydrology RFQ prepared.  
 Temporary Bypass instillation underway.  
 Telstra Service relocation requested.  
 Residents Register and notification under development.  
 Proposed completion Date Feb 2024  
*Last Updated: 27-Oct-2022*

OP Action Title: 10.3.12.20 PROJECT: Fixing Country Bridges Program - Cambalong 2 Bridge, Cambalong Road Cambalong

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	8.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway. Geotechnical Investigations complete. Survey RFQ awarded. Hydrology RFQ prepared. Residents Register and notification under development.</p> <p>Planned completion July 2024                      Last Updated: 27-Oct-2022</p>						
<p>OP Action Title: 10.3.12.21 PROJECT: Fixing Country Bridges Program - Darbys Gully Bridge, Old Bombala Road, Nimmitabel</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	10.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway. Geotechnical Investigations complete. Survey RFQ awarded. Hydrology RFQ prepared. Willow removal RFQ awarded and planned. Residents Register and notification under development. InQuik modular components ordered.</p> <p>Planned completion Oct 2023                      Last Updated: 27-Oct-2022</p>						
<p>OP Action Title: 10.3.12.22 PROJECT: Fixing Country Bridges Program - Black Flat Bridge, Black Flat Road, Williamsdale</p>						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	10.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway. Geotechnical Investigations complete. Site Survey Complete. Hydrology RFQ prepared. Telstra Service relocation requested. Residents Register and notification under development. InQuik Modules Ordered</p>						

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

Proposed Completion date: August 2023

Last Updated: 27-Oct-2022

OP Action Title: 10.3.9.2 PROJECT: Cowbed Creek Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	30%	24.99%	 GREEN

**OP Action Progress Comments:** Project was on hold awaiting funding.

Additional funding secured project will now progress.

Preparation of D&C Tender underway.

Listed as:- Contract N#\_028/2022 VP N#\_VP329464

Last Updated: 27-Oct-2022

OP Action Title: 10.3.9.3 PROJECT: Ryrie Street Michelago Extension

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	28%	24.99%	 GREEN

**OP Action Progress Comments:** Design revised to follow existing track through the edge of the rail corridor.

Road design on new alignment complete.

Booroomba Culvert Michaligo Road completed.


Project awaiting UGL approval for work in rail corridor.

D&C contract listed on VendorPanel

Contract\_029-2022 VendorPanel N#\_VP329660

Last Updated: 27-Oct-2022

OP Action Title: 10.3.9.4 PROJECT: Craigie Little Plains River Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	Completed	01-Jul-2022	31-Jul-2022	100%	24.99%	 GREEN





**OP Action Progress Comments:** Project open to traffic.

Awaiting funding body acceptance of the Completion Report

Last Updated: 27-Oct-2022


OP Action Title: 10.3.9.5 PROJECT: Deep Creek Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	98%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Bridge Construction Completed and open to traffic.                      Additional works on approach roads under-way to improve safety and driving comfort..                      Contractors engaged for approach road for Pavement upgrade, Guardrail realignment, Sealing.                      Approach Earthworks Complete,                      Guardrail Extension Complete.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 10.3.9.6 PROJECT: Peak Creek Bridge Replacement						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Project completed</p> <p><i>Last Updated: 30-Sep-2022</i></p>						
OP Action Title: 12.1.1.3 PROJECT: Jindabyne Community Library						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	99%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Defects liability period has commenced (12 months from 19 August 2022)                      Financial acquittal and reporting underway with government funding bodies and final reports to be undertaken before end of October 2022                      Site signage and solar installation awaiting finer weather.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 12.1.2.4 PROJECT: New Civic Complex (Stage 1-Detailed Design)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	75%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Workshop held with ELT with Colliers and Cox Architects (Masterplanning)                      3 Draft reports provided                      2 extensions on scope requested                      Final designs (masterplans) and feasibility due September 2022 - delivered                      Additional investigations into retail options undertaken - Report to be tabled Feb Council Meeting</p> <p><i>Last Updated: 27-Oct-2022</i></p>						

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**


OP Action Title: 12.1.2.5 PROJECT: Delegate School of Arts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	15.00%	 GREEN

**OP Action Progress Comments:** Stage 1 - new toilet  
 - new toilet is approx. 95% completed, waiting on a few minor defects before final inspection and handover.  
 Stage 2 & 3  
 - amended technical plans as per PEG comments  
 - shared proposed works program with PWA for review and comments

*Last Updated: 24-Oct-2022*


OP Action Title: 12.1.2.6 PROJECT: Yallabee Lodge New Section of Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	21%	15.00%	 GREEN

**OP Action Progress Comments:** Designs complete. Garage demolition complete. QS complete  
 DA lodgment underway with SMRC Planning via portal.  
 Hold point until DA is approved.

*Last Updated: 02-Nov-2022*

OP Action Title: 12.1.2.7 PROJECT: Bombala Arts and Innovation Centre Building Upgrade





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	17%	15.00%	 GREEN

**OP Action Progress Comments:** Economic Development continuing discussions to find potential lead tenant to cover ongoing running costs.  
 No operating model exists.  
 Reporting with PWA / DRNSW up to date.  
 Revised RFQ to market in November separating work to be undertaken in the amenities building (now covered entirely by SCCF2 funding) from main build.

*Last Updated: 02-Nov-2022*

OP Action Title: 12.1.2.8 PROJECT: Delegate Preschool Renewal of Drainage Systems

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	15%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> - Upgrade from Fire Consultant - awaiting on FRNSW for the FEBQ review however, we are expecting delay from FRNSW due to their existing work load                      - Access Consultant has provided the Inspection report with Performance Solution report, and it is currently under review by internal stakeholders.                      - working with Childcare center and Planning to amend technical plans.</p> <p><i>Last Updated: 24-Oct-2022</i></p>						
OP Action Title: 12.1.2.9 PROJECT: Strengthening Communities Safer Places Project						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> We have received and reviewed all of the building compliance audit reports. They have been collated for each hall according to priority rating provided in the report. The following table shows the priority system used.                      Priority ratings                      1 Rectification is recommended in the immediate/short term as a significant risk and/or safety hazard is perceived to exist.                      2 Rectification is not considered mandatory, however is recommended from a risk management perspective.                      3 Rectification would only be recommended as part of a major refurbishment or long term strategic upgrade as a significant risk and/or safety hazard is not perceived to exist.</p> <p>We will be meeting with the individual hall committees over the next 2 - 3 weeks to discuss the report's findings and get their views on the relative importance of items in the priority 1 list for their hall. It is important to note that even though we have budgeted at \$50k per hall, not all halls require this amount of work under priority 1, whereas others are well over that. It was always intended to review the highest needs once the work had been identified and this may lead to different amounts needing to be applied to different halls.</p> <p>The requirement under the grant deed is to address the high risk items identified. Input from the hall committees will be used to guide the program of works.</p> <p><i>Last Updated: 20-Oct-2022</i></p>						
OP Action Title: 12.1.2.10 PROJECT: Jindabyne Town Centre Improvements						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED
<p><b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government. Awaiting clarity on Town Centre projects from RGDC. 2 meetings held in October 2022.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 12.1.2.11 PROJECT: Aitchison Cottage Berridale						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	61%	24.99%	 GREEN



**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**


**OP Action Progress Comments:** Trinder Constructions to complete capping of chimney.  
 SMRC Heritage advisor undertaking scope of works in preparation of future grants/project scoping requirements.  
 First draft scope of works presented back to community group.  
*Last Updated: 28-Sep-2022*

OP Action Title: 12.1.2.12 PROJECT: Bombala Caretaker Cottage

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Project engagement group meeting held on the 28th September and the following process was communicated:  
 1. engage asbestos removal contractor to remove internal walls and ceiling to expose any structural issues.  
 2. obtain three quotes via RFQ process, RFQ to include schedule of items in hierarchy of importance, including provisional items, to be implemented until budget is expended  
*Last Updated: 30-Sep-2022*

OP Action Title: 12.1.2.13 PROJECT: Bombala Depot - Female Amenities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN

**OP Action Progress Comments:** Completed and handed over to Land & Property team.  
*Last Updated: 01-Aug-2022*

OP Action Title: 12.1.2.14 PROJECT: Bombala Exhibition Hall, CWA Room Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	80%	24.99%	 GREEN

**OP Action Progress Comments:** A scope variation has been submitted (awaiting reply) to the funding body requesting a change to include roof repairs to the Exhibition Hall and CWA Building  
*Last Updated: 30-Sep-2022*

OP Action Title: 12.1.2.15 PROJECT: Jindabyne Holiday Park Drainage Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	20%	24.99%	 AMBER

**OP Action Progress Comments:** - Tender loaded to Vendor Panel  
 - NRMA have agreed to proposed program of works.

**Snowy Monaro Regional Council (SMRC)** **Action and Task Progress Report- Standard**

- completed pre-tender site inspections with all tenderers  
*Last Updated: 24-Oct-2022*

**OP Action Title: 12.2.5.1 Project management framework is in place to ensure consistency and strategic decision making**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN


**OP Action Progress Comments:** Training for new cohort undertaken in September 2022  
 Updated documents for new Intranet (November) (internal) (new branding)  
 Simplified framework for public /355 use on external website (December)  
*Last Updated: 02-Nov-2022*

**OP Action Title: 12.4.1.5 PROJECT: Swimming Pool Upgrades, Stage 1 Bombala and Cooma**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	15%	15.00%	 GREEN

**OP Action Progress Comments:** Tender for work on eTender (NSW State Government Procurement System)  
 Compulsory site visit took place Tuesday 27th September for Cooma & Bombala Pools with PWA  
 Cooma Lessees and Bombala Lessees in attendance. Tender closes 10 November  
*Last Updated: 27-Oct-2022*


**OP Action Title: 12.4.2.6 PROJECT: Ginger Lee Playground**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	74%	24.99%	 GREEN

**OP Action Progress Comments:** Soil Stabilisation is complete, curb has been installed and construction is scheduled for completion in mid November.  
 Play equipment contractor has been contracted to deliver play equipment by end of February 2023. It is expected that this task will be completed ahead of time.  
 Community groups have rallied to raise an additional 30k for playground equipment  
*Last Updated: 30-Sep-2022*

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

OP Action Title: 12.4.2.7 PROJECT: Nimmitabel Showground Luncheon and Bar Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	Completed	01-Jul-2022	31-Dec-2022	100%	75.00%	 GREEN

**OP Action Progress Comments:** All works are completed - Final inspection / handover booked in for Friday 21 October 2021.

Replaced all 5 entry doors with size to suit NCC.  
 Alter swing outwards with latch that complies with NCC  
 Removal and Disposal of old doors  
 Upgraded landing and access ramp to meet AS1428.1 & D2.14 slope and slip resistance  
 Installed new landing and access ramp to the front veranda  
 Installed new landing and access ramp to rear entrance  
 Replaced and rectify landing and steps to meet part 'D' NCC to side entrance.  
 Installed new Fire Exits and Tactile indicators.  
 Increased egress to 1000mm (around bench).  
 Repointed chimney structure to make it safe.  
 Sealed closed old oven doors to make safe.  
 Replaced and installed new roof guttering.  
 Rectified roof sheeting and fixings  
 Rectified any existing piers where required

Variation:  
 Extended hand rails around accessible entrances  
 Connection of new guttering to storm water system - water tanks on site.

*Last Updated: 20-Oct-2022*

OP Action Title: 12.4.2.8 PROJECT: Lake Jindabyne Shared Trail

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	30%	24.99%	 GREEN

**OP Action Progress Comments:** - Engage approved valuer to prepare valuation reports

- Continue work on ACHA
- Continue to prep and submit ACHA for Tyrolean section
- ACHA being completed for Kunama to East Jindabyne – completion October
- Targeted Surveys scheduled for Spring 2022 – complete in Sept and Nov to align with species (surveys required for BDAR)
- Report submitted to ELT on estimated construction costs

*Last Updated: 30-Sep-2022*

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

OP Action Title: 12.4.2.9 PROJECT: Jindabyne Sportsground Upgrade Amenities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	31-Dec-2022	65%	49.80%	 GREEN

**OP Action Progress Comments:** Contactors have had some delays with supplies, they are now looking at being on site to start the roof and gutting of the current change rooms by the end of October.  
 The Showground user groups have been advised and have cleaned out the change rooms in readiness.  
*Last Updated: 20-Oct-2022*

OP Action Title: 12.4.2.10 PROJECT: Jindabyne Skate Park Upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Established community group to guide project - 4 x students, Jindabyne Skate Association, SHL, Jindy Bowlo. Held our first meeting on Friday 23 September. Tender documents completed. Tender opened on 4 October and closes on 8 November 2022. We will hold our next Community Group meeting mid November to review the tender submissions.  
 Reporting on time for PWA/DRNSW  
 Delivered under the BLER Fund.  
*Last Updated: 20-Oct-2022*

OP Action Title: 12.4.2.11 PROJECT: Cooma Footpath Pavers CBD Streetscape Beautification (Sharp St - Cooma Creek Bridge to Soho St)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	75%	75.00%	 GREEN

**OP Action Progress Comments:** Final segment on hold due to lack of supply of pavers.  
*Last Updated: 26-Oct-2022*


OP Action Title: 12.4.2.12 PROJECT: Cooma Regional Sports Hub

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Apr-2023	40%	30.00%	 GREEN

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**OP Action Progress Comments:** Contract has been signed with Project Coordination. Kick-off occurred 2/11/2022.  
*Last Updated: 02-Nov-2022*

OP Action Title: 12.4.2.16 PROJECT: Adaminaby Street Improvements

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	25%	15.00%	 GREEN

**OP Action Progress Comments:** Footpath in Denison Street completed. geotechnical survey completed for Un-named Laneway, Baker Street and Lucas Street. Awaiting final designs for these projects.  
*Last Updated: 01-Nov-2022*

OP Action Title: 12.4.2.17 PROJECT: Bombala Showground Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** The high voltage report from the consultant is yet to be received. A scope variation has been submitted (awaiting reply) to the funding body requesting a change to include electrical hardware installation as the consultants low voltage design report.  
*Last Updated: 30-Sep-2022*

OP Action Title: 12.4.2.18 PROJECT: Jindabyne Town Centre Pavers

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	5%	24.99%	 RED

**OP Action Progress Comments:** To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government due October Council Meeting 2022. Noting Pavers project will be difficult to realise until the issues with the awnings have been addressed (guttering, awnings and water run off must be addressed before pavers are replaced or they will need to be replaced in 50% of usual life span) Awnings are responsibility of shop owners. Shop owners in Town Centre difficult to gain consensus no strata/body corporate in place to facilitate decision making.  
*Last Updated: 25-Aug-2022*

OP Action Title: 12.4.2.19 PROJECT: Jindabyne Town Centre Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	5%	24.99%	 RED

**OP Action Progress Comments:** To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government

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due October Council Meeting 2022  
 Last Updated: 25-Aug-2022

**OP Action Title: 2.2.2.3 PROJECT: Bombala Caravan Park Upgrades**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN


**OP Action Progress Comments:** Waiting for clarification on scope and budget. It has been suggested the original office space be utilised, this will negate underground electrical installation and reduce costs  
 Last Updated: 30-Sep-2022

**OP Action Title: 2.2.3.2 PROJECT: Cooma North Ridge - Community Place for Space**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** Design of signage suite  
 - completed review of final review but unfortunately, there are last minute changes from Comms and WG members. Will have to go back to designer for last minute changes before final approval for manufacturing stage.  
 Crisp St & Balli PI Car Parking Area  
 - working with Council Planning and Roads teams on planning and construction.  
 - at present, waiting on Planning to confirm DA requirements for Balli PI and Roads to confirm fee proposal and timeframe for construction.  
 Upgrade trail from Crisp St to Southern Gate (past Scout Hall)  
 - working with RFS on the walking/fire trail but RFS will do most of the ground work. Latest feedback from RFS - not expecting to commence in the short term.  
 Last Updated: 24-Oct-2022






**OP Action Title: 2.2.3.3 PROJECT: Mt Gladstone Amenities Upgrades**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN

**OP Action Progress Comments:** Completed and handed over to Civic Maintenance team.  
 Last Updated: 01-Aug-2022

**OP Action Title: 2.2.3.4 PROJECT: Jindabyne Town Centre Toilet Block Demolition**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	11%	24.99%	 RED
<p><b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government. Awaiting clarity on Town Centre projects from RGDC. 2 meetings held in October 2022.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 2.2.3.5 PROJECT: Jindabyne Town Centre Toilet Block						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED
<p><b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government. Awaiting clarity on Town Centre projects from RGDC. 2 meetings held in October 2022.</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 9.2.4.8 PROJECT: Bombala and Delegate Water Supplies						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Andrew Scharkie - W&WW Project Management Consultant	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Project Update from Water &amp; Waste Water: The detailed design process has commenced with operational planning input ongoing.</p> <p><i>Last Updated: 02-Nov-2022</i></p>						
OP Action Title: 9.2.4.11 PROJECT: Jindabyne Holiday Park Fire Service Upgrades						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> - NRMA Have agreed to program/construction dates.                      - scope of works finalised                      - tender on Vendor Panel                      - completed pre-tender site inspections with all tenderers</p> <p><i>Last Updated: 27-Oct-2022</i></p>						
OP Action Title: 9.3.1.2 PROJECT: Jindabyne Landfill capping, scoping and design upgrade to transfer station						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Management Consultant	In Progress	01-Jul-2022	30-Jun-2023	42%	24.99%	 GREEN


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**OP Action Progress Comments:** GHD has prepared a closure plan for Jindabyne Landfill along with a separate document for the design for a dedicated transfer station. A dedicated Project Management resource has joined Corporate Projects in October 2022. Waste operations team to plan for continued operations during construction. Grant applications for transfer station to be prepared and submitted based on preferred design.

*Last Updated: 02-Nov-2022*

OP Action Title: 9.3.1.3 PROJECT: Build a Waste Transfer Station at Jindabyne, scope, design and land acquisition

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Management Consultant	In Progress	01-Jul-2022	30-Jun-2023	42%	24.99%	 GREEN

**OP Action Progress Comments:** (See 9.3.1.2 joint project for Jindabyne Landfill Closure Plan - this project is for the design and land acquisition phases only of the new Waste Transfer Station [WTS])  
 At 11:00AM on 21/10/2022 settlement occurred for purchase of Lot 51 DP 1286726 from Snowy Hydro Limited. This lot will be the site of the new WTS. GHD submitted their Masterplan Report to SMRC on 21/10. Waste and Projects teams to review report and meet with GHD to discuss on 2/11. GHD to prepare WTS Concept Design (based on outcomes of 2/11 meeting) by 2/12/2022. Pre-DA and associated planning will commence following this (in December pending acceptance/endorsement of the Concept Design. WTS Concept Design will include SMRC's preferred road alignment and roundabout integration for the new WTS and the new Connector Road.

*Last Updated: 02-Nov-2022*


OP Action Title: 9.3.1.4 PROJECT: Delegate Landfill Rehabilitation and Capping

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	15%	15.00%	 GREEN

**OP Action Progress Comments:** Contract awarded to Jennings Civil Group for \$ 555,600.00 (ex GST). Timeline to be discussed with contractor and Quarry Manager.

*Last Updated: 27-Oct-2022*

OP Action Title: 9.3.1.5 PROJECT: Bombala Landfill Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Not Started	01-Jul-2022	30-Jun-2023	0%	20.00%	 RED



**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

**OP Action Progress Comments:** Awaiting progress on Jindabyne Landfill Project before commencement.  
*Last Updated: 30-Sep-2022*

OP Action Title: 9.3.2.3 PROJECT: Cooma Compost Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Management Consultant	In Progress	01-Jul-2022	30-Jun-2023	25%	15.00%	 GREEN

**OP Action Progress Comments:** Dedicated project management resource in corporate projects commenced October. The Ecology Report had gone beyond its' 6-month validity period and had to be redone. This triggers a re-baselining of all associated sub-consultant reports. This required a site visit from the ecologist, which was carried out on 21/10 and 22/10. The delivery date for the updated consultant report package is TBC. A grant opportunity through EPA is currently available to roll FOGO out to the entire LGA. The grand application is due on 16/11 and is being managed by Commercial Projects.  
*Last Updated: 02-Nov-2022*

OP Action Title: 9.3.2.4 PROJECT: Complete weighbridge IT replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	95%	24.99%	 GREEN

**OP Action Progress Comments:** Manager Waste on extended leave.  
*Last Updated: 01-Aug-2022*

**RFS/SES Support Service**

OP Action Title: 13.2.13.1 Customer requests responded to in accordance with Council's Customer Service Charter and Rural Fire Service Level Agreement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Administration and Financial support provided to RFS in accordance with agreed activities. 2022 Establishment meeting held July 2022  
*Last Updated: 01-Aug-2022*

OP Action Title: 13.2.14.1 Administration and support provided to LEMO


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Administration support from Corporate Projects provided. Vacancy in Risk Officer Role - LEMO role currently vacant. Action to update/recruit LEMO being led by RFS, supported by Acting Mgr Corporate Projects

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*Last Updated: 27-Oct-2022*

OP Action Title: 13.2.15.1 Payments made to the agencies in line with contribution assessments


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** Undertaken with finance - monthly reporting.  
 Administration resource within Corporate Projects utilised

*Last Updated: 27-Oct-2022*

**Risk Management**


OP Action Title: 13.2.11.1 Insurance claim reports are generated and reported to Council through performance reporting

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	16%	24.99%	 RED

**OP Action Progress Comments:** Risk Officer role has been vacant since July 2021.  
 Insurance being coordinated through Corporate Projects.  
 Regular reports to be initiated.

*Last Updated: 28-Sep-2022*

OP Action Title: 13.2.12.1 Council's insurance policies are reviewed and updated

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Completed	01-Jul-2022	30-Jun-2023	100%	50.00%	 GREEN


**OP Action Progress Comments:** All policies renewed for 2022

*Last Updated: 01-Aug-2022*

**Fleet and Plant**

**Fleet and Plant**

OP Action Title: 13.2.16.1 Replace identified plant items for financial year in alignment with the ten year Plant Replacement Program and Fleet Management Procedure


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	38%	24.99%	 GREEN

**OP Action Progress Comments:** Identified capital replacements underway. 23 items committed, 6 item received. . One tender for a motor grader awaiting field review and 3 RFQ to finalise

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*Last Updated: 26-Oct-2022*


OP Action Title: 13.2.16.2 Maintain annual and ten year Plant Replacement Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	20%	40.00%	 RED

**OP Action Progress Comments:** Maintenance of program underway. To be distributed to management group in November for review and feedback.

*Last Updated: 01-Aug-2022*


OP Action Title: 13.2.16.3 PROJECT: Plant and vehicle capital replacement program. General, Water and Wastewater

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	29%	24.99%	 GREEN

**OP Action Progress Comments:** 12 items have committed funding and 1 item received. 40 major plant and 47 minor plant items identified for replacement, plus 8 carry forward replacements still underway from last FY.

*Last Updated: 26-Sep-2022*


OP Action Title: 13.2.17.1 Internal service provision of heavy plant, light plant, leaseback and minor plant

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Budget constraints maintained and plant availability is >98%. Plant 10853 - 3.5T Crew Cab Tipper was deemed a total loss by our insurer (incident 17/6/22) and 10747 Garbage Truck which is still at the dealership for ECU issues.

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.17.2 Servicing and repair of Council's plant and fleet assets

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Fleet have 251 finalised maintenance work orders for FY with an average repair time of 8.9hrs. Plant availability based on available working hours is >98%. September has experienced an increase in equipment downtime above repair time of 73.3%. This is due to several units awaiting warranty repairs.

*Last Updated: 30-Sep-2022*


**Governance**

Snowy Monaro Regional Council (SMRC)

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**Governance**

OP Action Title: 13.2.11.2 PROJECT: Develop a framework for policies and procedures to support the organisation


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022

The code of conduct policy was approved by Council at the ordinary meeting of October 20. This completes the suite of policies required to be adopted by Council during its first twelve months. The next priority is to investigate the capabilities of the current corporate systems to automate, as far as practicable, the management of policies. A new vacancy in the records team has delayed assessment of systems. Assessment will re commence once the new team member has been inducted and settled ( estimated by November 2022).

*Last Updated: 26-Oct-2022*

OP Action Title: 13.2.18.1 Delegations register is reviewed and updated

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022

The delegations of the Mayor and Chief Executive Officer (CEO) were approved by Council at the ordinary meeting of 20 October 2022 one month ahead of schedule. This is one of the statutory requirements required by a new council in its first 12 months. Amendments to the delegations register are managed through a formal request process culminating in final approval by the CEO. The next priority is to investigate the capability of current systems to automate delegations management and determine resources required to implement the required upgrades. This is considered a lower risk improvement undertaking and will commence in Q3.

*Last Updated: 25-Oct-2022*

OP Action Title: 13.2.19.1 GIPA requests are resolved within adopted timeframes

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022

Formal GIPA information requests are being processed within the appropriate legislation. Recent amendments to information request screening has been implemented by customer service officers. The next priority is to investigate the capability of current systems to provide improved statistical reporting and an online information request facility to augment contact options.

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Investigation to commence Q3.

Updated information processing for property related requests have been determined and are set for final review in October before dissemination to customer service officers.

Property information requests count for more than 50% of information requests. It has been identified the majority of these requests can be sent directly to planning and where appropriate processed under the The Environmental Planning and Assessment Act (EP&A) providing a streamlined and compliant approach to information release. This will reduce and, in some cases, completely remove administrative burden on Customer Service , Records and Governance staff.

Following the improved triage of incoming requests and educating the community on how to access certain Council documents, attention will turn to investigating the use of council's existing capacity for offering an online request portal to optimise access for customers and further streamline internal workflows. Investigation of portal services will commence in November.

*Last Updated: 25-Oct-2022*

**OP Action Title: 13.2.20.1 Approved funding for donations and sponsorships**


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	85%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022  
 All payments for successful donations and sponsorship applications for the current round of funding have been distributed.

The Boco Rock Windfarm Community Enhancement fund is underway. The committee received 29 applications and met in September to determine funding distribution of \$252,446 for 21 applicants. The funding allocation is underway with funds expected to distributed in November 2022.

*Last Updated: 25-Oct-2022*

**OP Action Title: 13.2.21.1 Management of Designated Persons Returns**


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

**OP Action Progress Comments:** A designated persons returns report was approved at the ordinary meeting of 20 October 2022. Information published on Council's website per legislative requirements.

*Last Updated: 25-Oct-2022*

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**


OP Action Title: 13.2.22.1 Councillor induction and training opportunities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	90%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022  
 Induction training for the two new councillors has been coordinated by the Executive Office. The first module is "Financials for Councillors" presented on 27.10.2022 followed by "Code of Meeting Practice" and "Elected Life" training on 24 & 25.11.2022.

*Last Updated: 25-Oct-2022*


OP Action Title: 13.2.23.1 Code of Conduct complaints

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022  
 There are no outstanding matters with all complaints managed in accordance with the procedures for the administration of the model code of conduct for local Councils in NSW. The code of conduct policy was adopted at the ordinary council meeting of 20 October 2022.

*Last Updated: 25-Oct-2022*

OP Action Title: 13.2.24.1 Section 355 Advisory and Management Committee minutes and recommendations are reported to Council.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN

**OP Action Progress Comments:** 25.10.2022  
 At the ordinary council meeting of 20 October 2022 the minutes of the following committees were presented:

- Bombala Exhibition Ground Management Committee meeting of 10 August 2022
- Cemetery Advisory Committee meeting minutes of 6 June 2022
- Cooma North Ridge Reserve Advisory Committee minutes of 27 July 2022
- Youth Council Meeting Minutes of 4 July and 1 August 2022

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**

*Last Updated: 25-Oct-2022*

OP Action Title: 13.2.25.1 Council records are maintained in Council’s electronic document records management system (EDRMS)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Records Management	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Ongoing training and support is provided to existing and new staff as required.

*Last Updated: 01-Aug-2022*

OP Action Title: 13.2.25.2 New staff receive training in records management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Records Management	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** New staff are identified through the onboarding process and training tailored to suit the requirements of the role within council. Quarterly updates on new staff training will be provided.

*Last Updated: 01-Aug-2022*

OP Action Title: 13.2.25.3 Allocation of incoming documents to appropriate staff within Customer Service Charter

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Records Management	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED


**OP Action Progress Comments:** Incoming documents are generally distributed within 48 hours of receipt. Currently exploring improved systems management to enable accurate reporting of statistics.

*Last Updated: 02-Aug-2022*

OP Action Title: 13.2.25.4 Seek costings for digitisation of Councils Records


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Team Leader Records Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> This action has not commenced. A scope of work will be developed by October 2022 to seek quotes for a digitisation program.						
<i>Last Updated: 30-Sep-2022</i>						

**Information and Communication Technology**

**Information and Communication Technology**

OP Action Title: 11.1.1.2 Annual disaster recovery test to confirm the redundant data protection systems are able to support Council during disaster events						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Coordinator ICT	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> To commence in February						
<i>Last Updated: 02-Sep-2022</i>						

OP Action Title: 11.1.1.3 Review fit for purpose applications: InfoCouncil, CAMMS Enterprise Resource Planning Mapinfo, SaaS subscription services (InOutBoard, Zoom, MessageMedia, Storyline360)						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	15%	10.00%	 GREEN
<b>OP Action Progress Comments:</b> 2022 10 25 Infocouncil cloud solution in phase 2 of development. This product will be added to the list of solutions for consideration in the review. Options in Microsoft Teams being considered to replace InOutBoard. Also checking capabilities against Zoom.						
2022 09 20 Infocouncil review requirements gathering process commenced triggered by issues with business paper creation for September meeting which identified possible limitations in existing 32 bit applications.						
<i>Last Updated: 26-Oct-2022</i>						


OP Action Title: 11.1.1.4 Cyber Security - Annual testing and review						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Coordinator ICT	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> To commence in February						



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*Last Updated: 02-Sep-2022*

OP Action Title: 11.1.2.1 End-user Support Helpdesk requests

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** 2022 10 October Performance (21/09/2022 to 24/10/2022)

Requests Acknowledged within 30 mins = 94.0% (298 out of 317) (Target 90%)

Requests resolved within SLA (Target 80%+): Overall 99.32% (294 out of 296)

Total Resolved Requests = 296

Critical (2h) = 100% (1 out of 1)

Urgent (6h) = NA (0 out of 0)

High (2d) = 100% (2 out of 2)

Medium(7d) = 99.6% (265 out of 266)

Minor (14d) = 90.9% (10 out of 11)

Low (30d) = 100% (7 out of 7)

Very Low (90d) = 100% (9 out of 9)

Open requests over SLA (Target <20%): 18.6% (11 out of 59)

Total Open Requests = 59


New helpdesk reporting is providing a more accurate representation of helpdesk performance.

A new report is required to provide a detail breakdown of the "Open Requests Over SLA" statistics

Customer Satisfaction = 98.0% from 41 responses (Target 90%+)

*Last Updated: 25-Oct-2022*

OP Action Title: 11.1.3.1 Network, system, software, telecommunications, GIS and security administration

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Network Administration

2022 10 25 - Minor power supply issues have impacted network performance, but no major interruptions.

2022 10 25 - Decommissioning of legacy public network at library sites is progressing.

Software administration

2022 10 20 - Installation of patch management solution completed to address Auditor recommendations

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GIS  
 2022 10 25 - SAP planning controls completed except for Lake Jindabyne flood mapping.  
 LGA road ownership mapping continues - aiming for completion by late November 2022.

System Administration  
 2022 10 25 - Decommission of legacy systems is progressing

*Last Updated: 26-Oct-2022*

**OP Action Title: 11.1.6.1 Undertake the Capital Leasing Production Server and Storage Hardware Replacement Program for the financial year**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** 2022 10 25 - Engaged Telstra Purple for free Cloud Readiness assessment to identify alternatives to an on-premises infrastructure upgrade.  
 2022 09 16 - Vendor meeting to discuss and amend specification proposal.  
 2022 09 05 - Server and storage specification proposal received from vendor.  
 2022 08 24 - Specification development ongoing.

*Last Updated: 26-Oct-2022*


**OP Action Title: 13.2.11.3 Review, update and develop ICT policies and procedures**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	40%	10.00%	 GREEN

**OP Action Progress Comments:** 2022 10 25 - Further review and update of standards completed. Overarching network security policy to be updated and submitted to ELT for Council adoption.  
 2022 09 19 - Reviewed and updated 25 ICT Standards to reflect current departmental and organisation structure naming conventions..

*Last Updated: 26-Oct-2022*

**OP Action Title: 3.2.1.4 PROJECT: Cemetery Plot Mapping Project**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	5%	0.00%	 GREEN

**OP Action Progress Comments:** 2022 10 25  
 Editbale mapping table being configured to enable self service mapping functionality for the Cemetery teams.


*Last Updated: 26-Oct-2022*


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**Internal Audit**


**Internal Audit**


OP Action Title: 13.2.26.1 ARIC meetings are held to ensure good performance and governance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	20.00%	 GREEN
<b>OP Action Progress Comments:</b> ARIC has held one standard meeting and a meeting to review the draft financial statements prior to those being considered by councillors for referral to Audit.						
<i>Last Updated: 28-Oct-2022</i>						

OP Action Title: 13.2.27.1 Actions from ARIC meetings are completed on time						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	01-Jul-2022	30-Jun-2023	70%	70.00%	 GREEN
<b>OP Action Progress Comments:</b> Resolutions that note are being removed from the system, only leaving the resolutions with actions, giving a better assessment of the progress on the reports.						
<i>Last Updated: 28-Oct-2022</i>						

**Strategy Development**


**Asset Management**

OP Action Title: 10.2.1.1 Undertake Traffic Counts						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Total of 20 counters deployed to date this year						
<i>Last Updated: 27-Oct-2022</i>						

OP Action Title: 10.3.11.1 Annual works program for Infrastructure Transport						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Transport Staff currently reviewing and updating works program to take account of storm damage						
<i>Last Updated: 27-Oct-2022</i>						


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OP Action Title: 12.2.6.1 Review Asset refurbishment and replacement plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN


**OP Action Progress Comments:** The review has not yet started  
*Last Updated: 01-Sep-2022*

OP Action Title: 12.2.6.2 PROJECT: Revaluation of assets - Buildings and Operational Land

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	35%	0.00%	 GREEN


**OP Action Progress Comments:** RFQ currently being prepared. Compilation of list of land and buildings, including location and dimension information continuing  
*Last Updated: 27-Oct-2022*

OP Action Title: 13.2.28.1 Asset Management Plans are reviewed

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

**OP Action Progress Comments:** Review of Asset Management Plans to commence March 2023  
*Last Updated: 27-Oct-2022*

OP Action Title: 13.2.29.1 Asset depreciation rates and useful lives are reviewed

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN

**OP Action Progress Comments:** Review complete. No changes to useful lives or depreciation rates this year  
*Last Updated: 27-Oct-2022*

**Corporate Reporting**

OP Action Title: 13.2.30.2 Deliver service level statements to provide transparency and accountability

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	30%	24.99%		GREEN
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**OP Action Progress Comments:** Service descriptions have been developed for the primary services delivered by Council, and they are located as service descriptions within the Delivery Program and Operational Plan. Several Service Reviews are currently underway, development of CRM and completed Asset Management Plans all assist in informing service levels.  
*Last Updated: 29-Jul-2022*

**OP Action Title: 14.2.5.1 Undertake the Annual Community Satisfaction Survey**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Coordinator Strategy Development	Completed	01-Jul-2022	30-Jun-2023	100%	75.00%		GREEN

**OP Action Progress Comments:** Taverner Research group has been awarded the 2022 Customer Satisfaction Survey work. The survey has been completed with the Taverner Research group presenting the final report to Council's Executive and Councillors before the week ending 4 November 2022 before being published on Council's webpage.  
*Last Updated: 24-Oct-2022*

**OP Action Title: 14.3.1.1 Report on Council's progress and performance against the actions within the Operational Plan**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%		GREEN

**OP Action Progress Comments:** The monthly performance report has been prepared for the Council meeting to be held at the October 2022 Council meeting.  
*Last Updated: 24-Oct-2022*

**OP Action Title: 14.3.2.1 Prepare an Annual Report for the community highlighting Council's achievements against the Delivery Program**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	90%	50.00%		GREEN

**OP Action Progress Comments:** The project plan for the Annual Report has been prepared, and the report's development is progressing well. The statutory reporting component is completed and proofed. The draft financial statements are ready, and highlights of achievements are still to be proofed. Council will be briefed on the draft Annual Report on 3 November 2022 before going to Council to be endorsed by Council on 17 November 2022.  
*Last Updated: 24-Oct-2022*

**OP Action Title: 15.1.2.2 Annual review of the Delivery Program undertaken, to ensure it aligns with the CSP**

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	25%	0.00%		GREEN


**OP Action Progress Comments:** Initial project planning is underway, with internal stakeholder meetings to commence in late October to agree on milestone delivery and project task allocation

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and management.  
*Last Updated: 29-Sep-2022*


**Strategic Planning**

OP Action Title: 1.1.8.1 Planning Proposals are assessed within the Local Environmental Plan Making Guidelines

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN


**OP Action Progress Comments:** Relevant Planning Proposal Received by Council are being appropriately assessed in accordance with Council policy and NSW Government Guidelines. As of August 2022 Council has one active planning proposal. The planning proposal received was reported to Council in September and has been progressed based on Council's resolution. No Further Update  
*Last Updated: 27-Oct-2022*

OP Action Title: 1.2.2.1 Assist in the delivery of related events and activities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN


**OP Action Progress Comments:** Delivered NAIDOC week events in relation to all schools event and family fun day event. This action is complete as per the measure in the Operational Plan. We are assisting in the delivery of a international day of people with disability event. Undertook Rural Financial Counselling events in Bombala, Adaminaby, Bredbo and Cooma.  
*Last Updated: 28-Oct-2022*

OP Action Title: 1.2.3.1 Support community groups to plan and deliver their own events, access grant funding, enable volunteerism

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** A significant amount of staff resources have gone towards supporting community groups to plan and deliver their own events, access grant funding and enable volunteerism. An example of this is Council collaboration with Schools to run the all schools NAIDOC week event. Another example is coordinating the Jindabyne Community Safety meeting working with many community groups to empower them to achieve positive outcomes. To progress outcomes from the Jindabyne community safety meeting a meeting has been held to discuss youth related services in Jindabyne.  
*Last Updated: 28-Oct-2022*

OP Action Title: 1.2.3.2 PROJECT: Arts and Culture Strategy


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN

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**OP Action Progress Comments:** This has not yet commenced and will commence once the Arts and Culture committee have had an opportunity to meet. No further update.

*Last Updated: 28-Oct-2022*


OP Action Title: 12.2.6.3 PROJECT: Parking Gap Analysis for Cooma

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	30%	0.00%	 GREEN

**OP Action Progress Comments:** Undertaking surveys and data collection for parking in the Cooma CBD to inform gap analysis. Data collection is still progressing with first round of surveys now complete a further round of surveys will be undertaken later this calendar year.

*Last Updated: 27-Oct-2022*


OP Action Title: 12.4.2.13 PROJECT: Local Infrastructure Contributions Plan (LICP) - staged development

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN

**OP Action Progress Comments:** This project has been completed ahead of schedule and new plan has been adopted by Council and taken effect. No further update

*Last Updated: 27-Sep-2022*


OP Action Title: 12.4.2.14 PROJECT: Recreation Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	45%	24.99%	 GREEN

**OP Action Progress Comments:** A community survey and targeted stakeholder engagement has been undertaken. Council staff are currently drafting the strategy. Internal stakeholder workshops are currently being undertaken to inform the draft strategy. The draft strategy is progressing with a briefing for Councillors on 27 October. The draft Recreation and Open Space Strategy is expected to be reported to Council in December to be publicly exhibited in early 2023.

*Last Updated: 27-Oct-2022*

OP Action Title: 12.4.2.15 PROJECT: Cooma and Cooma Back Creek Beautification


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN


**OP Action Progress Comments:** A project has been scoped for the area of the Cooma Back Creek from the Southern Cloud Memorial to the Lambie Gorge, but not including the Lambie Gorge. The project collaborates with Cooma Land Care, Cooma Lions and Cooma Rotary. It includes Box Elder tree removal, planting native plants and shrubs involving local schools, replacing an existing footbridge and extension footpath leading to Lambie Gorge, and mounting a monument at the Southern Cloud memorial site. Council has assisted in the grant application process under the Stronger Countries Community Funding Round 5, with Rotary being the lead organisation. Further grant opportunities in early 2023 will open under the NSW Floodplain management scheme, with Council seeking funds to address actions identified within the Floodplain Risk Management Studies and Plans, which include Vegetation Management Plans. This will include the


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rest of Cooma Back Creek North of the bridge from Sharp Street and Cooma Creek through the township. As of 27 October 2022, successful funding recipients ave not been announced.

*Last Updated: 27-Oct-2022*

OP Action Title: 14.2.6.1 Provide feedback on State Significant Development (SSD) applications						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Draft SEARs from Billingra Solar Farm SSD application were received and Council Staff have provided relevant comments. No further update and no additional SSD applications have been received. No further update.						
<i>Last Updated: 27-Sep-2022</i>						

OP Action Title: 14.2.7.1 Provide a response to relevant policy changes						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> As per the outcomes of the Jindabyne Community Safety meeting, a meeting has been held to discuss greater youth services in Jindabyne. No further update.						
<i>Last Updated: 28-Oct-2022</i>						

OP Action Title: 15.1.3.1 PROJECT: Climate Change Resilience Strategy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	25%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> Investigation of funding opportunities underway. High-level enquiries with CivicRisk Mutual have already taken place to determine whether any opportunities exist through our insurer for an internal climate risk assessment for the organisation; unfortunately, no funding is available to support such an initiative. External funding opportunities have been pursued. Likely, some grant to Council from NSW Dept Planning for reimbursement for Council staff time towards the SAP over the next 12 months will take place. An internal decision has been made to use these funds to deliver a Climate Change Resilience Strategy in FY 2022/2023. This Strategy will be outsourced due to internal capacity and subject matter expertise not currently within Council. Once the scope of work has been prepared, the project will likely be delivered in the second half of the FY. We are waiting for revenue to be received at Council.						
<i>Last Updated: 27-Oct-2022</i>						

OP Action Title: 4.1.1.1 Community development supports and facilitates internal and external committees, including S355 and interagency						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Continuing to run various committees including interagency. Regional health and wellbeing committee met in October and Arts and Culture Committee meeting are expected to occur in November. Regional interagency committee meeting was held in October.						



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*Last Updated: 28-Oct-2022*

OP Action Title: 4.1.1.2 PROJECT: Reconciliation Action Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** Draft plan has been conditionally approved by Reconciliation Australia. Draft plan will now be reported to Council to be placed on Public Exhibition. The draft plan is expected to be reported to November Council meeting. No further update

*Last Updated: 28-Oct-2022*

OP Action Title: 4.1.1.3 PROJECT: Develop and implement Child Safe Organisation Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	34%	24.99%	 GREEN

**OP Action Progress Comments:** Draft policy, draft framework and draft reporting guide have been prepared. Project group meets once a month and project is anticipated to be ongoing. A Council staff representative attended an online forum held by Office of the Children's Guardian and Local Government NSW. Briefed and provided update at the October Senior Management Team (SMT) Meeting.

*Last Updated: 28-Oct-2022*

OP Action Title: 8.1.1.1 PROJECT: Development of the new Local Environmental Plan (LEP) - Staged development plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** A comprehensive LEP is being draft and expected to be reported to Council this calendar year. A briefing with Councillors on the draft LEP was held on 1 September. Internal workshops have been held with Council's Development Team. Draft mapping is currently being prepared. A further briefing will be held with Councillors on 27 October with the draft LEP and Planning Proposal to be reported to Council in November to seek a gateway determination and place on public exhibition.

*Last Updated: 27-Oct-2022*

OP Action Title: 9.2.3.3 PROJECT: Development Servicing Plans (DSPs)


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN

**OP Action Progress Comments:** Draft DSPs have been prepared and are likely to be reported to Council in November to be placed on public exhibition for 6 weeks.

*Last Updated: 27-Oct-2022*

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OP Action Title: 9.2.3.4 PROJECT: Disability Inclusion Action Plan (DIAP)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	20%	5.00%	 GREEN

**OP Action Progress Comments:** Project plan has been prepared and undertaking literature review. Draft outcomes review from previous plan has commenced. Legislation has been changed and a new framework for DIAPs has been implemented. New DIAP is required to be developed by November 2023. A report to the Disability Council will be completed upon the finalisation of the Annual Report.

*Last Updated: 28-Oct-2022*

OP Action Title: 9.2.4.9 PROJECT: Development of the Integrated Water Cycle Management (IWCM) Plan and Grey Water Management Plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Strategic Planning	In Progress	01-Jul-2022	30-Jun-2023	20%	15.00%	 GREEN

**OP Action Progress Comments:** Meetings with DPE Water have been had to discuss scope and project plan. A project plan has been drafted and formal project scope and relevant tender documentation will now be drafted to progress procurement in early 2023.


*Last Updated: 27-Oct-2022*

**Workforce Management Portfolio**

**Workforce Management**

**Workforce Management**


OP Action Title: 13.2.31.1 Payroll is undertaken

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Payroll is progressing smoothly






*Last Updated: 03-Nov-2022*

OP Action Title: 13.2.31.2 Evaluation of salary system is undertaken

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN


**OP Action Progress Comments:** Step review and implementation completed July 2022. Next major review in July 2023

*Last Updated: 01-Aug-2022*


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OP Action Title: 13.2.31.3 Performance reviews are undertaken						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	35%	30.00%	 GREEN
<p><b>OP Action Progress Comments:</b> New process is on agenda for ELT 4/10. Staff consultation has returned favorable feedback. New staff member on board will commence formal roll out of new process in November.</p> <p><i>Last Updated: 03-Nov-2022</i></p>						
OP Action Title: 13.2.31.4 Vacant positions are recruited within two months						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Process to fill are functioning a lot quicker, however there are still some jobs that we can not attract suitable employees for. We will continue attempting different advertising strategies. No New Comments.</p> <p><i>Last Updated: 26-Sep-2022</i></p>						
OP Action Title: 13.2.32.1 New employees inducted into WHS						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> New online tool is monitoring induction training and all new employees are now asked to complete this.</p> <p><i>Last Updated: 30-Sep-2022</i></p>						
OP Action Title: 13.2.32.2 WHS incidents are reported						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Reports of incidents are increasing in frequency due to an increased focus on WH&amp;S by new staff</p> <p><i>Last Updated: 01-Sep-2022</i></p>						
OP Action Title: 13.2.32.3 Undertake workplace safety inspections						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**Snowy Monaro Regional Council (SMRC) Action and Task Progress Report- Standard**


**OP Action Progress Comments:** Now targeting ELT members with monthly performance data to increase performance. Performance still below expectations. Targets are now being looked at for each individual Manager  
*Last Updated: 03-Nov-2022*

OP Action Title: 13.2.33.1 Undertake an Australian Business Excellence Framework (ABEF) self-assessment of the organisation						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN


**OP Action Progress Comments:** External reviews on key work areas have commenced. Implementation of field Force Four review also commencing.  
*Last Updated: 01-Aug-2022*

OP Action Title: 13.2.33.2 Process Management Framework: Develop and implement a framework for effectively capturing, mapping, analysing and improving business processes						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED

**OP Action Progress Comments:** We are rearranging staffing within Workforce to increase the focus on this area. Recruitment has not given us the staff we needed. Looking to train two staff in process mapping in early 2023 in readiness for CRM roll out. This will ensure we are ready to support updating of process' in work areas.  
*Last Updated: 03-Nov-2022*

OP Action Title: 13.2.34.1 Assets service review is undertaken and outcomes are reported to Council						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

**OP Action Progress Comments:** Review commenced 22/8. Should be completed September 22.  
 Has now been completed and report presented to ELT  
*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.34.2 Service review program is to be completed outlining which service reviews are to be undertaken within the next four years						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Staffing changes being made to give us a small team to focus on this. Focus for 2023 will be on implementation of the completed service review recommendations. The IT area may be one exception.  
*Last Updated: 03-Nov-2022*

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Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard



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## 9.1.5 2021-2022 ANNUAL REPORT

Record No: I22/766

### OFFICER'S RECOMMENDATION

That Council endorse the 2021/2022 Annual Report excluding the financial statements and;

- A. Publish the report on Council's webpage
- B. Forward the URL link to the office of Local Government

### ISSUES

Under s.428 of the *NSW Local Government Act 1993*, within five months after the end of each year, Council must prepare a report on its achievements in implementing the delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

The 2021/2022 Annual Report is presented in three parts:

1. Council information and a record of achievements against the 2018/2021 Delivery Program
2. 2021/2022 Statutory information as required under Clause 217 *Local Government (General) Regulation 2021*
3. Draft 2021/2022 Financial Statements

At this stage, the draft 2021/2022 financial statements are not included in the Annual Report. It should be noted that the Annual Report will be updated to include the signed audited financial statements prior to forwarding URL link to the Office of Local Government.

The 2021-2022 financial year reporting period has been a challenging time for Council and our community. As a result of COVID-19, the Council elections were postponed, not once, but twice, with the election finally being held 4 December, 2022. The postponement meant that planning for our new Community Strategic Plan, Delivery Program, Resourcing Strategy and Operational plan was delayed by approximately five months, leaving limited time to prepare and workshop with our new Councillors to develop our Integrated Planning and Reporting suite of plan's.

As a region, we have continued with bushfire recovery and faced lockdown with the COVID-19 Pandemic throughout the 2021 winter season, impacting our local businesses. In addition, a year of higher than average rainfall has resulted in significant damage to our local roads, resulting in reactive maintenance taking priority over planned maintenance programs. Additionally, the higher rainfall has kept our Civic Maintenance crews working extremely hard to keep our parks, gardens and sports grounds mown and presented to a high standard. The Snowy Monaro community is continuously adapting to changing environments, building on community and business resilience across our region.

Council's constrained financial position has resulted in a shift to concentrating on our 'business as usual activities to ensure service delivery is still met, and in May 2022, the draft Long-term Financial Plan outlined four special rate variation options to present to our community for

feedback. Despite the challenges faced, the rollout of Council projects across the region resulted in improved community infrastructure, recreational enhancements, road and bridge upgrades.

## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Low	Low	Yes
Economic Activity	Low	Low	Yes
Environmental Security	Low	Low	Yes
External Political Environment	Low	Low	Yes
Financial Sustainability	Low	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes
Service Delivery	Low	Low	Yes

There is a risk that meeting the deadline of 30 November for completion of the Annual Report may be impacted by late signed audited financial statements. At this point in time, the statements are in draft form waiting for further direction from the State Audit Office.

## FINANCIAL IMPACTS

There are no financial impacts in the development of the Annual Report.

**RESPONSIBLE OFFICER:** Coordinator Strategy Development

## OPTIONS CONSIDERED

The preparation of the Annual Report is mandatory under s.428 of the Local Government Act, 1993.

## IMPLEMENTATION PLANS

Council is required to produce an annual report in accordance with section 428 of the *Local Government Act 1993*, and report on statutory requirements outlined in clause 217 of the *Local Government Regulation 2021*.

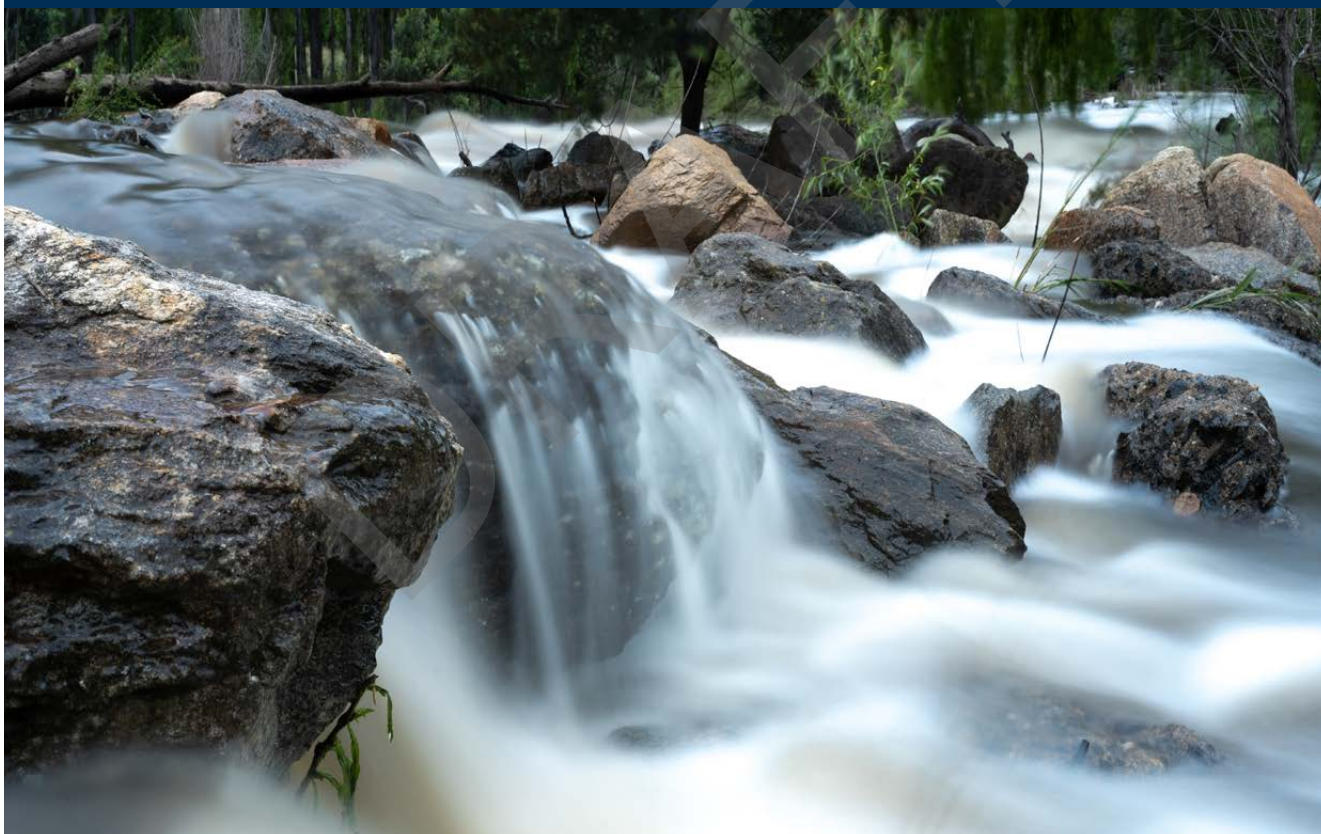
The Annual Report must be endorsed by Council, published to Council's webpage and URL link provided to the Office of Local Government by November 30, 2022.

## ATTACHMENTS

1. 2021-2022 Annual Report



# ANNUAL REPORT 2021-2022





## Record of Versions

Uncontrolled document when printed. Please refer to the intranet for controlled document.

Version	Date Published	Reason for Amendments	Resolution	Author/Document Owner
1.0	28/10/22	Draft		Corporate Reporting Officer
1.1		Endorsed		Corporate Reporting Officer
1.2				
1.3				

**Photography:**

Bill Prowse: Cover

Ashleigh Prowse: pages 2, 8, 21, 103

MJD Photography: page 3, 11, 77, 78

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### The 2021-2022 Annual Report

The Annual Report is one of the key components of the Integrated Planning and Reporting (IPR) Framework and is aligned to the requirements of the *NSW Local Government Act, 1993* and *Local Government (General) Regulation, 2005*.

The 2021-2022 Annual Report provides an overview of the operations, activities and major projects undertaken by Council for the year 1 July 2021 to 30 June 2022.

### The 2021-2022 Annual Report has three components



#### PART A – ABOUT COUNCIL AND OUR ACHIEVEMENTS

A summary of the key achievements against the Operational Plan actions and Delivery Program objectives and an overview of the financial status.



#### PART B – STATUTORY REPORTING

Council is required to report each year on a list of responsibilities in accordance with Section 428 of the Local Government Act 1993 and Clause 217 of the Local Government (General) Regulations 2005.



#### PART C – AUDITED FINANCIAL STATEMENTS

The independently audited statements give a detailed insight into the financial management of Council.



## Acknowledgement of Country

Snowy Monaro Regional Council acknowledges the Traditional Custodians of the region's land and water, the Ngarigo, Walgalu, Southern Ngunnawal and Bidawal Peoples.

We pay our respects to Elders past, present and emerging.

## Thank you to our Volunteers

Snowy Monaro Regional Council sincerely thanks our community volunteers who freely give their time to help make the region a better place to live. Volunteers from all walks of life lend their time, friendship, passion and skills at various locations across the region. Our volunteers contribute in many ways, including assisting in libraries, aged care, community transport and Landcare to name a few. They also sit on multiple management and advisory committees to help manage the region's community halls and recreation grounds.

Thank you.

## Community Vision

The Snowy Monaro Region is a welcoming diverse and inclusive community where everyone can belong, participate and work together. Our natural environment and heritage is preserved and enhanced for future generations.

The region offers a fulfilling quality lifestyle and is a place of opportunity, with education, training and economic opportunities for people of all ages and backgrounds.

### Understanding the Community Vision

#### Welcoming

We are committed to a region where everyone can belong and participate in social, cultural, economic and civic life

#### Natural environment

Considers both the local natural and atmospheric environment and the broader global environment, considering issues such as resource use and climate change.

#### Place of opportunity

Envisions a community with education, training, professional and economic opportunities for people of all ages and backgrounds.

## Council Vision

'A trusted community partner'

Council continually strives to uphold its vision of being a "trusted community partner" through providing a transparent, honest and hard-working organisation. Council has fostered important links with the community to establish itself as a trusted partner.

## Council Values

#### SOLUTIONARY

We inspire others by best practice and inventive problem resolution that delivers revolutionary changes and quality outcomes for our customers and our community

#### TOGETHER

We collaborate and work together in a harmonious and well organised way to support organisational initiatives

#### ACCOUNTABLE

We own and take responsibility for our decisions and actions that are evidence based and justifiable, and we do what we say

#### INNOVATIVE

We constantly seek continuous improvement and use creative thinking to look for new ways of doing things, embracing and introducing new and advanced and original ideas, products, methods and systems

#### CARING

Our service culture is based on caring, displaying kindness and concern for each other and our community, and being proud of what we deliver

## Message from the Mayor



As Mayor of Snowy Monaro Regional Council, it is my honour to introduce our Annual Report for 2021-2022. I thank the former Council and Councillor Beer as former Mayor for the hard work they have undertaken in the first six months of this year.

This is an important document that provides you – our community – with a full and thorough account of our activities, programs and performance over the past twelve months.

This past year has been a time of great change and also upheaval for our region and our community. With a new group of councillors, and as a new Mayor, the gradual end of the COVID-19 pandemic, and the triumphant return of our winter tourism season – it has been a busy and exciting period for our region.

Our Council has been busy too. Since the results of the Local Government Election were declared in January of this year, it has been my priority, with my fellow councillors, to improve and thoroughly investigate Council's performance – both financial and in practical terms of the work that we do.

I am proud of the changes and improvements that we have already made and I am excited about our plans for the future.

One of our earliest initiatives was the introduction of monthly financial reporting at Council meetings, to allow councillors and the community greater insight into our organisation's financial performance.

We developed and implemented an independent and comprehensive Financial Sustainability Review that is now underway, to provide not only councillors, but the community we serve with an honest and unambiguous picture of Council's financial situation from pre-merger to the present day.

We have also made important progress with our community engagement and communications. I and my fellow councillors have been out in the community, on the ground to see and hear first-hand the concerns and learn of the difficulties faced by the people of the Snowy Monaro.

We have hosted numerous community meetings, consultations and pop-up sessions, plus countless informal conversations and correspondence with ratepayers and residents right across the region.

This commitment to not only telling you all what we are doing, but to hear from you what you need and want from us, has been a great privilege. This engagement with the community has, and will continue, to play a substantive role in our Council's decision-making process.

This annual report provides a frank and open account of our achievements, challenges and progress in the year just past. I am proud of what our Council has been able to achieve so far and I look forward to continuing to work with the community to drive an even better future for the Snowy Monaro.

A handwritten signature in black ink, appearing to read 'Narelle Davis', written over a large, faint watermark of the Snowy Monaro Regional Council logo.

Mayor

Narelle Davis

## Message from the Chief Executive Officer



Welcome to Snowy Monaro Regional Council's 2021-2022 Annual Report. This document details our organisation's work, achievements, and challenges over the reporting period. While it is a regulatory requirement, it is our aim that this report serves as a transparent accounting of our activities for our community. On behalf of all of us at Council, I extend our gratitude to you for taking the time to read it.

The preceding twelve months have been a time of resetting, renewal and steady progress for our organisation. The progressive relaxation and rolling-back of COVID-19 restrictions has seen our workforce return to our offices, Council services resume and reopen, and the welcome recommencement of unrestricted economic activity across the region.

With the election of a new Council in December 2021, Council employees have been working diligently to facilitate an increased focus on financial reporting and transparency, community engagement, and maintenance of key infrastructure and civic assets.

A major achievement has been our swift progress in scoping, drafting, tendering and now implementing the independent Financial Sustainability Review. Councillors have made this project a priority in their term of office so far, and we look forward to the report providing clarity, certainty and a clear way forward – not only for Council, but our community as well.

Other major Integrated Planning and Reporting projects undertaken during this reporting period include our overarching Community Strategic Plan, Delivery Program, Operational Plan, and Resourcing Strategies (inclusive of the Long-Term Financial Plan).

In their totality, these documents set out Council's goals and aspirations for the future, the things we will achieve, the timeframe in which we will achieve them, and the actions we will take to reach these goals.

There has additionally been significant progress made by our teams on the Local Environment Plans and associated documents such as the Rural Land Use Strategies, and rates – both in how rates are calculated, and in consideration of potential special variations to rates through Independent Pricing and Regulatory Tribunal (IPART).

The Snowy Mountains Special Activation Precinct (SAP) has continued to advance, with plans and consultation finalised and funding announced. The recent launch of the new Jindabyne Library serves as a vanguard of the developments to come.

It has been a busy and often challenging twelve months for the Snowy Monaro. But the outlook for our region and our Council is more positive than it has been, contrasted with the profound challenges of COVID-19 pandemic and the bushfire season that preceded it.

We look forward to our continued partnership with the people of the Snowy Monaro, and delivering the services, support and program of works that our community needs to thrive and prosper.

A handwritten signature in black ink, appearing to read 'Peter Bascomb', written over a large, faint, diagonal watermark that says 'DRAFT'.

Chief Executive Officer

Peter Bascomb



## Introduction

Welcome to the Annual Report for 2021-22. This is the final Annual Report for our Integrated Planning and Reporting Suite of documents spanning 2018-2022.

A new suite of Integrated Planning and Reporting documents, including the Snowy Monaro 2042 CSP, have been finalised to take effect 1 July 2022. This report is presented on our achievements towards implementing the CSP.



Lake Jindabyne



## Community Profile

The Snowy Monaro Regional Council Local Government Area (LGA) has an estimated resident population for 2022 of 21,519, with a population density of 1.43 persons per square kilometre, with the area experiencing a modest population growth over previous years.

The Snowy Monaro Region LGA covers 1,515,800ha or 15,158km<sup>2</sup> and is located in south-eastern NSW, about 100km south of the Canberra CBD, and about 400km south-west of the Sydney CBD.

The Snowy Monaro Region is encompassed by rolling plains and mountain ranges, with 28% of the region consisting of national parks or reserves. The region sits at the top of both the Snowy and Murrumbidgee River catchments. Along with their major tributaries, they offer significant environmental values, as well as a source of fresh water for urban, recreational, irrigation and energy uses.

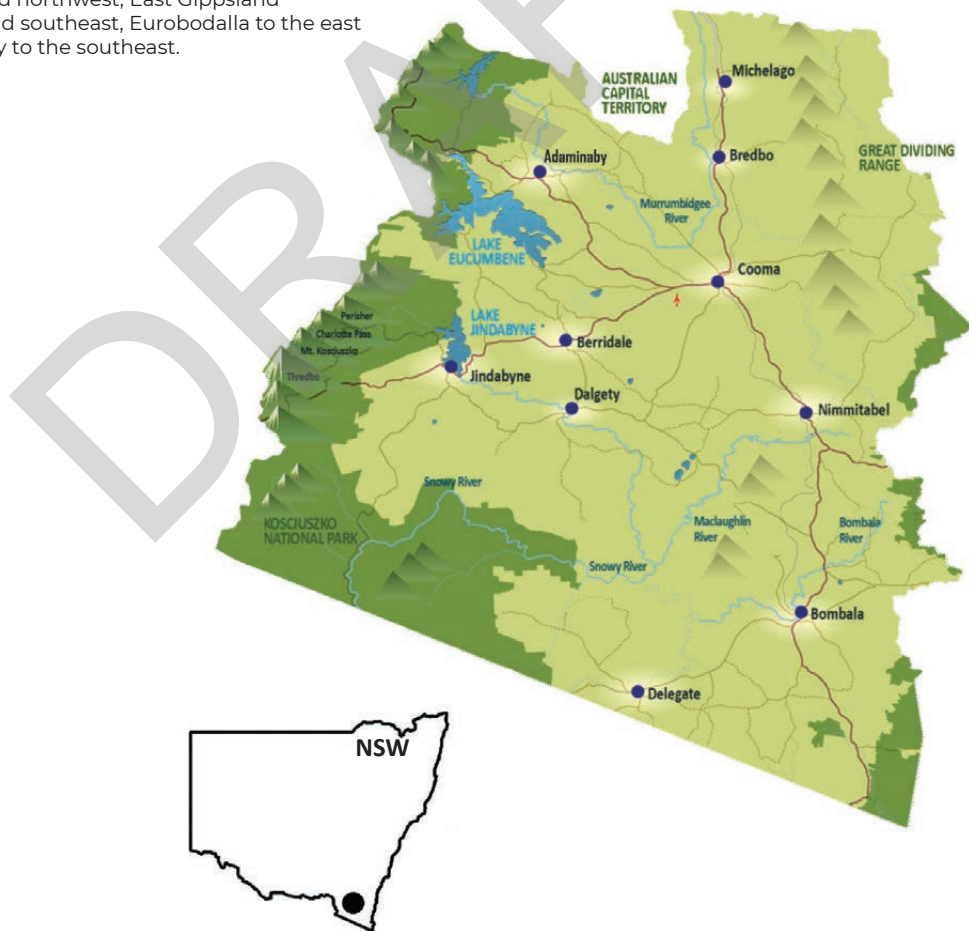
The LGA is bordered by the Australian Capital Territory and Queanbeyan-Palerang in the north, Snowy Valleys to the north and northwest, East Gippsland to the South and southeast, Eurobodalla to the east and Bega Valley to the southeast.

The connection that the LGA has with its neighbouring Councils and adjoining State and Territory areas requires ongoing consideration of its partnerships, especially in the area of infrastructure delivery planning.

Cooma is considered the regional centre however, each of the primary towns and smaller villages have unique characteristics and offer destination experiences.

In November 2018, then Deputy Premier and Minister for Regional NSW John Barilaro and then Minister for Planning and Housing Anthony Roberts announced a major planning initiative in the form of a masterplan called the Snowy Mountains Special Activation Precinct (SAP), a new plan to revitalise Jindabyne and the resorts to become known as Australia's premier alpine destination and support a year-round visitor economy

Data source: forecast.id



# Our Community

Estimated 2022 resident population

**21,519**

51.5%



(Regional NSW 49.2%)

48.5%



(Regional NSW 50.8%)



**78.9%**

of residents are Australian citizens  
(Regional NSW 81.3%)

**3.1%**

of residents are Australian Aboriginal  
(Regional NSW 6.6%)



**13.7%**

of residents were born overseas  
(Regional NSW 12.2%)

## Age Groups



Babies, Preschool, Primary  
(0 to 11 years)

**Snowy Monaro** (Regional NSW)

**12.4%** 14.1%



Secondary Schooler, Tertiary Education and Independence  
(12 to 24 years)

**14.9%** 15%



Young Workforce, Parents and Home Builders, Older Workers and Pre-retirees  
(25 to 59 years)

**45.5%** 41.8%



Empty Nesters and Retirees, Seniors, Elderly, Aged  
(60 to 85+ years)

**27.2%** 21%

## Family Structure



Couples with children

**Snowy Monaro** **21.9%**  
(Regional NSW) 24.8%



Couples without children

**26.3%**  
27.7%



One parent families

**7.5%**  
10.9%



One person household

**25.3%**  
26.1%

## Highest Qualification Reached



Not stated

**Snowy Monaro** **11.5%**  
(Regional NSW) 10%

No Qualification

**35.7%**  
39.1%

Vocational

**25%**  
24.4%

Advanced Diploma or Diploma

**8.8%**  
8.7%

Bachelor or Higher

**19.1%**  
17.8%

## Employment



Full time employment

**Snowy Monaro** **57.9%**  
(Regional NSW) 54.5%

Part time employment

**33.6%**  
33.7%

Unemployed

**2.8%**  
4.6%

Employed away from work

**5.7%**  
7.3%

## Median Age

**43**

(Regional NSW 43)



**Need for assistance with core activities**

**4.9%**

(Regional NSW 6.8%)



**Major employment sector**  
(Accommodation and Food Services) FTE

**13.6%**

(Regional NSW 7.9%)

Persons aged 15+ who volunteer

**20.7%**

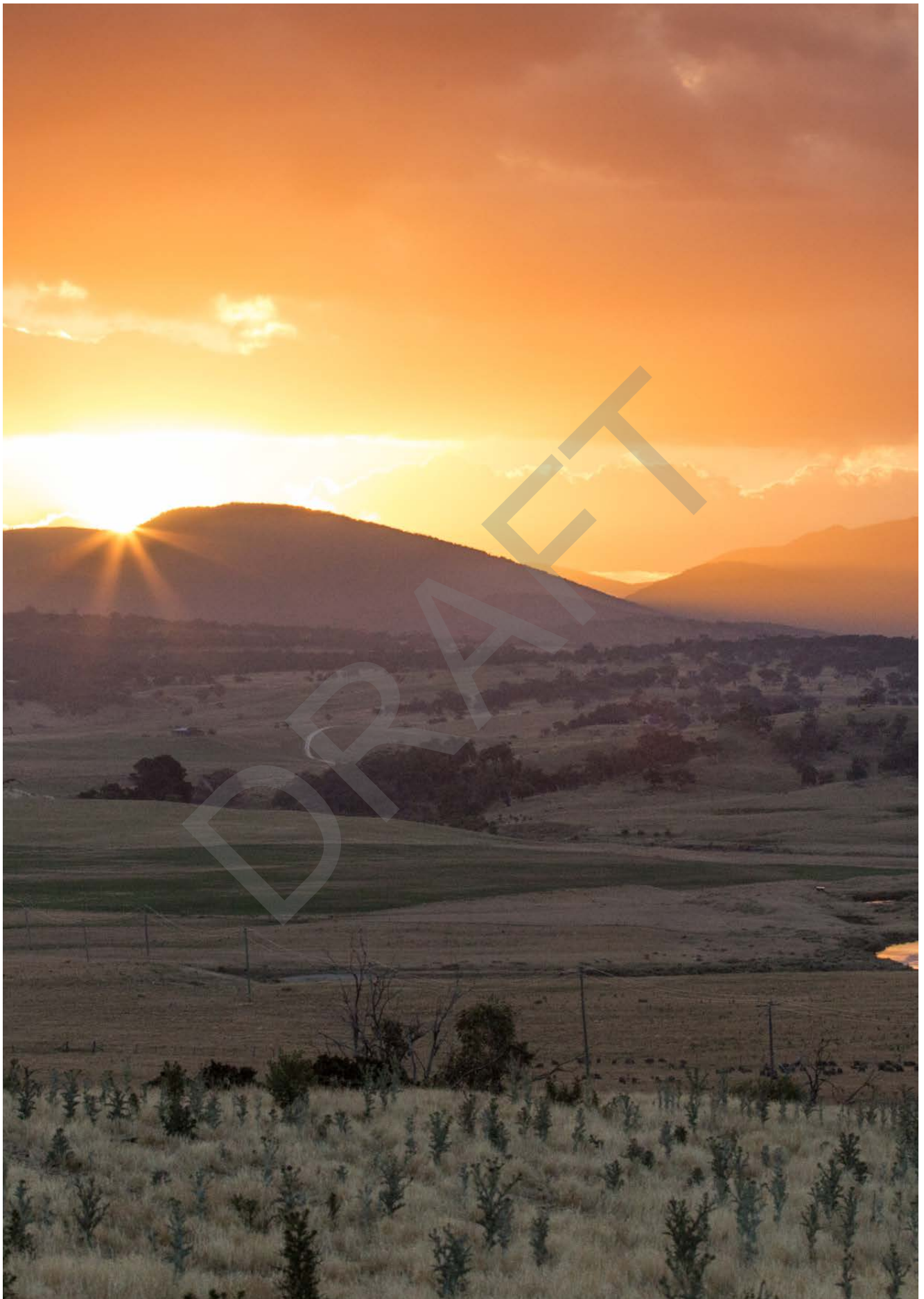
(Regional NSW 15%)



Data source: forecast.id, Census 2021

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SNOWY MONARO REGIONAL COUNCIL



## Councillors

### Our Councillors 2017-December 2021

Our Councillors were elected in September 2017 to run a term of three years. During this time Councillor John Rooney was elected as Mayor and served from 2017 to 2019. Councillor Peter Beer was then elected as Mayor and served till the end of the term in 2021. Councillor Lynley Miners was declared Deputy Mayor for an initial term of two years, and re-elected in 2019 for a further two years. The Local Government Elections proposed for 2020 were postponed due to the COVID-19 Pandemic.



Mayor  
Peter Beer



Deputy Mayor  
Lynley Miners



Councillor Sue Haslingden



Councillor Rogan Corbett



Councillor Anne Maslin



Councillor Bob Stewart



Councillor John Last



Councillor John Castellari



Councillor Brian Old



Councillor James Ewart



Councillor John Rooney



## Our Councillors December 2021 - Current

On 4 December 2021, elections were held and the new Council was elected. The new term of Council is short, at two years and nine months, however, the new Delivery Program will still cover a four year period.

The Delivery Program is the key 'go to' document for the councillors. It identifies all of the key activities and Council has committed to undertake over its four year term. All plans, projects, activities and funding allocations of the Council must be directly linked to the Delivery Program.



Mayor  
Councillor Narelle Davis



Deputy Mayor  
Councillor Tanya Higgins



Councillor Chris Hanna



Councillor Tricia Hopkins



Councillor Bob Stewart



Councillor Louise Frolich



Councillor John Last



Councillor Karlee Johnson



Councillor Peter Beer



Councillor Lynda Summers



Councillor John Castellari

## About our Council

The *Local Government Act, 1993* prescribes the role of individual councillors as follows:

- to be an active and contributing member of the governing body
- to make considered and well informed decisions as a member of the governing body
- to participate in the development of the Integrated Planning and Reporting Framework
- to represent the collective interests of residents, ratepayers and the local community
- to facilitate communication between the local community and the governing body
- to uphold and represent accurately the policies and decisions of the governing body
- to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor

### Councillor Training and Professional Development

In accordance with Section 232 of the *Local Government Act, 1993* a councillor is "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

Councils are to provide councillor induction and professional development programs that address three elements:

- July 2021 - Pre-election candidate sessions. These are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
- Induction Program -This aims to equip mayor and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff. The Induction course was provided by LGNSW during January 2022 for all new and returning councillors
- Professional Development Program – this is to be developed in consultation with all councillors and delivered over the term of the Council to build the skills, knowledge and personal attributes necessary to be an effective Mayor or councillor

### Professional Development

All councillors attended regular development workshops facilitated both by internal and external trainers.

- Local Government NSW (LGNSW) conference
- Councillor briefing sessions
- LGNSW conference dinner and workshops at Countrywide conference
- Councillor workshops
- Canberra Region Joint Organisation (CRJO) meetings
- Country Mayors association meetings

In addition, monthly councillor briefings were held on topical issues in relation to:

- Draft Long Term Financial Plan
- Delivery Plan and Operational Plan
- Aged care
- Model Code of Meeting Practice
- Draft Rural Land Use Strategy workshop
- Fixing Local Roads Projects
- Local Government Recovery Grants Program
- Resilience Blueprint

During the second half of 2021 the Mayor and councillors attended no less than 10 events aimed at professional development.

During the first half of 2022 the Mayor and councillors attended no less than 27 events aimed at professional development.

### Conference Attendance

#### Mayor Beer

Meetings other than Council meetings = 4  
Presentations = 0  
Radio/TV interviews = 9  
Local government conferences = 0  
Opening of facilities with State/Federal representatives and at least one Council representative = 0

#### Mayor Davis

Meetings other than Council meetings = 184  
Presentations = 1  
Radio/TV interviews = 15  
Local government conferences = 2  
Opening of facilities with State/Federal representatives and at least one Council representative = 2

The disparity in conference attendance between Mayor Beer and Mayor Davis is representative of COVID-19 lockdowns during Mayor Beer's term in office.

### Council Meetings

Council meetings are held once a month, on the third Thursday of the month. Eleven ordinary Council meetings and three extraordinary Council meetings have been held in the 2021-22 reporting period.

Ordinary Council meetings were held rotationally in regional locations to provide access to all members of the public to speak. Council extended its webcasting capabilities during the reporting period. Council meetings were webcast from all meeting locations. Recordings of meeting webcasts are accessible through Council's website.

Up until 26 March 2021 Councils were required, under s10 of the *Local Government Act, 1993*, to hold meetings of the Council and committees comprising of councillors in physical venues and permitting members of the public to attend meetings.

The Local Government Regulation was amended in April 2021 to allow remote attendance at Council meetings with a temporary exemption in place until 31 December 2021. The amendment included procedures for the management of councillor attendance at meetings via audio-visual link that Council adopted at its April 2021 meeting.

Tables detailing individual councillor attendance can be viewed over page.

### Attendance Of Councillor at Council Meetings

The table below details the attendance of councillors at Council meetings during the 2021-22 financial year, prior to the Council election.

Councillor Names	Attended	Apology	Absent	Extra-Ordinary	Audio-Visually
Cr Peter Beer (Mayor)	4	1	0	1	0
Cr Lynley Miners (Deputy Mayor)	5	0	0	1	0
Cr John Rooney	5	0	0	1	4
Cr John Castellari	5	0	0	1	4
Cr Rogan Corbett	5	0	0	1	1
Cr James Ewart	4	1	0	1	3
Cr Sue Haslingden	5	0	0	1	3
Cr John Last	5	0	0	1	0
Cr Anne Maslin	5	0	0	1	5
Cr Brian Old	5	0	0	1	5
Cr Bob Stewart	5	0	0	1	4

The table below details the attendance of councillors at Council meetings during the 2021-22 financial year, post Council election.

Councillor Names	Attended	Apology	Absent	Extra-Ordinary	Audio-Visually
Cr Narelle Davis (Mayor)	8	0	0	2	0
Cr Tanya Higgins (Deputy Mayor)	8	0	0	2	1
Cr Bob Stewart	8	0	0	2	0
Cr Chris Hanna	8	0	0	2	1
Cr John Castellari	8	0	0	2	3
Cr John Last	6	0	2	0	0
Cr Karlee Johnson	8	0	0	2	0
Cr Louise Frolich	7	1	0	2	1
Cr Lynda Summers	8	0	0	2	2
Cr Peter Beer	7	1	0	1	1
Cr Tricia Hopkins	8	0	0	2	1

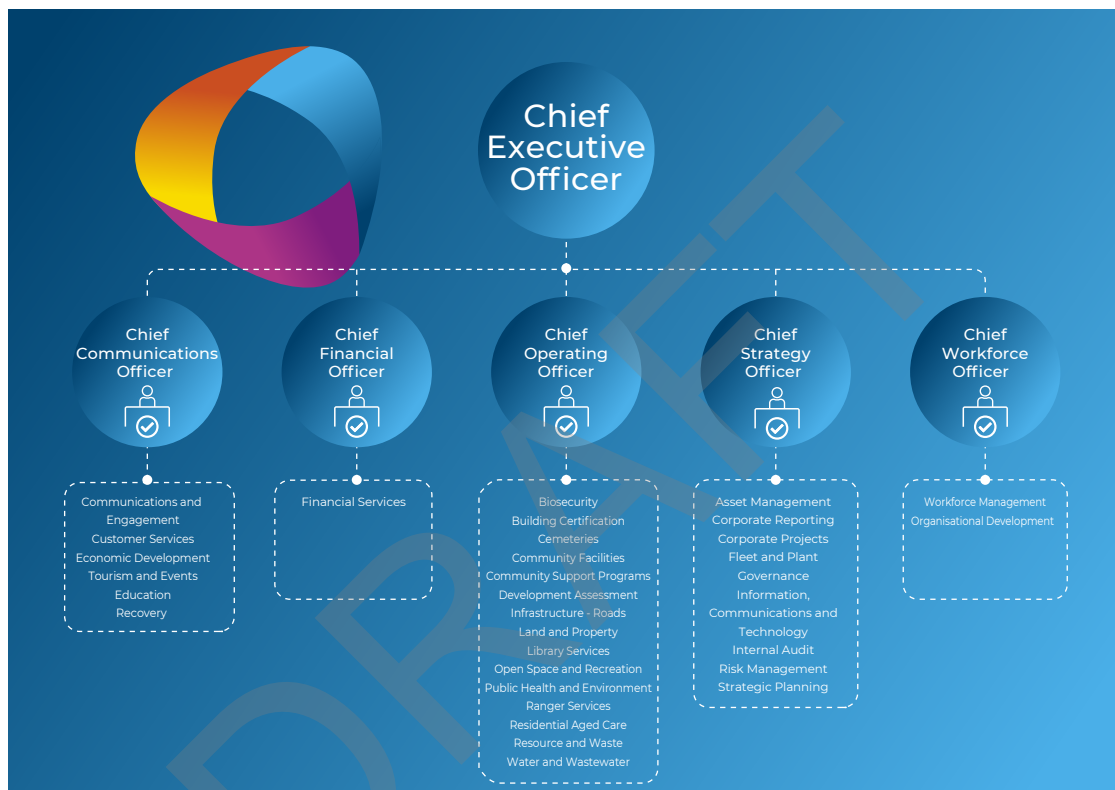


Australia Day - Bombala



## Organisational Structure

Council's staff and services are aligned under five portfolios. In this report, each service is linked to a responsible officer. The following diagram shows how those services fit within the overall organisational structure.



## Assets and Facilities of Council

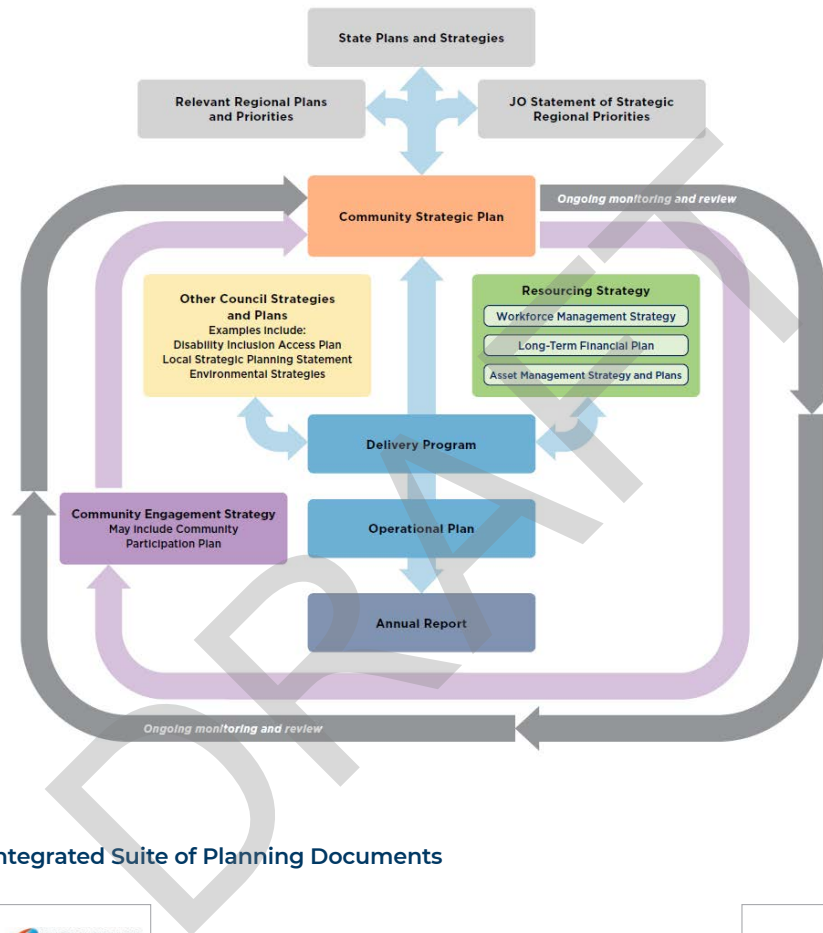
Council provides a range of functions and services to the community, and provides and maintains a range of community assets. Many of these are regulated and while they may be provided by Council, are delivered on behalf of the State Government. For example, the administration of the NSW Companion Animals Act 1998, which controls the management of animal registration and offences.

The provision of these ongoing functions and services, such as those detailed below, form the considerable basis of what Council delivers to the community, and contributes to the achievement of the desired outcomes detailed in the Snowy Monaro 2040 Community Strategic Plan.

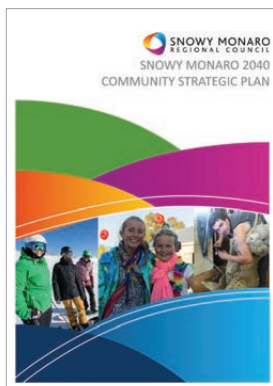
Facilities General		Waste Management	
Council Offices	4	Landfills	3
Works Depots	5	Transfer Stations	6
Visitor Centres	2		
Libraries	2		
Mobile Library	1		
		Transport Infrastructure	
		Sealed Roads	1000km
		Unsealed Roads	1700km
		Bridges	127
		Culverts	7184
Community and Recreation		Water and Wastewater	
Aged Care Facilities	2	Water Treatment Plants	2
Doctors / Health Centres	3	Water Pump Station Intakes	12
Childcare	2	Water Distribution Pump Stations	11
Halls	15	Water Reticulation Pipe	330km
Showgrounds	7	Supply Reservoirs	39
Sporting / Recreation Fields	19	Supply Dams	1
Swimming Pools	5	Wastewater Treatment Facilities	8
Holiday / Caravan Parks	5	Wastewater Pump Stations	28
Public Toilets	21	Wastewater Drainage Pipe	280km
Airport	1		
Saleyards	2		
Community Centres	2		

## Integrated Planning and Reporting

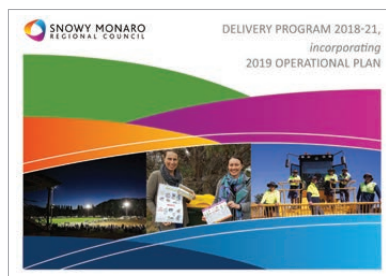
Recognising the important role the community plays in guiding Council in its service delivery, extensive community engagement was undertaken in 2017 as a key part of the 2040 Community Strategic Plan (CSP) development. The key planning and reporting documents that form part of Council's Integrated Planning and Reporting Framework are aligned to the overarching community aspirations. This is Council's final Annual Report on our achievements towards the CSP.



### Council's Integrated Suite of Planning Documents



Community Strategic Plan



Delivery Program incorporating  
Operational Plan



Resourcing Strategy

# Our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

This Annual Report is the final report on Council's achievements towards implementing the Snowy Monaro 2040 Community Strategic Plan.



## Community

Our communities are welcoming, inclusive and safe; our lifestyle needs are actively considered and planned for; and opportunities exist to enhance our health and social wellbeing.

- Our health and wellbeing needs are met
- Our region's diverse cultural identity is preserved, and we foster creative expression and spaces
- We are a safe and caring community



## Economy

We are a vibrant and prosperous community providing opportunities for growth and learning.

- Our region is prosperous with diverse industry and opportunities
- Our community has access to a range of diverse lifelong learning opportunities
- Our residents and visitors connect with our region's welcoming and iconic attractions



## Environment

Our iconic natural environment and heritage is preserved and enhanced for future generations whilst balancing the needs for regional development and growth.

- Our natural environment is protected and sustainable
- Our built infrastructure is attractive and fit for purpose
- Our community is connected through efficient transportation networks, technology and telecommunication services



## Leadership

We have contemporary civic leadership and governance that fosters trust and efficiency.

- Our Council is strategic in their planning, decision making and resource allocation
- Our Council delivers best value to the community
- Our Community is informed and engaged in decision making





## Asset Management

A busy year for the Assets Team saw a completely new suite of asset management documents being prepared for the Resourcing Strategy as a component of Council's Integrated Planning and Reporting suite. These documents included an updated Asset Management Policy, as well as a new Asset Strategy and Asset Management Plans for transport, open space and recreation, water, wastewater and property. These documents are used for the development of the Long Term Financial Plan prepared by Finance.

The revaluation of assets occurs on a five year cycle, with a different asset type selected each year, Water and Wastewater assets were revalued this year. The revaluation was performed in-house, based on data generated from the Asset Management System. The outcome of the revaluation will be presented to Council's auditors.

Of particular note, this year was the relatively high rate of inflation driven by current world events. In accounting for inflation, we are guided by annual indices published by the Australian Bureau of Statistics and the NSW Department of Planning and Environment (Water Group), along with unit rates provided by contractors.

Our Assets Inspection Officer completed a condition assessment of all Council owned buildings during the financial year. This was an extensive project which involved visiting nearly 380 buildings at 40+ locations scattered across the LGA – possibly the first time all these buildings were visited and assessed in a single exercise. This was primarily a condition inspection, with potential issues passed on to the Land and Property Team for further investigation. The output of this assessment will provide a sound basis for the revaluation of building assets that will take place next financial year.

The past year saw a reduced demand for in-house survey work, and following the resignation of our Survey and Asset Support Officer, a rationalisation of the team structure resulted in the survey role being removed from the Assets Team.

Deployment of traffic counters continues, with a current target of 50 sets of counters to be laid out each year, with each set of traffic counters to remain in place for four to six weeks. Traffic counts provide valuable information relating to traffic movements over road segments, including Average Annual Daily Traffic figures and percentage of heavy traffic and speeds at which the vehicles are typically traveling. This assists in planning for renewal and maintenance activities, as well as monitoring for unusual traffic movements.

The Assets Team is also working with Council's Infrastructure Team to develop annual works programs – a task made particularly challenging this year due to weather events creating a rapidly changing situation where the asset condition changes almost on a weekly basis.

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Asset Management:

8.2.1 Council maximises its Asset utilisation to deliver services today and into the future



## Biosecurity

Snowy Monaro Regional Council administers a weed management program which centres around the prevention, elimination and minimisation of biosecurity risks associated with weeds. This program aligns with the principles of the NSW Invasive Species Plan, NSW Weeds Action Program and the South East Regional Strategic Weed Management Plan. Where weed risks cannot be prevented or eliminated, Council considers the biosecurity risk posed by weed species, the cost and effectiveness of treatment, the likelihood of coordinated control and the treatment measures that may be reasonably implemented to achieve the best possible outcomes for the community.

Some of the important programs and milestones of the 2021-22 program are:

- 1,765 targeted property inspections were performed during the 2021-22 financial year. During each of these inspections the land manager was provided with weed identification skills and advice on best management practices. Where a land manager was subject to legislated weed control requirements Council provided written notification of these requirements and applied compliance measures in circumstances where voluntary compliance was not achieved. Only one State priority (Prohibited matter) weed, Orange Hawkweed, was identified as a result of Council's Biosecurity (weeds) Surveillance Program. Two historic sites were subjected to regular surveillance efforts throughout the peak growing season, in which only one plant was identified. Five new sites were detected as a result of increased surveillance efforts and increased public awareness. Two sites recorded by members of the public and the remainder via drone and weed eradication detector dog (WEDD) surveillance.
- All high risk pathways and high risk sites were inspected during the year in an effort to identify new weed incursions and prevent their establishment. All inspection activities are funded by the NSW Weeds Action Program to the tune of \$300,000 per annum.
- Council Biosecurity staff investigated eight potential new weed incursions in response to community reports. On investigation, the weeds were identified as low impact introduced species or uncommon native species, none of which required an emergency response.
- During the 2021-2022 financial year, Council invested \$751,790 into managing weeds on Council assets, 85% of which was invested into managing roadsides weeds. Roadsides are identified as high-risk pathways as the risk of weed spread is significant. Council prioritises weed control on roadsides to protect the region's valued agricultural and environmental assets.
- With the exception of a small number of jobs, which were hampered by high rainfall conditions, Council successfully completed its \$195,000 "A Helping Hand" bushfire relief program. This program, initiated in 2021-22, recognised the devastation caused by the bushfires on the local community and the inability to respond to routine management activities, such as weed control. The program engaged licensed, qualified contractors, to treat priority weed infestations on private lands to enable impacted landowners to focus on their bushfire recovery efforts.
- Snowy Monaro Regional Council was selected as a finalist in the Local Government NSW Excellence Awards. Biosecurity Officer, Neil Murdoch's project entitled "building a cloud-based solution to serve the needs of multiple regional Councils in capitalising on drones for efficient and low-cost identification and remediation of invasive weed species in our local environments" was entered in the Innovative Leadership category. Neil represented Council at the Awards Dinner and while unfortunately he did not receive an award on the night, he will continue to develop innovative approaches to assist with the identification and management of weeds.
- During 2021-22 Council expended \$117,007 on the management of priority weeds on vacant Crown lands throughout the region. This program was supported by the Crown Reserves Improvement Fund Program and is specifically aimed at minimising the spread of weeds from vacant Crown lands to ensure the protection of the region's rich agricultural and environmental assets.

Council's Biosecurity Team managed a number of successful externally funded projects:

- Development of drone image library \$30,000
- Bolstering onground Orange Hawkweed surveillance \$27,500
- Regenerative agriculture \$50,000
- Purchased herbicide stocks for late season grassy weed control \$14,400
- Accelerated Orange Hawkweed eradication \$15,000
- Construction of weeds brushdown stations \$20,000
- Completion of the three year drone assisted Orange Hawkweed surveillance program \$75,000



Weed Brush Down Station at Mt Gladstone



Identifying Chilean Needle Grass



Yalcowinna Field Day



Information stall held in conjunction with NPWS

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Biosecurity:

7.1.1 The regions natural environment remains protected through the delivery of a range of Council programs and regulatory compliance



## Development and Building Certification

Council's Development and Building Certification sections continue to see high numbers of applications reflecting the continued growth in the building and development sector in the region. During the 2021-22 financial year, 492 applications were determined by the Development Team, with a total value of approved development of \$668 million dollars. This was a considerable increase in development value from the 2020-21 financial year figure of \$102 million dollars. The Building Certification Team carried out 830 construction inspections and 1,274 inspections relating to approvals issued under s68 of the *Local Government Act, 1993*.

### Provision of new services

All development applications and post consent certificates (construction certificates, s68, s138, occupation certificates, subdivision works certificates and subdivision certificates) are now lodged and determined through the NSW Planning Portal.

The Development and Building Certification sections were successful in receiving a further \$80,000 grant from the NSW Department of Planning and Environment (DPIE) to implement stage two of the integration process with the Planning Portal. This adds to the \$50,000 grant received in 2020/21 for the first stage of the portal integration with Council's system.

The stage two integration process will be in place in early 2023. The further integration will allow Council to meet the deadline set by the DPIE to have all development applications generated through the portal in 2023. Staff have been updating all conditions of consent to allow for this transition to occur.

### Protecting and preserving our historical heritage assets

Council has continued its active heritage preservation program for our community through successful grant applications through the NSW Heritage Office. Public access to Council's Heritage Advisor has continued to be well-received during the past year. The Heritage Advisor visits each month are booked in advance by customers who are interested in developing their heritage listed properties. This service is provided through the grant to supply our community with free heritage advice.

In addition to the Heritage Advisor grant program, Council has again been successful in receiving funding through the Local Heritage Grant fund to allocate funds to owners of heritage properties to enhance and protect heritage items within the region.



Historical plans

Type of Application	Number of Determined/ Issued	Value of Development
Complying Development Certificates	12	\$698,439
Private Certifier CDCs lodged into Council System	36	\$8,202,101
Construction Certificates	119	\$24,212,827
Lodgment of Private Certifiers CCs	121	\$307,629,319
Occupation Certificates issued	82	N/A
Lodgment of Private Certifiers Occupation Certificates	114	N/A
S68 Approvals under the Local Government Act	369	N/A
Building Information Certificates	38	N/A
Development Applications (including modified development applications)	492	\$669,282,866*
Subdivision certificates	40	N/A
S138 Applications	80	N/A
Property Conveyancing Certificates (Planning Certificates, Drainage Diagram, Outstanding orders and notices and s88G)	2,177	N/A
Tree permits	14	N/A
Swimming Pool Fencing inspection	33	N/A
Property Information Requests (including written advice and copies of documents)	326	N/A
BAL Certificates	7	N/A
307 Certificates under Water Management Act	46	N/A

\*Value includes all determined applications both approved and refused.

## Building Certification

The work being carried out by the Building Certification Team to build relationships with builders and developers is being reflected in the increase of construction certificates coming to Council for assessment. The number construction certificates issued by Council, as opposed to Private Certifiers increased during the 2021-22 financial year by two construction certificates.

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Building Certification:

8.1.3 Development assessment processes are streamlined to support regional development and growth

## Development Assessment

The Planning and Development Administration Team have issued 2,177 property certificates in the period, which reflects the high demand for the sale and transfer of property in the region. The Development Team continued to provide access to property information to customers throughout the period in the form of written property advice and the provision of development documents.

Our Development Engineers have had a busy and productive year working on a number of subdivision developments throughout Snowy Monaro from Burra to Crackenback, and many of the towns and villages in between. Cooma and Berridale have seen a number of subdivisions approved in the period and it is anticipated the Development Team will receive the subdivision works certificates for these developments in the coming year, enabling them to be shovel ready in the near future.

The development and construction of workers accommodation for the Snowy Hydro's Snowy 2.0 project was a joint assessment between the Development, Building Certification and Water and Wastewater Teams. This was a complex project which included tight timeframes, with the positive outcome reflected the collaboration between Council business units throughout the process.

Since January 2022, in order to improve processing times, new processes were implemented to return applications that were not assessment ready when received through the Planning Portal. During this half year period the planners undertook 223 portal checks, returning 59 applications and accepting 164 applications for processing. Through this process the applicants were advised of what they needed to provide in order for their application to progress to assessment, reducing the need to request further information. This process is being further refined to allow for improved customer outcomes moving into the next reporting period.

The types of development approved in the year have again been varied, with residential development forming the highest number of applications approved. Applications received have included those for subdivision, tourist accommodation, commercial and industrial developments.



Council employee undertaking an inspection

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Development Assessment:

8.1.3 Development assessment processes are streamlined to support regional development and growth

## Public Health and Environment

### Food Assessments

Council undertakes an annual program to assess food premises in the region to ensure compliance with the Food Standards Code. Council's capacity to undertake these assessments were negatively impacted by COVID-19 during the 2021-22 financial year. Initially, the restrictions limited the operations of food businesses and movements of the Environmental Health Team and later in the year the virus itself prevented staff from undertaking their normal duties. Despite these limitations Council was able to complete 45% of all inspections, with the balance being pushed into the first quarter of 2023 financial year for assessment.

### On-Site Sewage Management Systems

Council has a program to inspect on-site sewage management systems in the LGA. It is a requirement under the *Local Government Act, 1993* that owners of all on-site sewage management systems maintain an operating approval. Council undertook 675 inspections in the region throughout 2021-22, with any issues found being addressed directly with the owners.

### Liquid Trade Waste

Council's are responsible for the provision of water supply and sewerage services in regional NSW. Sound regulation of sewerage and liquid trade waste is a key component of the NSW Government's Best Practice Management of Water Supply and Sewerage Guidelines 2007. The government expects all Councils to comply with the requirements in those guidelines. This includes the operation of a Liquid Trade Waste Program. The purpose of the program is for businesses classified as producing a liquid trade waste, comply with the Liquid Trade Waste Management Guidelines 2021. During the 2021-22 financial year, Council undertook 96 assessment of businesses who discharge liquid trade waste. The majority of the businesses were compliant, with the balance undertaking works to bring the premises up to the required standard.



Routine inspections of on-site sewage management systems



Scores on Doors certificate

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Public Health:

3.2.1 Council's public health and regulatory responsibilities are planned and delivered to facilitate a safe community and raise awareness

## Companion Animals

### Cat Pound

Council operates a cat pound in Cooma. The pound facilities are used to house cats that are seized until Council can find either their owners or a new home. During 2021-22 financial year, Council seized 14 cats. One cat was able to be returned to its owner while 12 others were rehomed. Unfortunately, Council did receive one cat who, after receiving veterinarian advice on the well-being of the animal, was euthanised.

### Dog Pounds

Council operates three dog pounds in the region. During 2021 -22 financial year, Council seized and held 73 dogs in its pound facilities. It should be noted that almost three times this number of dogs were found wandering or provided to Council, scanned for a microchip and returned within one to two hours to their place of residence. Out of the 73 dogs that were in our care for more than one day, we were able to return 40, rehome 21 and had to euthanise 12. The 12 dogs were euthanised because they could not be legally rehomed due to being either declared as menacing, dangerous or a restricted breed.

### Livestock

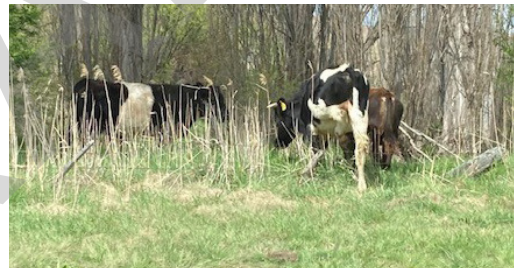
The *Impounding Act, 1993* states that livestock cannot be allowed to wander in a public place. Livestock wandering on public roads is serious risk to safety. Most of Council's responses to stock being out occurs at night, making it even more dangerous for motorists. During the 2021-22 financial year, Council responded to 11 stock related matters resulting in three horses being impounded, with two being sold at auction and one being rehomed. Council dealt directly with the owners to resolve the other stock matters.

### Impounded Vehicles

The *Impounding Act, 1993*, makes it an offence to abandon motor vehicles in public places. Council impounded 15 vehicles during 2021-22 financial year. Eleven of the vehicles were valued under \$500 and were disposed of, two vehicles were returned to their owners, and one was sold at tender.



New K9 transport cube



Straying stock

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Ranger Services:

3.2.1 Council's public health and regulatory responsibilities are planned and delivered to facilitate a safe community and raise awareness



### **Cemeteries**

Council has 16 operational cemeteries and seven historical (closed) cemeteries which we maintain. The work undertaken by Council staff includes:

- Maintain register of burials
- Issue legislated rights for burial and plot purchase
- Maintain mapping of burials and plots
- Liaise with families, contractors and funeral directors
- Oversee that correct allotment is utilised
- Issue invoices for charges as set by Council
- Facilitate the Cemetery Advisory Committee
- Ensuring all aspects of WHS are adhered to
- Actively search for grant funding to develop and upgrade our aging cemetery infrastructure
- Organising maintenance works in the cemeteries
- Regular inspections of the cemeteries.

### **Old Adaminaby Cemetery - Fencing Project**

Council received \$16,707 from the Crown Reserve Improvement Fund to undertake the following works at the Old Adaminaby Cemetery:

- Replacement fencing
- Removal of dead and dangerous tree/s
- Construction of new fence

Council has retained the historic twisted star pickets and will use them for a memorial garden which will be erected for interested families to place a memorial plaque.

### **Christ Church Cemetery - Rehabilitation and Rabbit Removal Project**

Council received \$11,250 worth of funding from the Crown Reserve Improvement Fund for the removal of rabbits and ground rehabilitation work. This including baiting and collapsing of burrows. The works were carried out by Council's Biosecurity Team, inmates from Cooma's Correctional Centre and Local Land Services by providing baits. Drone imagery was also undertaken to record plot locations for future GIS mapping.

### **Cathcart Cemetery - Enhancements**

- A qualified stone mason was employed to reinstate the stones on the entrance wall
- Dead and dangerous branches removed from gums in the cemetery land and fallen trees were removed

#### **Bombala Cemetery - Enhancements**

Merger funds provided funding to build the Bombala Cemetery car park.

The enhancements included:

- Line marking
- Bollards at end to stop cars driving through cemetery
- Olive trees planted by local garden club
- Plantings in between walls to soften appearance
- Painting of steel bars to soften appearance
- Extension of beams

#### **Gegedzerick Cemetery - Boundary survey**

Gegedzerick Cemetery is a historic cemetery with inscriptions from as early as 1842, and is still an active cemetery but we are starting to run out of room. Council undertook an investigation and discovered additional land allotted for the cemetery below the Church building. Boundary survey was undertaken confirming this land to be part of the original approval for the cemetery. The land will be fenced to permit maintenance and future expansion and development of the cemetery.

#### **Cooma Cemetery - Expansion**

Council undertook an investigation to determine the life of the existing Cooma Cemetery. Based on current burial rates, the Cooma Cemetery will be fully utilised within the next five years. However, additional works are required to expand into section four. This will provide an additional eight to ten years on the life of the cemetery.

#### **Cooma Cemetery Project – Cooma Rotary**

In 2019 Cooma Rotary approached Council with the desire to create a memorial walk and rotunda. In principle agreement was reached on the concept plan provided. In 2021 Cooma Rotary again approached Council advising they had raised the funds to build the rotunda and the path.

#### **WHS Improvements - Improving safety in cemeteries**

- Metal grave edges were constructed by Cooma Steel Metaland
- Staff commissioned Cooma Steel Metaland to make aluminium edging for use on the long soft edges of graves, to provide stability on soft long grave edges. This adds additional safety for staff, funeral directors and mourners
- Purchase of exclusion zone items for parking – Nimmitabel
- Improvements made to policies and procedures to ensure clear instructions
- Improved communications with contractors to ensure maintenance works are carried out in terms of Work Health and Safety and NSW Workcover standards
- Staff have attended dedicated Cemetery Safety Course



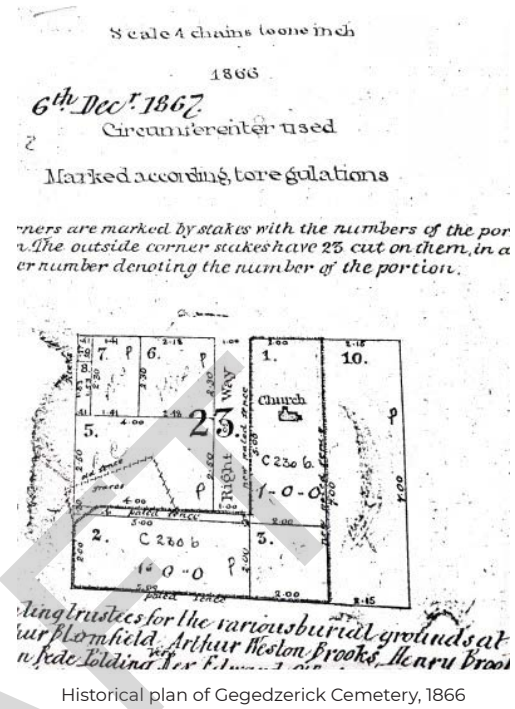
New fence at Old Adaminaby Cemetery



Bombala Cemetery car park



Stone entry wall at Cathcart Cemetery after repairs



Historical plan of Gegedzerick Cemetery, 1866

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Cemeteries:



3.1.2 Preventative maintenance programs have been established across Council spaces and facilities that are compliant with current standards

3.2.1 Council's public health and regulatory responsibilities are planned and delivered to facilitate a safe community and raise awareness



7.1.1 The regions natural environment remains protected through the delivery of a range of Council programs and regulatory compliance



# Communications and Engagement

## Community Engagement

Our Engagement and Education Teams continued to implement innovative mediums to connect with our community due to the impacts of COVID-19. Our online engagement platform “Your Say Snowy Monaro” assisted in the facilitation of 13 project consultations on a range of topics including policy documentation, land use strategies, new library and skate park upgrade projects.

As COVID-19 restrictions eased Council got back out into the community to connect with residents and visitors at local Country Shows throughout the region. This momentum continued with a variety of pop-up stalls, information sessions, field days and school visits.

## Website

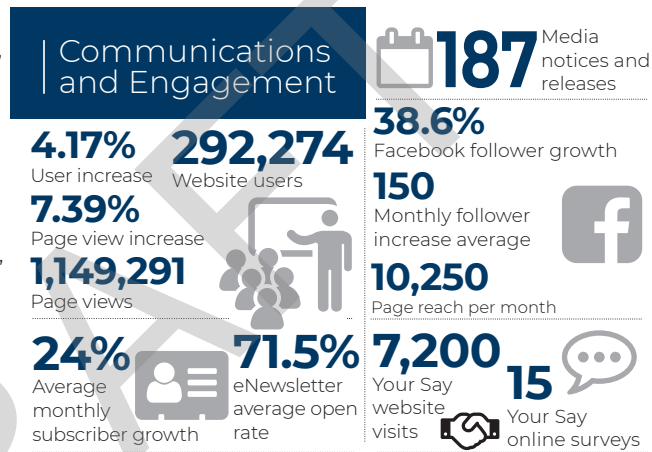
The new Council website was successfully launched in January, enhancing the user experience by increasing accessibility and mobile device functionality, plus removing old, unnecessary content that was making the site slow and non-user friendly. This is a modern and customer centric website to meet the expectation of users of this central source of information.

The new OpenCities site provides an adaptive mobile user experience, enabling users to access information from their choice of device, be it smartphone or tablet. The transfer of information from the old website required extensive review and content redevelopment to ensure the new site had a cohesive navigation system, with up to date and easily accessible, relevant information.

The majority of users accessed Council's website via a mobile device (more than 60%) and the most popular pages used were waste, employment and library.

## Intranet

To increase internal communication capabilities and streamline processes, development commenced on the new employee intranet. Once implemented (August 2022) this system will allow employees to access important documentation from the office or out in the field. The SharePoint software used is a Microsoft product that sits with our current suite of products thereby providing a cohesive approach to this internal network. Employees can use this platform to receive workplace updates including training, policy and procedure updates, project milestones and other communication opportunities.



Council's Website

### eNewsletter

With a desire to stay up to date with engagement best practice, we are always researching innovative ways to connect with our community. With a region that spans 15,162km<sup>2</sup>, effectively communicating with our residents has historically posed challenges. This year we commenced a fortnightly eNewsletter email send, allowing Council to directly share up-to-date information on a regular basis. The eNewsletter has been well received, with an open rate well above industry standard.

### Media

The Communications Team continue to be the primary information conduit between Council and community fostering a timely flow of material for our residents and visitors. Through a vast array of networks, wide ranging social, legislative and general information is disseminated.

During the reporting period 187 individual notices and media releases were distributed, with the majority of story and stakeholder leads resulting from this process.

Providing direct and clearly-written media releases and public notices remain the preferred first step to provide our community with the information they require, whether to provide advance notice of a forthcoming engagement opportunity or simply to inform the community of Council business.

Regular team meetings increased our direct interaction with internal stakeholders, improving the information-gathering capabilities and our ability to provide all stakeholders, internal and external, with timely and relevant information.

Partnering with media contacts to further this goal has resulted in a record number of newspaper stories, radio segments, and digital content during the reporting period at 982 individual pieces of media coverage. When combined with the word-of-mouth and direct interaction with community members through our community group stakeholders, our efforts have seen a steady flow of information provided to our community throughout the year.

### Social Media

The size of our social media audience has grown in this reporting period, with the total number of Facebook followers rising by 38.6%. This also reflected a change in consumer behaviour of information during COVID-19, how they seek and digest information, and that they want the latest.

The size of this audience now dwarfs all other media audiences for Council and our engagement levels through these platforms has grown in-step with the size of our follower count.

With connectivity issues across vast areas of our region we understand not everyone has access to or uses the internet, and not everyone that uses the internet uses social media. But through the combined reach of our direct audience and the shareability across other networks, social media allows us to readily communicate with a more substantial proportion of our community. It is yet another communications channel that has been added to the Council mix of platforms used.

In addition to the direct benefit to Council's communications and engagement that these platforms provide, social media has proved a substantial asset for community groups and other levels of government to be able to leverage off the foundations that have been built.

Council's Facebook page was verified as a business page during this period – made possible only after 10,000 followers achieved. Social media will continue to grow in importance as internet and social media saturation continues. Social media will continue to grow in importance as internet and social media saturation continues.

Facebook and Instagram:

- Page reach average 10,250 per month
- Follower increase average 150 followers per month
- Facebook generates the most traffic
- Facebook verified as business page – possible only after 10,000 followers achieved

### Customer Service

Our front line Customer Service Officers are the face of our organisation and deliver quality meaningful customer experiences to best meet the needs of our customers, community and Council. With a deep and thorough understanding of Council processes and procedures, the helpful team were a shining light in what was a challenging period due to the impacts of COVID-19.

During the pandemic, our Team continued to serve the community and assist our customers navigate whole new processes and procedures that included alternate online delivery and payment methods and issue reporting. Our Team ensured social distancing and hygiene practices in public spaces to protect the health of customers and staff, in line with the Public Health Orders.

This year the customer service hours were standardised across all four office locations: Cooma, Bombala, Berridale and Jindabyne, to be open from Monday to Friday 8.30am to 4.30pm, with payments accepted until 4pm.

The Customer Service Team received an upgrade to the call management system. Enghouse, a specialised software service was selected as it provides extensive features, focussed on customer service and queue management. The system gives the Team more call control, customisation and reporting.

During the reporting period:

- Up to 19,000 calls answered
- Average wait: 20 seconds
- Average talk time: 2:28mins
- Call abandon rate: 2.99%
- Service level: 92.72%

In improving customer experience, we have made improvements to our processes to not only reduce paper and printing costs, but are committed to reducing waste and business costs, while making our office environmentally sustainable by:

- 24/7 automation payment platform
- Emailing receipts to customers
- Directing customers to forms online via the website

To fulfil the needs of our community when our offices are closed, Council's after-hours customer call centre service is responsive and available to the community 24/7 on 1300 345 345. This is externally provided by a contractor call centre used by various other Council's.

In Bombala, we partner with Service NSW to provide this agency service within our Bombala Council office. Our trained staff help the community to use and navigate Service NSW services and applications. Between 21 July 2021 and June 2022, we are proud to have assisted the community in:

- 813 registration renewals
- 248 changes to customers addresses
- 207 registration transfers
- 174 licence renewals
- 57 Working With Children Check (WWCC) applications
- 85 people passing their drivers knowledge test
- 36 people gaining their drivers licence

We continue to assess services and interactions to enhance our customer experience and meet community expectations.

### Biosecurity Education

Council's Biosecurity Extension Officer collaborated with local organisations to deliver initiatives that educate and encourage the community to work together in weed management and promoting sustainable land management practices. This collaboration fosters enduring relationships with the community through initiatives that deliver effective education and behavioural change outcomes.

In early 2022 we saw a return to face-to-face community meetings and events in that included Council attending five Snowy Monaro country shows. New approaches to engagement, including intergenerational connection with residents, saw a variety of events undertaken.

- Site visits for demonstrated best practice were popular and highly commended by attendees
- Partnerships with Local Land Services and Upper Murrumbidgee Demonstration Reach
- Meet with community groups to discuss landscape scale, targeted weed control programs
- Council engaged with over 80 participants in the Sustainable Lands Project Events: Understanding Soils, Seed Propagation, and Seed Collection and Propagation (all promoted on Council's website, social media and local media). Screenings of Regenerate Australia were well attended
- Council promoted nine Weed of the Week articles for newspaper article and social media - collective action encouraging the community to work together for effective weed management across the region. This is the second year of this Weed of the Week campaign



Dalgety Show 2022



Rocky Plain Hawkweed Community Update April 2022

### Resource and Waste Education

Council's Resource and Waste Education Officer delivered a cache of education and advocacy programs to inform and educate our community to improve sustainability across the Snowy Monaro, with the aim to promote behavioural changes in waste disposal at home and at work.

Council was successful in receiving a funding grant of \$74,960 from the (EPA) for a new litter prevention initiative, the Snowy Monaro Snowies Litter Prevention Project. This funding enables Council to implement the recommendations of the Sustainable Snowies Litter Prevention Strategy, including new infrastructure, signage and community activities. A vital contribution to the NSW Waste Less, Recycle More initiative that has seen a 43% reduction in litter across the state since 2013.

Council promoted reduction of waste to landfill, with the aim to increase recycling and composting. There were two educational pop-up stalls, the first during National Recycling Week and another for Litter and Recycling month, co-hosted with Sustainable Snowies. The annual Community Cleanup event in Jindabyne, funded by the NSW Environment Protection Authority (EPA) Litter Prevention Grant, was well attended.

Council is proud to have implemented numerous CRJO Community Recycling Stations with receptacles for household problem waste, such as printer cartridges, household batteries and fluorescent globes now located at:

- Cooma Library
- Jindabyne Mitre 10
- Bombala Community Centre
- Cooma Council office
- Berridale Council office
- Michelago Bank of Bins

The CRJO also partnered with Council for Cooma's Household Chemical Cleanout event.

During May 2022, a kerbside household bin audit was conducted by an independent consultant throughout the Snowy Monaro. It highlighted, as in the case of previous years, that more can be done to increase recycling rates and to reduce the rate of rubbish and other contaminants in yellow bins. The audit also highlighted the need to educate people on the use of the Food Organics Garden Organics (FOGO) bin. There was a large amount of food waste still being disposed of red waste bins where residents had a three-bin system including a FOGO bin. Further work is being carried out in this area.

Work has commenced on our Resource and Waste Education Strategy setting the pace and standard for the period 2022 – 2026.



Jindabyne Cleanup Day





Delegate Show



Pop-up information stall, Nuggets Crossing, Jindabyne

### Community Recovery

Council's Bushfire Recovery Team completed the two-year contract this year. The role of Community Recovery Officer was fully funded by Resilience NSW and it was specifically dedicated to bushfire recovery, moving into preparedness and planning.

This grant allowed Council to provide a strong support service to the community through a full-time dedicated resource. The role was to connect impacted residents with resources, with a long-term goal of building capacity and resilience in communities in partnership with emergency services and local support agencies.

Solid connections were forged with many communities, particularly those impacted, creating sound foundations to develop on for future capacity building programs.

Community connection was the key to recovery and preparedness. Despite lockdowns, our Team managed to facilitate 77 engagement events that reached almost 1,600 residents. These events and activities provided a soft entry approach to support services, with programs such as:

- Women's Community Connect
- Whole of Community days
- Drop By and Say Hi
- Working Dogs
- Men of the Monaro Fly Program
- Lady Tradie days
- Seed Savers Project

From the outset of the program, the Recovery Team formed crucial partnerships with local services, this enabled effective and timely delivery of support programs. Further programs delivered via external grants included:

- Business to Business Expo
- Shop Local initiative
- Youth Career Readiness Program
- Aged and Vulnerable Get Ready
- Art of Hosting
- Business mentor and coaching



A Recovery Pod located on a fire affected property

There are many Snowy Monaro residents that are still living in Pods that were kindly supplied by the Minderoo Foundation.

Through additional funding we have a part-time recovery officer who will continue to support impacted residents of the Snowy Monaro on their recovery journey.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Engagement:

1.4.1 Youth of the region are engaged, supported, mentored and trained to be the leaders of tomorrow



7.1.1 The regions natural environment remains protected through the delivery of a range of Council programs and regulatory compliance



12.2.1 Our Community is satisfied with performance and quality of service in the areas that are most important to them

12.2.2 Council provide convenient ways for customers to engage with us and we respond appropriately

12.3.2 Council has two-way mechanisms in place to encourage people to maintain their involvement in the region's community planning and decision making

## Community Services

### Community Services

With Community Services being a people focused area, it is not surprising that this year's report is heavily focused on COVID-19 and its hindrance to offerings. Despite disruption, teams have continued to work to a high standard to deliver services to the best of their ability.

### Camping Grounds and Caravan Parks

Over the last 12 months, we have seen a significant rise in guest attendance at our caravan parks and camping grounds. While a greater emphasis has been placed on national and regional travel due to the COVID-19 Pandemic and NSW Stay Vouchers our caravan parks have seen double attendance compared to last year.

### Swimming Pools

The 2021-22 swimming season got off to a strong start with extended opening hours for Jindabyne Pool. At a glance, patronage has increased, demonstrating demand for this to continue. Council were fortunate to receive a grant to upgrade the HVAC system that will commence later in the year.

Our grant success continued with upgrades to infrastructure occurring at Cooma and Bombala Pools, which is also anticipated to commence at the end of the season. We look forward to seeing these projects evolve.

### Saleyards

Stock movement through the Cooma Saleyards has been quieter this year, off the back of COVID-19. Cattle sales occur every third Friday of the month, and sheep sales the first Tuesday. We look forward to seeing these activities gain traction in the coming year.

The Cooma truck wash is complete. This is an excellent asset for the area, ensuring livestock trucks can access washing facilities safely.



Community Connections Group participant Tony MacKenzie photographed with members of the Royal Military College Band during a Canberra Theatre 'Music at Middyay' outing

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Community Facilities:

1.3.3 Council's recreational facilities, parks and public open spaces are safe, well managed and accessible



6.3.2 The region's caravan parks, are maintained, upgraded and promoted to attract visitors



8.1.2 Land use is optimised to meet the social, environment and economic needs of the region



### Residential Aged Care

The conclusion of the Royal Commission into aged care in October 2020 delivered 148 recommendations to reform the aged care sector significantly. As part of these reforms, we have already observed changes to the Aged Care Principles, including introducing the Serious Incident Response Scheme (SIRS) to manage incidents more effectively in an aged care setting.

At the height of COVID-19, both facilities were monitored regularly to ensure that the overarching Outbreak Management Plan was to be effective in the event of an outbreak. Like many other facilities, we were not immune to COVID-19. Yallambee Lodge had an outbreak for six days, with no serious infections or deaths attributable. Snowy River Hostel was fortunate in that it entirely avoided an outbreak. Our success in managing COVID-19 speaks to our collaboration and partnership with the Southern NSW Local Health District, the local Public Health Unit and local GPs. Despite all the challenges the sector faces, our facilities strive to deliver high-quality aged care and services to our community.

There has been a regulatory focus on nutrition and hydration in aged care. To address this, Council signed a commitment to improving our offerings. The introduction of 'Simple', a meal planning solution, assists us in measuring quality as well as extending the variety of meals available.

We continue to work with Sapphire Coast Community Aged Care on divestment. Our operational performance has improved due to the relationship and sharing of information. The due diligence period ends in November 2022.

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Residential Aged Care:

1.2.1 Competitive cost effective aged care and community support services are available within the region

### Community Transport Services

We have had another busy year in the area of community transport. COVID-19 has slowed operations, with this easing towards the end of June. Our relationships with local community groups such as Cooma Probus, Jindabyne Seniors Groups, Jindabyne Lions, and church groups have been strong. We have continued to support our Community Connections group in attending a range of outings, specifically Cockington Green, Snowy Scheme Museum, Melbourne Cup luncheons and the War Memorial to name a few!

A total of 8,686 passengers were transported, some 312,980 kilometres this year. We could not have operated without our amazing volunteers contributing valuable service to our community. The hours devoted to the region have been immense, with 3,955 committed to travel over 143,850 kilometres. These figures are impressive, considering several volunteers were stood down due to COVID-19, retired or moved out of the region during the reporting period.



Community Transport Christmas shopping bus

2021-22 Community Transport Statistics	
Community Transport Trips taken	8,506
Passengers using Community Transport	8,686
Kilometers traveled	312,980
No. of Volunteer Hours	3,955

### Community Support Programs

Our services continued to face challenges related to COVID-19. The lockdown in September/October 2021 resulted in a reduction in essential services. As restrictions lessened and community transmission increased, our focus shifted to following NSW Health guidelines for close contacts of positive cases. The Team worked diligently to adapt service provision – often making operational changes daily – to ensure continuity of care. Staff increased their use of PPE and RAT testing, ensuring services could continue as much as practicable. Staffing continued to be an industry-wide challenge.

### Home Care Packages

Home Care Package numbers have increased this year. We provided 12,771 hours of service to recipients across all four package levels, an increase of over 2,000 hours from last year.

The Home Care Package program allows us to provide effective care while allowing recipients to remain independent in their homes. We continue to promote wellness and independence when looking at the development of care plan goals and outcomes.

Home Care Packages	Number of support recipients
Level 1	6
Level 2	44
Level 3	26
Level 4	13
<b>Total</b>	<b>89</b>

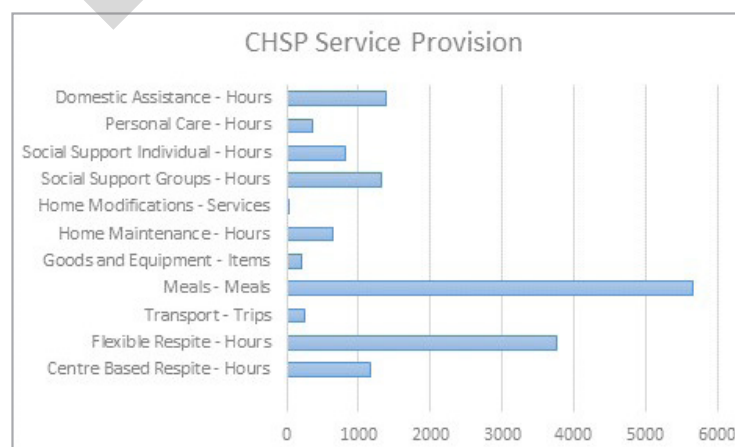
### Commonwealth Home Support Programme

Services provided under the Commonwealth Home Support Programme (CHSP), including domestic assistance, personal care, social support individual, home modifications and flexible respite continued to be in demand over the past year, enabling recipients to continue living safely and independently in their own homes.

Staffing constraints resulted in some CHSP services being unable to accept new referrals for a period of time; however, this was resolved as COVID-19 restrictions eased coming into June 2022.

Centre-based Respite and Social Support Groups were affected by COVID-19 restrictions and wet weather during the latter half of 2021 and the beginning of 2022, resulting in an inconsistent schedule of events. Group activities returned to a regular schedule in February 2022, with participant numbers increasing gradually as the year progressed. Participants felt safe and comfortable to return to these programs in greater numbers as COVID-19 infections dropped.

Another wet summer resulted in increased requests for lawn mowing across the region under the Home Maintenance Program. Meals on Wheels also continued to provide frozen meals, sandwich packs and hot meal delivery across our region.



**NDIS**

New service requests through NDIS remain consistent and demonstrate the community's varied needs. We have provided 2,372 hours of support to 32 recipients at the peak level of demand via various means, including in-home care, group activities, plan management, support coordination and transport.

We continue to work collaboratively with the growing number of service providers in the region, who sometimes engage our staff to fulfil the increasing number of NDIS recipients.

**Compacks**

We have had a total of twenty-two support recipients receiving 536 support hours through Compacks, Healthy at Home and Safe and Supported at Home packaged were provided whilst recipients awaited transition to NDIS.

Age Group	Compacks
Under 50	1
50-60	3
61-70	7
71-80	5
81-90	6
91-100	0



Community Transport and Community Connections  
 Melbourne Cup Luncheon



Biggest Morning Tea Soup at Cooma Library

**Link to our achievements towards implementing Snowy Monaro 2040  
 Community Strategic Plan**

Delivery Program for Community Support Programs:



1.2.1 Competitive cost effective aged care and community support services are available within the region

1.4.1 Youth of the region are engaged, supported, mentored and trained to be the leaders of tomorrow

1.4.2 Activities and recreational infrastructure for children and young people is planned for and promoted to contribute to their active living, health and wellbeing

# Library Services



VISITS TO OUR LIBRARIES

**40,756**



ITEMS LOANED

**7,642**



TOTAL CIRCULATION NUMBER OF ITEMS BORROWED

**67,642**

## Community Enablement

We continue to foster a strong relationship with the local historical society who work out of Cooma Library. These volunteers are dedicated to working with our community to catalogue historic information.

## Lifelong Learning

Our commitment to Lifelong Learning has seen us work towards opening a new Library in Jindabyne later in 2022. This Library has been decades in the making, filling a much needed void in the region.

## Places and Spaces

We have introduced new programs such as Chess Club, Knitting Club as well as activities such as Mosaic Making, Lead Lighting and Felting. We follow Library trends to assist us in identifying up-and-coming activities that may be of interest to community.

## Digital Connection

39 Tech Savvy Seniors sessions were run throughout the year with a different device or online skill highlighted each week. Sessions involved collaborating with high school students to assist in the learning, fostering intergenerational relationships.

## NEW LIBRARY FOR JINDABYNE

Council received a grant from the NSW Government Regional Cultural Fund to build a new Library in Jindabyne. Jindabyne was the largest regional town in NSW without a permanent Library facility. The Jindabyne Library will be opening in August 2022.

MEMBERS REGISTERED  
**5,026**



**134**  
LIBRARY PROGRAMS HELD



## LIBRARY PROGRAMS



Library programs - including school holiday programs were facilitated by our Library staff and included events such as Teddy Bear Sleepover, Tech Savvy Seniors and Adult Learners Week.



ONLINE PROGRAMS

**28**

## COMMUNITY OUTREACH



The Mobile Library provided Library Services to regional towns across the Snowy Monaro throughout the year, bringing new books, games and resources to towns and villages.



ITEMS IN OUR LIBRARIES

**60,081**



**9,238**

PEOPLE ATTENDED LIBRARY EVENTS

## TRAVELLING EXHIBITION



The Art of Ageing Exhibition was the only travelling event that was held this past year. The Art of Ageing exhibition is a photographic exhibition featuring older people in NSW, celebrating the rich and diverse lives of older people, highlighting their experiences of and reflections of ageing.

The 2021-2022 Library Strategy continued to lead the direction of this year's library activities, including the focus areas of Lifelong Learning, Community Enablement, Digital Connection and Place and Spaces.

Library Programs continue to be a popular Council service. A total of 134 programs were held across all sites, with 9,283 participants. Programs on offer included:

- Adult Learners' Week
- Biggest Morning Tea Soup Day
- Knitting and LEGO® Club
- Lead Lighting and Mosaic Workshops
- School Holiday Programs
- Library and Information Week
- National Simultaneous Storytime Week
- Tech Savvy Seniors
- Saturday Storytime Sessions
- Law Week
- Art of Ageing Exhibition
- Chess Club
- Get Online Week
- Teddy Bear Sleepover
- Mother Goose Program



Pop-Up Library



Tech Savvy Seniors

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Library Services:



5.1.1 The region's library network promotes community connectedness and facilitates the provision of information and services for the community.



10.1.4 Harmonisation of policies, procedures and processes deliver customer focused business practices



## Corporate Projects

Corporate Projects oversees many major projects transforming the region. This includes new facilities, upgrades, and renewals. Taking projects from ideation, concept design, construction and program management to completion. The Corporate Projects Team design and deliver Council's annual capital works portfolio.

Key projects under delivery during the 2021-22 financial year:

- Project Management Framework development and implementation: A revised and refreshed framework designed to simplify and provide project management oversight for the whole Council was designed and commenced roll out in 2020-21. An initial cohort of 60 staff were trained through a custom course delivered by the Australian Institute of Management.
- Development of Road Maintenance Council Contract (RMCC) documentation
- Enterprise Risk Management frameworks review
- Snowy Monaro Regional Council Waste Strategy: A year-long development and consultant process was undertaken to see the successful drafting and adoption of the Snowy Monaro Regional Council Waste Strategy
- Yallambee Lodge New Section of Facility: A set of architectural designs for the new wing were completed in 2020-21, and a development application lodged in preparation for construction of the new 16-bed facility to ensure ongoing and continued care for the region's elderly.
- Bobeyan Road Upgrade Sealing Adaminaby to ACT Border: We commenced consulting landholders over property matters, relocating Telstra and Country Energy services and undertaking the archaeological survey. Snowy Valleys Council were engaged to undertake construction works and commenced on-site in 2020-21
- Mt Gladstone Toilets: Mt Gladstone is becoming an increasingly popular recreation area, and the amenities need to be upgraded to meet the standard expected by the community. These upgrades were fully completed in 2022
- Bombala Council Depot Female and Accessible Amenities: A new fully-accessible female toilet was constructed for the Council Depot in Bombala. This is a much-needed addition to provide an accessible and compliant workplace
- Lions Park Yallakool Road Cooma Upgrade: Ongoing upgrades to this much-loved community facility include a new area for children's tables and new gates. In 2021 we completed the extension of the walking path, tree planting and lighting upgrades
- Bombala Showground Sports Facility Upgrade
- Dalgety Showground Sports Facility - Refurbishment of Tennis Courts
- Delegate Showground - Installation of irrigation system and seating
- Cooma Creek Beautification Upgrade - bike path surface, lighting and seating
- Bombala Arts and Innovation Centre Building Upgrade
- Delegate School of Arts Toilets: A much-utilised public facility, the Delegate School of Arts works included upgrades to amenities and inclusion of new accessible toilets, repairs and maintenance to the external façade of the building (brickwork and mortar), exterior cladding repairs and eaves, repair of the sub-floor structure and rising damp issues, repair to the roof drainage system, gutters and downpipes, repair to window openings and upgrades to the accessibility requirements for the building, ramps and balustrades



Mt Gladstone Toilet Upgrades



Delegate Showground installation of seating

- Cooma Sale Yards: New Truck Wash
- Snowy Oval Amenities Building: Improvements including toilets, change-rooms, kiosk, and storage area were made to facility amenities that were in poor standard to meet accessibility requirements
- Dalgety Showground Equipment
- Cooma Multifunction Centre Upgrades
- Bombala Racecourse Amenity Improvement Works
- Cooma Swimming Pool
- Ryrie Street Michelago Extension: Providing improved connectivity from Michelago Road to the township of Michelago via a link over the Michelago Creek, this project is well underway and moving through licensing and approvals processes
- Bombala Platypus Reserve Upgrade
- Stella Reid Bequest - Stella Salon - Yallambee: Through a generous gift, Council constructed a hairdressing facility for use by all residents at Yallambee Lodge in accordance with NCC (BCA), NSW Health, Age Care Quality and Safety Standards



Stella Reid Bequest - Stella Salon - Yallambee Lodge

• Craigie

#### Little Plains River Bridge

- Adaminaby Truck Parking Area Design: Providing a designated truck parking area in Adaminaby to facilitate safe truck parking and additional patronage of local businesses by transport workers involved in the Snowy 2.0 project; this project is currently at the design stage
- Bombala Caravan Park Electrical Upgrade: Council is working to replace the existing single phase 25KvA pole top substation with new suitable upgraded connections
- Adaminaby School of Arts - Upgrade existing Toilet Entry and Signage
- Bombala Showground Electrical Upgrades
- Jindabyne Memorial Hall Upgrade Heating and Cooling: Removing existing gas heating and installing reverse cycle air conditioning has made the Hall significantly more useable. Lighting upgrades, asbestos removal, repairs to Community Memorial Hall Clock were also achieved in these works
- Jindabyne Shared Trail Project: Progress on design and environmental and cultural assessment works
- Nimmitabel Showground Luncheon and Bar Upgrades
- Cooma Showground electrical upgrades to external electrical infrastructure
- Cooma Footpath Pavers CBD Streetscape Beautification: We have delivered a practical beautification of Cooma CBD footpath areas from Cooma Creek Bridge through to Soho Street. Paving both the east and west sides of Sharp Street
- Public Art Installation: Take Flight Sculpture NPWS Jindabyne
- Fixing Country Bridges Program: Deep Creek Bridge and Mila Road bridge replacement
- Peak Creek Bridge, The Snowy River Way, Bungarby replacement
- Jindabyne Community Library.

The Corporate Projects Team has also had a busy year, securing a significant amount of grant funding through State and Federal sources for projects and programs across the Region. Some of the successful applications include:

**Bushfire Local Economic Recovery (BLER) Fund Stage 2 - \$5,457,232.00**

- Refurbish Jindabyne Skate Park - \$1,258,380
- Upgrade Bombala Sporting Facilities - \$796,505
- Upgrade the Delegate School of Arts Hall - \$720,362
- Improve streets in Adaminaby - \$812,340
- Bombala Arts and Innovation Centre - \$869,645
- Supporting tourism infrastructure in Adaminaby - \$1000,000

**Transport for NSW Fixing Country Bridges Program - \$1,667,953.80**

- Peak Creek Bridge, The Snowy River Way - \$1,148,700
- Deep Creek Bridge, Mila Road, Craigie - \$519,253.80

**Resilience NSW BCRRF – Stream 2 - \$299,256**

- Youth Adventure Series - \$299,256

**Fixing Local Roads - \$11,429,427.52**

- Mila Rd Sealing 100% - \$3,712,792.02
- Avonside Road Sealing 75%/Maffra Rd Sealing/Rehab 50%- \$4,322,264.50
- Dry Plains Rd and Shannons Flat Road (Sealing 25% each) - \$3,394,371.00

**Drought Communities Program - \$998,200**

- Cooma Sale Yards Truck Wash additional funding - \$350,000
- Ginger Leigh Playground Stage 2 Works - \$538,200
- Bombala Caravan Park Dump Point - \$110,000



Jindabyne Memorial Hall



### Risk Management

Council operates in uncertain and changing economic, social, political, legal and business environments.

Corporate Projects continued to steer the risk management activity and the Risk Management Framework to provide direction and guidance to the management of Council in a way that allows us to reduce the negative impacts of risks.

Civic Risk Mutual continues to provide ongoing insurance across all areas of Council operations.

### Snowy Monaro Local Emergency Management Committee

Many emergencies can occur within communities as a result of the impact of a wide variety of man-made and natural events, such as pandemics, storms, bushfires, flooding or bridges collapsing.

To minimise the consequences of emergencies, it is necessary for a responsible authority to have in place an emergency management structure and set of arrangements designed to assist the community in preventing, responding and recovering from these emergencies.

Council has a role to play in assisting the emergency services community in managing these emergency events. Snowy Monaro Regional Council facilitates the Local Emergency Management Committee (LEMC) meetings for our LGA. The committee holds quarterly meetings to strategically plan for emergencies.

The committee manages the updating of plans in relation to the prevention, preparation, response, and recovery of emergencies in the Snowy Monaro Regional Council LGA for review and implementation.

This committee is responsible for an all-agencies comprehensive approach to emergency planning to prepare the community for disasters.

Committee members include Council representatives, members from the Emergency Services (SES, RFS, NSW Police, Ambulance, and Fire and Rescue NSW) and agencies with functional responsibilities such as WelFac, Essential Energy, Local Land Services, ski resorts, Snowy Hydro, Snowy 2.0 and National Parks and Wildlife Service.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Corporate Projects:



- 1.2.2 Council strategies recognise the growing demand of residential aged care services
- 1.3.1 Regional level recreation facilities that encourage an active lifestyle are planned for and provided in partnership with other government agencies



- 4.1.4 Strategic projects that grow the local economy



- 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
- 8.1.2 Land use is optimised to meet the social, environment and economic needs of the region
- 8.2.1 Council maximises its asset utilisation to deliver services today and into the future
- 8.2.2 Public Infrastructure and Assets are maintained and replaced according to Council's Asset Management Strategy
- 8.2.6 Council's infrastructure is maintained to meet compliance standards and to deliver high level services
- 9.1.2 Our local road network is planned, built and repaired to improve movement across the region



- 10.2.1.8 Design and introduce the corporate project management framework (PMF) and associated policy and procedure
- 10.4.1 Council employs an engaged multi-skilled workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner
- 11.2.1 Council has best practice management for financial sustainability

## Corporate Reporting

### Regional Community Strategic Plan

With each term of a new Council, the CSP requires review to determine if the vision, objectives and strategies are still relevant to our community. In anticipation of this review, at the Council meeting held in September 2020, Council resolved to participate in the development of a regional Community Strategic Plan (CSP) facilitated by the Canberra Region Joint Organisation (CRJO), along with seven other Councils.

The CRJO awarded the coordination of the CSP project to Projectura, a company experienced in preparing CSP's. During July and August 2021, extensive community consultation and engagement were undertaken with the Snowy Monaro community to assist in informing the Snowy Monaro Community Strategic Plan 2042. Despite COVID-19 impacts, Council still achieved face-to-face engagement through outdoor pop-up sessions, along with traditional online formats of Your Say surveys and additional randomised phone surveys.

The draft CSP was placed on exhibition from 21 March to 18 April 2022. In total, Council received 13 submissions, with minor changes made to the plan, and the CSP was ultimately adopted on 16 June 2022.

### Community Satisfaction Survey

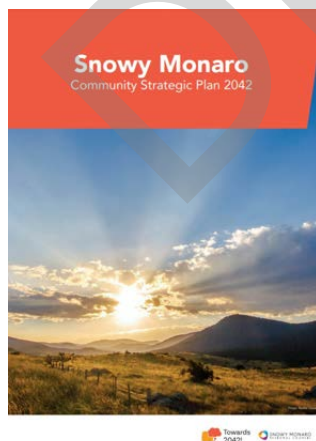
Post-merger in 2016, as part of requirements set by the Department of Premier and Cabinet for newly established Councils, Council participated in a community satisfaction survey through JWS Research. It was not until October 2021 that another survey was undertaken to gauge our community's satisfaction with the services we deliver.

Taverner Research Group was awarded the 2021 randomised telephone survey of 402 interviews undertaken over a period of two weeks.

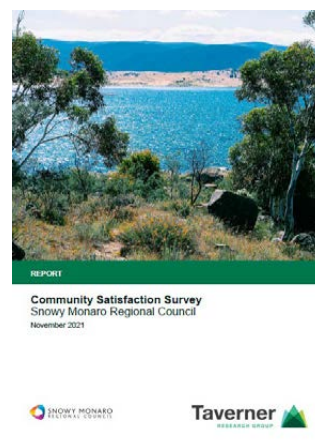
Satisfaction with specific Council services was highest for parks, reserves and playgrounds (57% satisfied against just 10% dissatisfied), libraries (53% vs. 9%), cleanliness of our streets (52% vs. 15%), waste and recycling (44% vs. 32%) and water supply (42% vs. 18%).

The facilities and services rated most poorly included unsealed roads (13% satisfied vs. 51% dissatisfied), weed control (18% vs. 51%), economic development and attracting new investment (14% vs. 39%), development applications (7% vs. 39%) and sealed roads (26% vs. 39%).

Council's intends to undertake a customer satisfaction survey on an annual basis to monitor performance and inform change.



Regional Community Strategic Plan



Community Satisfaction Survey

### 2020 - 2021 Annual Report

The annual report included three parts, statutory reporting, financial statements, and achievements against the Delivery Program 2018-2021. 2021 was also the year of an outgoing Council, requiring the inclusion of an End of Term Report, reporting on the outgoing Council's progress towards meeting the objectives of the Snowy Monaro 2040 CSP. Council endorsed the Annual and End of Term Reports at the November 2021 Council meeting.

### Council Elections

Due to the COVID-19 pandemic, the scheduled local government elections to be held in September 2020 were postponed until September 2021. Further lockdowns in September 2021 resulted in another postponement until 4 December 2021. The 4 December 2021 elections went ahead as scheduled, and eleven new councillors were elected. The second postponement meant planning with our new councillors for our next cycle of Integrated Planning and Reporting Suite of plans did not commence until late January 2022. Councillors were provided with an overview of Integrated Planning and Reporting at their induction, and several workshops were held to inform and seek feedback from our new councillors throughout the development of our new suite of plans.



2020-2021 Annual Report

### New Integrated Planning and Reporting Suite of Plans

In September 2021, the Local Government Act 1993 was amended, and the Local Government General Regulation 2021 came into force. Significant changes surrounding Integrated Planning and Reporting came into effect prompting the Office of Local Government to draft new guidelines for Integrated Planning and Reporting.

With the new Snowy Monaro Community Strategic Plan 2042 adopted in May 2022, preparation of a new suite of plans to achieve the strategic direction of the CSP was developed. From February 2022, the Resourcing Strategy that includes the Long-Term Financial Plan, Asset Policy, Asset Strategy, individual Asset Management Plans and Workforce Strategy was drafted. Other plans of linkage including the Delivery Program, Operational Plan, Revenue Policy and Fees and Charges, were also presented in draft form.

Council resolved to place all draft documents on public exhibition for 28 days and undertook a series of engagement activities that included the participation of executive staff and councillors.

The draft Long-Term Financial Plan contained four Special Rate Variation (SRV) scenarios to seek feedback from our community. The SRV was a focal point of the consultation, with over 160 submissions received.

At an extraordinary meeting held on 23 June 2022, Council resolved to adopt the full suite of Integrated Planning and Reporting plans.

### Monthly Performance Reporting

In March 2022, we introduced monthly reporting to Council on our progress against the Delivery Program. While the Local Government Act 1993 only requires six monthly reporting, a decision was made to inform our Council and community more regularly on how we are tracking with what we have committed to within the Delivery Program. We have also developed key performance indicators to measure our performance over time, making our annual reporting process more meaningful with data that will inform our decision-making processes.

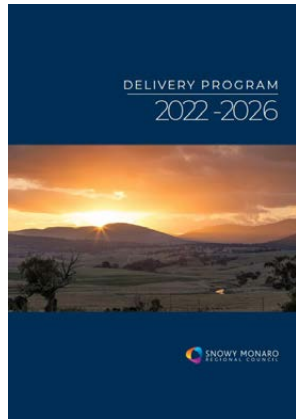
## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



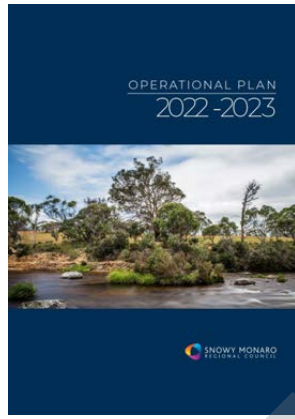
Delivery Program for Corporate Projects:

10.1.2 Integrated Planning and Reporting guides long term planning and organisational sustainability

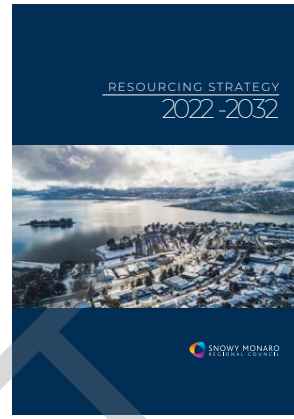
Council's new suite of Integrated Planning and Reporting plans



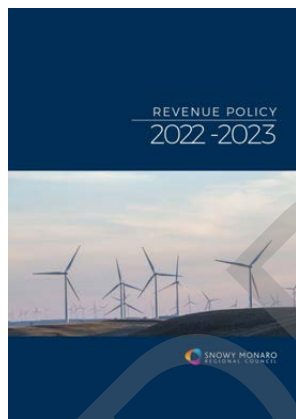
Delivery Program 2022-2026



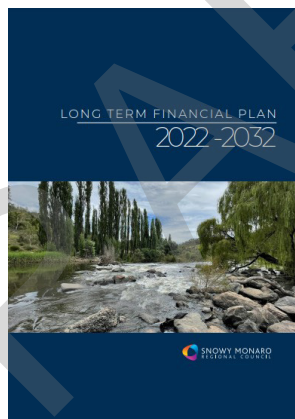
Operational Plan 2022-2023



Resourcing Strategy 2022-2032



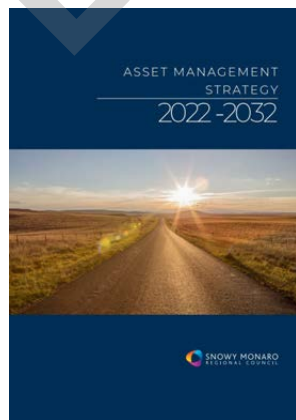
Revenue Policy 2022-2023



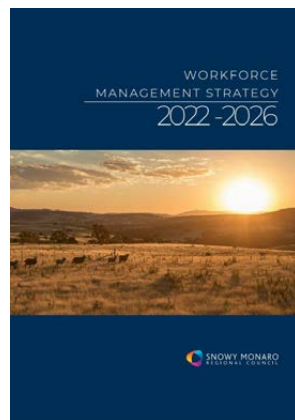
Long Term Financial Plan 2022-2032



Fees and Charges 2022-2023



Asset Management Strategy 2022-2032



Workforce Management Strategy 2022-2032

## Economic Development and Tourism

### Economic Development

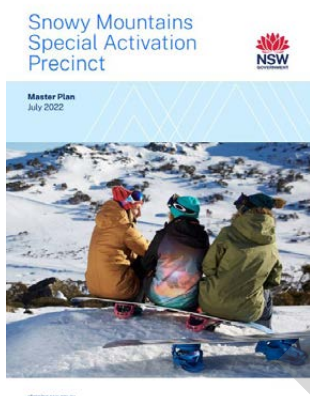
The start of 2021-22 financial year saw the Economic Development Team assisting Snowy Monaro businesses to understand the restrictions that came into place for the Sydney lockdown, followed by the ACT lockdown and subsequently the statewide lockdown. This was a challenging time for the region's tourism-reliant businesses, particularly because it hit during the 2021 ski season.

It is estimated tourism is responsible for nearly 2,000 jobs in the region (ID Consulting). As a result, when direct retail expenditure in the Snowy Monaro decreased by 27% (which equated to a loss of \$26 million in spending) across August and September 2021 (Spendmapp by Geografia, 2022) the impact on local jobs was substantial.

Thankfully the easing of restrictions and a real sense of a new normality living with COVID-19 has seen the region return to pre-pandemic and natural disaster spending levels for the 2022 winter. June 2022 spending was 47% higher than June 2019 (Spendmapp by Geografia, 2022).

Some of the major projects and contributions the Economic Development Team has made to the community in 2021-22 are:

#### Snowy Mountains Special Activation Precinct Master Plan



Lead contact and coordination point for Council to assist the Department of Regional NSW and Department of Planning and Environment in finalising the Snowy Mountains Special Activation Precinct (SAP) Master Plan.

The SAP Master Plan sets a direction for the growth of tourism, jobs and dwellings in an area including Jindabyne and the southern resort areas of Kosciuszko National Park.

The SAP Master Plan foreshadows major increases in tourism numbers and spread throughout the year and one of its key aims is to make the region a year-round tourism destination - not one just reliant on winter.

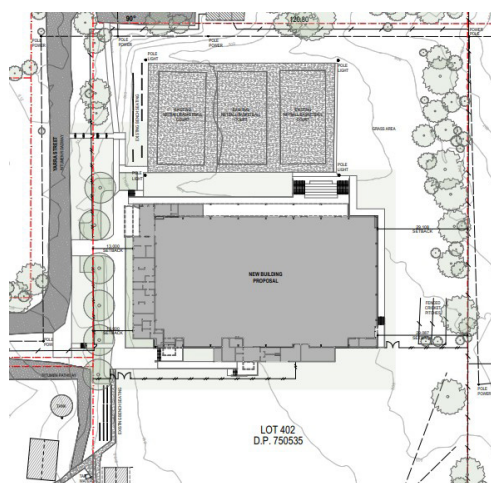
The SAP is now entering the delivery phase and Council will continue to work with the Regional Growth NSW Development Corporation who has taken over as the lead implementation agency.

#### Cooma Sports Hub

Following on from the 2020-21 years' work, the Cooma Sports Hub moved along and Economic Development played a vital role in continuing to see this \$15 million project come to fruition.

The design and detail of the project has been completed and over the next year Council will be constructing stage one of the Sports Hub: a three court indoor sports facility.

A great deal of work has also gone into negotiating a joint-use agreement with the Department of Education. This agreement has now been signed and means that the community will have access to the main show court in the indoor sports facility during school hours and all three courts outside of school hours. The contracts will be signed in the early part of the 2022-23 financial year, with ground to be broken.



Plan of proposed Cooma Sports Hub

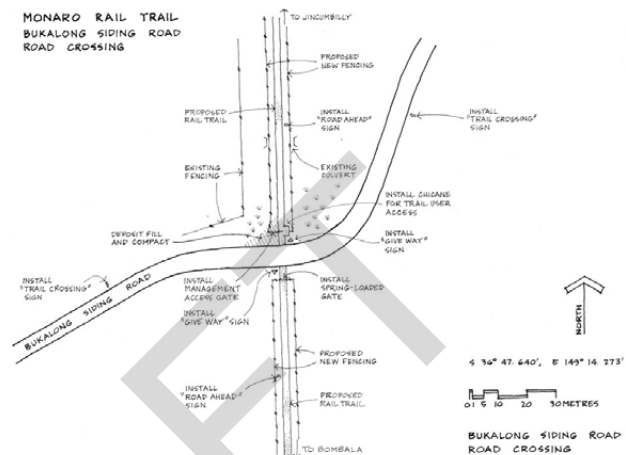


**Monaro Rail Trail**

The Economic Development Team led a working group consisting of representatives from Monaro Rail Trail (MRT) Inc and Queanbeyan-Palerang Regional Council to develop a Trail Development Plan (TDP) for Stage 1a of the MRT. This project has seen concept plans and detailed costings prepared for three sections of the MRT, namely Queanbeyan to Michelago, Nimmitabel to Old Bombala Road and Jincumbilly to Bombala. The completion of the TDP is a major step towards being prepared to apply for construction funding for the project. Key next steps include beginning discussions with Transport for NSW regarding a potential lease of the rail corridor to Council to facilitate the trail.



MRT Development Plans Stage 1a



Plan of an intersection on the proposed Monaro Rail Trail

**Shop Local Campaign and Business Support**

To assist businesses recovering from the COVID-19 restriction, the Team obtained State funding to create a marketing campaign, reminding locals to spend money with local businesses and help grow our local economy.

The campaign was well received by businesses, with many appreciative of the support Council has given to them through the pandemic. Data shows that during the first campaign run in June 2022, local spending rose by 6.4%.

This campaign - combined with our eNewsletter, SMRC Local Business Forum (Facebook group) and face-to-face engagement - is helping Snowy Monaro businesses engage with Council and Government. This engagement allows for the business community to be informed of relevant programs, grants and events that are upcoming and available in our region.

**Regional Economic Development Strategy review**

The Team met with Department of Regional NSW reps to assist with preparation to review the 2018-2022 Regional Economic Development Strategy for the Snowy Monaro.

The Team has continued to review the current strategy and see what can be improved, engaging with the community to seek their input to the next strategy and direction of the region.

This work will continue through 2022-2023 and the Team will help shape the State Government strategy.



Shop Local Campaign

**The Snowy Trout Challenge**

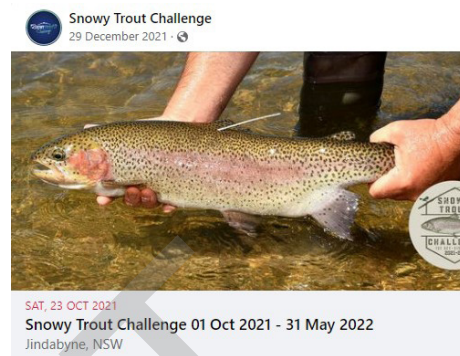
Last spring saw the second year of the Snowy Trout Challenge, with Council once again providing invaluable support to the community-run group to further the tourism and fishing economy in the Snowy Monaro. With prize-winning trout being released into Lake Eucumbene, Lake Jindabyne, Lake Crackenback, Black Lake, Bombala, Murrumbidgee Pumping Station, Cooma, and Lake Williams (Nimmitabel) this is truly a region-wide event.

**Tourism**

It has certainly been a challenging year for events, event organisers and volunteers with the ongoing impacts of COVID-19 lockdowns, interstate border closures and the resulting impact on travel confidence. Council continues to work closely with Tourism Snowy Mountains and NSW National Parks and Wildlife, as well as local businesses, to ensure clear communications and promotion of the region.

Visitation numbers slowly increased after lockdowns were eased, with the Snowy Monaro being a significant regional tourism destination for domestic travellers. This is due to our unique and diverse natural environment of sweeping plains, pristine waterways, mountains, Kosciuszko National Park, the Snowy Hydro Scheme, events and festivals and a return to snowsports.

The visitor economy remains the region's key source of employment. Council has remained committed to tourism and increasing the numbers of people who visit our towns and villages. Tourism operators deliver the best they could to supply services to our community and visitors. The main tourism drawcards included snowsports, mountain biking, fishing, hiking and camping.

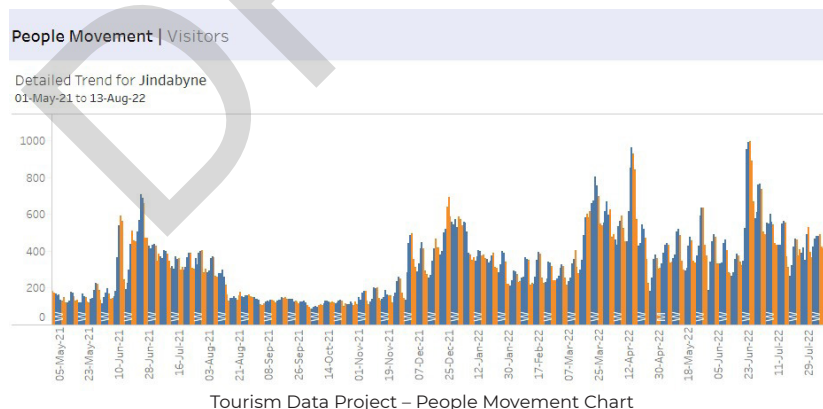


Snowy Trout Challenge

**Tourism Data Project – Stage Two**

Following the Black Summer bushfires, the need for local tourism data was particularly important so that the impact from the bushfires could be understood. Bushfire grants presented an opportunity to improve resilience and responsiveness through access to better data in providing more timely, accurate and reliable information - particularly related to visitation and the movement of people within our LGA. Stage two of the Tourism Data Project was completed in 2021-22 and involved an upgraded live dashboard (to achieve close to real-time data access) integrated with a localised a Low Power, Wide Area Network (LoRaWAN) network linked to data gathering sensors at various sites around the Snowy Monaro region. The dashboard also integrates other data sources via a combination of Application Programming Interface's (API), subscribed data sources and fixed uploaded datasets so it can be a 'one stop shop' for local tourism data. The team continue to work on further ways to improve the platform.

Some information from the dashboard is shown below. The graph shows tourism visitation trends over the past 18 months and confirms the bounce back in visitation levels in 2022 compared to 2021.



Tourism Data Project – People Movement Chart



### Events

The Events Team supported event organisers as they navigated through COVID-19 restrictions and alternate event options where possible, or cancellation notices.

Bombala Visitor Centre coordinated a platypus webinar in lieu of the Bombala Platypus Day. The webinar attracted 100 registrations and highlighted the Bombala region. This was also an important opportunity to partner with presenters from the Australian Platypus Conservancy.

Post-lockdown, a number of new events were successfully held in the region including:

- Snowy Classic cycling event
- Gravity Mountain-bike race at Mt Gladstone
- Just a Tribute Festival in Jindabyne
- Born in the Snowys Festival in Jindabyne

The 20th and final year of the Honda Snowy Ride was held in April.

To assist with the recovery of events, and to attract and support large events to the region, an Events Funding Support Policy was drafted and approved by Council in May 2022.

Austrade Bushfire Recovery grants were successfully applied for supporting two local events:

- \$22,000 towards the inaugural Born in the Snowys concert, held in February 2022 in conjunction with the Flowing Festival at the Claypits, Jindabyne
- \$11,000 secured for the later cancelled Numeralla Folk Festival, which was redirected to grow activities, promotion and transport for the Steampunk @ Altitude event held in Nimmitabel in May 2022.
- Every Friday, the Events Team distributes a weekly 'What's On' newsletter, a regional events schedule to showcase what's happening in the region.



Born in the Snowys event 2022

### Film support

Films and television contribute to positive promotion, encourage visitation and showcase our vast and beautiful region. They support (with the engagement of our community and businesses) the Snowy Monaro to become a top-rated tourist destination.

Filming and film events in the region included:

- A special screening of *The Drover's Wife: The Legend of Molly Johnson* was held in June 2022 at The Savoy Cinema in Cooma
- Merv Hughes Fishing Series 8, filmed in Eucumbene - to air later in 2022
- On Tour with Allan Border Series 2, filmed in Jindabyne - to air later in 2022
- Adventure All Stars TV show - series broadcast in Australia, in addition to New Zealand, Asia and India, with a reach approaching 100 million viewers in 25 countries
- Provide InVitro film, with filming support for locations around the region during December 2021 and January 2022
- Other filming in the region such as the Sunrise breakfast show broadcast, Strikeforce, Grand Designs, Outback Odyssey, Tourism Australia also occurred.

### Australia Day

36 awards nominations were received across the region for Australia Day Awards in 2022. Council was successful in securing \$18,500 in National Australia Day grant funding to support local events and business affected by COVID-19 closures. An additional \$50,000 was received by the Bombala and Jindabyne committees directly. Events were held at Bombala, Jindabyne, Cooma, Dalgety and Nimmitabel with increased promotion and free activities available for the community including entry to Cooma Pool, Adaminaby Snowy Museum, Cooma theatre appreciation evening and Cooma Correctional Centre Museum.

### Visitor Centres

The Council operate Bombala and Cooma Visitor Centres, with strong numbers after reopening post-COVID-19. In total, there were more than 11,600 people through the doors for the year, assisting with the sale of 289 local national park access passes and reaching over 42,000 people via the visitcooma website.

Although bus tours with the Visitor Centre were impacted by restrictions, five out of sixteen scheduled tours proceeded with 175 visitors in total. These tours incorporate local business through visits to Monaro Country Lavender essential oil distillation display, homemade morning tea, historical railway precinct with the Visitor Centre, Lavender House and Bombala Historic Engine Machinery Shed, town walks and shopping, a visit to the Platypus reserve, Delegate museums and galleries and afternoon tea at the Early Settlers Hut.



Australia Day 2022



Australia Day Awards Presentations

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Economic Development:



1.3.1 Regional level recreation facilities that encourage an active lifestyle are planned and provided in partnership with other government agencies

4.1.3 Council is an active community partner in supporting regional business initiatives

4.1.4 Strategic projects undertaken that grow the local economy



6.1.1 Promote tourism and enhance the Snowy Monaro Region as a year round destination of choice through a collaborative approach between all stakeholders and interest groups

6.3.1 Businesses are supported in their promotion to encourage and develop our visitor economy

## Executive Office

### 30 year Anniversary Celebration of Sister City Relationship – Kusatsu and Snowy Monaro

In April 2022 Council had the pleasure of hosting a visit from the Consul-General of Japan, Mr Kiya Masahiko. The visit was in recognition of the 30 year anniversary of the Sister City Relationship between the Snowy Monaro and Kusatsu, and had been postponed from the previous year due to COVID-19. The Executive Office Team successfully pieced together a comprehensive itinerary, which received high praise from the Consul-General.

The Consul-General enjoyed two days touring the Snowy Monaro Region meeting a number of local community members and learning about our wonderful region.

Mr Kiya commenced his visit with a trip out to the Two Thumbs Koala Sanctuary to hear stories of survival and rebuilding after the devastating 2019-2020 bushfires. Also present were also representatives from the ANU to discuss current conservation efforts and leading research being carried out in this region. While at the sanctuary, the Consul-General received a Welcome to Country and cultural experience from Ngarigo Elders.

Due to close ties the Cooma Lions Club and Cooma Rotary Club both have with another Sister City in the region – Yamaga, the Lions Club hosted a visit to the Fluid Mechanic Laboratory and the Southern Cloud Memorial. From here, our local Rotary Club highlighted the beautiful Lambie Gorge.

The Consul General was able to enjoy a smorgasbord of international foods on offer at the Cooma Multicultural Centre in a lunch extravaganza. The afternoon of the first day concluded with a guided tour of the Snowy Hydro Discovery center.

The visits major event was the canapé networking function, hosted by the Mayor at Cooma Car Club. There were more than 30 people in attendance, including local community members, business representatives and Government VIPs. Gifts were exchanged with promises of furthering the positive Japan-Australia relationship.

The second and final day of the trip commenced with a Mayor-hosted breakfast and visit to the spectacular Charles Davis Gallery. Lunch was provided on high at the Eagles Nest Restaurant after a gondola ride taking in the views Thredbo had to offer – a fitting conclusion to the tour.

Council would not have been able to deliver such a positive experience for the Consul-General without the dedication and support of all the community members and groups that played an integral part throughout the two-day visit.

### Citizenship Ceremonies

Council facilitated five Citizenship Ceremonies. Our new citizens' countries of birth were Brazil, Canada, China, England, France, India, Lebanon, Netherlands, New Zealand, Philippines, Poland and Saudi Arabia. The conferees was inclusive of six family groups and six children under the age of 16 years, for a total of 45 new citizens.

Location	Number of Ceremonies Held
Centennial Park	1
Cooma Chambers	2
Cooma Multicultural Centre	1
Online	1
<b>Total</b>	<b>5</b>

### Location change from Cooma Council Chambers to Cooma Multicultural Centre

During 2022, the Citizenship Ceremony made the move from held at Cooma Council Chambers to the Cooma Multicultural Centre. The Cooma Multicultural Centre (CMC) is a leading provider of services to the Snowy Monaro region, supporting residents to access the resources required to thrive in our locality, and assisting them in making connections within the local community.

The change of location from the Council Chambers to the CMC premises was made at Mayor Davis' request, with the aim of amplifying the joyous and celebratory nature of the ceremonies. Citizenship Ceremonies commence with the formal requirements, under the Department of Home Affairs, Australian Citizenship Ceremonies Code, and conclude with conferees, their guests and VIPs enjoying the welcoming hospitality of the CMC, by way of an informal morning tea. The inaugural event hosted by CMC on 24 June 2022 was thoroughly enjoyed by all, and considered to be a resounding success.

## Financial Services

### Rates

Snowy Monaro consists of 14,562 rateable properties. As per Section 514 of the *Local Government Act, 1993*, each Council must declare each parcel of rateable land in its area to be within one of the following categories: farmland, residential, mining or business.

Below is a breakdown of SMRC rateable assessments:

Category	Number of Assessments	Total Land Value
Farmland	2,882.0	\$1,297,222,765
Residential	10598.4*	\$1,525,434,756
Business	1081.6*	\$242,396,501

\*Mixed use properties create part assessments in some categories

SMRC uses land values to calculate the general rate by applying an rate in addition to a base rate (Ad Valorem). Land Values are reviewed every three years by the NSW Valuer General. By December 2022 each property will be issued with a land revaluation as at 1st July 2022. This will be used by Council to calculate the Ad Valorem for the next three financial years. Regardless of changes in land value, Council's permissible income will not increase by more than the rate peg issued by IPART, but may affect individual properties.

### Water

Council supplies Water and Wastewater services to over 9,000 properties. Water meters are read every 3 months and bills are issued at the end of each billing period being:

Billing period 1 – 1st July to 31st October

Billing Period 2 – 1st November to 28th February

Billing Period 3 – 1st March to 30th June

### Accounts Receivable

Invoices are issued for services provided to the community. These services include, community services, aged care, cemetery services, commercial waste collection, regulatory and planning fees. In 2021-22 over 7,000 invoices were issued.

### Accounts Payable

In 2021-22 over 19,000 invoices were processed by the Accounts Payable. Payments made were valued at over \$89m.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Financial Services:

11.2.2 Provision of statutory reporting enables our leaders to make decisions on Council's financial sustainability

11.2.4 A balanced approach to investment strategies

## Fleet and Plant

### \$3.64M in new assets support Council service delivery

Council purchased \$3,639,473 of new assets this year, from minor ground care machinery through to heavy earthmoving plant and equipment.

Council manages approximately 676 owned and 712 vested plant items with a current estimated value of \$18,638,102, comprising of:

- Light vehicles
- Heavy vehicles
- Earthmoving plant
- Ground care plant and equipment
- Minor plant

Fleet Services completed 1,179 maintenance work orders with 73.2% being scheduled maintenance (servicing) and 26.8% being unscheduled maintenance (breakdown). The benchmark ratio for scheduled vs unscheduled maintenance is 50:50 with a target ratio of 70:30, set by the Institute of Public Works Engineering Australia. The current ratio indicates fleet management strategies are sound.

Supply chain delays have had a significant impact on equipment downtime, this is a direct result of COVID-19 and is a global problem. Downtime is greater than actual repair time for unscheduled maintenance (26.8%) and has seen a significant increase. There are no industry benchmarks for downtime, Fleet Services monitor this as a performance indicator. Downtime above repair time has increased significantly from, 2020 – 12.5%, 2021 – 34.7% and 39.3% for 2022.

Council has continued introducing hybrid vehicles into their fleet as a genuine commitment to reducing their greenhouse gas emissions. Hybrids currently represent 16.6% of Council's passenger vehicle fleet.



Komatsu WA470 Loader



One of two new Hamm Rollers



New Falcoon to assist sealed road maintenance

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Fleet and Plant:

8.2.2 Public Infrastructure and Assets are maintained and replaced according to Council's Asset Management Strategy



## Governance

A service review conducted in 2021 resulted in 110 recommendations to improve the functions of governance, records management, and secretariat support to Council and committees, as required.

At the time of reporting, 44 recommended actions had been completed, 21 were ongoing or underway, four not required and 41 yet to commence.

The review also resulted in savings through the reduction of one position in the section.

Other improvements include the streamlining processes related to formal information requests (GIPA). The streamlining relates to the assessment of information requests and reduction in administrative processes which reduced the administrative burden of informal GIPA applications by approximately 50% while maintaining the provision of information.

### Community Sponsorship and Funding programs

A review of the processes for donations and sponsorship programs including the Boco Rock Windfarm Community Enhancement Fund program, resulted in improved administrative processes to streamline committee meetings to determine successful applications and improved reporting. Further review is underway.

### Boco Rock Community Enhancement Fund Committee

The Committee was established as a condition of approval of the Boco Rock Wind Farm Pty Ltd, by NSW Government Department of Planning. The Committee exercises its function through the conditions of the development approval.

The sponsorship program relates to the former Cooma-Monaro and Bombala local government areas.

Council received 41 applications for funding to support various ongoing and one off events and projects. Funding of \$172,526 was approved for 15 community events and projects.

### Section 355 Committees

Ongoing support for various committees was provided through the year. Council received minutes from meetings of the following committees:

- Bombala Exhibition Ground
- Michelago Hall and Tennis
- Aaminaby Hall
- North Ridge Reserve
- Bredbo Hall Management
- Delegate Early Settlers Hut Management
- Delegate Sportsground Management
- Cemetery Advisory Committee

Council confirmed the status of 28 internal and external committees, including section 355 committees, and appointed councillor representation in February 2022.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Governance:

10.1.4 Harmonisation of policies, procedures and processes deliver customer focused business practices

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

12.2.2 Council provide convenient ways for customers to engage with us and we respond appropriately

10.2.3 Records management practices are contemporary and compliant to legislation

12.3.1 Community organisations and individuals have the capacity to apply for a range of grants funding opportunities

12.3.3 Volunteer and community group participation is valued and leveraged to improve community outcomes.



## Information and Communication Technology

### Desktop and Laptop Replacement

Leased equipment replacement program was undertaken during the year replacing five year old desktop and laptop devices and enabling Council to standardise the fleet of equipment across the organisation. Better device performance and simplified management has improved the employee working environment.

### Helpdesk Request Performance

- An average of 253 request tickets were received per month, with 70% acknowledged within 30 minutes which was outside the performance target of 90%+.
- 67% of requests were resolved within set Service Level Agreements (SLA) which was outside the performance target of 80%+.
- Satisfaction rating for closed requests was 99% exceeding the performance target of 90%+

Reporting difficulties and limitations in ticket management were identified in the Helpdesk System which affected SLA performance.

Satisfaction survey responses received averaged only 7% of closed tickets. This limited the pool and skewed the results in favour of a high satisfaction score.

These limitations identified a need for a replacement Helpdesk System. A project is planned for 2022-23 to identify and replace the Helpdesk System.

### Snowy Monaro Regional Libraries Public Network

The Snowy Monaro Regional Libraries public network was redesigned in partnership with CountryTell with implementation of routing configuration and decommissioning of legacy equipment undertaken during the year. Completion of final equipment installation has been delayed due to worldwide supply chain issues for some network infrastructure components and this is expected to be resolved by the end of 2022.

### Cybersecurity Testing

Council engaged an external security contractor to conduct Cybersecurity Penetration Testing. Cybersecurity Penetration Testing is used by Council to identify and mitigate vulnerabilities.

Internal and external assessment reports were completed by the contractor and delivered to Information Communication and Technology (ICT) for review and action. A executive summary and risk assessment report was provided to the Audit Risk and Improvement Committee.

### Disaster Recovery Testing

A successful annual Disaster Recovery Function Test was completed with critical applications and infrastructure started and tested, confirming functional operation of all integrations. The testing process and outcomes were documented with recommendations and notes added to future test plan and provided to Audit NSW for the operational audit.

### Jindabyne SAP Technical Working Group

Global Information Systems (GIS) participation in Jindabyne (SAP) working group meetings, contributing to advice provided to the SAP Planning Team by SMRC and provision of SMRC spatial and property data as needed to facilitate the SAP planning process.



#### GIS Cemetery Mapping Pilot Project

Council initiated a Cemetery Plot Mapping Pilot Project using the Round Plains Cemetery.

Aerial imagery source from drone surveys has been applied to GIS layers for publication through the SSA mapping system.

The outcome of this pilot project is the use of digital mapping data to determine plot availability rather than attending the site physically, a significant saving in time can be achieved by processing plot allocations electronically.

The processes developed for this project will then be applied to Council's remaining cemeteries over a number of years. Drone imagery has been completed for Bombala, Gegedzerick, Michelago and Nimmitabel cemeteries.



Drone Imagery of Round Plain Cemetery

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Information and Communication Technology:

11.1.1 Information and communication systems support the business to deliver agile and quality service to the community

## Infrastructure

Council's Infrastructure Team has had a difficult year due to the ongoing rain events and flooding brought by three declared natural disasters within the last year. These flood and storm events wreak havoc on community infrastructure, including the dilapidation of roads and bridges, excessive vegetation growth and flooding to buildings. While it may be difficult to repair the same sections of road and maintaining the same ovals, Council employees have remained vigilant and motivated in their efforts to undo the effects that the rain has brought.

Keeping the difficulties in mind, Council's Infrastructure Team has successfully delivered a range of works and projects as outlined below.

### Strategic Outcomes

The Infrastructure Group is broken into various sub-teams, that consists of:

- Road Construction
- Road Maintenance
- Reactive Maintenance
- Civic Maintenance
- Land and Property
- Projects and Technical Support

The below outlines the key highlights achieved during this period and is not an exhaustive list of works completed by the Infrastructure Team, but the key highlights.

### Construction

After a year of unrelenting weather, the projects within the construction space have been impacted with delays and damage to sites due to flooding. In spite of this, Construction Teams have been involved in:

- The construction of the Tinderry Road upgrade
- Michelago Culvert upgrade
- Extra seating at the Cooma Creek shared path
- Cooma CBD pavers – Construction has started and forms part of a \$1M upgrade to CBD pavers through to the end of 2022.

### Projects and Technical Support

Work in this area has been extensive, a summary of the work during 2021-2022 is as follows:

- Hydale carpark upgrade – completed in December 2021
- Kosciuszko Road pavement upgrade – near Cooma Airport
- Upgrade of Springfield Road
- Construction underway for Leesville subdivision stage 3C

Fixing Local Roads funding has been approved and designs underway for:

- Avonside Road upgrade
- Maffra Road repair
- Dry Plains Road upgrade
- Shannons Flat Road upgrade
- Mila Road upgrade



Seating Cooma Shared path, Cooma Creek

### Bridge Projects

Council has been fortunate to be successful with funding from the Fixing Country Bridges Program which saw the repair of Little Paupong Bridge and replacement of Scotts Creek Bridge (Old Bombala Road). The program aims to replace timber bridges in the region with steel/concrete bridges, which have a longer design life and in general require less maintenance.



Scotts Bridge

### Roads Maintenance Council Contract

Council are signatories to the Road Maintenance Council Contract (RMCC) between Transport for NSW and Snowy Monaro Regional Council. The contract requires development of Council Safety Management Plans and Project Specific Plans to ensure maintenance and construction work along State Road corridors across the Snowy Monaro region are completed to appropriate standards.

Council has been approved for R2 pre-qualification, which allows approval to undertake ordered works on Transport for NSW managed roads.

Maintenance of state roads through the existing RMCC agreement is valued at approximately \$500,000 per annum. However, the ordered works contract opportunities are valued around \$1M and provide additional work opportunities for our construction crews.

### Externally Funded Projects

After a busy year undertaking the design and construction of various projects, our Team has been applying for additional grant programs to improve the safety and quality of the region's infrastructure. Council has been fortunate to be successful in receiving the following grants:

- Safer Roads Program
- Fixing Local Roads Round 3
- Fixing Country Bridges Round 2A
- School Zone Infrastructure Sub Program
- Regional Road Repair Program
- Local Roads and Community Infrastructure Program – Rounds 2 and 3
- Local Government Recovery Grants Program

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Infrastructure - Roads:

9.1.1 Management of road corridors is effective and efficient

9.1.2 Our local road network is planned, built and repaired to improve movement across the region

9.1.4 Council's transportation strategy identifies initiatives that improve and maintain the region's transportation networks including public transport, vehicles, bikes and pedestrians





Box culverts to be installed under Michelago Road



Works undertaken on Michelago Road



Completed works on Tinderry Road

### Civic Maintenance

Civic Maintenance have had a challenging twelve months with excess rain and extreme vegetation growth. An exceptional challenge just to deliver the mowing schedule of previous years.

Even with limited staffing numbers, the Team managed to mow to keep operational all sporting facilities and major parks. Tree maintenance scheduling has been coordinated at its highest level, improving efficiencies and increasing the amount of maintenance carried out across all villages in the Council area.

Throughout COVID-19 lockdowns, Council increased the cleaning scheduling and kept all public toilets open and operational. During this time open spaces were sought after and seen to be more important than ever, with our Teams providing a great service. COVID -19 testing clinics were set up at both the Jindabyne John Connors oval and the Cooma Showground. Our Civic Maintenance Team were key support personnel to the NSW Health Clinic enabling them to operate at these sites for extended periods of time.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Civic Maintenance:



1.3.1 Regional level recreation facilities that encourage an active lifestyle are planned for and provided in partnership with other government agencies

1.3.3 Council's recreational facilities, parks and public open spaces are safe, well managed and accessible

3.1.2 Preventative maintenance programs have been established across Council spaces and facilities that are compliant with current standards



6.2.2 Council's town infrastructure is sympathetic to the heritage and character of each town



7.1.2 The significance and protection of the region's natural assets along with the efficient and equitable planning of public services, infrastructure and amenities is provided for in Council's Local Environmental and associated plans

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





Snow covered Berridale Lions Park



The sun setting over a freshly graded road

### Land and Property

In 2021-22 approximately 350 new LED lights were installed at the Berridale, Cooma, and Jindabyne Offices - replacing the majority of light fixtures across the three locations. The LED lighting retrofit, inclusive of supply, install and disposal costs, was achieved at a vastly subsidised cost to Council – equating to approximately \$14.40 inc GST per light. This project will deliver significant energy savings, thus reducing ongoing costs to the organisation.

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Land and Property:



1.1.1 Regional health and wellbeing services have been planned through community consultation and partnerships with other levels of government

2.2.2 Facilities for the provision of arts and cultural activities have been planned for in partnership with other government agencies and the community



6.1.2 Safe and well maintained facilities i.e. parks and reserves; multi-function buildings and community halls; and the showground contribute to the region



8.2.1 Council maximises its Asset utilisation to deliver services today and into the future

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



12.3.2 Council has two-way mechanisms in place to encourage people to maintain their involvement in the regions community planning and decision making

## Resource and Waste Management

During the 2021-22 year Council has collected approximately 699,273 bins, containing 3,558 tonnes of kerbside domestic waste, 1,364 tonnes of kerbside domestic recycling, and 615 tonnes of kerbside domestic food and garden organics (FOGO)

Approximately 4,728 tonne of waste was received at Council Landfill and Transfer Station facilities with 2,42.16 tonne deferred from landfill.

ScrapMart facilities continue to be successful in diverting material from landfill with:

- Bombala Scrapmart (not officially opened) diverting 3.650 tonne
- Cooma Scrapmart with extension to opening hours diverting 43.800 tonne
- Jindabyne Scrapmart with extension to opening hours diverting 14.600 tonne

During the year there has been 1,340 tonnes of scrap metal material on forwarded for further recycling from landfills and transfer stations.

An approximate 242 tonne of compost has been manufactured from the collection of kerbside food organics and garden organics and green waste material disposed of at the Cooma Landfill further contributing to diversion of material from landfill while providing compost material back into the community for gardens and soil enhancement.

As in the previous twelve months, we have continued to face natural disasters, COVID-19 and staffing changes. Resource and Waste Services strive to provide our community with excellent waste management services, including education programs, continual improvements to our facilities and collections services.

Resource and Waste Collection Teams continue to provide our community with kerbside collection services for both domestic and commercial, in all types of climatic conditions as indicated by the figures above our Team of nine collection staff including Council contractor, this Team collect a combined total of 25,899 bins per fortnight which is a massive achievement, with less than 1% of missed bins per annum.

Staff continue to ensure that our community have a clean and safe environment in which to live. With illegally dumped waste, recyclable items and hazardous materials collected from around the region in a quick and efficient manner.

### Moving Forward

Resource and Waste Services will continue to plan for positive strategic outcomes. Future strategic and facility planning will continue to be undertaken and implemented, to improve facilities and services as we move towards reducing waste to landfill.



Council staff collecting kerbside bins

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Resource and Waste:



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

7.2.3 Innovative solutions and infrastructure supporting waste and recycling operations to reduce landfill have been investigated



10.3.1 Council connects, recognises, advocates and works in collaboration with all leaders across the community and beyond our boundaries

11.2.2 Provision of statutory reporting enables our leaders to make decisions on Council's financial sustainability



Litter Prevention Event



Plastic recycling



Green Waste at Cooma Landfill



Scrap Metal ready for recycling



ScrapMart Cooma, toys galore



ScrapMart Cooma, bag a bargain



## Strategic Planning

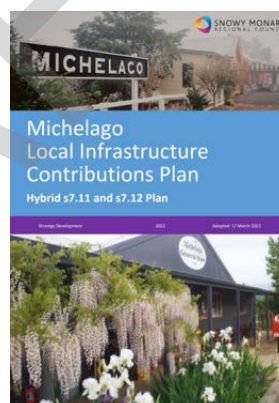
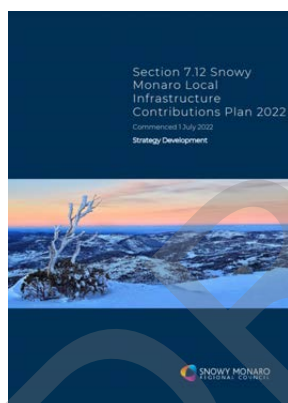
The Strategic Planning Team has been working hard over the past twelve months to deliver significant projects, including the Regional Trails Masterplan, implementation of the Michelago Masterplan, and a new Local Infrastructure Contributions Plan. The past year has seen a significant change in the Snowy Monaro region, and strategic planning for the future has never been so important.

### Land Use Planning

Our Team developed a new Local Infrastructure Contributions Plan (LICP) for the whole region. This Plan sought to consolidate four plans into one and provide a streamlined approach to infrastructure contributions. The LICP provides an opportunity to ensure infrastructure to service new developments can be provided and replaced the existing plans which were overdue for review. The LICP was created under section 7.12 of the *Environmental Planning and Assessment Act, 1979*.

Council staff worked on implementing the Michelago Masterplan, including preparing a site-specific Development Control Plan (DCP) for the Village of Michelago. The DCP seeks to protect the village character of Michelago while ensuring the sustainable development of Michelago.

The Michelago Masterplan identified upgrades to local infrastructure, including roads, footpaths, open space and recreation facilities to service the growing village. To ensure the timely delivery of this infrastructure and meet community expectations, staff prepared a LICP for Michelago. The Michelago LICP ensures new development pays its fair share towards new infrastructure and provides a funding source for future infrastructure delivery.



Strategic Planning has been working on preparing new and updated Council policy, including Voluntary Planning Agreements, land dedication and local approvals. The Voluntary Planning Agreement and Land Dedication Policy establishes a framework to guide the preparation of Planning Agreements entered into with Council in an efficient, fair, transparent and accountable manner. Voluntary Planning Agreements enhance the range and extent of development contributions towards public facilities and facilitate public participation. Planning agreements can enable the provision of community infrastructure and facilities that are not obtainable under a contributions plan, sharing the responsibility of infrastructure provision between both Council and the developer.

The Local Approvals Policy (LAP) is the prior approval of Council that permits the carrying out of a number of activities under section 68 of the *Local Government Act, 1993*. This policy supplements the provisions of the Local Government Act and Regulation 2021 by specifying the circumstances in which a person would be exempt from the necessity to obtain approval from Council. It sets out the criteria that Council must consider in determining whether to give or refuse approval of a particular kind. This LAP permits those affected by the 2019 bushfires to reside in a temporary dwelling on private property for up to four years while their rebuilds are finalised.

Council's Strategic Planning Team has also been working on new region wide flood planning controls by preparing new flood planning development control plan sections and has progressed these changes across the LGA. These flood planning controls were a recommendation of the Council's adopted Floodplain Risk Management Plans and Studies. Implementing these controls ensures flood risk is considered part of the proposed development and appropriate flood mitigation measures are put in place to ensure safe and resilient development.

Council's continued its advocacy for affordable housing in the Snowy Monaro region with submissions to the NSW Governments Regional Housing Taskforce and the Commonwealth Government's inquiry into housing affordability. As a result of the submission, Council was invited by the Commonwealth Government to give evidence to the standing committee on tax and revenue in relation to its inquiry into housing affordability and supply in Australia. Council's Strategic Planning Team look forward to working with all levels of government to ensure suitable housing supply and affordability across the Snowy Monaro region.



Flooding in Cooma

#### Recreation Planning

Our Recreation Planning Team have been working with Tredwell to develop a Regional Trails Masterplan. The Regional Trails Masterplan was adopted by Council on 16 June 2022, providing a clear plan and vision for trails infrastructure in the region. The Regional Trails Masterplan helps prioritise projects to ensure the projects most important to the community are delivered in a timely manner. The plan also assists in providing a diversified tourism offering to the region. The Regional Trails Masterplan provides a clear vision and principles for the region. The Vision for the Snowy Monaro Regional Trails Network has been established to reflect the aspirations of the region's community. The Vision is:

**“A regional network of recreational trails that encourages the discovery of the natural wonders and outdoor adventures of the Snowy Monaro region, contributing to connected communities with healthy lifestyles, thriving year-round economies and protected environments”**

The following principles were developed by the Regional Trails Masterplan to guide the planning and management of trails across the Snowy Monaro region. These principles underpin strategic outcomes, and the strategies and actions which are detailed in the action plan.

**Sustainable** - Trails that are planned, managed and maintained to be socially, economically, and environmentally sustainable, and have sustainable financial resources to ensure this.

**Quality and Iconic** - A regional trail network offering high quality and iconic trail experiences which are unique to the Snowy Monaro region.

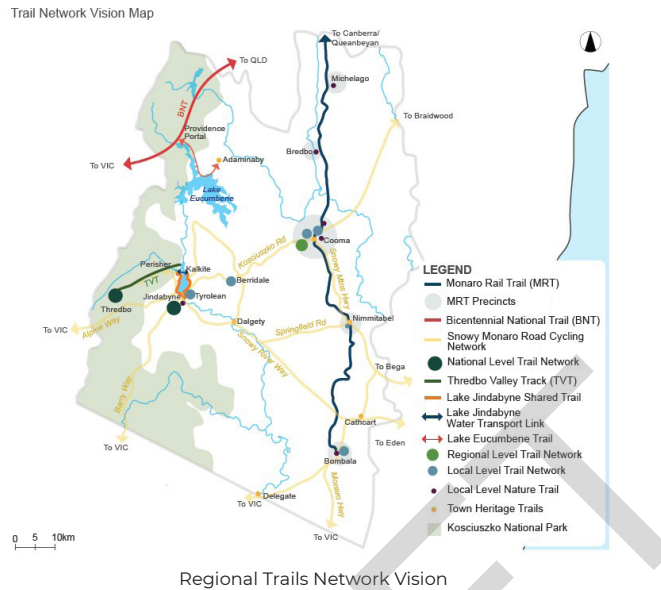
**Collaborative** - Effectively managed and resourced network of trails where roles and responsibilities are clearly articulated and facilitated by effective partnerships.

**Diverse** - Trail experiences that offer opportunities accessible to a diverse range of people and showcase the region's variety of attractions, landscapes and heritage.

**Connected** - A regional trail network that provides connections within and between key towns and features across the Snowy Monaro region.

**Safe and Enjoyable** - Trails that are safe and manage risk while maintaining the opportunity for users to undertake challenging experiences in nature.

The Team has also been assisting in planning and delivering the Cooma Sports Hub and the Lake Jindabyne Shared Trail projects to ensure the timely delivery of this significant community infrastructure.



Regional Trails Network Vision

**Community Development**

Our Community Development Team assisted in developing an Arts and Culture Discussion Paper and a draft Reconciliation Action Plan, which is a significant milestone. Council has continued implementing recommendations from the Disability Inclusion Action Plan, including related outcomes and activities.

Council participated and supported many annual events including, but not limited to, International Day of People with Disabilities, Seniors Week, NAIDOC and Mental Health Month. In addition, staff continued to facilitate the Monaro Regional Interagency, Local Health and Wellbeing Recovery Subcommittee, Arts and Culture s355 Committee and the Monaro Regional Housing Forum.

These committees play a significant role in delivering tangible outcomes to our local community.

During this period Council made submissions to the Regional Housing Taskforce and the Tax and Revenue Standing Committee inquiry into housing affordability. These submissions highlighted unique challenges in housing affordability and availability across the Snowy Monaro region.



NAIDOC Week

**Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan**

Delivery Program for Strategic Planning:

- 2.2.1 A range of regional level arts and cultural activities are delivered and promoted in partnership with the community
- 8.1.1 New development and land use is facilitated in appropriate locations with areas of environmental value protected
- 8.1.2 Land use is optimised to meet the social, environment and economic needs of the region

## Water and Wastewater Services

Our network consists of over 300km of water and 200km of wastewater mains. This year we have renewed 13km's of mains as part of a Mains Renewal Project.

Over 12,000 water and wastewater laboratory samples were tested to ensure water quality standards were met for the safety of our community and the protection of our environment

Over 300 million litres of water were treated and supplied to meet Australian Drinking Water Guidelines

Over 1,800 million litres of wastewater were treated by the region's eight sewerage treatment plants, an all-time high for our region.

Council's Water and Wastewater Operations Team have successfully treated and processed water and wastewater throughout the region, providing a 24-hour service. This year brought many challenges, but particularly the above-average rainfall and multiple flooding events created challenges in water treatment and wastewater processing and treatment.

A number of the region's wastewater treatment plants totaled their highest-ever annual flows due partly to the wet weather, regional growth and a bumper snow season bringing many visitors to the region.

The network consisting of over 300km of water mains, 200km of wastewater pipes, 20+ drinking water reservoirs, 30+ sewage pump stations, 20+ water pump stations, eight sewage treatment plants and three drinking water treatment plants required constant monitoring, maintenance and renewal works from the Operations Team.

In addition to our usual comprehensive program of operations and maintenance, we have also made significant progress on infrastructure upgrades in the region.

### Infrastructure works

Construction work at the Adaminaby Sewage Treatment Plant is due for completion in early 2023. This project replaces aging infrastructure and will deliver better environmental outcomes and service the needs of Adaminaby into the future.

The contract for designing and constructing the Bombala and Delegate Water Treatment Plants were awarded in October 2021. Construction will soon be underway to install two new membrane treatment plants. This cutting edge technology will effectively eliminate taste and odour, significantly improving water quality for over 1,700 locals in the area.

Both Water Treatment Plants have been designed to allow for predicted growth for the next 25 years.

### Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan



Delivery Program for Water and Wastewater:

1.1.2 Water and Sewer services meet legislative and quality requirements



7.2.1 Water and sewer management services and operations meet legislative and quality requirements

7.2.2 Water and sewer infrastructure is maintained and improved to provide a quality service

8.2.2 Public infrastructure and assets are maintained and replaced according to Council's Asset Management Strategy

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





Assets renewal



Adaminaby Sewage Treatment Plant



Maintenance



Water sampling



Broken water main, Cooma

## Workforce Management

During 2021-22 the Workforce Management Team went through a number of changes in staff and adjustments to the team structure. This included a new Chief Workforce Officer, Richard Doolan, who joined Council in April 2022.

Key projects and achievements in the Team includes:

- Recruitment of learning and development officer to manage training programs
- Expansion of Workplace Health and Safety Team
- Introduction of ELMO system for use with learning management and recruitment
- Improvements to payroll processes
- Major service review program with significant project work to improve work processes across operations

### Learning and Development

A learning and development role was introduced in 2022 to provide dedicated responsibility for the coordination of training and development programs for staff. This role has seen the improvement in processes and taken steps towards improved planning and forecasting of training programs.

The introduction of the ELMO learning management system has enabled online learning modules to be developed and rolled out to employees. The development of additional learning modules will see a range of online courses available to staff to complete as needed. The system will also allow improved tracking and monitoring of licenses and qualifications, enabling alerts and emails to be triggered when competencies approach their expiry date. Ongoing work is required to continue to implement and bed down these changes.

### Work Health and Safety

The expansion of the Work Health and Safety Team saw it grow to include both a team leader and an officer. This change was introduced to improve the focus on WHS across Council and provide the extra resources to manage the volume of work.

Further activities were taken to embed the use of Vault with staff, this included;

- Running of training sessions with teams
- Updating of forms and checklists to be more reflective of the work being undertaken
- Assisting with the installation of apps on mobile devices
- Updates to the Vault system to ensure staff details and structure reflect Council's structure

The implementation of new Employee Assistance Provider (EAP) was carried out in 2022. This change was made to ensure staff had ready access to the resources required to support them. The new service provides range of support to staff in addition to the normal telephone support, this includes a virtual wellbeing platform, chat based services, app based support, and a range of additional services. It is expected that this change will see an increase in engagement with the EAP and improvements to staff's mental wellbeing.

A review and update of the Return to Work Program was commenced with the intention of this being finalised in late 2022.

### Recruitment

The introduction of ELMO Recruitment was carried out in 2022. This has improved the workflow for the recruitment process. It has provided automation and streamlining of steps for Council, hiring manager, and candidates. The system has also provided additional reporting tools to help monitor the recruitment experience.

In response to the current employment climate, steps have been taken to further improve the recruitment process and help Council attract suitable candidates.

There were 196 jobs advertised throughout the financial year, of which 119 were successfully filled. An average of four applications were received per job. The recruitment process is an average of ten weeks from a job first being advertised to the staff member starting.

The use of Zoom continued to allow interviews to happen with COVID-19 impacts, however the return to face to face interviews was occurring towards the end of the financial year.

### Payroll

There have been continued improvements, optimisations, and enhancement to the Civica platform and payroll processes. These have been made to streamline and improve the management of payroll. Areas of weakness in the Civica system and payroll processes have also been identified for addressing. In addition, changes to the superannuation reconciliation process were introduced making it easier to manage staff in his process.

Planning is underway for more staff to be trained in payroll processes. This will provide additional support to Payroll Team and also provide redundancy in the event staff depart.

The introduction of a new salary system was undertaken. This also resulted in salary step increases being provided to most employees in Council.

### Service Reviews

A Service Review was carried out on our Roads and Infrastructure Team. Based on the findings from this review, Workforce Business Partners worked with the Roads and Infrastructure Team to restructure the Team to realise efficiencies within the Team.

A services review of the Assets Team was rescheduled for the 2022-23 financial year.

A review of the Operations Profile was undertaken and the findings from this have been worked through with FieldForce4. FieldForce4 are a company assisting with scoping out opportunities for improvement across areas including a proposal for significant project work encompassing six major areas for development. The areas for development are:

- Annual works program
- The way of working
- Management operating system
- Leveraging technology
- Customer journey
- Frontline leadership

The work required in implementing this project is being further developed with intended implementation of these projects over the next two years.



Library Team members undertaking public consultation

## Link to our achievements towards implementing Snowy Monaro 2040 Community Strategic Plan

Delivery Program for Workforce Management:

10.1.3 Council demonstrates improvement in its knowledge capture, performance and service delivery by fully embracing a learning organisation and innovation mindset

10.1.4 Harmonisation of policies, procedures and processes deliver customer focused business practices

10.4.1 Council employs an engaged multi-skilled workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner

10.4.2 Council provides a workplace that ensures the health, safety and wellbeing is maintained through the management of potential risk











# STATUTORY REPORTING

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The information in this section of the annual report addresses the reporting requirements detailed in the *Local Government Act 1993* as per section 428 and the *Local Government (General) Regulation 2005* as per clause 217 (1) and other relevant legislation.

It serves to complement the information provided in other sections of this report as well as provide increased transparency and accountability to the community.

### Audited Financial Statements

The Snowy Monaro Regional Council 2021-22 Audited Financial Statements are located in Part C of the 2021-22 Annual Report.

### Rates and Charges Written Off for the Year

In accordance with Clause 132 of the repealed *Local Government (General) Regulation, 2005*, Council is required to report on rates and charges that were written off in the 2021-22 financial year.

During the 2021-22 financial year the following bad and doubtful debts were written off:

Expense Type	Amount (\$)
Movement in Provision for Bad Debts	\$13,170
Bad Debts Written Off	\$89,436
Interest Written Off	\$978
<b>Total</b>	<b>\$103,584</b>

### Report on Special Variation

Under the *Special Rate Variation Guidelines, 7.1*, Council is required to report any activities funded via a special rate variation of general income.

Council did not apply for any Special Rate Variations during the 2021-22 financial year, as such there are no activities to report.

### Legal Proceedings

During the 2021-22 financial year, Council was involved in four legal proceedings exceeding \$10,000. Of the four proceedings, only two are ongoing as at 30 June 2022.

A summary of all legal costs incurred by Council for the financial year include:

Category	Amount Incurred to 30 June 2022 (\$)
Planning and Development	\$78,630
Human Resource Management	\$24,462
Debt Recovery	\$352,496
Land and Property	\$45,010
Road Infrastructure	\$3,689
Other*	\$8,334
<b>Total</b>	<b>\$512,621</b>

\*Other includes matters pertaining to Water and Sewer Operations and Corporate Governance

### Section 355 Committees

In accordance with s355 of the *Local Government Act, 1993* Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints members of the community to manage its facilities or functions through a committee or board of management.

Snowy Monaro Regional Council fully acknowledges and appreciates the valuable contribution made by those of the community who serve as members of Council's Community Committees. This is an important role providing a valuable contribution to the respective local communities that we serve.

### Advisory Committees

Section 355 Advisory committees provide advice and make recommendations for Council's consideration.

Committee	Councillor Representative	Alternate Councillor Nominated
Audit, Risk and Improvement Committee (ARIC)	Cr Summers	Cr Hopkins
Cemeteries Committee	Cr Frolich	Cr Hanna
Community Services	Cr Hopkins	Cr Johnson
Cooma Saleyards	Mayor Davis	Cr Stewart
Snowy Monaro Arts and Cultural Committee	Cr Castellari	Cr Frolich
Snowy Monaro Weeds	Cr Stewart	Cr Frolich
Yamaga Sister City	Cr Hanna	Cr Frolich
Housing and Social Services	Cr Beer	Cr Higgins
Youth Council	Cr Frolich	Cr Johnson
Reconciliation Action Plan Working Group	Cr Castellari	
CEO Performance Review Committee	Mayor Davis Cr Higgins Cr Summers	
Waste Management Committee	Cr Higgins Cr Frolich	

### Management Committees

Management Committees are comprised of community volunteers and manage facilities on behalf of Council. The following committees were active during the reporting period:

- Aaminaby School of Arts Hall
- Bibbenluke Hall and Sportsground
- Bombala Exhibition Ground Management
- Bombala Racecourse and Recreation Ground
- Bombala Railway Land Development
- Bombala Tennis Club
- Bredbo Hall
- Bungarby Memorial Hall Preservation
- Cathcart School of Arts
- Craigie Hall
- Dalgety Hall Management Committee
- Dalgety Showground
- Delegate and District Pre-School
- Delegate Early Settlers Hut
- Delegate School of Arts
- Delegate Sportsground
- Jindabyne Memorial Hall
- Jindabyne Shared Trails
- Jindabyne Sportsground and Recreation Areas Management Committee
- Kybeyan Hall
- Michelago Hall
- Mila Country Club
- Nimmitabel Hall
- Nimmitabel Showground Management
- North Ridge Reserve
- Numeralla Hall
- Old Cooma Grasslands Reserve
- Peakview Hall
- Shannons Flat Hall
- Smith's Road Hall

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### Councillor Representation on Committees

Council maintains links with a range of community based and other organisations via representation on relevant committees. Such representation is usually by appointment of either members or members of staff as delegates.

#### External Committees

Name of Committee	Councillor Representative	Alternate Councillor Nominated
Aboriginal Liaison Committee	Vacant	No alternate nominated
ANU Medical School - Community Advisory Committee Board	Mayor Davis	No alternate nominated
Boco Rock Community Enhancement Fund Committee	Mayor Davis Cr Hopkins Cr Stewart	No alternate nominated
Boco Rock Community Enhancement Fund – Sub Committee	Mayor Davis Cr Hopkins Cr Stewart	No alternate nominated
Bundian Way Advisory Committee	Cr Castellari	No alternate nominated
Canberra Region Joint Organisation of Councils (CRJO)	Mayor Davis	N/A
Community Safety Precinct Committee	Cr Hanna	No alternate nominated
Cooma Correctional Centre Community Consultative Committee	Cr Hopkins	N/A
Cooma Universities Centre	Mayor Davis	No alternate nominated
District Bushfire Management Committee	Cr Higgins	No alternate nominated
Jindabyne Liquor Accord	Cr Frolich	No alternate nominated
Local Traffic Committee	Cr Hanna	No alternate nominated
Monaro Regional Interagency	Cr Higgins	Cr Hopkins
NSW Government Asbestos Coordination Committee	Cr Beer	No alternate nominated
South East Arts	Cr Castellari	Cr Frolich
Southern Joint Regional Planning Panel	Mayor Davis	Cr Beer

\*Where N/A is listed an alternate is not allowed for a quorum



### Payment of Expenses and Provision of Facilities

Payments of expenses and provision of facilities for the Mayor and councillors are made under the guidance of Council's - Payment of Expenses and Provision of Facilities for Mayor and Councillors' Policy, located on Council's website.

### Money Expended on Mayor and Councillor Fees

Council incurred the following fees during the 2021-22 financial year:

Section	Expense Type	Amount (\$)
(i)	Provision of dedicated office equipment allocated to councillors	\$0*
(ii)	Telephone	\$5,819.00
(iii)	Conferences and seminars	\$14,670.00
(iv)	Training and development from prior year	Included in the figure above
(v)	Interstate visits	\$0
(vi)	Overseas visits	\$0
(viii)	Child or Family Member Care	\$0
	Travel (excluding overseas and interstate visits)	\$12,282.00
	Food and Catering	\$8,631.00
	Vehicle Allowance	\$16,391.00
	Other	\$2,125.00
<b>Total</b>		<b>\$59,918.00</b>

\*All dedicated office equipment is on loan to the councillors and is returned at the end of their term in office.

### Provision of Facilities

Council incurred the following fees and expenses for the provision of facilities during the 2021-22 financial year:

Expense Type	Amount (\$)
Mayoral Fees	\$41,374.00
Councillor Fees	\$208,580.00
Total Amount Expended for Provision of Facilities	\$59,918.00
<b>Total</b>	<b>\$309,872.00</b>

#### Statement of Total Remuneration of Chief Executive Officer

During 2021-22, Council employed a Chief Executive Officer. Following is a statement of the total remuneration.

Section LGR 217(B)	Remuneration Component	Amount (\$)
(i)	Salary	\$297,038.01
(ii)	Additional payment*	NIL
(iii)	Contribution to superannuation	\$29,764.97
(iv)	Non cash benefits	NIL
(v)	Fringe Benefits Tax on Non-Cash Benefits	NIL
<b>Total</b>		<b>\$326,802.98</b>

#### Statement of Total Remuneration of Senior Staff

During 2021-22, Council employed two Chief Officers as senior staff in addition to the Chief Executive Officer. Following is a statement of the combined total remuneration.

Section LGR 217 (C)	Remuneration Component	Amount (\$)
(i)	Salary	\$479,987.17
(ii)	Additional payment	NIL
(iii)	Contribution to superannuation	\$47,947.66
(iv)	Non cash benefits	NIL
(v)	Fringe Benefits Tax on Non-Cash Benefits	NIL
<b>Total</b>		<b>\$527,934.83</b>

#### Overseas Visits by Staff, Councillors or Other Persons

No overseas visits by staff, councillors or other persons occurred during the 2021-22 financial year.

### Statement of Total Number of Persons

In accordance with the Clause 217 of the *Local Government (general) Regulation, 2021*, an annual report must include a statement of the total number of persons who performed paid work on a day selected each year at random by the Office Of Local Government.

The following figures represent the Snowy Regional Monaro Council Workforce as at 25 May 2022.

Category	Number of
Persons employed by the Council on a permanent full-time, permanent part-time or casual basis or under a fixed-term contract	409
Persons employed by the Council as senior staff members	3
Persons engaged by the Council, under a contract or other arrangement with the person's employer, wholly or principally for the labour of the person	9
Persons supplied to the Council, under a contract or other arrangement with the person's employer, as an apprentice or trainee	1

### Report on Service Reviews Undertaken

Two service reviews were undertaken by external provider Field Force 4 for the Infrastructure and Operations areas.

From the Infrastructure review, a department review and restructure were recommended to Council and undertaken.

From the Operations review, an operational business excellence program was recommended consisting of six project areas, including annual works program and standard estimates, management operating system, leverage technology and systems, way of working, customer journey, and frontline leadership.

A scheduled Asset Management review was deferred and will be undertaken in 2022-2023.

### Statement of External Bodies

In accordance with the Clause 217 of the *Local Government (general) Regulation, 2021*, an annual report must include a statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which the Council (whether alone or in conjunction with other Councils) either held a controlling interest, delegated functions or participated in during the year.

#### External Bodies (controlling interest)

Council held no controlling interest during the 2021-22 year.

#### External Bodies (participated in)

Council was a member of the following:

- Canberra Region Joint Organisation of Councils
- Rural Fire Service
- Statewide Mutual Liability Scheme, and
- StateCover - Workers Compensation Scheme

#### External Bodies (delegated functions)

- Aboriginal Liaison Committee
- ANU Medical School - Community Advisory Committee Board
- Boco Rock Community Fund Committee
- Bundian Way Advisory Committee
- Canberra Region Joint Organisation of Councils (CRJO)
- Community Safety Precinct Committee
- Cooma Correctional Centre Community Consultative Committee
- Cooma Universities Centre
- Delegate Progress Association
- District Bush Fire Management Committee
- Jindabyne Liquor Accord
- Joint Regional Planning Panel
- Local Traffic Committee
- Monaro Housing Taskforce
- Monaro Regional Interagency
- NSW Government Asbestos Coordination Committee
- NSW Rural Fire Service
- Snowy Mountains Neighbourhood Centre
- South East Arts
- Southern Monaro Local Emergency Management Committee (LEMC)
- Southern Monaro Local Emergency Rescue Committee
- Upper Murrumbidgee Catchment Coordinating Committee

#### Capital Expenditure Projects

The following capital works programs were undertaken, under the Office of Local Government Capital Expenditure Guidelines. Both projects span multiple years.

Project	Total Project Budget	Expenditure 2021-22 (\$)
Jindabyne Shared Trail Project	\$10,456,425	\$399,892
Cooma Sports Hub	\$14,000,000	\$568,002

#### Actions Undertaken in Relation to the Modern Slavery Act

There were no issues raised by the Anti-Slavery Commissioner and such no actions were required to be undertaken.

Council actively uses Local Government Procurement (LGP) to assist with procurement activities. Part of their Social Procurement Strategy is ensuring all suppliers are compliant with the *Modern Slavery Act, 2018*.

### Development Contributions

Council collects contributions from developers to provide local infrastructure and facilities under section 7.11 and section 7.12 of the Environmental Planning and Assessment Act 1979. These funds are essential to ensure our infrastructure meets the needs of our growing population.

This type of local infrastructure typically includes local roads, stormwater and drainage, shared pathways, parks and playgrounds or other recreational areas, environmental land and community facilities.

### Summary

All figures reported are \$'000

	Opening Balance 1 July 2021	Cash Contribution	Interest Earned	Expenditure	Closing Balance 30 June 2022
Roads	\$535	\$0	\$5	\$0	\$540
Parking	\$39	\$0	\$0	\$0	\$39
Open Space	\$564	\$12	\$6	\$0	\$582
Community Facilities	\$191	\$6	\$2	\$0	\$199
Public parking	\$9	\$0	\$0	\$0	\$9
Roadworks	\$309	\$156	\$3	\$0	\$468
Open Space and Public Art	\$52	\$18	\$1	\$0	\$71
Sport and Recreation Facilities	\$59	\$11	\$1	\$0	\$71
Community Services and Facilities	\$403	\$78	\$4	\$0	\$485
Shared pathways – Jindabyne	\$26	\$9	\$0	\$0	\$35
Shared trails – Jindabyne	\$101	\$39	\$1	\$0	\$141
Regional Waste Management	\$234	\$95	\$2	\$0	\$331
Bushfire Services	\$57	\$23	\$1	\$0	\$81
S7.11 Total Contributions under a plan	\$2,579	\$477	\$26	\$0	\$3,052
S7.12 levies under a plan	\$20	\$7	\$0	\$0	\$27
S7.11 contributions not under a plan	\$184	\$0	\$1	\$0	\$185
S64 Contributions	\$6,564	\$1,116	\$63	\$0	\$7,743
<b>TOTAL CONTRIBUTIONS</b>	<b>\$9,347</b>	<b>\$1,570</b>	<b>\$90</b>	<b>\$0</b>	<b>\$11,007</b>

### S7.11 Contribution Plan – Former Cooma-Monaro Shire Council

All figures reported are \$'000

	Opening Balance 1 July 2021	Cash Contribution	Interest Earned	Expenditure	Closing Balance 30 June 2022
Roads	\$535	\$0	\$5	\$0	\$540
Parking	\$39	\$0	\$0	\$0	\$39
Open Space	\$564	\$12	\$6	\$0	\$582
Community Facilities	\$191	\$6	\$2	\$0	\$199
<b>TOTAL</b>	<b>\$1,329</b>	<b>\$18</b>	<b>\$13</b>	<b>\$0</b>	<b>\$1,360</b>

### S7.11 Contribution Plan – Former Snowy River Shire Council

All figures reported are \$'000

	Opening Balance 1 July 2021	Cash Contribution	Interest Earned	Expenditure	Closing Balance 30 June 2022
Public Parking	\$9	\$0	\$0	\$0	\$9
Roadworks	\$309	\$156	\$3	\$0	\$468
Open Space and Public Art	\$52	\$18	\$1	\$0	\$71
Sport and Recreation Facilities	\$59	\$11	\$1	\$0	\$71
Community Services and Facilities	\$403	\$78	\$4	\$0	\$485
Shared Pathways – Jindabyne	\$26	\$9	\$0	\$0	\$35
Shared Trails – Jindabyne	\$101	\$39	\$1	\$0	\$141
Regional Waste Management	\$234	\$95	\$2	\$0	\$331
Bushfire Services	\$57	\$23	\$1	\$0	\$81
<b>TOTAL</b>	<b>\$1,250</b>	<b>\$429</b>	<b>\$13</b>	<b>\$0</b>	<b>\$1,692</b>

**S7.12 Levies – Contribution Plan No 1 – Former Bombala Council**

All figures reported are \$'000

	Opening Balance 1 July 2021	Cash Contribution	Interest Earned	Expenditure	Closing Balance 30 June 2022
Other	\$20	\$7	\$0	\$0	\$27
<b>TOTAL</b>	<b>\$20</b>	<b>\$7</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27</b>

**Developer Contributions not under plans – Former Snowy River Shire Council**

All figures reported are \$'000

	Opening Balance 1 July 2021	Cash Contribution	Interest Earned	Expenditure	Closing Balance 30 June 2022
Community Facilities	\$27	\$0	\$0	\$0	\$27
Kerb and Gutter	\$31	\$0	\$0	\$0	\$31
Voluntary Planning Agreements	\$126	\$0	\$1	\$0	\$127
<b>TOTAL</b>	<b>\$184</b>	<b>\$0</b>	<b>\$1</b>	<b>\$0</b>	<b>\$185</b>



### Contracts Awarded

Details of contracts awarded during 2021-22 financial year under the *Local Government (General) Regulation, 2021, Clause 217(1)9a2*.

Details of each contract awarded by Council during 2021-22 (whether as a result of tender or otherwise) other than contracts for less than \$150,000 or such other amount as may be prescribed by the regulations, including the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor under the contract.

Name of Contractor	Goods or Services Provided	Total Contract Value (\$)
Downer EDI Pty Ltd	2021-22 Resealing Program	\$1,827,434
Cardno	Design of shoulder widening for 4 roads, survey work, Road Safety Audit and prepare Safety in Design report	\$327,888
Komatsu Australia Pty Ltd	Supply of 1 x PSA class 6 wheel loader	\$538,966
Bucher Municipal Pty Ltd	Supply of 1 x 29m <sup>3</sup> Side load Garbage Truck	\$462,000
InQuick Pty Ltd	Peak Creek Bridge replacement – modular bridge components	\$235,800
InQuick Pty Ltd	Deep Creek Bridge replacement – modular bridge components	\$200,000
Buckleys Rural Services	2021 to 2024 Weed Control Services – South West	\$202,950
Arkwood (Gloucester) Pty Ltd	Dewatering and disposal of biosolids from sewerage Treatment Plants	\$312,980
Wirtgen Australia Pty Ltd	Supply of 2 x multi tyred Rollers	\$384,769
Hartwigs Trucks Pty Ltd	Supply of 1 x medium rigid Tipper	\$200,494
Leeds Engineering	Sharp/Baron St roundabout water infrastructure replacement	\$500,000
RD Miller	Highdale Car Park upgrade, Berridale	\$458,640
Interflow	Replacement of water mains in Delegate, Bombala and Cooma	\$1,500,000
Stabilised Pavements of Australia	2021-22 Heavy Patching program across SMRC LGA	\$967,672
East Coast Civil Constructions Pty Ltd	Demolition of existing Peak Creek timber bridge and construction of replacement bridge	\$217,701
Snowy Valleys Council	Construction of separable portion 3C (1 to 4) as part of the Bobeyan Rd upgrade sealing Adaminaby to ACT Border Project	\$7,719,625
Snowy Valleys Council	Construction of separable portion 1C (1 to 4) Ashvale Rd as part of Bobeyan Road upgrade sealing Adaminaby to ACT border project	\$3,461,180
Built	Design, construction and fit out of the Jindabyne Library	\$3,000,000
FJMT Studio	Design, construction and fit out of the Jindabyne Library	\$2,861,977
Davone Constructions Pty Ltd	Ginger Leigh Playground Stage 2 and Bombala Caravan Park Sewer and Dump Point	\$635,963
Momentum Built Pty Ltd	Jindabyne Indoor Community Swimming Pool refurbishment project	\$3,243,293

### Financial Assistance Provided Under Section 356

In accordance with the *Local Government Regulation, 2021 cl217 (1)(a5)*, an annual report must include details of the total amount contributed or otherwise to financially assist others, in accordance with *section 356 of the Local Government Act 1993*. During the 2021-22 financial year Council facilitated cash and in-kind donations and sponsorships to 75 organisations, schools and community groups across the region.

Name / Organisation Council	Council Approved Amount (\$)
Berridale Lions Club	6,430
Berridale Tennis Club	2,000
Delegate RSL Sub Branch	1,094*
The Community Chest Inc	3,000
Bredbo Community Progress Association	1,500
Monaro Early Intervention Service	5,620
Michelago Memorial Hall Committee	4,723
Rotary Club of Cooma	2,500
Delegate Presbyterian Church	900
Snowy Monaro Arts Council	1,000
Bombala Exhibition Society	3,500
Light Car Club of Canberra	1,000
Jindabyne Art Gallery	2,500
Monaro Community Access Services	2,000
Snowy Mountains Care and Early Learning	4,733
Lake Eucumbene Community Association	2,500
Jindabyne Pony Club	3,000
The Shepherd Centre	1,000
Cooma and District Kennel and Obedience Club	1,000
<b>Total</b>	<b>\$50,000</b>

\*Rounded to the nearest dollar

### Recurring Donations

The following donations are provided on a recurring basis.

#### School Presentation Awards

Name / Organisation Council	Council Approved Amount (\$)
Adaminaby Public School	100
Berridale Public School	100
Bombala High School	100
Bombala Public School	100
Bredbo Public School	100
Cooma North Primary School	100
Cooma Public School	100
Dalgety Public School	100
Delegate Public School	100
Jerangle Public School	100
Jindabyne Central School – Junior + Senior	200
Michelago Primary School	100
Monaro High School	100
Nimmitabel Public School	100
Snowy Mountains Christian School – Junior + Senior	200
Snowy Mountains Grammar School – Junior + Senior	200
St Joseph's Primary School	100
St Patrick's Parish School – Junior + Senior	200
The Alpine School	100
<b>Total</b>	<b>\$2,300</b>

### Acquired Assets

Council acquired the following assets during the 2021-22 financial year:

- Cooma Saleyard Truckwash
- Nijong Ninja Park and Learner Bike Track
- Lake Williams Park - new toilets
- Take Flight Sculpture Jindabyne
- Boat Loading Ramp Widows Inlet
- Boat Loading Ramp extension Lake Eucumbene
- Bombala Sewer Treatment Plant (replacement of old STP)
- Echidna Place – Segment 010 Rainbow Drive to end
- Perkins Road – Segment 010 Scotts Road to end
- Fleet Service assets, amounting to \$3,639,473, consisting of minor ground care to heavy earthmoving plant and equipment

### Equal Employment Opportunity Management Plan

The Equal Employment Opportunity (EEO) Management Plan underpins Council's Equal Employment Opportunity Policy and, as required under the Local Government Act, 1993, outlines the programs by which the principles are to be achieved:

- The EEO Management Plan 2017-2021 reached its review date and the development of the EEO Management Plan 2022-2027 has commenced.
- A range of actions in the EEO Management Plan 2017-2021 were achieved, including those related to training, flexible work and policies and procedures. Some items from the action plan are ongoing actions related to continued reporting, monitoring and training, which will be reviewed and incorporated in the plan for 2022-2027 where appropriate.
- EEO references are contained within recruitment advertising, position descriptions and performance review activities and reflected in Council's vision and values and induction training.

### Report on Compliance with the Carer Recognition Act, 2010

Council's EEO Management Plan refers to a workplace that promotes equity referring specifically to Carers.

Council's obligations under the *Local Government (State) Award*, with regard to carers leave and flexible arrangements for staff, who are carer's, is in accordance with the guidelines of the *Carer Recognition Act, 2010*.

### Government Information Public Access

The statement outlined below as Council's reporting requirements under *section 125(1) of Government Information (Public Access) Act, 2009* (GIPA) and *clause 7 of the Government Information (Public Access) Regulation (GIPA Regulation)*.

Council received 17 formal applications. In addition to the formal applications. Council facilitated 121 informal GIPA requests during the reporting period.

This represents a reduction of 130 from the previous reporting period. The reduction in informal GIPA requests is due in part to streamlined processes providing responses to information requests without the need for multiple administrative steps required under GIPA legislation.

### Clause 8A: Reviews Undertaken

Council undertook a review of publicly available information to determine that it meets the requirements under section 7(3) of the GIPA Act. As a result all available information, that meets the requirements of the GIPA Act has been made publicly available.

### Clause 8B: Total Number of Applications Received

The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications) was 17.

### Clause 8C: Refused Applications

Council did not refuse any applications during the 2021-22 financial year.

**Schedule 2 Statistical Information**

**Table A: Number of Applications by Type of Applicant and Outcome\***

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether Information is Held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private Sector Business	0	0	0	0	0	0	0	0	0	0%
Not for Profit Organisations or Community Groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	0	0	0	0	0	0	0	1	5%
Members of the Public (other)	8	0	0	2	2	0	3	1	16	95%
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>17</b>	<b>100%</b>

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

**Table B: Number of Applications by Type of Application and Outcome**

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether Information is Held	Application Withdrawn	Total	% of Total
Personal Information Applications*	0	0	0	0	0	0	0	0	0	0%
Access Applications (Other than personal Information Applications)	9	0	0	2	2	3	0	1	17	100%
Access Applications that are Partly Personal Information Applications and Partly Other	0	0	0	0	0	0	0	0	0	0%
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>17</b>	<b>100%</b>

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the GIPA Act) about the applicant (the applicant being an individual).

**Table C: Invalid Applications**

	Number of Applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	5	30%
Invalid applications that subsequently became valid applications	5	30%

**Table D: Conclusive Presumption of Overriding Public Interest against Disclosure**

	Number of Times Consideration Used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	1	5%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
<b>Total</b>	<b>1</b>	<b>5%</b>

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table E: Other Public Interest Considerations against Disclosure**

	Number of Times Consideration Used	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	1	5%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
<b>Total</b>	<b>1</b>	<b>5%</b>

**Table F: Timeliness**

	Number of Applications	% of Total
Decided within the Statutory Timeframe (20 days plus any extensions)	14	82%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	3	18%
<b>Total</b>	<b>17</b>	<b>100%</b>

**Table G: Number of Applications Reviewed under Part 5 of the Act by Type of Review and Outcome**

	Decision Varied	Decision Upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under Section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>% of Total</b>	<b>0%</b>	<b>0%</b>		

\*The Information Commissioner does not have the authority to vary decisions but can make recommendations to the original decision maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

**Table H: Applications for Review under Part 5 of the Act by Type of Applicant**

	Number of Applications for Review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see Section 54 of the Act)	0	0%
<b>Total</b>	<b>0</b>	

**Table I: Applications Transferred to Other Agencies**

	Number of Applications Transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant-Initiated Transfers	0	0%
<b>Total</b>	<b>0</b>	



### Public Interest Disclosures

The following information is provided in accordance with the *Public Interest Disclosures Act, 1994 and Regulation, 2011*.

1. Council Policy SMRC 338 – Public Interest Disclosures (PID) Internal Reporting Policy meets the requirements of internal reporting as required under the Act.
2. Staff are made aware through information distribution via the Executive Leadership Team.

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs directly	0	0	0
Number of PIDs received	0	0	0
Of PIDs received, number primarily about:	0	0	0
- Corrupt conduct	0	0	0
- Maladministration	0	0	0
- Serious and substantial waste	0	0	0
- Government information contravention	0	0	0
- Local government pecuniary interest contravention	0	0	0
<b>Number of PIDs finalised</b>	<b>0</b>		

### Stormwater Management Services

A stormwater levy exists for the Bombala area.

Work to create Developer Service Plans (DSP) for stormwater across the region was considered however a lack of data and funding has meant this project will not proceed at this stage.

Council has commenced the process of developing an Integrated Water Cycle Management Plan (IWCM) that will consider stormwater infrastructure needs and requirements and make recommendations to address data gaps.

Council will review our DSP and, if required, develop a developer contributions charge for future stormwater infrastructure along with what levy can be applied to maintain existing stormwater infrastructure.

### Summary of Private Work

Council undertook access road maintenance for ratepayers including road grading, gravelling and ramp cleaning. All work was undertaken at commercial plant hire rates and not subsidised. All works were undertaken on private land not under the control of Council.

### Fisheries Recovery and Threat Abatement Plans

In accordance with section 220ZT of the *Fisheries Management Act, 1994* Council was not referenced in any Fisheries Recovery and Threat Abatement Plans during the 2021-22 financial year.

### Environmental Upgrade Agreements

In accordance with the *Local Government Act, 1993* and Section 54P of the *Local Government (General) Regulation, 2021* there were no Environmental Upgrade Agreements entered into during the 2021-22 year.

### Recovery and Threat Abatement Plans

Council was not referenced in any Recovery and Threat Abatement Plans during the 2021-22 financial year.

### Compliance with Planning Agreements

Under s 7.5(5), of the *Environmental Planning and Assessment Act, 1979*, there are currently no planning agreements in force within the LGA.

### Inspections of Private Swimming Pools

Council officers completed inspections of private swimming pools in the region in accordance with the *Swimming Pools Act, 1992* and *Swimming Pools Regulation, 2008*.

Category	Number of
Inspection of tourist and visitor accommodation	15
Inspections with more than two dwellings	1
Inspections that resulted in issuance of certificate of compliance under Section 22D of the Act	23
Inspections that resulted in issuance of certificate of non-compliance under Clause 18BA of Regulation	1

### Coastal Protection Service Provided

Council does not have any coastal areas, as such there are no levied services to report.

### Companion Animals Statement on Activities

Under the Companion Animals Act 1998 and Regulation Companion Animals the following is a statement on activities for the 2021-22 financial year.

### Lodgement of Pound Data Collection Return

Pound data has been entered in Companion Animals Register.

For the 2021-22 financial year:

- 73 dogs were impounded
- 40 were released to their owners
- 0 sold
- 21 released and rehomed
- 12 dogs declared as menacing, dangerous or restricted breed

### Lodgement of Data Relating to Dog Attacks

All dog attacks have been entered into the Office of Local Government Companion Animal Register with either menacing or dangerous dog declarations issued.

### Companion Animal Community Education Programs

On a regular basis, Council posts information on social media and provides guides, factsheets and general information on Council's website.

### Strategies to Promote and Assist the De-Sexing of Dogs and Cats

On a regular basis Council posts information on social media and provides guides, factsheets and general information on Council's website.

### Strategies to Seek Alternatives to Euthanasia for Unclaimed Animals

Only restricted dogs that cannot be rehomed are euthanised. All other dogs are rescued by the Cooma RSPCA or other rescue groups such as the Golden Oldies.

**Amount of Funding Spent on Companion Animal Management and Activities**

Under Section 85 (1A) of the Companion Animals Act, 1998, the following table details the use of fund money used for managing and controlling companion animals across the region for the 2021-22 financial year.

Expense	Amount (\$)
Employment Costs	\$339,410
Materials and Contracts	\$15,554
Other Operating Expenses	\$4,481
Depreciation	\$9,303
General Asset Expenses	\$13,058
Internal Plant Charges	\$52,442
Internal Charges	\$0
Internal Payroll Charges	\$0
<b>Total</b>	<b>\$434,248</b>

DRAFT

**Snowy Monaro Regional Council off Leash Areas**



**Bombala**  
Along the reserve of the Bombala River



**Berridale**  
Myack Creek Reserve – on Myack Creek Reserve near Ivy Cottage Estate



**Jindabyne**  
Along the foreshore, west of the toilet block at the Clay Pits, to the east of the sailing club



**Jindabyne**  
Pooh Bay – Along Pooh Bay foreshore, off Cobbon Crescent



**Cooma**  
Yallakool Road – Fenced off area within the Lions Park



**Cooma**  
Church Road - Grassed area the extends along Church Road and is bound on the far side by Cooma Creek.

### Disability Inclusion Action Plan Progress

In accordance with section 13 of the *Disability Inclusion Act, 2014* Council must report on the implementation of its Disability Inclusion Action Plan (DIAP).

#### Outcome Area 1: Building positive attitudes

- Continued direct service provision of National Disability Insurance Scheme (NDIS) services
- An event was held to celebrate International Day of People with Disability 2021
- Community consultation opportunities held in public spaces to improve engagement

#### Outcome Area 2: Creating liveable communities

- Accessibility upgrades to pedestrian infrastructure during maintenance and as business as usual
- Improved accessibility to Council facilities as part of asset upgrades and facility management
- Ongoing advocacy to relevant State and Commonwealth departments to support accessible service delivery e.g. public transport, accessing health and telehealth services

#### Outcome Area 3: Supporting access to meaningful employment

- Information on inclusion and Inclusive Communities made available on Council website
- Ongoing relationships with TAFE NSW and specialist Disability Employment Services providers, and increased advocacy to open employment market
- Ongoing commitment to providing a safe and inclusive workplace

#### Outcome Area 4: Accessible systems, information or processes

- Trialled implementation of accessible space in Cooma office to provide improved real-time participation in Council meetings
- Council's website was upgraded; transition project included improved accessibility features
- Continued implementation of service delivery models which are adaptable to online / virtual offerings

#### How have you determined that you're meeting the needs of people with disability?

- Continued engagement with community groups, networks that include people with a disability and service providers
- Consultation with service recipients and their families/carers

#### Describe your successes in delivering on the DIAP:

- Partnerships with service-providing organisations
- Increase in event planning which is inclusive, both internally and supporting externally
- Comprehensive and frank review of DIAP 2017 – 2021 in preparation for development of new DIAP. Scheduled for June 2023

#### Describe your challenges in delivering on the DIAP:

- Staff capacity and changes in staffing teams
- Cost - in particular retrospective accessibility upgrades and implementing new ideas
- Organisational awareness of the DIAP and its objectives
- Capturing meaningful feedback from people with disability






#### Further Information


The Snowy Monaro 2042 Community Strategic Plan, 2022-26 Delivery Program, Operational Plan and Annual Reports can be viewed on Council's website.

For further information visit:

 [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au)

 Snowy Monaro Regional Council

 @snowymonaroregional Council

 Snowy Monaro Regional Council

#### Your Feedback

A copy of this Plan can be obtained from Council's website: [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au)

We are interested to know your thoughts about this Report. Your comments and suggestions are valuable because they highlight opportunities for us to improve the quality of our services, plans and reports. If you would like to comment, or require additional information regarding this report please contact us.

#### Contact Us

Phone: 1300 345 345

Post: PO Box 714, COOMA NSW 2630

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

#### Council Offices

Head Office | 81 Commissioner Street, Cooma NSW 2630

Berridale | 2 Myack Street, Berridale NSW 2628

Bombala | 71 Caveat Street, Bombala NSW 2632

Jindabyne | 2/1 Gippsland Street, Jindabyne NSW 2627



9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

**9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION**

Record No: 122/797

**OFFICER'S RECOMMENDATION**

That Council nominate

- Councillor \_\_\_\_\_ to the Snowy Monaro Arts & Cultural Committee;
- Councillor \_\_\_\_\_ to the Bundian Way Advisory Committee;
- Councillor \_\_\_\_\_ to the South East Arts Board; and
- Councillor \_\_\_\_\_ to the Reconciliation Action Plan Working Group.

**ISSUES**

Following the resignation of Councillor John Castellari on 25 September 2022, four positions on council committees and working groups became vacant:

**External**

- Bundian Way Advisory Committee; and
- South East Arts Board

**Internal**

- Snowy Monaro Arts & Cultural Committee; and
- Reconciliation Action Plan Working Group

A Councillor was nominated to each of the above internal and external groups on 17 February 2022. This report recommends continued councillor representation on each.

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Economic Activity	Low	Low	Yes
External Political Environment	Low	Low	Yes
Financial Sustainability	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes
Service Delivery	Low	Low	Yes

### **External Political Environment and Reputation and Image**

Maintaining contact with local and regional networks and engendering public participation in decision making enhances Council's connection to various stakeholders

Council may sustain reputational damage by withdrawing support for a committee without a review of the committees function and effectiveness.

### **FINANCIAL IMPACTS**

Provision has been made in the 2023 budget for the Mayor and Council to undertake civic duties as required. This budget includes representing Council on a number of external and internal advisory committees.

Executive support to the Mayor and Council is provided within the existing budget allocations.

Reimbursement of expenses for councillors to attend committee meetings is detailed within the relevant policy.

**RESPONSIBLE OFFICER:** Coordinator Governance

### **OPTIONS CONSIDERED**

One option is to withdraw councillor support from these committees. This is not recommended given membership is already in place with external and internal groups. A recommendation to withdraw or change support would generally occur only after a review of each committee, working group or board's function and effectiveness.

### **IMPLEMENTATION PLANS**

Communication will be provided by the Executive Office following council's decision.

Support for the various committees is provided on a needs basis by the Governance Team and Executive Office.

### **EXISTING POLICY/DECISIONS**

ORDINARY MEETING OF COUNCIL 17 February 2022

1/22

Council determined the following support for advisory and management committees in nominating a councillor or CEO representative/s to those committees that it determined to continue representation on.

#### **External**

- ANU Medical School - Community Advisory Committee – Mayor Davis
  - Boco Rock Community Fund Committee – Mayor (chair), CEO, Councillor Hopkins and Councillor Stewart
-

9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

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- Boco Rock Community Fund Sub Committee - Delegates are as appointment to the Boco Rock Community Fund Committee. As above.
- Bundian Way Advisory Committee – Councillor Castellari
- Canberra Region Joint Organisation of Councils (CRJO) – Mayor Davis
- Community Safety Precinct Committee – Councillor Hanna
- Cooma Correctional Centre Community Consultative Committee – Councillor Hopkins
- Country Universities Centre Board – Mayor Davis
- District Bushfire Management Committee – Councillor Higgins
- Jindabyne Liquor Accord – Councillor Frolich
- Local Traffic Committee – Councillor Hanna
- Monaro Regional Interagency Committee – Councillor Higgins, alternative Councillor Hopkins
- NSW Government’s Asbestos Coordination Committee – Councillor Beer
- Snowy Monaro Local Emergency Management Committee – CEO Peter Bascomb
- South East Arts Board – Councillor Castellari, alternative Councillor Frolich
- Southern Regional Planning Panel – Mayor Davis, CEO Peter Bascomb, alternative Councillor Beer

**Internal**

- Audit, Risk and Improvement Committee – Councillor Summers, alternative Councillor Hopkins
- Youth Council – Councillor Frolich, alternative Councillor Johnson
- Reconciliation Action Plan Working Group – Councillor Castellari
- Cemeteries Committee – Councillor Frolich, alternative Councillor Hanna
- Community Services – Councillor Hopkins, alternative Councillor Johnson
- Cooma Saleyards – Mayor Davis and Councillor Stewart
- Snowy Monaro Arts & Cultural Committee – Councillor Castellari, alternative Councillor Frolich
- Snowy Monaro Biosecurity (Weeds) – Councillor Stewart and Councillor Summers
- Yamaga Sister City – Councillor Hanna, alternative Councillor Frolich
- Housing and Social Services – Councillor Beer, alternative Councillor Higgins
- CEO Performance Review Committee – Mayor Davis, Deputy Mayor Higgins and Councillor Summers
- Waste Management Committee – Councillor Higgins and Councillor Frolich

Council determined to dissolve the following committees:

- Flood Risk Management
  - Koala Management Plan
  - Recreational Facilities
-

9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

- Snowy Monaro Tourism
- Water and Sewer

ORDINARY MEETING OF COUNCIL 16 November 2017

270/17

Council determined the following criteria for establishing advisory and management committees.

**Definition of Advisory and Management Committees**

<b><i>Criteria to determine whether advisory or management</i></b>	<b><i>Advisory Committee</i></b>	<b><i>Management Committee</i></b>
<i>Funding</i>	<i>Council manage the funding.</i>	<i>Management Committee manages their own funding. Council provides assistance with grant applications</i>
<i>Councillor Representation</i>	<i>At least one Councillor representative that chairs the meeting with an alternate.</i>	<i>Committee may or may not have a Councillor representative.</i>
<i>Council Staff Representation</i>	<i>Relevant staff member/s required on Committee</i>	<i>Committee may or may not have Council staff member/s on the Committee, however relevant liaison staff member is required to be identified.</i>
<i>Committee Representation from Community</i>	<i>Define preferred committee member skills for expression of interest.</i>	<i>Committee members often determined by interest in the facility.</i>
<i>Reporting to Council</i>	<i>Committee reports quarterly to Council – can choose to report more frequently as required.</i>	<i>Committee reports to Council annually, can choose to report to more frequently as required.</i>
<i>Charter</i>	<i>Required</i>	<i>Required</i>

**BACKGROUND**

As there are two new councillors since the committee delegations were undertaken the background information on committees has been included in the report for information. This is information on committees generally, not the specific committees for which representation is being sought.

Council uses a range of mechanisms to guide it in making decisions. One of the methods used are committees. These are referred to as advisory committees, and consist of councillors, staff or external people or bodies. There are a range of ongoing committees set up to consider different aspects of matters to provide input to the Council to assist in decision making. As they often inform the governing body on matters there is generally a councillor on these committees.

9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

Council also maintains links with a range of community based and other organisations via representation on relevant committees. Such representation is usually by appointment of either elected members or members of staff as delegates. These are referred to as external committees, as they are established by a separate organisation where Council is invited or required to attend.

New committees may be considered for specific purposes. However it is preferable for any project or undertaking of council to have sufficient stakeholder engagement programs and reporting requirements to reduce the need for ongoing committees. In the event a new committee is deemed necessary each should have a clear set of measurable actions to complete and a finite lifespan set out at inception in the charter.

Delegates generally have voting rights as representatives of Council on such committees, although the extent of this does vary between committees. Delegates have a responsibility to Council, as its representative, to vote in accord with Council policy and to keep Council informed of the activities of the committee in question.

By appointing delegates, Council is delegating authority to those persons to act on its behalf in accordance with the provisions of s355 (e) of the Local Government Act 1993. The delegation of power by Council is exercised under s377 of the Act. It is further noted Council is precluded under s377 from delegation of its powers to employees other than to the Chief Executive Officer (CEO). Councillors can still only act within the delegated authority (if any) of the committee.

Only the CEO (s378) may delegate powers to an employee of Council which have been formally delegated to him by Council. Thus, where a staff appointment is to be made, the delegation from Council will show the CEO as the delegate.

In certain circumstances the Mayor is the designated representative unless the responsibility is delegated. These committees are flagged in the table below.

Following are the committees Council elects delegates to. Those positions that are appointed by existing policy or external requirements and do not need appointment by Council are marked with an asterisk (\*)

**External**

Committee name	Delegate	Active (Y/N)	Meet Frequency
ANU Medical School - Community Advisory Committee	X 1 Councillor	Y	Once a year
Boco Rock Community Fund Committee	Mayor (Chair)*, CEO,* 1 Councillor representing the former Cooma-Monaro Shire LGA, 1 Councillor representing the former Bombala Shire LGA	Y	Minimum 3 times per year
Boco Rock Community Fund Sub Committee	Delegates are as appointment	Y	Minimum 3

9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

Committee name	Delegate	Active (Y/N)	Meet Frequency
	to the Boco Rock Community Fund Committee.		times in the year of a new committee term
Bundian Way Advisory Committee	1x Councillor or CEO	Y	1 <sup>st</sup> Thursday every second month
Canberra Region Joint Organisation of Councils (CRJO)	Mayor* & CEO*	Y	4 times per year
Community Safety Precinct Committee	X1 Councillor	N	Organised direct with Mayor
Cooma Correctional Centre Community Consultative Committee	X1 Councillor	Y	TBC
Country Universities Centre Board	Mayor*	Y	3 <sup>rd</sup> Thursday of each month
District Bushfire Management Committee	X1 Councillor	Y	TBC
Jindabyne Liquor Accord	X1 Councillor	N	When required
Local Traffic Committee	X1 Councillor	Y	Last Thursday of every second month
Monaro Regional Interagency Committee	X1 Councillor	Y	2nd Thursday every second month
NSW Government's Asbestos Coordination Committee	X1 Councillor	Y	Quarterly
Snowy Monaro Local Emergency Management Committee	CEO *	Y	Quarterly
South East Arts Board	X1 Councillor	Y	3 times per year
Southern Regional Planning Panel	Mayor & CEO 1 x Alternative	Y	TBC

9.1.6 APPOINTMENT OF DELEGATES TO COMMITTEES FOR THE PERIOD TO SEPTEMBER 2023 FOLLOWING A COUNCILLOR RESIGNATION

The following are the internal committees.

Committee name	Delegate	Active (Y/N)	Frequency of meeting
Audit, Risk and Improvement Committee	X1 Councillor	Y	Quarterly
Youth Council	X1 Councillor	Y	4 times per year
Reconciliation Action Plan Working Group	X1 Councillor	Y	4 times per year
Cemeteries Committee	x1 Councillor	Y	Quarterly
Community Services	X1 councillor	Y	Quarterly
Cooma Saleyards	x2 Councillors	N	TBD
Snowy Monaro Arts & Cultural Committee	X1 Councillor	Y	Quarterly
Snowy Monaro Biosecurity (Weeds)	X2 Councillors	Y	Quarterly
Yamaga Sister City	Mayor	N	When required
Housing and Social Services	X1 Councillor	Y	TBC

**ATTACHMENTS**

Nil



**9.2.1 WATER AND WASTEWATER LAND ACQUISITIONS - BOMBALA STP UPGRADE - CHANGE OF PHYSICAL POSITION NEEDS**

Record No: 122/762

**OFFICER'S RECOMMENDATION**

That Council

- A. Proceed with acquisition of the following land, and interests in land, by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 (NSW) by authority contained in the Local Government Act 1993 (NSW) for the purposes of the Bombala Sewerage Treatment Plant upgrade project:
- i) Lot 2 in Deposited Plan 1278691, being part of Lot 5 Section 42 in Deposited Plan 758129 and having an area of 256.9m<sup>2</sup>;
  - ii) An easement for drainage of sewerage over the site shown as 'E1 – PROPOSED EASEMENT FOR DRAINAGE OF SEWERAGE 3 WIDE' in Deposited Plan 1278691 affecting Lot 5 Section 42 in Deposited Plan 758129;
  - iii) A right of access over the site shown as 'E2 – PROPOSED RIGHT OF ACCESS 10 WIDE' in Deposited Plan 1278691 affecting Lot 5 Section 42 in Deposited Plan 758129.
- B. Agree that the terms of the easement shall be as shown on SCHEDULE A (referenced in report body);
- C. Agree that the terms of the right of access shall be as shown on SCHEDULE B (referenced in report body);
- D. Acknowledge that minerals are to be excluded from the acquisition;
- E. Acknowledge that the acquisition is not for the purpose of resale;
- F. Classify the acquired land (Lot 2 DP 1278691) as operational land in accordance with the Local Government Act 1993 (NSW);
- G. Make the necessary applications to the NSW Minister for Local Government and the NSW Governor to obtain consent for the stated land acquisition and interests.

**ISSUES**

The report seeks Council approval for proposed acquisition of part Lot 5 Sec 42 DP 758129 (approximately 256.9m<sup>2</sup>) and proposed easements (2) affecting Lot 5 Sec 42 DP 758129 for the purposes of sewage infrastructure and access. Lot 5 Sec 42 DP 758129, located at Maybe Street BOMBALA, is freehold land owned by the State of NSW; zoned IN2 Light Industrial.

The subject lot already had basic, legacy Council sewer infrastructure in place underground, however significant new works were required to deliver Sewer Pump Station 4 (SPS4) and its ancillary infrastructure as part of the Bombala Sewerage Infrastructure upgrade. In late 2020, Council's Water & Waste Water (W&WW) team engaged PWA to action the land acquisition aspects related to SPS4.

During the physical delivery phase of the project, changes to the SPS4 infrastructure requirements occurred resulting in there now being both below and above ground physical W&WW assets constructed on Lot 5/42/758129 – requiring the acquisition of land (upon which a fenced pump station compound is now sited) and two (2) easements. The registered deposited plan of acquisition as attached reflects the acquisition requirements for the works as executed by W&WW.

The forthcoming resolution will supersede part D of Resolution 254/20 which read: “Application be made to the Minister for Local Government and the Governor to acquire easements for purpose of sewer pump station on Lot 5 DP 758129 and sewer line being 3 metres wide within (or over) Lot 5 DP 758129 at Bombala by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act.”

## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	Low	Yes
Economic Activity	High	Low	Yes
Environmental Security	Medium	Low	Yes
External Political Environment	Medium	Low	Yes
Financial Sustainability	Low	Low	Yes
Health and Safety	Medium	Low	Yes
Legislative Governance and Compliance	Medium	Low	Yes
Reputation and Image	High	Low	Yes
Service Delivery	Medium	Low	Yes

Delivery of the acquisitions supports the ongoing legal access to the Bombala STP upgrade and associated assets which is vital to Council’s aim of delivering efficient, sustainable and high quality infrastructure and services for the community of Bombala.

## FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost	-	NA
Estimated Annualised Net Cost	-	NA
Capital Investment	-	W&WW restricted
Capital Funding Source	Max. \$80,800*	W&WW restricted

WO338 – Bombala Pump Station Upgrade; WO337 – Bombala STP Augmentation Construction (originating project).

Costs incurred relate to survey fees, Crown Land Regulation 2018 related fees, valuation and acquisition process fees. The amount of compensation shall be assessed by the Valuer General in accordance with the Land Acquisition (Just Terms Compensation) Act 1991. The full cost impact of the required acquisitions will not be known until the process is further progressed.

\*Figure is the gross land value listed for Property # 3793100, a consolidated land holding of which 5/42/758129 is part of; as at valuing year 2021 per the NSW Valuer General’s register.

**RESPONSIBLE OFFICER:** Coordinator Land and Property

## OPTIONS CONSIDERED

The Department of Planning, Industry & Environment, Crown Lands (the department) is responsible for the state's interest in land administered under the Crown Land Management Act 2016. It is the department's preference for any acquisition of Crown land should be undertaken by compulsory process, that is, by the issue of a Proposed Acquisition Notice (PAN) in accordance with Section 11 of Just Terms to all potential interest holders. *Reference: Guideline—compulsory acquisition of Crown land / NSW State Government DOC19/226818*

## IMPLEMENTATION PLANS

In NSW, all levels of government can acquire privately owned land and some Crown land for public purposes. They may acquire the whole property, part of a property or an interest in the property including easements for power lines, sewer or water. The acquisition of land will be undertaken in accordance with the Land Acquisition (Just Terms Compensation) Act 1991. Just Terms is a statutory process for empowered authorities to acquire any interest in land for a public purpose.

Section 186 of the Local Government Act 1993 provides that council may acquire land (including an interest in land) for the purpose of exercising any of its functions. Section 187 of the Local Government Act 1993 states that if a council is using its powers under that Act to acquire land, the acquisition must occur in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (Just Terms). This Act is a statutory process for empowered authorities to acquire any interest in land for a public purpose.

The registered deposited plan is attached to this report. The plan shows the following acquisitions:

- Freehold land, being an area of 256.9m<sup>2</sup> – marked '2';
- Easement for drainage of sewerage 3 wide – marked 'E1';
- Right of access 10 wide – marked 'E2'.

### **Detail of the intended easement and right of access terms for 88B instrument:-**

#### SCHEDULE A

#### Easement for Drainage of Sewerage

1. The owner of the lot benefited may—
    - (a) drain sewage, sullage and other fluid wastes in pipes through each lot burdened, but only within the site of this easement, and
    - (b) do anything reasonably necessary for that purpose, including—
      - entering the lot burdened, and
      - taking anything on to the lot burdened, and
      - using any existing line of pipes, and
      - carrying out works, such as constructing, placing, repairing or maintaining pipes and equipment.
  2. In exercising those powers, the owner of the lot benefited must—
    - (c) ensure all work is done properly, and
-

- (d) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
- (e) cause as little damage as is practicable to the lot burdened and any improvement on it, and
- (f) restore the lot burdened as nearly as is practicable to its former condition, and
- (g) make good any collateral damage.

#### SCHEDULE B

##### Right of Access

1. The body having the benefit of this easement may—
  - (a) by any reasonable means pass across each lot burdened, but only within the site of this easement, for the purpose of exercising or performing any of its powers, authorities, duties or functions, and
  - (b) do anything reasonably necessary for passing across each such lot, including—
    - entering the lot burdened, and
    - taking anything on to the lot burdened, and
    - carrying out work within the site of this easement, such as constructing, placing, repairing or maintaining trafficable surfaces, driveways or structures.
2. In exercising those powers, the body having the benefit of this easement must—
  - (a) ensure all work is done properly, and
  - (b) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
  - (c) cause as little damage as is practicable to the lot burdened and any improvement on it, and
  - (d) restore the lot burdened as nearly as is practicable to its former condition, and
  - (e) make good any collateral damage.

#### **EXISTING POLICY/DECISIONS**

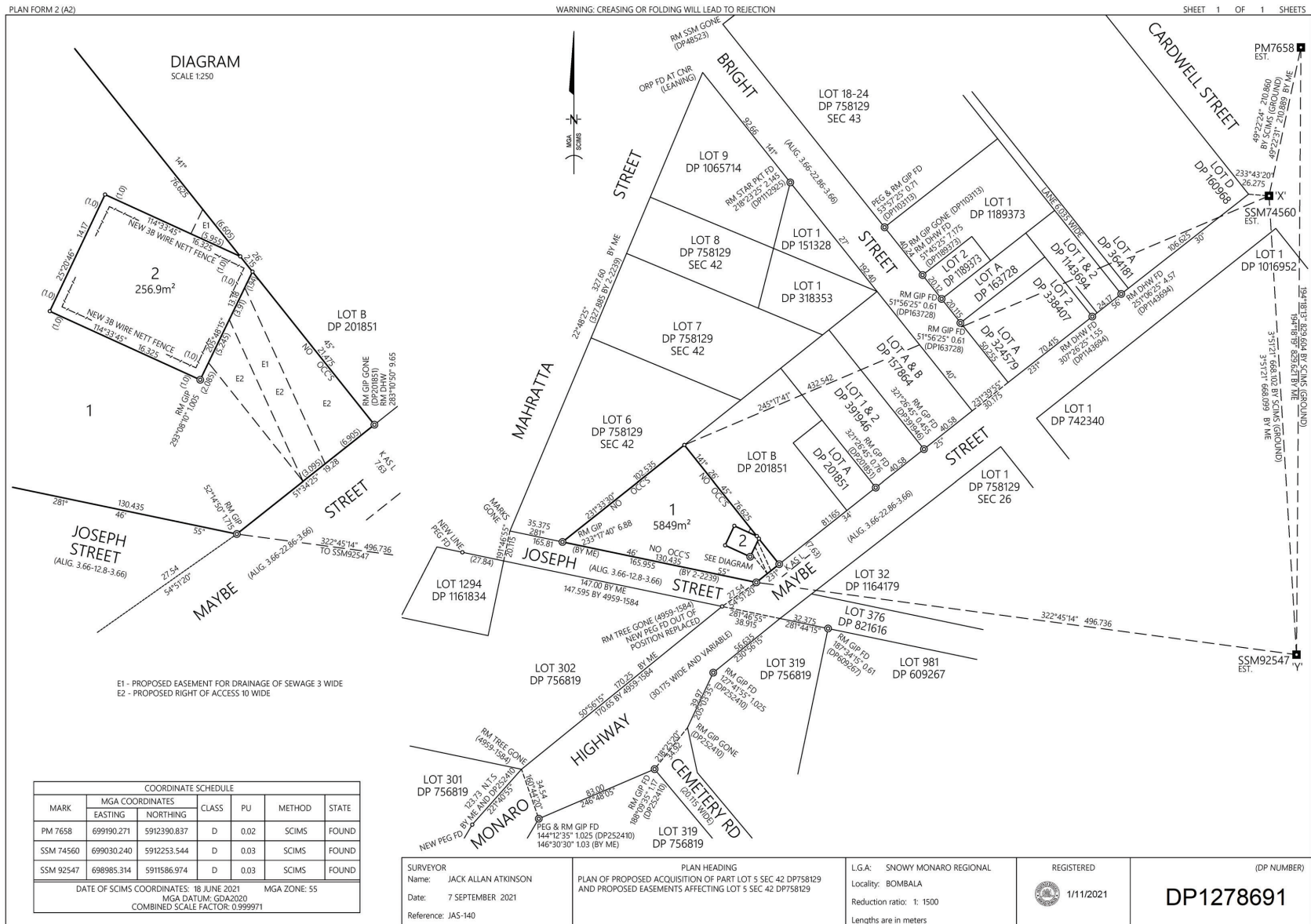
Changes of SPS4 infrastructure positioning needs impacted the precise areas to be acquired, thus the proposed resolution will supersede part D of Resolution 254/20.

#### **BACKGROUND**

Local councils have broad roles and responsibilities in their communities, including the provision of facilities and the supply of public services. It is recognised that a council will sometimes need to get or 'acquire' land to achieve its role and responsibilities.

#### **ATTACHMENTS**

1. Survey Plan DP 1278691 - Bombala STP Upgrade Crown Land Acquisition and Easement Interests (2)
-



Reg:R820410 /Doc:DP 1278691 P /Rev:01-Nov-2021 /NSW LRS /Prt:02-Nov-2021 03:31 /Seg:1 of 3  
 © Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FOR SURVEYORS USE ONLY

9.2.1 WATER AND WASTEWATER LAND ACQUISITIONS - BOMBALA STP UPGRADE - CHANGE OF PHYSICAL POSITION NEEDS

ATTACHMENT 1 SURVEY PLAN DP 1278691 - BOMBALA STP UPGRADE CROWN LAND ACQUISITION AND EASEMENT INTERESTS (2)

Reg:R820410 /Doc:DP 1278691 P /Rev:01-Nov-2021 /NSW LRS /Prt:02-Nov-2021  
 © Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FO


PLAN FORM 6_E (2020)	<b>DEPOSITED PLAN ADMINISTRATION SHEET</b>	Sheet 1 of 2 sheet(s)
Registered:  1/11/2021 Title System: TORRENS	Office Use Only  <span style="font-size: 2em; font-weight: bold;">DP1278691</span>	Office Use Only
<b>PLAN OF</b>  PROPOSED ACQUISITION OF PART LOT 5 SEC 42 DP758129 AND PROPOSED EASEMENTS AFFECTING LOT 5 SEC 42 DP758129	LGA: SNOWY MONARO REGIONAL Locality: BOMBALA Parish: BOMBALA County: WELLESLEY	
<p style="text-align: center;"><b>Survey Certificate</b></p> I, JACK ALLAN ATKINSON of PO BOX 189 COOMA NSW 2630  a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that:  (a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , is accurate and the survey was completed on 07-Sep-2021  (b) <del>Partial Survey</del>  (c) <del>Compilation</del>  Datum Line: X - Y Type: Urban <input checked="" type="checkbox"/> Rural <input type="checkbox"/>  Signature: _____ Dated: 7-9-2021 Surveyor Identification No: 8894 Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i>	<p style="text-align: center;"><del>Crown Lands NSW/Western Lands Office Approval</del></p> <p style="text-align: center;"><del>----- (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.</del></p> Signature: _____ Date: _____ File Number: _____ Office: _____	
Plans used in the preparation of survey.  DP1189373, DP1161834, DP1143694, DP1112925, DP609267, DP391946, DP318353, DP252410, DP201851, DP48523  21537-1603, 5053-1584, 4959-1584, 1294-3040, 28-1408, 2-2239	<p style="text-align: center;"><b>Subdivision Certificate</b></p> <p style="text-align: center;"><del>----- certify that the provisions of section 6.15 of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.</del></p> Signature: _____ Registration number: _____ Consent Authority: _____ Date of endorsement: _____ Subdivision Certificate number: _____ File number: _____	
Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.  IT IS INTENDED TO ACQUIRE LOT 2 AND PROPOSED EASEMENTS (E1 AND E2) FOR THE PURPOSES OF SEWAGE INFRASTRUCTURE AND ACCESS	Surveyor's Reference: JAS-140	
Signatures, Seals and Section 88B Statements should appear on the following sheet(s)		



9.2.1 WATER AND WASTEWATER LAND ACQUISITIONS - BOMBALA STP UPGRADE - CHANGE OF PHYSICAL POSITION NEEDS

ATTACHMENT 1 SURVEY PLAN DP 1278691 - BOMBALA STP UPGRADE CROWN LAND ACQUISITION AND EASEMENT INTERESTS (2)

Reg:R820410 /Doc:DP 1278691 P /Rev:01-Nov-2021 /NSW LRS /Prt:02-Nov-2021  
© Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FO

PLAN FORM 6_E (2020) DEPOSITED PLAN ADMINISTRATION SHEET		Sheet 2 of 2 sheet(s)
<b>Registered:</b>  1/11/2021	Office Use Only	Office Use Only
<b>PLAN OF</b> PROPOSED ACQUISITION OF PART LOT 5 SEC 42 DP758129 AND PROPOSED EASEMENTS AFFECTING LOT 5 SEC 42 DP758129	<h1>DP1278691</h1>	
Subdivision Certificate number: Date of Endorsement:	<p>This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"><li>• A schedule of lots and addresses - See 60(c) SSI Regulation 2017</li><li>• Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919</li><li>• Signatures and seals- see 195D Conveyancing Act 1919</li><li>• Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li></ul>	
<p><b>STREET ADDRESS FOR ALL LOTS ARE NOT AVAILABLE.</b></p> <p>If space is insufficient use additional annexure sheet</p>		
Surveyor's Reference: JAS-140		



## 9.2.2 SUCCESSFUL RE-ACCREDITATION OF SNOWY RIVER HOSTEL RESIDENTIAL AGED CARE FACILITY

Record No: I22/799

### OFFICER'S RECOMMENDATION

That Council receive and note the information in the report on the successful re-accreditation of Snowy River Hostel until October 2025.

### BACKGROUND

Residential Aged Care Facilities are required to undergo re-accreditation to ensure that the facility is meeting the 8 standards of Australian Government's – Aged Care Quality and Safety Commission. Snowy River Hostel was notified on the morning of Tuesday 4 October 2022, that the commission would be conducting an 'unannounced audit' of this facility starting later that day and continuing until Thursday 6 October 2022. The standards that Snowy River Hostel were assessed against are:

1. Consumer dignity and choice
2. Ongoing assessment and planning with consumers
3. Personal care and clinical care
4. Services and supports for daily living
5. Organisation's service environment
6. Feedback and complaints
7. Human Resources
8. Organisational governance

Snowy River Hostel was deemed 100% Compliant across all eight standards and all requirements within the standards. The Commission's report attached (Performance\_Report\_0351\_04-10-2022) also states that there 'are no specific areas identified in which improvements must be made to ensure compliance with the Quality Standards.'

The accreditation process involved 2 representatives of the Aged Care Quality and Safety Commission spending 3 days at Snowy River Hostel to observe and record compliance with the standards. This observation and recording included the following:

- Interviews with staff including cleaning, hospitality, wellness, care staff, registered nurses and management
- Observations of all staff above
- Interviews with randomly selected residents
- Observations of their interaction with staff
- Thorough analysis of documentation including all processes and procedures
- In-depth appraisal of all other documentation and policies including Serious Incident Reporting and Governance.

The resulting performance report was highly encouraging for our residents and staff at Snowy River Hostel with positive outcomes and comments throughout the document.

As a result of the report, the Delegate of the Commissioner – Aged Care Quality and Safety Commission has determined that Snowy River Hostel is to be accredited for 3 years (October 2025).

This outcome is of the highest standard and a direct result of the outstanding outcomes that are being delivered on a daily basis at Snowy River Hotel. The fact that only a couple of hours of notice were given of the audit further adds to this achievement. The representatives of the commission were able to make this judgement based on actual work practices that are carried out every day in our facility.

Special recognition should be paid to Caroline Lucas (Care Manager), Marcela Nassar (Home Manager), Melanie Foster (Support Services Officer), and the entire care, hospitality, maintenance, cleaning and wellness team

## **ATTACHMENTS**

1. Performance Report
  2. Re-accreditation decision
-



Australian Government  
Aged Care Quality and Safety Commission

Engage  
Empower  
Safeguard



1800 951 822  
[Agedcarequality.gov.au](http://Agedcarequality.gov.au)

<b>Name of service:</b>	Snowy River Hostel
<b>Service address:</b>	7 Jindalee Street BERRIDALE NSW 2628
<b>Commission ID:</b>	0351
<b>Approved provider:</b>	Snowy Monaro Regional Council
<b>Activity type:</b>	Site Audit
<b>Activity date:</b>	4 October 2022 to 6 October 2022
<b>Performance report date:</b>	27 October 2022

This performance report **is published** on the Aged Care Quality and Safety Commission's (the **Commission**) website under the Aged Care Quality and Safety Commission Rules 2018.



### **This performance report**

This performance report for Snowy River Hostel (**the service**) has been prepared by Ms D. McDonald, delegate of the Aged Care Quality and Safety Commissioner (Commissioner)<sup>1</sup>.

This performance report details the Commissioner's assessment of the provider's performance, in relation to the service, against the Aged Care Quality Standards (Quality Standards). The Quality Standards and requirements are assessed as either compliant or non-compliant at the Standard and requirement level where applicable.

The report also specifies any areas in which improvements must be made to ensure the Quality Standards are complied with.

### **Material relied on**

The following information has been considered in preparing the performance report:

- the assessment team's report for the Site Audit; the Site Audit report was informed by a site assessment, observations at the service, review of documents and interviews with staff, consumers/representatives and others.

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<sup>1</sup> The preparation of the performance report is in accordance with section 40A of the Aged Care Quality and Safety Commission Rules 2018.



### Assessment summary

<b>Standard 1</b> Consumer dignity and choice	<b>Compliant</b>
<b>Standard 2</b> Ongoing assessment and planning with consumers	<b>Compliant</b>
<b>Standard 3</b> Personal care and clinical care	<b>Compliant</b>
<b>Standard 4</b> Services and supports for daily living	<b>Compliant</b>
<b>Standard 5</b> Organisation's service environment	<b>Compliant</b>
<b>Standard 6</b> Feedback and complaints	<b>Compliant</b>
<b>Standard 7</b> Human resources	<b>Compliant</b>
<b>Standard 8</b> Organisational governance	<b>Compliant</b>

A detailed assessment is provided later in this report for each assessed Standard.

### Areas for improvement

There are no specific areas identified in which improvements must be made to ensure compliance with the Quality Standards. The provider is required to actively pursue continuous improvement in order to remain compliant with the Quality Standards.



## Standard 1

Consumer dignity and choice		
Requirement 1(3)(a)	Each consumer is treated with dignity and respect, with their identity, culture and diversity valued.	Compliant
Requirement 1(3)(b)	Care and services are culturally safe	Compliant
Requirement 1(3)(c)	Each consumer is supported to exercise choice and independence, including to: <ul style="list-style-type: none"> <li>(i) make decisions about their own care and the way care and services are delivered; and</li> <li>(ii) make decisions about when family, friends, carers or others should be involved in their care; and</li> <li>(iii) communicate their decisions; and</li> <li>(iv) make connections with others and maintain relationships of choice, including intimate relationships.</li> </ul>	Compliant
Requirement 1(3)(d)	Each consumer is supported to take risks to enable them to live the best life they can.	Compliant
Requirement 1(3)(e)	Information provided to each consumer is current, accurate and timely, and communicated in a way that is clear, easy to understand and enables them to exercise choice.	Compliant
Requirement 1(3)(f)	Each consumer's privacy is respected and personal information is kept confidential.	Compliant

### Findings

Consumer and representatives considered they were treated with dignity and respect, could maintain their identity, make informed choices about their care and services, and live the life they chose. Consumers and representatives confirmed their privacy was respected and their cultural diversity was valued. Staff were familiar with consumers' backgrounds and described ways they were able to support their lifestyle choices and preferences each day.

Consumers interviewed identified as Australian and said they felt respected by staff who were happy to support their spiritual needs and preferences. Consumers said staff provided care and services that were physically, socially, and emotionally safe for them and their families, and their visitors were always welcomed into the service. Care documentation showed consumers' preferences were reflected in the care plans, including personalised information regarding cultural and spiritual needs.

Consumers and representatives felt involved and supported in making decisions about their care, to make and maintain connections and relationships. Staff could describe how specific consumers were supported to maintain relationships with people who were important to them. Consumers were observed having regular visits from family members, interacting with staff on a one-to-one basis, playing games and enjoying each other's company.



Consumers were supported to participate in activities entailing risks, to live the best life they could, and stated the risk assessment process, ensured they had adequate knowledge to make informed decisions. Staff said they explained the associated risks and management processes to support consumers' choices. Consumer files identified risks and the completed dignity of risk forms clearly set out the risks and mitigations strategies for the consumer.

Consumers/representatives said information provided was current, accurate and timely, and was communicated clearly and in a form that was easy to understand. Consumers said they were provided with information to assist them to make decisions about their care and services, and what activities and outings were available to choose from. Staff were able to describe the various ways they provided information to consumers such as hard copy documents and schedules, informal and formal discussions, the consumer welcome pack, and various noticeboards throughout the service.

Consumers felt their privacy was respected and reported staff would knock on their door prior to entering their room and pull curtains prior to performing personal care. Staff stated they held handover in a private office, and their use of computers was password protected. Staff were observed asking permission to enter a consumer's room after knocking. The written privacy policy guided staff practice.





## Standard 2

Ongoing assessment and planning with consumers		
Requirement 2(3)(a)	Assessment and planning, including consideration of risks to the consumer's health and well-being, informs the delivery of safe and effective care and services.	Compliant
Requirement 2(3)(b)	Assessment and planning identifies and addresses the consumer's current needs, goals and preferences, including advance care planning and end of life planning if the consumer wishes.	Compliant
Requirement 2(3)(c)	The organisation demonstrates that assessment and planning: <ul style="list-style-type: none"> <li>(i) is based on ongoing partnership with the consumer and others that the consumer wishes to involve in assessment, planning and review of the consumer's care and services; and</li> <li>(ii) includes other organisations, and individuals and providers of other care and services, that are involved in the care of the consumer.</li> </ul>	Compliant
Requirement 2(3)(d)	The outcomes of assessment and planning are effectively communicated to the consumer and documented in a care and services plan that is readily available to the consumer, and where care and services are provided.	Compliant
Requirement 2(3)(e)	Care and services are reviewed regularly for effectiveness, and when circumstances change or when incidents impact on the needs, goals or preferences of the consumer.	Compliant

### Findings

Procedures guided assessment and care planning to inform the delivery of safe and effective care and services and considered risks to consumers' health and well-being. Staff said assessment outcomes were reflected in the consumers' care plans and these guided them in delivery of safe and effective care. Most consumers and representatives felt risks were identified and managed to promote their independence and quality of life. Care documentation identified key risks such as falls, pressure injuries, weight loss, swallowing difficulties and behaviours.

Consumers and representatives said the assessment and planning process captured their current needs, goals and preferences, including any wishes for end of life care. Staff described what was important to consumers in terms of their care needs and preferences and what their goals were. Care documentation showed assessment and planning reflected consumers' goals, needs and preferences, including advance care planning and end of life care wishes.

Consumers and representatives said assessment and care planning was based on a partnership and included others they chose to involve in their care. Staff could describe the process of referring consumers to relevant professionals such as medical officers, physiotherapists, podiatrists and other allied health services. Care planning reviews showed consumers and their representatives were consulted and they included input from other health care providers.



Consumers and representatives said the outcomes of assessments and planning were documented and communicated to them effectively and they were aware of the availability of their care plans. Staff could explain the process of updating care documents on the electronic system and described how they communicated the outcomes of assessments to consumers/representatives and other staff through shift handovers, memos, emails, and messages on the electronic system.

Consumers and representatives said they were notified when circumstances changed or when incidents occurred such as falls, development of pressure injuries or medication incidents. Care documentation demonstrated after an incident, a reassessment occurred, and strategies contained in the care plan were reviewed with additional strategies included if needed. Policies and procedures guided staff updating care plans following a change in circumstances.



### Standard 3

Personal care and clinical care		
Requirement 3(3)(a)	Each consumer gets safe and effective personal care, clinical care, or both personal care and clinical care, that: <ul style="list-style-type: none"> <li>(i) is best practice; and</li> <li>(ii) is tailored to their needs; and</li> <li>(iii) optimises their health and well-being.</li> </ul>	Compliant
Requirement 3(3)(b)	Effective management of high impact or high prevalence risks associated with the care of each consumer.	Compliant
Requirement 3(3)(c)	The needs, goals and preferences of consumers nearing the end of life are recognised and addressed, their comfort maximised and their dignity preserved.	Compliant
Requirement 3(3)(d)	Deterioration or change of a consumer's mental health, cognitive or physical function, capacity or condition is recognised and responded to in a timely manner.	Compliant
Requirement 3(3)(e)	Information about the consumer's condition, needs and preferences is documented and communicated within the organisation, and with others where responsibility for care is shared.	Compliant
Requirement 3(3)(f)	Timely and appropriate referrals to individuals, other organisations and providers of other care and services.	Compliant
Requirement 3(3)(g)	Minimisation of infection related risks through implementing: <ul style="list-style-type: none"> <li>(i) standard and transmission based precautions to prevent and control infection; and</li> <li>(ii) practices to promote appropriate antibiotic prescribing and use to support optimal care and reduce the risk of increasing resistance to antibiotics.</li> </ul>	Compliant

#### Findings

Care documentation reflected safe, effective care tailored to the specific needs and preferences of each consumer. Consumers and representatives were satisfied with their care and services, and said they were delivered in accordance with their preferences. Staff knew individual consumer's personal and clinical care needs including medical conditions and risks requiring monitoring and reporting.

Consumers and representatives said high impact or high prevalence risks were identified and effectively managed. Care documentation identified key risks including falls, pain, behaviour, skin integrity, nutrition/hydration, infection and complex care needs. Effective risk management strategies were recorded in assessment tools, care plans and progress notes. Staff understood restraint was a last resort intervention and described alternative interventions they used to settle consumers who were agitated or distressed.



Consumers and representatives confirmed staff had spoken to them about advance care and end of life preferences and they were confident the end-of-life care provided by the service was appropriate. Staff explained how they attended to mouth and skin care, repositioning and personal hygiene to prioritise the comfort and dignity of consumers nearing the end of life. Families were encouraged to be present and supported throughout the end-of-life stage. Care documents detailed consumers' advance care plans and end of life preferences.

Changes in consumers' care needs were recognised and responded to in a timely manner through a range of systems and processes such as handover, progress notes, reviews, and feedback. Consumers and representatives said deterioration or changes in their condition were identified and responded to appropriately. Care documents showed a deterioration in consumers' health, capacity or function was quickly recognised and responded to appropriately, on most occasions.

Consumers and representatives said their care needs and preferences were documented and effectively communicated between staff and those involved in their care. Care documentation contained detailed current information for those involved in consumers' care to access and share. Staff confirmed they received up-to-date information at handover and notified the consumer's medical officer and their representatives when there was a change in clinical condition or incident.

Care documentation confirmed the prompt referral to other health services such as dietitians, physiotherapists, speech pathologists, podiatrists and medical officers. Consumers and representatives said referrals to other relevant health professionals had occurred whenever needed. Documented policies and procedures for making referrals to individuals and other providers were in place.

Consumers and representatives said the service's management of COVID-19 and infection control practices were good. Consumers said if they were unwell with cold or influenza-type symptoms, they would notify staff and stay in their rooms until they were better. Staff said they had received training on infection prevention and control strategies including hand hygiene, use of personal protective equipment and outbreak management procedures. The service had a designated infection prevention and control staff member and cases of infection were recorded and monitored as part of the key clinical indicators. There were written policies for antimicrobial stewardship, infection control and handwashing.



## Standard 4

Services and supports for daily living		
Requirement 4(3)(a)	Each consumer gets safe and effective services and supports for daily living that meet the consumer's needs, goals and preferences and optimise their independence, health, well-being and quality of life.	Compliant
Requirement 4(3)(b)	Services and supports for daily living promote each consumer's emotional, spiritual and psychological well-being.	Compliant
Requirement 4(3)(c)	Services and supports for daily living assist each consumer to: <ul style="list-style-type: none"> <li>(i) participate in their community within and outside the organisation's service environment; and</li> <li>(ii) have social and personal relationships; and</li> <li>(iii) do the things of interest to them.</li> </ul>	Compliant
Requirement 4(3)(d)	Information about the consumer's condition, needs and preferences is communicated within the organisation, and with others where responsibility for care is shared.	Compliant
Requirement 4(3)(e)	Timely and appropriate referrals to individuals, other organisations and providers of other care and services.	Compliant
Requirement 4(3)(f)	Where meals are provided, they are varied and of suitable quality and quantity.	Compliant
Requirement 4(3)(g)	Where equipment is provided, it is safe, suitable, clean and well maintained.	Compliant

### Findings

Consumers and representatives confirmed consumers received safe and effective services to support their well-being, independence and quality of life. Staff knew each consumer's lifestyle needs, goals and preferences and how they could best support them. Consumers said they were supported to engage in meaningful and satisfying activities and the service promoted their spiritual, emotional, and psychological well-being in various ways.

Consumers and representatives said they were supported to maintain contact with the people who were important to them, and participate in the community, both inside and outside the service. Care documentation identified the preferred activities, spiritual and psychological supports and important relationships for each consumer. Management provided examples of how the service supported consumers to participate in community events and activities.

Consumers and representatives felt confident staff and other persons delivering their care and services were made aware of consumers' needs and preferences. Electronic care documentation was accessible to staff and contained sufficient information to ensure consumers' needs and preferences were communicated and met.

Documented policies and procedures were in place for referring consumers to other individuals and organisations providing lifestyle services and supports. Management described how the service worked with external individuals and organisations to supplement the lifestyle services



and supports offered to consumers. Consumer files showed timely and appropriate referrals to the local church or visiting volunteers when additional support was required.

Consumers said the meals provided were varied and of suitable quality and quantity. They confirmed they were involved in the planning of the menu and could also ask for alternatives if they wanted. Consumers advised the service accommodated their dietary needs and preferences and mealtimes were an enjoyable experience. Consumer meeting records showed consumers could provide feedback about meals and suggest changes to the menu.

Consumers said the equipment provided at the service was clean and suitable and they felt safe using it. Consumers advised they knew how to report any issues with equipment to staff and confirmed the maintenance officers fixed things quickly. Equipment appeared to be safe, suitable, clean, and well maintained.



## Standard 5

Organisation's service environment		
Requirement 5(3)(a)	The service environment is welcoming and easy to understand, and optimises each consumer's sense of belonging, independence, interaction and function.	Compliant
Requirement 5(3)(b)	The service environment: (i) is safe, clean, well maintained and comfortable; and (ii) enables consumers to move freely, both indoors and outdoors.	Compliant
Requirement 5(3)(c)	Furniture, fittings and equipment are safe, clean, well maintained and suitable for the consumer.	Compliant

### Findings

Consumers stated they felt comfortable and safe in the service, and it was welcoming to them and their visitors. Consumers said they could personalise and decorate their rooms according to their preference and their sense of belonging and independence was optimised. Each room was observed to have the consumer's name displayed outside with a picture of something important to them.

Consumers described how they could access the different garden areas and they were observed moving around the service freely, with no navigation difficulties. Both the indoors and outdoors areas appeared clean, well-maintained and free from any obstructions and hazards. Cleaning staff were observed cleaning consumers' rooms, communal areas, staff rooms and high touch-point areas, and referring to different cleaning schedules. There were no malodours noticed in any area. Fire evacuation plans and emergency exit signs were clearly displayed, and fire safety equipment was readily available. Chemicals and cleaning supplies were safely stored and readily accessible.

Consumers and representatives said the equipment and furniture at the service was safe, well-maintained and suitable for their needs. Staff described how shared equipment used for moving and manual handling of consumers was cleaned and maintained. Equipment used to assist consumers to move was observed to be clean and stored safely. The furniture, and fittings were observed to be safe, clean, well-maintained and suitable for the intended use. The preventative maintenance schedule showed regular maintenance was being completed and reported maintenance issues were resolved promptly.





## Standard 6

Feedback and complaints		
Requirement 6(3)(a)	Consumers, their family, friends, carers and others are encouraged and supported to provide feedback and make complaints.	Compliant
Requirement 6(3)(b)	Consumers are made aware of and have access to advocates, language services and other methods for raising and resolving complaints.	Compliant
Requirement 6(3)(c)	Appropriate action is taken in response to complaints and an open disclosure process is used when things go wrong.	Compliant
Requirement 6(3)(d)	Feedback and complaints are reviewed and used to improve the quality of care and services.	Compliant

### Findings

Consumers and representatives said they felt encouraged, safe and supported to provide feedback and make complaints, which they could do anonymously, or with the assistance of staff. Consumers and representatives said they received information about the complaints processes on entry, were aware of the feedback forms and said they would speak directly with staff if they had a concern. Staff could describe the avenues available if consumers wanted to provide feedback or make a complaint, and the process they follow if an issue was raised with them. Management explained there were different avenues for providing feedback such as by speaking to staff or management directly, email, feedback forms, consumer meetings, and satisfaction surveys.

Consumers and representatives were aware of external avenues and supports for raising a complaint such as through the Aged Care Quality and Safety Commission or advocacy services. Staff understood the different internal and external complaints mechanisms and advocacy and translation services available for consumers/representatives. Staff described how they assisted consumers who had a cognitive impairment or difficulty communicating to give feedback or make a complaint. Written materials, such as the consumer handbook, feedback forms, brochures and posters provided information regarding support for feedback and complaints.

Consumers and representatives said management promptly addressed and resolved their concerns following a complaint, or when an incident had occurred. Consumers and representatives confirmed management and staff provided an apology when a complaint was made, or if something went wrong. Staff said they had received training on open disclosure and demonstrated a shared understanding of the principles of open disclosure. There was a suite of documented policies and procedures to guides staff in documenting, investigating, resolving and evaluating feedback and complaints.

Consumers and representatives said the service used feedback and complaints to improve the quality of care and services. Management explained how feedback is documented and used to inform continuous improvement activities across the service. The service's plan for continuous improvement showed complaints, feedback, suggestions and incidents had been documented, along with planned improvement actions, timeframes and evaluation notes. Consumer meeting



minutes showed changes and improvements were discussed and evaluated at the monthly consumer meetings.



## Standard 7

Human resources		
Requirement 7(3)(a)	The workforce is planned to enable, and the number and mix of members of the workforce deployed enables, the delivery and management of safe and quality care and services.	Compliant
Requirement 7(3)(b)	Workforce interactions with consumers are kind, caring and respectful of each consumer's identity, culture and diversity.	Compliant
Requirement 7(3)(c)	The workforce is competent and the members of the workforce have the qualifications and knowledge to effectively perform their roles.	Compliant
Requirement 7(3)(d)	The workforce is recruited, trained, equipped and supported to deliver the outcomes required by these standards.	Compliant
Requirement 7(3)(e)	Regular assessment, monitoring and review of the performance of each member of the workforce is undertaken.	Compliant

### Findings

Consumers and representatives said there was an adequate number and mix of staff and they were satisfied with the care provided and the response to call bells. Staff were satisfied with the roster and said there was enough time and staff allocated. Management advised the care and service staff were multi-skilled and able to attend to tasks for different roles within the service, if needed. Consumers and representatives reported staff were respectful, kind, and gentle when providing care. Staff interactions with consumers were all observed to be kind caring and respectful.

Consumers and representatives said staff were sufficiently skilled and competent to meet their care needs. Management advised all staff undertook an induction, mandatory training and site orientation prior to starting. Orientation included buddy shifts with experienced staff overseen by the clinical manager. Recruitment and selection procedures provided a structured approach that ensured all staff had the required qualifications and credentials to perform their roles. Registrations, police checks and reference checks were conducted prior to staff commencing and these were tracked by the organisation.

Consumers and representatives said staff knew what they were doing and they could not suggest any additional training required. Staff said the service was very supportive and proactive in ensuring they had access to training resources. Training records showed all staff had training in relation to the Quality Standards and they were up to date with their mandatory training.

Staff were aware of the service's performance development processes, which included annual performance appraisals and professional development. Staff practices were monitored daily through observations and feedback from other staff, consumers and representatives. Management advised all staff had an opportunity to self-assess their own performance through an online tool and then discuss it with their supervisor. Any concerns identified in performance reviews were actioned in accordance with the policies for managing performance.



## Standard 8

Organisational governance		
Requirement 8(3)(a)	Consumers are engaged in the development, delivery and evaluation of care and services and are supported in that engagement.	Compliant
Requirement 8(3)(b)	The organisation’s governing body promotes a culture of safe, inclusive and quality care and services and is accountable for their delivery.	Compliant
Requirement 8(3)(c)	Effective organisation wide governance systems relating to the following: (i) information management; (ii) continuous improvement; (iii) financial governance; (iv) workforce governance, including the assignment of clear responsibilities and accountabilities; (v) regulatory compliance; (vi) feedback and complaints.	Compliant
Requirement 8(3)(d)	Effective risk management systems and practices, including but not limited to the following: (i) managing high impact or high prevalence risks associated with the care of consumers; (ii) identifying and responding to abuse and neglect of consumers; (iii) supporting consumers to live the best life they can (iv) managing and preventing incidents, including the use of an incident management system.	Compliant
Requirement 8(3)(e)	Where clinical care is provided—a clinical governance framework, including but not limited to the following: (i) antimicrobial stewardship; (ii) minimising the use of restraint; (iii) open disclosure.	Compliant

### Findings

Consumers and representatives felt supported to be engaged in the development, delivery and evaluation of care and services. Consumers reported the service was well run and they were able to participate in consumer meetings and surveys and suggest changes and improvements. Staff explained the different processes for engaging with consumers and the minutes of consumer meetings indicated involvement consumers/representatives.

Management described how the service is Council owned and there was a committee that monitored the governance of the service and reports to the Council. The Committee members come from diverse professional backgrounds and included the town’s Mayor. The Committee and Council satisfied themselves the service was compliant and the Quality Standards were



being met through the monthly meetings and various detailed reports and performance indicators.

Management could describe how the organisation had effective organisation wide governance systems in relation to information management, continuous improvement, financial governance, the workforce, regulatory and legislative compliance, and feedback and complaints management. The service had a suite of policies and procedures available to guide staff understanding and support the implementation of the organisation's governance arrangements.

The service had effective risk management systems in place for high impact or high prevalence risks to consumers, identifying and responding to elder abuse and neglect, supporting consumers to live the best life they can, and managing and preventing incidents. Staff confirmed they had received education on these topics and could give examples of how they related to their work. Staff had a sound knowledge of various risk minimisation strategies, including those to prevent falls, infections, manage challenging behaviours and minimise the use of restrictive practices. Staff understood what constitutes elder abuse and neglect and its inclusion within the Serious Incident Response Scheme. Staff could describe their reporting responsibilities when they become aware of, or had a suspicion of, abuse or neglect occurring.

The service had a documented clinical governance framework with policies relating to antimicrobial stewardship, minimising the use of restraint, and open disclosure. Staff explained they had received training and gave examples of how these policies applied to their work. Care plans, progress notes, and incident reports confirmed the policies were adhered to by the service.



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## NOTICE OF DECISION TO RE-ACCREDIT A RESIDENTIAL SERVICE

### AGED CARE QUALITY AND SAFETY COMMISSION RULES 2018 SECTION 41

Date of decision: 27 October 2022

Date decision takes effect: 27 October 2022

#### Service and approved provider details

<b>Name of approved provider:</b>	Snowy Monaro Regional Council
<b>Name of service:</b>	Snowy River Hostel
<b>RACS ID:</b>	0351
<b>Address details:</b>	7 Jindalee Street BERRIDALE NSW 2628
<b>Date of site audit:</b>	4 October 2022 to 6 October 2022

In accordance with section 42 of the Aged Care Quality and Safety Commission Rules 2018 (the Commission Rules), this Notice informs you of:

- the decision and the material relied on in making my decision;
- the reasons for deciding to re-accredit the Service and the further period of accreditation;
- how you may apply for a reconsideration of the further period of accreditation; and
- how you may apply for the re-accreditation of the Service.

#### Decision

I, Denise McDonald, as a delegate of the Aged Care Quality and Safety Commissioner (Commissioner) have decided to re-accredit Snowy River Hostel (the Service) for a further period of 3 years under section 41 of the Commission Rules.

The Service's further period of accreditation will start on 27 October 2022 and expire on 27 October 2025.

#### Material relied on

In making this decision, I have considered the following information:

- a performance report dated 27 October 2022 following a site audit undertaken from 4 October 2022 to 6 October 2022; **Attachment A**
- a site audit report following the site audit undertaken from 4 October 2022 to 6 October 2022; **Attachment B**
- information about your compliance history in relation to the Service; and
- the following materials regarding continuous improvement in relation to the Service:



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- The site audit report following the site audit undertaken from 4 October 2022 to 6 October 2022 contained information to demonstrate the provider is undertaking continuous improvement in relation to the service as the Assessment Team recommended both Requirement 6(3)(d) and Requirement 8(3)(c) as met.

Copies of the above documents are attached for your reference at **Attachments A to B**.

### Reasons for my decision on the further period of accreditation

In making the decision to re-accredit the Service until 27 October 2025, and in accordance with section 41(2) of the Commission Rules, I must take into account the following matters:

- (a) the performance report;
- (b) the matters mentioned in section 40A(2) of the Commission Rules; and
- (c) whether I am satisfied that, if the Service were to be re-accredited, the provider will undertake continuous improvement in relation to the Service as measured against the Aged Care Quality Standards.

These matters are considered below.

#### ***The performance report***

The Performance report dated 27 October 2022 details the Commission's assessment of your performance, in relation to the service, against the Aged Care Quality Standards (Quality Standards) located in Schedule 2 of the Quality of Care Principles 2014. All 42 Requirements were found compliant.

In determining the period of 3 years accreditation, I have considered the service's record of performance and the service's ability to maintain compliance.

#### ***The matters mentioned in section 40A(2) of the Commission Rules***

- (a) the site audit report;

The site audit report provided information collected by the Assessment Team during the site audit. This report included feedback from consumers and representatives as well as observations from the Assessment Team. The reported consumer and representative feedback, observations by the team as well as information presented by the Approved Provider resulted in the Assessment Team recommending the service had met the 42 Requirements of the Aged Care Quality Standards. I have considered this in determining the 3-year period of accreditation to be appropriate.

- (b) any relevant information given to the Commissioner, or to the Assessment Team for the site audit of the Service:





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- (i) by a care recipient, or former care recipient, of the Service; or
- (ii) by a nominated representative of such a care recipient or former care recipient;

The Assessment Team interviewed 5 consumers and/or representatives out of the 10 consumers who reside at the service, during the Site Audit and their feedback is reflected in the site audit report. Consumers and representatives expressed the care, support and services provided were meeting the consumer's needs, consumers were assisted to live the life they chose, they were engaged in the evaluation of care and services and provided with additional opportunities to inform improvement. I consider the positive feedback provided by consumers is indicative an accreditation period of 3 years is appropriate.

- (c) any relevant information about the approved provider of the Service given to the Commissioner by the Secretary;

I considered relevant material provided by the Secretary in relation to previous exceptional circumstance approvals for the extension of accreditation periods for the service in determining that a 3-year re-accreditation period is appropriate.

- (d) any other relevant matter.

The service's compliance against the Quality Standards in the last period of accreditation and its history of compliance against these Standards and the previous Accreditation Standards has been considered. I note, the service, has been found compliant with these Quality Standards during previous accreditation periods and performance assessments. I consider the service's compliance history demonstrates organisational governance systems are effective and support the service to maintain compliance with the Quality Standards.

***Whether you will undertake continuous improvement in relation to the Service as measured against the Aged Care Quality Standards***

I have considered the Approved Provider's history of compliance in determining the Service's period of accreditation and have decided a 3-year period of accreditation is appropriate.

I am satisfied that you will undertake continuous improvement in relation to the Service, as demonstrated by the findings included in the Site Audit where continuous improvement processes were recommended as met and this evidence supports your ongoing commitment to continuous improvement processes..

**Your rights – Review of decision of the further period of accreditation**

My decision on the further period for which the Service is to be accredited is a reviewable decision. If you disagree with my decision you may apply to the



Commissioner, within 14 days after receiving this decision (the reconsideration period), for a reconsideration of the decision.

If you wish to do this, your application must be in writing and set out the reasons for seeking reconsideration. A request for reconsideration may be sent by email to [reconsideration@agedcarequality.gov.au](mailto:reconsideration@agedcarequality.gov.au). The Commissioner will then reconsider the decision and will either affirm the decision, vary the decision or set aside the decision and substitute a new decision.

For more information about the reconsideration process please refer to the [Commission website](#).

### Applying for re-accreditation of the service

#### Next application for re-accreditation is due: 5 May 2025

An approved provider of an accredited service can apply to the Commissioner for re-accreditation.

The Commission may give an approved provider of an accredited service a reminder notice before the end of the period of accreditation of the service. In accordance with section 46 of the Commission Rules, the reminder notice will include:

- (i) the day on which the period of accreditation is due to end;
- (ii) a day on or before which you must apply for the re-accreditation of the Service;
- (iii) the form of words you are to use, if you apply for the re-accreditation of the Service, to tell care recipients, and the nominated representatives of those care recipients, about the site audit of the service that will be conducted in relation to the application.

An application for re-accreditation form can be accessed on the [Commission's website](#).

### Certificate of accreditation

In accordance with section 42(2) of the Commission Rules, a Certificate of Accreditation stating the period of accreditation of Snowy River Hostel will be sent to you within 28 days of the date of this decision.

### Publication of information relating to this decision

In accordance with section 48 of the Commission Rules, I will make publicly available within 28 days after the end of the reconsideration period the following information relating to this decision:

- the decision; and
- the performance report about the Service considered in making the decision.



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This information will be published at [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au) in the 'Find a report' link (where the content is published against the Service's profile).

**Denise McDonald**

Delegate of the Commissioner  
Aged Care Quality and Safety Commission  
GPO Box 9819  
BRISBANE QLD 4001

Attachments:

- A: Performance Report dated 27 October 2022
- B: Site audit report for the site audit conducted from 4 October 2022 to 6 October 2022.

### 9.3.1 REVIEW OF INVESTMENT POLICY

Record No: I22/770

#### OFFICER'S RECOMMENDATION

That Council approve the revised Investment Policy.

#### ISSUES

In accordance with the Local Government Act 1993, Council may invest money that is not, for the time being, required by the council for any other purpose, only in the form of investment notified by order of the Minister published in the Gazette.

#### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Financial Sustainability	Low	Low	Yes
Legislative Governance and Compliance	Medium	Low	No

**Financial sustainability:** Total cash and investments are managed to ensure the protection of the principal invested, there is appropriate levels of liquidity to fund service provision and investment returns are maximised within policy and statutory constraints.

**Legislative governance & compliance:** Councils surplus funds are to be invested in accordance with:

- Section 625 of the *Local Government Act 1993* (NSW)
- Section 212 of the *Local Government (General) Regulation 2021*
- Ministerial Investment Order, dated 12 January 2011

Evidence of compliance is shown through a Monthly Funds Management report to council.

#### FINANCIAL IMPACTS

Council surplus funds are to be invested at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

**RESPONSIBLE OFFICER:** Chief Financial Officer

#### OPTIONS CONSIDERED

Council staff reviewed the existing Investment Policy. This review resulted in significant changes to the format of the Investment Policy.

### **IMPLEMENTATION PLANS**

The reviewed Investment Policy was sent to NSW Treasury Corporation and Council's Audit, Risk and Improvement Committee (out of session) for comment by from the independent members. Feedback was taken into consideration when drafting the proposed version of the Investment Policy presented. The draft Investment Policy can be found at Attachment 1. A marked up version of the revised Investment Policy, showing the changes from the previous version to the new proposed version, can be found at Attachment 2.

### **EXISTING POLICY/DECISIONS**

Council adopted the SMRC 258 Investment Policy on 16 April 2020 under resolution 72/20

The Investment Policy was due to be reviewed in April 2022. Staff changes within the finance team resulted in this policy review being delayed until November 2022.

### **BACKGROUND**

Nil.

### **ATTACHMENTS**

1. Draft Investment Policy
  2. Marked up version - Draft Investment Policy
-

# Policy

## SMRC 258 – Investment Policy

<b>Responsible portfolio</b>	Finance	<b>Document Register ID</b>	
<b>Policy owner</b>	Chief Financial Officer	<b>Review date</b>	17/11/2023
<b>Date of Council Meeting</b>	17/11/2022	<b>Resolution Number</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1993;</i></li> <li>• <i>Local Government (General) Regulation 2005;</i></li> <li>• <i>Ministerial Investment Order;</i></li> <li>• <i>Local Government Code of Accounting Practice and Financial Reporting</i></li> <li>• Australian Accounting Standards</li> <li>• Division of Local Government Circulars</li> </ul>		
<b>Aim</b>	To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.		

## 1 Objectives

To provide a framework for investment of Council's surplus funds while exercising the power to invest, consideration is given to the preservation of capital, liquidity, and the return of investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters, by Council officers and reported to Council on a monthly basis.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonable anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

## 2 Scope

This policy applies to all Council Officers who have authority delegated to them to invest surplus funds on Council's behalf and is in accordance with legislation and guidelines. This policy relates to the investment of surplus funds and not other assets of Council. Land and property, with the exception of any grandfathered investment property, are considered to be outside the scope of this policy.

### 3 Definitions

Term	Meaning
Act	<i>Local Government Act 1993</i>
ADI	An Authorised Deposit-taking institution (ADI) is a corporations that is authorised under the Banking Act 1959 (C'wlth) to take deposits from customers
Bill of exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap Reference Rate (BBSW) is the midpoint of the nationally observed best bid and offer for AFMA Prime Bank eligible securities. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Credit risk	The potential loss arising from an Authorised Deposit-taking institution (ADI) failing to meet its obligations in accordance with the agreed terms
Council funds	Surplus monies that are invested by Council in accordance with s625 <i>Local Government Act 1993</i> .
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium to long term investment of funds by lenders.
Derivative based instruments	A financial derivative is a financial instrument whose value or performance is derived from or reliant on the fluctuations of the value of an underlying group of assets such as commodities, bonds, stocks, currencies, interest rates, and stock market indices.
FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
Grandfathered	Investments held by Council that were previously allowed under the Minister's Order but were grandfathered when the NSW State Government issued the Ministerial Order dated 12 January 2011.
Interest risk	The potential for investment losses via the decline in value of the investment that can be triggered by unexpected fluctuations in interest rates.
Leveraging	To use borrowed capital for an investment.
LGGR	<i>Local Government (General) Regulation 2005</i>
OLG	NSW Office of Local Government
RAO	Responsible Accounting Officer (RAO) of a Council means a member of the staff of the Council designated by the Chief Executive Officer, or if no such member has been designated, the Chief Executive Officer (ie clause 196 <i>Local Government (General) Regulation 2005</i> )
TCorp	New South Wales Treasury Corporation





## 4 Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1993*.

The CEO may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers delegated to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

## 5 Prudent Personal Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustee of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes. The Ministerial Order, located at attachment A, specifically sets out this requirement for due diligence to be applied when investing Council's surplus funds.

## 6 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

## 7 Policy Statement

### 7.1 Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

Where financial institutions are offering equivalent investment returns with the same credit rating and assessed financial risk and the investment fits within the provisions of this Investment Policy, consideration will be given to placing funds with institutions identified as having the higher Environment, Social and Governance (ESG) standards, which may include, but not limited to, investing with institutions not financing fossil fuel companies.

Council officers making decisions on investments should take all reasonable care to ensure that such investments are not made with companies whose activities would bring Council into disrepute or would conflict with its proclaimed policies on health, sustainability and ethical governance.

All investment instruments include both principal and investment income.



## 7.2 Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying future, options, forwards contracts and swaps of any kind.
- The use of leveraging (borrowing to invest) for an investment

## 7.3 Risk Management Guidelines

All investments entail some risk. Generally, the higher the anticipated rate of return of an investment, the higher the risk and variability of investment returns. Investing should produce a diversified portfolio that reflects reasonable market return.

This Investment Policy states a conservative, risk averse investment profile and recognises that Council has a low tolerance to investment risks which would result in a loss of investment capital. The nature of a conservative approach to investments recognises that the expectations of returns on investments would also need to be conservative. A risk averse investment policy acts to preserve capital, but also affects the contribution of earnings from investments and the growth in value of the investment portfolio. This approach accepts that Council's return on investment could be lower than average market expectations, particularly where average market expectations are based on rates of return for risk diversified portfolios.

The Ministerial Order has identified the types of investments Council is allowed to invest money in. This is the basis for a cautious approach to investing of Councils surplus funds. The Ministerial Order can be found at attachment A.

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – limiting the amounts invested with a particular financial institution or government authority to reduce credit risk;
- Credit Risk – the risk that a council has invested in fails to pay the interest and/or repay the principal of an investment.
- Market Risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period;
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

## 8 Credit and Maturity Guidelines

Investment are to comply with 3 key criteria relating to:

- Overall Portfolio Credit Framework – limit overall credit exposure of the portfolio
- Institutional Credit Framework – limit exposure to individual ADI's based on their credit ratings
- Term to maturity framework – limits based upon maturity of securities

The portfolio holdings must not exceed the maximum percentage allocation, issuer credit rating and time horizon requirements as set out in the table below:

Standard & Poor's Rating		Overall Portfolio Maximum % Credit limit	Institutional Direct Investment Maximum % Credit limit	Term to maturity Maximum Time Frame
Long Term	Short Term			
AAA	A-1+	100%	100%	5 years
AA+ to AA-	A-1+	100%	100%	5 years
A+ to A		100%	30%	3 years
A-	A-1/A-2	40%	20%	3 years
BBB+ to BBB	A-2	30% (no more than 10% in BBB)	10% (no more than 5% for BBB)	3 years (12 months for BBB)
BBB- and Unrated	A-3	5%	1.5% (5% for local ADI)	12 months
TCorpIM		30%	10%	

If any of Council's investments are downgraded such that they no longer fall within Council's investment policy guidelines, any security or fund concerned will be divested as soon as practicable.

Funds managed by NSW Treasury Corporation are currently eligible pooled managed fund investments under the Ministerial Order. These type of funds tend to have no fixed maturity date.

## 9 Grandfathering Provisions

Any investments that were invested prior to the adoption of this version of the Investment Policy will be grandfathered until maturity unless a financial gain to be made by Council in redeeming the investment prior to maturity. Once an investment matures, it will be required to be invested in accordance with this policy.

## 10 Safe Custody arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments
- Adequate documentation is provided, verifying the existence of the investments
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems
- The institution or Custodian recording and holding the assets will be:
  - The custodian nominated by TCorp for investment in the TCorp IM Funds
  - Austraclear, or
  - An institution with an investment grade issued by Standard and Poor's or Moody's rating, or
  - An institution with adequate insurance, including professional indemnity insurance and other insurance considered prudent and appropriate to cover its liabilities under any agreement.

## 11 Benchmarking

As Council traditionally invests in short term deposits, the performance benchmark to be used is the BBSW 90 day Bank Bill Index.

## 12 Investment Advisor

Should it be deemed necessary to consult an investment advisor, any such advisor must be approved by Council and licensed by the Australian Securities and Investment Commission with the exception of NSW TCorp. The advisor must be an independent person who has no actual or potential conflict of interest in relation to the investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

## 13 Reporting to Council

Per clause 212 of the Local Government (General) Regulation –

1. The responsible accounting office of a council:
  - a. Must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
    - i. If only one ordinary meeting of the council is held in a month, at that meeting, or
    - ii. If more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
  - b. Must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
2. The report must be made up to the last day of the month immediately preceding the meeting

This procedure should be read in conjunction with the following documents:

250.2016.258.3	Issue Date: DRAFT [document received]	Revision Date:	Page 6 of 9
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**Documentation**

250.2020.588.1 Investment of Surplus Funds Procedure  
Attachment A – Ministerial Investment Order  
Attachment B – Standard and Poor’s Ratings Description

**Review**

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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## Attachment A – Ministerial Investment Order

**LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER**  
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12<sup>th</sup> day of January 2011      **Hon BARBARA PERRY MP**  
Minister for Local Government





## Attachment B – Standard & Poor’s Ratings Description

### Credit Ratings

Standard & Poor’s (S&P) is a *Nationally Recognized Statistical Rating Organization (NRSRO)* as defined by the US SEC; it provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- a) Likelihood of payment.
- b) Nature and provisions of the obligation.
- c) Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors’ rights.

The issue rating definitions are expressed in terms of default risk.

### Long-Term Investment-Grade Obligations Ratings are:

**AAA:** An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor’s capacity to meet its financial commitment on the obligation is extremely strong.

**AA:** An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor’s capacity to meet its financial commitment on the obligations is very strong.

**A:** An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories. However, the obligor’s capacity to meet its financial commitment on the obligation is still strong.

**BBB:** An obligation/obligor rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the obligor to meet its financial commitment on the obligation.

**Speculative Grade:** Lower long-term rating bands exist, from BB down to C; these are considered “speculative-grade;” to varying degrees, more vulnerable to default than the “investment-grade” ratings above. Likewise, there are lower short-term ratings Obligations in default are rated D.

**Unrated:** Financial institutions do not necessarily require a credit rating from the various ratings agencies such as Standard and Poor’s and these institutions are classed as “Unrated”. Most Credit Unions and Building Societies fall into this category. These institutions nonetheless must adhere to the capital maintenance requirements of the Australian Prudential Regulatory Authority (APRA) in line with all Authorised Deposit Taking Institutions (Banks, Building Societies and Credit Unions).

**Plus (+) or Minus (-):** The ratings from “AA” to “CCC” may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

**CreditWatch** highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review, the rating may either be affirmed or changed in the direction indicated.

**A Rating Outlook** assesses the potential direction of an issuer’s long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily a precursor of a ratings change or future CreditWatch action. A “Rating Outlook – Positive” indicates that rating may be raised. “Negative” means a rating may be lowered. “Stable” indicates that ratings are not likely to change. “Developing” means ratings may be raised or lowered.

Other NRSROs have comparable rating bands and definitions.





# Policy

SMRC 258 – Investment Policy

<b>Responsible portfolio</b>	Finance	<b>Document Register ID</b>	250.2016.258.3
<b>Policy owner</b>	Management Accountant/Chief Financial Officer	<b>Review date</b>	16/04/2022/17/11/2023
<b>Date of Council Meeting</b>	16/04/2020/17/11/2022	<b>Resolution Number</b>	72/20
<b>Legislation, Australian Standards, Code of Practice</b>	<ul style="list-style-type: none"> <li>Local Government Act 1993;</li> <li>Local Government (General) Regulation 2005;</li> <li>Ministerial Investment Order;</li> <li>Local Government Code of Accounting Practice and Financial Reporting</li> <li>Australian Accounting Standards</li> <li>Division of Local Government Circulars</li> </ul>		
<b>Aim</b>	To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.		

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## 1 Objectives

To provide a framework for investment of Council's surplus funds while exercising the power to invest, consideration is given to the preservation of capital, liquidity, and the return of investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters, by Council officers and reported to Council on a monthly basis.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonable anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

## 2 Scope

This policy applies to all Council Officers who have authority delegated to them to invest surplus funds on Council's behalf and is in accordance with legislation and guidelines. This policy relates to the investment of surplus funds and not other assets of Council. Land and property, with the exception of any grandfathered investment property, are considered to be outside the scope of this policy.

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### 3 Definitions

Term	Meaning
Act	<i>Local Government Act 1993</i>
ADI	An Authorised Deposit-taking institution (ADI) is a corporations that is authorised under the Banking Act 1959 (C'wlth) to take deposits from customers
Bill of exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap Reference Rate (BBSW) is the midpoint of the nationally observed best bid and offer for AFMA Prime Bank eligible securities. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Credit risk	The potential loss arising from an Authorised Deposit-taking institution (ADI) failing to meet its obligations in accordance with the agreed terms
Council funds	Surplus monies that are invested by Council in accordance with s625 <i>Local Government Act 1993</i> .
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium to long term investment of funds by lenders.
Derivative based instruments	A financial derivative is a financial instrument whose value or performance is derived from or reliant on the fluctuations of the value of an underlying group of assets such as commodities, bonds, stocks, currencies, interest rates, and stock market indices.
FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
Grandfathered	Investments held by Council that were previously allowed under the Minister's Order but were grandfathered when the NSW State Government issued the Ministerial Order dated 12 January 2011.
Interest risk	The potential for investment losses via the decline in value of the investment that can be triggered by unexpected fluctuations in interest rates.
Leveraging	To use borrowed capital for an investment.
LGGR	<i>Local Government (General) Regulation 2005</i>
OLG	NSW Office of Local Government
RAO	Responsible Accounting Officer (RAO) of a Council means a member of the staff of the Council designated by the Chief Executive Officer, or if no such member has been designated, the Chief Executive Officer (ie clause 196 <i>Local Government (General) Regulation 2005</i> ).
TCorp	<i>New South Wales Treasury Corporation</i>

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#### **2.4 Delegation of Authority**

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1993*.

The CEO may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers delegated to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations [in this role](#).

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### 35 Prudent Personal Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustee of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes. [The Ministerial Order, located at attachment A, specifically sets out this requirement for due diligence to be applied when investing Council's surplus funds.](#)

### 46 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### 57 Policy Statement

#### 5-17.1 Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

[Where financial institutions are offering equivalent investment returns with the same credit rating and assessed financial risk and the investment fits within the provisions of this Investment Policy, consideration will be given to placing funds with institutions identified as having the higher Environment, Social and Governance \(ESG\) standards, which may include, but not limited to, investing with institutions not financing fossil fuel companies.](#)

[Council officers making decisions on investments should take all reasonable care to ensure that such investments are not made with companies whose activities would bring Council into disrepute or would conflict with its proclaimed policies on health, sustainability and ethical governance.](#)

[All investment instruments include both principal and investment income.](#)

#### 5-27.2 Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- [Stand-alone securities issued that have underlying future, options, forwards contracts and swaps of any kind.](#)
- [The use of leveraging \(borrowing to invest\) for an investment](#)



### 5.37.3 Risk Management Guidelines

All investments entail some risk. Generally, the higher the anticipated rate of return of an investment, the higher the risk and variability of investment returns. Investing should produce a diversified portfolio that reflects reasonable market return.

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Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – limiting the amounts invested with a particular financial institution or government authority to reduce credit risk;
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- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems
- The institution or Custodian recording and holding the assets will be:
  - The custodian nominated by TCorp for investment in the TCorp IM Funds
  - Austraclear, or
  - An institution with an investment grade issued by Standard and Poor's or Moody's rating, or
  - An institution with adequate insurance, including professional indemnity insurance and other insurance considered prudent and appropriate to cover its liabilities under any agreement.

## **11 Benchmarking**

As Council traditionally invests in short term deposits, the performance benchmark to be used is the BBSW 90 day Bank Bill Index.

## **12 Investment Advisor**

Should it be deemed necessary to consult an investment advisor, any such advisor must be approved by Council and licensed by the Australian Securities and Investment Commission with the exception of NSW TCorp. The advisor must be an independent person who has no actual or potential conflict of interest in relation to the investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

## **613 Reporting to Council**

Per clause 212 of the Local Government (General) Regulation –

1. The responsible accounting office of a council:
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    - ii. If more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
  - b. Must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
2. The report must be made up to the last day of the month immediately preceding the meeting

This procedure should be read in conjunction with the following documents:

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**Documentation**

[SMRC 55 Purchasing and Tendering Policy](#)

250.2020.588.1 Investment of Surplus Funds Procedure

[Attachment A – Ministerial Investment Order](#)

[Attachment B – Standard and Poor's Ratings Description](#)

**Variation Review**

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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**Attachment A – Ministerial Investment Order**

**LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER**  
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12<sup>th</sup> day of January 2011 **Hon BARBARA PERRY MP**  
Minister for Local Government



## Attachment B – Standard & Poor's Ratings Description

### Credit Ratings

Standard & Poor's (S&P) is a *Nationally Recognized Statistical Rating Organization (NRSRO)* as defined by the US SEC; it provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
  - Nature and provisions of the obligation.
  - Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.
- The issue rating definitions are expressed in terms of default risk.

### Long-Term Investment-Grade Obligations Ratings are:

**AAA:** An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

**AA:** An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

**A:** An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

**BBB:** An obligation/obligor rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the obligor to meet its financial commitment on the obligation.

**Speculative Grade:** Lower long-term rating bands exist, from BB down to C; these are considered "speculative-grade;" to varying degrees, more vulnerable to default than the "investment-grade" ratings above. Likewise, there are lower short-term ratings. Obligations in default are rated D.

**Unrated:** Financial institutions do not necessarily require a credit rating from the various ratings agencies such as Standard and Poor's and these institutions are classed as "Unrated". Most Credit Unions and Building Societies fall into this category. These institutions nonetheless must adhere to the capital maintenance requirements of the Australian Prudential Regulatory Authority (APRA) in line with all Authorised Deposit Taking Institutions (Banks, Building Societies and Credit Unions).

**Plus (+) or Minus (-):** The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

**CreditWatch** highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review, the rating may either be affirmed or changed in the direction indicated.

**A Rating Outlook** assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily a precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

Other NRSROs have comparable rating bands and definitions.

**9.3.2 MONTHLY FUNDS MANAGEMENT REPORT - OCTOBER 2022**

Record No: I22/790

**OFFICER'S RECOMMENDATION**

That Council

- A. Receive the report indicating Council's cash and investments position as at 31 October 2022; and
- B. Receive the certificate of the Responsible Accounting Officer.

**ISSUES**

The effective management of Council funds in accordance with Council's Investment Policy and regulatory requirements. To assist financial sustainability and the intangible expectations of the community.

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Financial Sustainability	Low	Low	Yes

Total cash and investments are managed to ensure the protection of the principal invested, there is appropriate levels of liquidity to fund service provision and investment returns are maximised within policy and statutory constraints.

**FINANCIAL IMPACTS**

As interest rates rise, the investment strategy needs to be agile to ensure Council can take advantage of higher yield investments when they are presented. Budgets may need to be adjusted to reflect increasing interest rates.

**RESPONSIBLE OFFICER:** Chief Financial Officer

**CERTIFICATION:**

I, Tracy Sligar, Responsible Accounting Officer of Snowy Monaro Regional Council hereby certify, as required by Clause 212 of the Local Government (General) Regulation 2021, 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.

**OPTIONS CONSIDERED**

Council's Monthly Funds Management Report meets the requirements of Council's current Investment Policy and regulatory requirements.

To take advantage of increasing interest rates, a move has been made to maximise the investment portfolio that is placed in cash products, such as term deposits. This reduces the amount held in at call accounts, which are now earning lower yields than term deposits. Diversifying the portfolio's maturity dates will enable Council to have access to cash on a regular basis, if required, and ensure agility to be able to access term deposits with higher yields as they become available.

## IMPLEMENTATION PLANS

Investment of surplus funds that are not required to manage short-term cash flow.

## EXISTING POLICY/DECISIONS

Council's Investment Policy (SMRC258)

The Policy was reviewed in April 2020 by Council Resolution Number 72/20 and was next due for review on 16 April 2022. A revised Investment Policy is included in this meeting for consideration by the Council for adoption. The aim of Council's Investment Policy is to provide a framework for the investing of Council funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

## BACKGROUND

### Council's Cash and Investments 31 October 2022:

DATE INVESTED	FINANCIAL INSTITUTION	Short-Term Rating	Long-Term Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	National Australia Bank - Cash at Bank	A1+	AA-	Cash	1,700,057	*Tiered	n/a
n/a	National Australia Bank - At Call	A1+	AA-	At Call	1,400,162	1.20%	At Call
29-Jun-18	National Australia Bank	A1+	AA-	TD	4,000,000	3.93%	29-Jun-23
11-Sep-18	Rabodirect	A1	A	TD	2,000,000	3.33%	08-Sep-23
17-Dec-18	Rabobank Australia	A1	A	TD	2,000,000	3.15%	16-Dec-22
17-Sep-19	Bank of Queensland	A2	BBB+	TD	1,000,000	1.85%	19-Sep-23
23-Oct-19	Bank of Queensland	A2	BBB+	TD	1,000,000	1.80%	23-Oct-23
17-Mar-20	ING Bank	A1	A	TD	1,000,000	1.63%	17-Mar-25
20-Mar-20	Bank of Queensland	A2	BBB+	TD	1,000,000	1.85%	19-Mar-25
27-Jan-21	National Australia Bank	A1+	AA-	TD	5,000,000	0.80%	27-Jan-26
02-Dec-21	Judo Bank	A3	BBB-	TD	1,000,000	1.10%	02-Dec-22
17-Mar-22	Bendigo and Adelaide Bank Limited	A2	BBB+	TD	4,000,000	1.15%	17-Mar-23
05-May-22	MyState	A2	BBB+	TD	5,000,000	3.25%	03-Nov-23
05-May-22	Judo Bank	A3	BBB-	TD	4,000,000	2.95%	05-May-23
22-Jun-22	MyState	A1+	AA-	TD	4,000,000	4.30%	26-Jun-24
18-Aug-22	National Australia Bank	A1+	AA-	TD	40,000,000	2.90%	18-Nov-22
23-Aug-22	Australian Military Bank	A2	BBB+	TD	2,000,000	4.41%	22-Aug-24
					<b>80,100,219</b>		

\*Tiered rate means we will earn different rates of interest depending on the balance of our account. If our account balance is above a certain level, the bank will pay a higher rate of interest on the whole balance.

**Council's Unrestricted and Restricted Funds 31 October 2022:**

Council's Restricted and Unrestricted cash balances are reported in the Monthly Budget Review Statement report.

**Unrestricted Funds** are current funds with no internal or external restrictions imposed on them as to use or purpose, including grants to be applied to projects in the current financial year. Unrestricted funds are not completely free of restrictions, as they are still subject to Council regulations.

**Restricted Funds** refer to funds that cannot be used for general purposes as they are either subject to some form of external legislative, contractual obligation or are kept for the purpose of funding commitments that are expected to arise in the future. They are stated and restated each year and disclosed more fully in the audited general purpose financial report for each June year end.

**Cash Flow Forecast to 30 June 2023:**

Month	Opening Balance	Closing Balance	Movement (+/-)
October	1,134,050.31	1,700,057.07	488,596.09
11/2022 (*)	1,700,057.07	2,263,442.22	563,385.15
12/2022 (*)	2,263,442.22	3,404,656.43	1,141,214.21
01/2023 (*)	3,404,656.43	4,289,221.38	884,564.95
02/2023 (*)	4,289,221.38	7,840,322.38	3,551,101.00
03/2023(*)	7,840,322.38	7,187,809.32	(652,513.06)
04/2023 (*)	7,187,809.32	9,486,940.75	2,299,131.43
05/2023 (*)	9,486,940.75	6,594,574.33	(2,892,366.42)
06/2023 (*)	6,594,574.33	4,190,712.18	(2,403,862.15)

\* Projected cash flow for 2022/23 based on 21/22 actual cash flow movements.

**Investment Portfolio Return:**

Benchmarking is used by Council as a gauge for the performance of its portfolio against its investing universe (*universe*: securities sharing a common feature – liquidity, return patterns, risks and ways to invest). A suitable benchmark to review the return on Council's portfolio is the Bank Bill Swap Rate (BBSW), or Bank Bill Swap Reference Rate – a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities – most notably floating rate bonds.

Month	YTD Annualised Return	Monthly Average Interest Return	90 Day Bank Bill*	Margin
October	2.28%	2.74%	3.09%	-0.34%
September	2.11%	2.64%	3.06%	-0.43%
August	1.84%	2.10%	2.46%	-0.35%
July (2022)	1.59%	1.59%	2.15%	-0.56%

***\*The Australian Financial Market Association (AFMA)***

**ATTACHMENTS**

Nil

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### 9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

Record No: I22/800

#### OFFICER'S RECOMMENDATION

That the Budget Review Statement for the month ended 31 October 2022 be received and the variations noted therein be approved.

#### ISSUES

This Monthly Budget Review Statement for October 2022 (the 'Statement') requests variations to the adopted budget for 2022/23 as subsequent information has been received that requires inclusion in the current year budget.

The Net Operating Result before Capital items projected as at 31 October 2022 is a deficit of \$1.648m. This result is an accumulation of budget adjustments over the previous quarter and budgets carried forward from 2021/22 into 2022/23, on the original budget.

The budget movements for the month of October results in a net NIL impact to the overall projected budget deficit. Ongoing reviews of the budget will see further adjustments made to better reflect deliverables for 2022/23.

The balances reported are current at the date of preparation, i.e. 04 November 2022. Actual balances reported do not include accruals.

This Monthly Budget Review Statement for October 2022 comprises:

- Responsible Accounting Officer's Statement
- Income and Expenses Budget Review Statement
  - By type
  - By business unit
- Cash and Investments Budget Review Statement
- Capital Budget Review Statement
- Other expenses – Consultancies and Legal Fees
- Contracts entered into during the quarter
- KPI's

#### Responsible Accounting Officer's Statement

It is my opinion that the Monthly Budget Review Statement for Snowy Monaro Regional Council for the month ended 31 October 2022 indicates that Council's projected financial position as at 30 June 2023 is unsatisfactory, having regard to the estimates of income and expenditure and the original budgeted income and expenditure.

My opinion above, that Council's projected financial position as at 30 June 2023 is unsatisfactory has been based on the following factors:

1. a deficit budget, when accumulated with previous years' deficits, is not financially sustainable;
2. a deficit budget does not enable the governing body to plan for unforeseen events;
3. a deficit budget relies on a deterioration of the capital base for ongoing operations.

Recommended remedial action to deal with this unsatisfactory position includes:

- a. Future budgets need to be in surplus to restore to an adequate level of working capital;
  - b. Revenue opportunities must also be considered;
  - c. Service reductions to core services should be avoided by exhausting all other options first.
-

9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

**Income and Expenses Budget Review Statement – By Type**

Budget review for the month ended 31 October 2022

**Income & expenses - Council Consolidated**

(\$000's)	Original budget 2022/23	Approved Changes				Revised budget 2022/23	Variations for this Oct Mth	Notes	Projected year end result	Actual YTD figures	Variance Surplus (Deficit)
		Carry forwards	Jul MBRS	Aug MBRS	Sep MBRS						
<b>Income</b>											
Rates and annual charges	33,992					33,992		33,992	23,408	(10,584)	
User charges and fees	17,860		33	66		17,959	1 1	17,960	(243)	(18,202)	
Other revenues	363					363	-	363	155	(208)	
Other income	-					-		-	-	-	
Grants and contributions - operating	28,959			432	862	30,253	240 2	30,493	4,928	(25,325)	
Grants and contributions - capital	88,231		2,000	392	2,473	93,096	(7,200) 2	85,896	10,839	(82,257)	
Interest and investment revenue	1,288					1,288		1,288	579	(709)	
Net gain from disposal of assets	356		500			856		856	193	(663)	
Fair value increment on investment properties	-					-		-	-	-	
Reversal of revaluation decrements on IPPE previously expensed	-					-		-	-	-	
Reversal of impairment losses on receivables	-					-		-	-	-	
Rental income	1,075					1,075		1,075	364	(711)	
Share of interests in joint ventures	-					-		-	-	-	
<b>Total income from continuing operations</b>	<b>172,124</b>	<b>-</b>	<b>2,533</b>	<b>890</b>	<b>3,335</b>	<b>178,882</b>	<b>(6,959)</b>	<b>171,923</b>	<b>40,223</b>	<b>(138,659)</b>	
<b>Expenses</b>											
Employee benefits and on-costs	30,753		(5)			30,749	48 4	30,797	8,876	21,873	
Borrowing costs	5					5		5	1	4	
Materials and services	31,991	1,317	38	498	775	34,619	193 5	34,812	8,953	25,666	
Depreciation and amortisation	20,309					20,309	-	20,309	6,770	13,539	
Impairment of receivables	-					-		-	-	-	
Legal costs	-					-		-	-	-	
Consultants	-					-		-	-	-	
Other expenses	1,752					1,752		1,752	743	1,009	
Interest & investment losses	-					-		-	-	-	
Net Loss from disposal of assets	-					-		-	-	-	
Revaluation decrement/impairment of IPPE	-					-		-	-	-	
Fair value decrement on investment properties	-					-		-	-	-	
Share of interests in joint ventures	-					-		-	-	-	
<b>Total expenses from continuing operations</b>	<b>84,810</b>	<b>1,317</b>	<b>33</b>	<b>498</b>	<b>775</b>	<b>87,434</b>	<b>241</b>	<b>87,675</b>	<b>25,343</b>	<b>62,091</b>	
<b>Net operating result from continuing operations</b>	<b>87,314</b>	<b>(1,317)</b>	<b>2,500</b>	<b>392</b>	<b>2,560</b>	<b>91,448</b>	<b>(7,200)</b>	<b>84,248</b>	<b>14,880</b>	<b>(76,568)</b>	
Discontinued operations - surplus/(deficit)											
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,317)</b>	<b>2,500</b>	<b>392</b>	<b>2,560</b>	<b>91,448</b>	<b>(7,200)</b>	<b>84,248</b>	<b>14,880</b>	<b>(76,568)</b>	
<b>Net Operating Result before Capital Items</b>	<b>(917)</b>	<b>(1,317)</b>	<b>500</b>	<b>-</b>	<b>87</b>	<b>(1,648)</b>	<b>-</b>	<b>(1,648)</b>	<b>4,041</b>	<b>5,689</b>	

Actual YTD figures are reported on a cash basis at the time of the report, with accruals yet to be processed.

Variations for October are detailed below:

**Notes Details**

1. Roads - Private Work Fee	478	478
2. Biosecurity Weeds - FOG Grassy Ecosystem Grant	1,364	
Rural Roads - Natural Disaster Funding , 2 projects added (ARGN1012)	85,000	
Home Care Packages - New client	34,949	
Emergency Management - Snowy Monaro Resilience and Risk Reduction Engagement Program Grant	118,302	239,615
3. Water Supply - WO 347 - Delegate & Bombala Water Treatment Plant Upgrade - Project delayed reducing the Safe & Secure Grant recievable	(5,200,000)	
Reduction to income receivable from RMS contracted works as duplicated in capital budget	(2,000,000)	(7,200,000)
4. Emergency Management - Snowy Monaro Resilience and Risk Reduction Engagement Program Grant - Increase to Salary & Wages	47,543	47,543
5. Roads - Private Work Expenditure	478	
Rural Roads - Natural Disaster Expenditure , 2 projects added (ARGN1012)	85,000	
Biosecurity Weeds - Aerial Survey related to FOG Grassy Ecosystem Grant	1,364	
Emergency Management - Snowy Monaro Resilience and Risk Reduction Engagement Program Grant - Increase to Materials & Contacts	70,759	
Home Care Packages - New client	34,949	192,550

9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

**Income and Expenses Budget Review Statement – By Business Unit**

Budget review for the month ended 31 October 2022

**Income & expenses - Council Consolidated**

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Oct Mth	Notes	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS					
<b>Business Unit</b>											
Asset Management	(113)					(113)	-		(113)	(96)	
Biosecurity	(1,087)	(107)				(1,123)	-		(1,123)	(209)	
Building Certification	(144)					(144)	-		(144)	96	
Cemetery Operations	57					57	-		57	40	
Communications & Engagement	(699)					(699)	-		(699)	(131)	
Community Facilities	8,175			(47)		8,128	-		8,128	(393)	
Community Services Management	(338)					(338)	-		(338)	(150)	
Community Support Programs	311					311	-		311	(221)	
Corporate Projects	(267)					(267)	-		(267)	(81)	
Customer Service	(246)					(246)	-		(246)	(121)	
Development Certification	(975)			47		(928)	-		(928)	(381)	
Economic Development	13,676	(47)				13,629	-		13,629	(133)	
Emergency & Fire Services	(1,174)			500		(1,174)	-		(1,174)	(189)	
Executive Team	(1,486)					(1,486)	-		(1,486)	(714)	
Financial Services	(1,523)					(1,523)	-		(1,523)	(805)	
Fleet & Plant	1,490					1,490	-		1,490	2,607	
General Purpose Revenue	22,643					22,643	-		22,643	20,076	
Governance	(608)			(15)		(623)	-		(623)	(295)	
ICT	(2,709)					(2,709)	(133)		(2,842)	(1,163)	
Internal Audit	(184)					(184)	-		(184)	(10)	
Land & Property	(421)	(286)				(207)	-		(207)	(508)	
Library	(726)					(726)	-		(726)	(266)	
Open Space & Recreation	1,573				10	1,583	-		1,583	1,963	
Organisational Development	(680)					(680)	-		(680)	(68)	
Public Health & Environment	(245)					(245)	-		(245)	(108)	
Ranger Services	(236)			15		(221)	-		(221)	(110)	
Records Management	(223)					(223)	-		(223)	(78)	
Residential Aged Care	3,419				818	4,237	-		4,237	(689)	
Resource and Waste	1,685					1,701	-		1,701	3,599	
Risk Management	(576)					(576)	-		(576)	(1,273)	
Road Infrastructure	28,666	(878)		2,000	64	2,473	(2,000)		30,325	(5,148)	
Strategic Planning	(1,350)					(1,350)	-		(1,350)	(280)	
Tourism & Events	(977)					(977)	-		(977)	(190)	
Water & Sewer	20,463				(500)	19,963	(5,200)		14,763	(631)	
Workforce Management	2,143					2,143	133		2,276	940	
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,318)</b>	<b>-</b>	<b>2,500</b>	<b>392</b>	<b>2,560</b>	<b>91,448</b>	<b>(7,200)</b>	<b>-</b>	<b>84,248</b>	<b>14,880</b>
Discontinued operations - surplus/(deficit)											
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,318)</b>	<b>-</b>	<b>2,500</b>	<b>392</b>	<b>2,560</b>	<b>91,448</b>	<b>(7,200)</b>	<b>-</b>	<b>84,248</b>	<b>14,880</b>
<b>Net operating result before capital items</b>	<b>(917)</b>	<b>(1,318)</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>87</b>	<b>(1,648)</b>	<b>-</b>	<b>(1,648)</b>	<b>4,041</b>	

9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

**Cash and Investments Budget Review Statement**

Budget review for the month ended 31 October 2022

**Cash & investments - Council Consolidated**

(\$000's)	*Opening Balance 2022/23	Original budget 2022/23	Approved changes				Revised budget 2022/23	Variations for this Oct Mth	Notes	Projected year end result	Actual YTD figures
			Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS					
<b>Externally restricted <sup>(1)</sup></b>											
Section 7.11	3,265	(1,337)					1,928			1,928	3,265
Section 64 - water	4,179	(2,226)				226	2,179			2,179	4,179
Section 64 - sewer	3,563	(2,721)				2,721	3,563			3,563	3,563
Specific purpose unexpended grants	27,783		(9,055)				18,728	400	1	19,128	27,783
Water fund	21,948	(22,041)	(1,310)			19,737	18,334			18,334	21,948
Sewer fund	4,193	(14,392)	(917)			13,702	2,586	(1,000)	2	1,586	4,193
Domestic waste management	1,149						1,149			1,149	1,149
Snowy River Hostel accommodation bonds	1,519						1,519			1,519	1,519
Yallambee Lodge accommodation bonds	1,740						1,740			1,740	1,740
Crown land reserves	1,614				(300)		1,314			1,314	1,314
Boco Rock Community Reserve	31						31			31	31
Kamoto-Cooma friendship scholarship fund	45						45			45	45
Other	76						76			76	76
<b>Total externally restricted</b>	<b>71,105</b>	<b>(42,717)</b>	<b>(11,282)</b>	<b>-</b>	<b>-</b>	<b>(300)</b>	<b>36,386</b>	<b>53,192</b>	<b>(600)</b>	<b>52,592</b>	<b>70,805</b>
(1) Funds that must be spent for a specific purpose											
<b>Internally restricted <sup>(2)</sup></b>											
Plant and vehicle replacement	626						626			626	626
Employees leave entitlements	1,383						1,383			1,383	1,383
Deposits, bonds & retentions	1,366						1,366			1,366	1,366
Uncompleted works	810		(810)				-			-	-
Waste management	2,719	(2,121)	(750)			152	-			-	-
Yallambee Lodge/Snowy River Hostel	271						271			271	271
Former Snowy LGA	699		(130)				569			569	569
Former Bombala LGA	1,692						1,692			1,692	1,692
Stronger communities fund interest	1,390						1,390			1,390	1,390
<b>Total internally restricted</b>	<b>10,956</b>	<b>(2,121)</b>	<b>(1,690)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152</b>	<b>7,297</b>	<b>-</b>	<b>7,297</b>	<b>7,297</b>
(2) Funds that Council has earmarked for a specific purpose											
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>4,433</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,433</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,998</b>
<b>Total Cash &amp; investments</b>	<b>86,494</b>	<b>(44,838)</b>	<b>(12,972)</b>	<b>-</b>	<b>-</b>	<b>(300)</b>	<b>(36,234)</b>	<b>60,489</b>	<b>(600)</b>	<b>59,889</b>	<b>80,100</b>

**Note:** Opening balances as at 1/7/22 reflect unaudited balances that are still subject to change. No actual reserve transfers have been processed at the time of this report. Actual balances reflect opening balances with adjustments for commitments.

Details of the variation requests for the month are summarised below:

Notes	Details	
1.	Move funds from DRFA grant into unspent grants until budget is required	100,000
	Use of unspent grants for Community Transport assets	(4,114)
	Adjustment to unspent grants for Safe & Secure grant for the Delegate & Bombala water treatment plant	427,300
	Use of unspent grants (Stronger Community Fund) for road realignment project	(123,361)
2.	Funding required for the Bombala wastewater zone B relining project	(1,000,000)

9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

**Capital Budget Review Statement**

Budget review for the month ended 31 October 2022

**Capital budget - Council Consolidated**

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Oct Mth	Notes	Projected year end result	Actual YTD figures	Variance Surplus (Deficit)
		Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS						
<b>Capital expenditure</b>												
<i>New assets</i>												
- Plant & equipment	80					80	-		80	78	2	
- Land & buildings	4,644	200		500	818	(150)	6,012	-	6,012	430	5,582	
- Roads, Bridges, footpaths	8,950	3,194			64		12,208	-	12,208	466	11,742	
- Stormwater	50	1,000			300		1,350	(1,000)	350	23	1,327	
- Water	-						-	-	-	-	-	
- Wastewater	-						-	-	-	-	-	
- Waste	100						100	-	100	97		
- Other	18,480	498					18,978	-	18,978	620	18,881	
<i>Renewal assets (replacement)</i>												
- Plant & equipment	2,279						2,279	4	2	2,283	534	1,745
- Land & buildings	3,973	84				(15)	4,042	-	4,042	142	3,900	
- Roads, bridges, footpaths	33,117	579		2,000		2,286	37,982	(1,232)	3	36,750	3,971	34,011
- Stormwater	130						130	175	4	305	17	113
- Water	34,267	1,988				(20,241)	16,014	(5,627)	5	10,387	1,251	13,090
- Wastewater	21,598	917				(500)	(10,429)	1,000	6	12,586	2,924	11,246
- Waste	2,021	750				(347)	2,424	-		2,424	158	
- Other	9,717	2,446				10	(1,704)	80	7	10,549	340	10,129
Loan repayments (principal)	-						-			-	-	-
<b>Total capital expenditure</b>	<b>139,405</b>	<b>11,656</b>	<b>-</b>	<b>2,500</b>	<b>692</b>	<b>(30,600)</b>	<b>123,651</b>	<b>(6,600)</b>		<b>117,051</b>	<b>11,051</b>	<b>111,767</b>
<b>Capital funding</b>												
Rates & other untied funding	6,186						6,186			6,186		(6,186)
Capital grants & contributions	88,231			2,000	392	2,473	93,096	(7,200)	8	85,896	10,839	(82,257)
Reserves:												
- External restrictions/reserves	44,838	10,763			300	(33,264)	22,638	600	9	23,238	19	(22,619)
- Internal restrictions/reserves	-	893					893			893		(893)
New loans												
Receipts from sale of assets												
- Plant & equipment						341	341			341	193	(148)
- Land & buildings				500			500			500		(500)
Proposed internal loan	150					(150)	-			-		-
<b>Total capital funding</b>	<b>139,405</b>	<b>11,656</b>	<b>-</b>	<b>2,500</b>	<b>692</b>	<b>(30,600)</b>	<b>123,651</b>	<b>(6,600)</b>		<b>117,051</b>	<b>11,051</b>	<b>(112,603)</b>
<b>Net capital funding - surplus/(deficit)</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>		<b>(0)</b>	<b>-</b>	<b>(836)</b>

The capital works program has decreased to \$117m. Ongoing review of the 2022/23 budget will see further adjustments to ensure the current year budget reflects the appropriate timing for delivering the capital works program over the delivery program period.

Details of the variation requests for the month are summarised below:

Notes	Details	
1.	DRFA Funding for Stormwater - \$900,000 reallocated to projects & \$100,000 transferred to unexpended grants reserve until required	(1,000,000)
2.	Community Transport vehicle lease - from asset replacement fund (held in unexpended grants reserve)	4,114
3.	Reallocation from asset renewal program:	
	00000323 - Cowbed Creek Bridge Replacement	800,000
	00001970 - Tinderry Road	500,000
	00003352 - Lee Avenue Reconstruction and Drainage	400,000
	00003230 - Asset Renewal Program - Budget reallocated to specific projects	(1,780,000)
	00003230 - Asset Renewal Program - Reduction due to RMS Works duplicated in capital works	(2,000,000)
	Reallocated budget from DRFA Stormwater budget to:	
	00003345 - Snowy River Way Heavy Patching - Segments 220 and 230	290,320
	00003349 - Delegate Road Seg 120 and 130 Heavy Patching	209,680
	00003352 - Lee Avenue Reconstruction and Drainage	225,000
	00002752 - Road Alignment eSnowy Transferred from WO 1456. Transferred from Stronger Community Fund held in unexpended grants reserve	123,361

9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

4.	Reallocated budget from DRFA Stormwater budget to: 00003204 - Stormwater Cooma Moonbi St Drainage Works 00003279 - Stormwater Bombala Therry St 00003353 - Polo Flat Rd Drainage Improvement Monaro Wool Services	50,000 50,000 75,000
5.	WO 347 - Delegate & Bombala Water Treatment Plant Upgrade - Project delay will reduce the Safe & Secure Grant receivable. Correction of the carry forward required to ensure total budget amount is correct for 22/23	(5,627,300)
6.	00003358 - Bombala Wastewater Zone B Relining. Funded from Sewer Fund reserve	1,000,000
7.	Reallocation from asset renewal program: 00003354 - Cooma Swimming Pool Improvements 00003355 - Berridale Swimming Pool Improvements 00003356 - Adaminaby Swimming Pool Improvements 00003357 - Bombala Swimming Pool Improvements	20,000 20,000 20,000 20,000
8.	WO 347 - Delegate & Bombala Water Treatment Plant Upgrade - Project delay reducing the Safe & Secure Grant receivable from RMS contracted works as duplicated	(5,200,000) (2,000,000)
9.	Move funds back to unspent grants until budget required Use of unspent grants for Community Transport asset Adjustment to unspent grant for the Delegate & Bombala water treatment plant Funding required for Bombala wastewater Zone B relining project Use of unspent grants for Road realignment project	(100,000) 4,114 (427,300) 1,000,000 123,361

### Consultancy & Legal Expenses Budget Review Statement

#### Consultancy & legal expenses overview

Expense	YTD expenditure (actual dollars)	Budgeted (Y/N)
Consultancies	81,058	Y
Legal Fees	175,453	Y

#### Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.



9.3.3 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 OCTOBER 2022

**Contracts entered into during the period – 1 July to 31 October 2022**

Contractor	Contract detail & purpose	Contract value	Start date	Duration of contract	Budgeted (Y/N)
Tinder Alpine Constructions	Nimmitabel Showground - Lunchroom upgrade	103,268	01/08/22	20 weeks	Y
Davone Constructions	Upgrade to current change rooms Jindabyne Sportsground	284,903	01/10/22	18 weeks	Y
InQuik Pty Ltd	Design, Construction & Delivery of modular Bridge Formwork Components - Black Flat Bridge	235,455	10/10/22	2 years	Y
	Darbys Gully Bridge	177,320	10/10/22	2 years	Y
Footprint (NSW) Pty Ltd	Jindabyne Shared Trail: Trail head carpark design	71,523	10/10/22	12 months	Y
Weslake Punnett & Assoc Pty Ltd	Jindabyne Shared Trail: Kosciusko Rd & Gaden Rd underpass design	105,204	10/10/22	12 months	Y
Purdon Planning	Strategy & LEP Communication & Engagement Project 2022	73,760	20/10/22	5 months	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

**Key Performance Indicators Budget Review Statement – Industry KPI's (OLG)**

KPI's for the financial year 2021/22 are not provided until the statements have been audited as they are still subject to change.

Not all OLG KPI's have been reported as at 31 October 2022. Improvements to the reporting systems need to be undertaken to assist with this reporting.

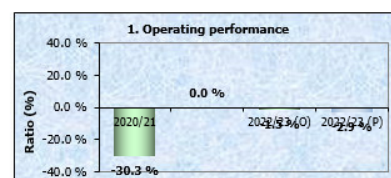
(\$000's)	Current projection		Original budget 22/23	Actuals prior periods	
	Amounts 22/23	Indicator 22/23		21/22	20/21

NSW local government industry key performance indicators (OLG):

**1. Operating performance**

Operating revenue (excl. capital) - operating expenses	2,504	-2.92 %	-1.52 %	-30.27 %
Operating revenue (excl. capital grants & contributions)	86,027			

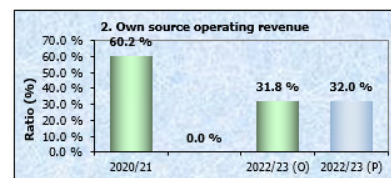
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



**2. Own source operating revenue**

Operating revenue (excl. ALL grants & contributions)	54,678	31.96 %	31.84 %	60.19 %
Total Operating revenue (incl. capital grants & cont)	171,067			

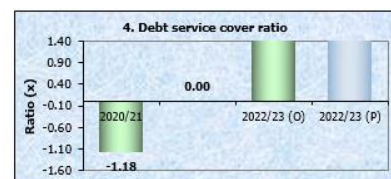
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



**4. Debt service cover ratio**

Operating result before interest & dep. exp (EBITDA)	17810	1484.17	3808.20	-1.18
Principal repayments + borrowing interest costs	12			

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	High	No
Financial Sustainability	High	High	No
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	High	High	No
Service Delivery	Low	Low	Yes

**Asset management:** The underfunding of maintenance and delays in asset refurbishment have placed Council in a high risk position that assets will not provide the expected level of service. This risk cannot be addressed within a single year's budget. The Council needs to develop a policy of surplus budgets in the long term to adequately renew its existing infrastructure thereby reducing this risk.

**Financial sustainability:** Council should strive for developing budgets that provide an operating surplus before capital grants and contributions. The surplus generated is then available to restore working capital to an adequate level and minimise the risk of being exposed to unexpected financial shocks.

**Legislative governance & compliance:** A Quarterly Budget Review Statement is a minimum requirement to be reported to Council, however, in the interests of public scrutiny of Council's budgetary control, management provides timely reporting of budget reviews on a monthly basis.

**Reputation and image:** Deficit budgets indicate to the community that future generations will be required to restore working capital and pay for the services delivered in advance. Until a long term financial plan is adopted by the Council that clearly demonstrates how the financial position will be restored, the projected deficit in this type of review will be viewed negatively by the community.

## FINANCIAL IMPACTS

The financial impacts are identified in the above statements.

**RESPONSIBLE OFFICER:** Chief Financial Officer

## OPTIONS CONSIDERED

This is the fourth monthly review for the 2022/23 financial year.

Budgets will continue to be subject to further reviews each month. As we progress through the 22/23 financial year, we will be thoroughly reviewing the current year's budget which may result in significant changes to the budget. This will help inform the development of the 23/24 financial year budget.

### **IMPLEMENTATION PLANS**

The 2022/23 budget and operational plan was adopted in June 2022. It provides for the progressive elimination of operating deficits with a nominal original deficit of \$917,711.

Monthly reviews by operations need to focus on recognising income earlier and absorbing any unplanned financial shocks for the financial year.

### **BACKGROUND**

Nil

### **ATTACHMENTS**

Nil

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**9.5.1 RESOLUTION ACTION SHEET UPDATE**

Record No: I22/767

**OFFICER'S RECOMMENDATION**

That Council receive the resolution update for the period ending October 2022.

**BACKGROUND**

In order to provide Councillors with updates on resolutions of Council, a report has been generated with a summary of actions that are current and have recently been completed, for the period ending October 2022.

The In Progress Resolution Action Sheet for period ending October 2022 is attached to this report.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

**ATTACHMENTS**

1. Updates to November Meeting - In Progress Actions up to end of October 2022
-

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
2002	20 October 2022	299/22	<p><b>Minutes of the September 2022 Local Traffic Committee</b> That Council</p> <p>A. Note decisions of the Local Traffic C meeting 27 September 2022 with the observation that item 6.1 is incorrect; and</p> <p>B. Write to the traffic committee requesting review of the speed limit through Berridale.</p>	Manager Infrastructure	01/11/2022 - ZC: 1. Minutes of September LTC Meeting have been amended. 2. Speed zone review of Berridale was discussed at October Local Traffic Committee meeting. Speed zone review is now sitting with Transport for New South Wales.	21/11/2022	Y
2001	20 October 2022	294/22	<p><b>Future use of the Cooma to Bombala Rail Corridor</b> That Council</p> <p>A. Support the continued planning for the Monaro Rail Trail from Queanbeyan to Cooma, and Bombala to Jincumbilly, including finalising the business case and potential lease discussions with TfNSW for those sections (noting this is not a resolution to apply for funding to construct the rail trail or enter a lease, but to commence discussion);</p> <p>B. Provide a written undertaking to Cooma Monaro Railway (CMR) that Council will agree to vary any future rail trail lease between Bombala and Jincumbilly (at no cost to CMR) to enable reinstatement of the rail line (at no cost to Council) should Stage 4 funding of the CMR Operational Business Plan (Version 2.3.2 August 2022) be received, and subject to Stages 2 and 3 of that Plan (ie Cooma to Nimmitabel) having been constructed prior to this;</p> <p>C. Not undertake to fund the cost of relocating the MRT if point B (above) eventuates;</p> <p>D. Resolve to continue to work with all parties on continuing investigations of potential shared use</p>	Coordinator Economic Development	31/10/2022 - MA: A - Continuing to work on the business case with MRT Inc and beginning discussions with TfNSW regarding the lease. B - At time of writing a letter is being drafted. C - Complete. D - Ongoing. E - At time of writing draft letters are under review.	21/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			arrangements, costings, feasibility evaluations, etc along the rail corridor between Cooma and Bombala; E. Inform state agencies (TfNSW, DRNSW) and federal and state members of Council's adopted position on this matter.				
2000	20 October 2022	290/22	<b>Draft Community Engagement Strategy</b> That Council A. Endorse the draft Community Engagement Strategy attached (as amended) for public exhibition for a period of no less than 28 days; and B. The document be quality reviewed and councillor comments be included before sending out to the community.	Executive Assistant (Communications )	28/10/2022 - JT: A. Council's Draft Community Engagement Strategy was launched Thursday 17 October 2022, for a 28-day consultation period ending Thursday 24 November 2022, B. Relevant amendments from Councillors were included in the final draft document. Complete.	21/11/2022	Y
1099	20 October 2022	288/22	<b>Proposed re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas</b> That Council commences 30-days of public consultation on the proposed re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas.	Community Development Planner and Projects Officer	31/10/2022 – AA: Public exhibition details with Communications team for review. Expected that public exhibition will commence on 2 November for 30 days as per resolution.	21/11/2022	Y
1098	20 October 2022	306/22	<b>Expression of Interest Invitation - Sir William Hudson Memorial Centre</b> That Council A. Submit a joint response with Sapphire Coast Community Aged Care (SCCAC) to the invitation for Expression of Interest from Sir William Hudson Memorial Centre (SWHMC) on the following grounds: (a) At no cost to Council.	Chief Operating Officer	27/10/2022 - JM: Expression of interest submitted. Action Completed.	21/11/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			(b) The response does not include an offer to become the provider of the SWHMC residential aged care service. B. Continue to work toward divestment of Council residential aged care facilities with SCCAC, subject to further reporting to Council. C. Repeat Council's offer to work together with SWHMC, SCCAC and the Federal Government toward a regional solution that ensures the long term viability of residential aged care services in the Snowy Monaro.				
1095	15 September 2022	241/22	<b>Planning Proposal - 56 Hilldowns Road, Kalkite</b> That Council: A. Submit the planning proposal to the Minister of Planning for a gateway determination. B. Advise the Department of Planning and Environment that Council wishes to be issued with an authorisation to use its delegation for the planning proposal. C. Proceed with consultation on the planning proposal in the event the NSW Department of Planning & Environment issues a gateway determination.	Team Leader Strategic Planning	31/10/2022 – AA: A. Completed, B. Completed, C. Awaiting outcome of Gateway determination from DPE and will action conditions as required. A meeting was held with DPE on 25 October and the proposal was discussed.  27/09/2022 – AA: A. Completed B. Completed C. Awaiting outcome of Gateway determination from DPE and will action conditions as required.	17/10/2022	N
1093	15 September 2022	259/22	<b>MRT - Potential Construction Funding Grant Applications – Foreshadowed Motion</b> That Council A. Continue to provide in principle support to Monaro Rail Trail Inc;	Coordinator Economic Development	31/10/2022 - MA: A - Ongoing. B - Complete. Briefing from CMR provided to Councillor briefing session on 6 October 2022. C - Awaiting outcome of BCSD grant fund application. Will be progressing discussions	17/10/2022	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. Request a comprehensive briefing from Cooma Monaro Rail Group to Council;</p> <p>C. Continue to work on the development of Queanbeyan to Cooma segment of the proposed rail trail and;</p> <p>D. That a report come back to Council to the next meeting.</p>		<p>with QPRC and TfNSW on corridor leasing arrangements.</p> <p>D - Complete. Report provided to October meeting.</p> <p>05/10/2022 – MA:</p> <p>A. Noted</p> <p>B. Briefing to Councillors organised for 6 October</p> <p>C. Noted</p>		
1092	18 August 2022	217/22	<p><b>Construction of NSW Rural Fire Service emergency operations centre in Cooma - land acquisition and access construction</b></p> <p>That Council</p> <p>A. Enter into an agreement with Snowy Hydro Limited (SHL) to enable progression of the future construction of an Emergency Operations Centre (EOC) on the land adjacent to Council's current holding of Lot 1 DP 832813; the key agreement elements being:</p> <p>i) Council to secure the land required to achieve legal &amp; practical access to the intended EOC location via Geebung Street COOMA, through subdivision (boundary adjustment) by negotiation with the neighbouring landholder (Lot 2 DP 832813);</p> <p>ii) Council to construct suitable access road segment through to the intended SHL boundary, enabling access to both the future EOC site and reaching the boundary of SHL's residual landholding (indicative access path as per the report image);</p>	Coordinator Land & Property	<p>31/10/2022 - TP: Initial site meeting held on 17/10/22 with SHL and PWA.</p> <p>30/09/2022 – TP: Project Control Group for EOC/Cooma Fire Control Centre (FCC) project initiated with RFS.</p> <p>05/09/2022 – TS: 22/23 Budget updated.</p> <p>30/08/2022 - TP: Elements A - D &amp; F will be initiated. Element E - Completed.</p>	30/06/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>iii) Council to action the development approval process in relation to the specified access road segment;</p> <p>iv) SHL to transfer to Council approximately 2 hectares of land (part of SHL owned Lot 14 DP 250029) upon completion of the access road segment referred to in A ii).</p> <p>B. Proceed with the subdivision (boundary adjustment) actions as necessary in order to deliver the new access road segment as identified in A ii);</p> <p>C. Classify any land acquired, for both the new public access road segment and the intended gifted transfer from SHL of 2 Ha of land (part of Lot 14 DP 250029) related to the EOC construction in the Polo Flat area of Cooma, as operational land in accordance with the Local Government Act 1993;</p> <p>D. Add the construction of the new access road segment for the EOC in Polo Flat area of Cooma to the capital works program within Council's 2022-2026 Delivery Program and 2022-2023 Operational Plan;</p> <p>E. Assign a budget of \$500,000 (capital project), with understanding that revenue from the intended land sale of Stage 3D Leesville Industrial Estate will provide the corresponding cost offset (linkage to Resolution 154/21 activities);</p> <p>F. Note that the other costs associated with the development and construction of the EOC will be borne by the NSW Rural Fire Service.</p>				
1090	18 August 2022	216/22	<b>Stronger Country Communities Fund - Round 5</b> That	Senior Project Manager	02/11/2022 – CM:	19/09/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>A. the following project list be the priority listing for the application for the Stronger Country Communities Fund:</p> <p>(a) Bombala swimming pool accessibility upgrades</p> <p>(b) Bombala Showground electricity upgrades</p> <p>(c) Cooma Showground electricity upgrades</p> <p>(d) Street beautifications – Berridale</p> <p>(e) Nimmitabel Showground accessibility upgrades</p> <p>(f) Aitchison’s cottage restoration.</p> <p>B. That following further investigation projects up to a value of approximately \$2million be included in the application where reasonable scope and costs can be determined.</p>		<p>(a) Bombala swimming pool accessibility upgrades (not eligible due to existing grants)</p> <p>(b) Bombala Showground electricity upgrades (not eligible due to existing grants)</p> <p>(c) Cooma Showground electricity upgrades (not eligible due to existing grants)</p> <p>(d) Street beautifications – Berridale (eligible and applied)</p> <p>(e) Nimmitabel Showground accessibility upgrades (not eligible due to existing grants)</p> <p>(f) Aitchison’s cottage restoration. (eligible and applied)</p> <p>Successful applicants will be notified confidentially from November 2022 or as soon as possible after a grant is approved, at the NSW Government’s discretion. No advice has been received from the Fund as of 2/11/2022.</p> <p>06/10/2022 – DR: A clause in the latest grant guidelines requires that the projects not have any incomplete grant funding that relates to the projects. This has ruled out a number of the projects, particularly the Bombala and Cooma showgrounds, where existing projects cannot proceed until additional funding can be sourced to upgrade the incoming power supply. The grant will proceed with seeking funding towards further stages of the Berridale master planning work as the top priority and include upgrading Aitchison Cottage, as the heritage significance of that building means that preservation is important.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					30/08/2022 – DR; Work is progressing on identifying which projects can be lodged. A new provision in the grant guidelines sets out that projects which still have grant funding unspent from any Commonwealth or State source are not eligible. This rules out further works on the swimming pools.		
1086	18 August 2022	213/22	<p><b>Snowy Monaro Villages Water Safety Scoping Study Findings</b> That Council</p> <p>A. Place a copy of the Snowy Monaro Villages Water Safety Scoping Study (attachment A) on its website.</p> <p>B. Develop a revised long term financial plan that incorporates the lifecycle costs of implementing the improved water quality recommendations and the impacts on the residents, to assist in consulting with the community on the findings of the report.</p>	Team Leader Strategic Planning	<p>31/10/2022 – AA: A. Document is on Council website as per resolution, B. Strategic Planning staff are working with the Water and Wastewater and Assets Teams to identify lifecycle costs and investigate sustainable funding sources. Part of this has been addressed in the draft DSPs and will be reviewed as part of the IWCM when prepared. Action complete.</p> <p>06/10/2022 – AA: A. A document number has been received from records and we are working with the Communications team to ensure it is placed on the Council Website. B. No further update.</p> <p>05/09/2022 – AA: A. Document is being processed through document control to receive a number and then will be uploaded to the website. B. Strategic Planning Staff are working with the Water and Wastewater and Assets</p>	19/09/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Teams to identify lifecycle costs and investigate sustainable funding sources for these costs.		
1085	18 August 2022	209/22	<p><b>Lease of Bombala Saleyard</b> That Council</p> <p>A. Approves proceeding to lease the Bombala saleyards; and</p> <p>B. A report come back to the Council prior to the lease being entered into.</p>	Manager Community Services	<p>02/11/2022 - KS: Simone Ward is working with Bianca Padbury in going to tender for the lease of Bombala Cattle Depot.</p> <p>07/10/2022 – KS: Further investigation being conducted by Coordinator Facilities and Community Services Manager. Investigations are centred around meeting minimum code expectations. This included a trip to Bega Council to look at their facilities.</p> <p>05/09/2022 – JM: Expression of interest documents being processed.</p>	30/11/2022	N
1084	21 July 2022	190/22	<p><b>Sewer Easement Request - Council Owned Lot 2 DP 748500 in Leesville area Jindabyne - Related to Subdivision Works Certificate 11.2000.3000067.1</b> That Council</p> <p>A. Approve and proceed with allowing an easement for sewer purposes to be created in the relevant area of Lot 2 DP 748500, pursuant to Section 88B of the Conveyancing Act 1919;</p> <p>B. Agree that all costs incurred in actioning the easement creation are the responsibility of the developer (the applicant; linked to SWC 11.2000.3000067.1) inclusive of survey, general legal, and any registration fees costs.</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.</p> <p>02/08/2022 - TP: The resolution actions will be initiated.</p>	22/08/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1082	21 July 2022	180/22	<p><b>Transfer of Grant Funding from Eucumbene Boat Ramp Project.</b></p> <p>That Council approve the redirection of the outstanding amount from Round 2 Stronger Country Community Fund (SCCF2 – 0349 – A) in the amount of \$ 121,411 to complete the restoration of the Adaminaby Big Trout.</p>	Project Specialist	<p>28/10/2022 – GH: Still awaiting formal response from Grants Management Office.</p> <p>21/09/2022 – GH: Variation requested submitted to Grants Management Office.</p> <p>04/08/2022 – GH: Quotes underway, variation request to Stronger Country Communities Fund to be submitted before progressing.</p>	22/08/2022	N
1081	21 July 2022	189/22	<p><b>Sewer Easement Request - Council Owned Lot 18 DP 255651 in Nettin Circuit area Jindabyne - Related to Subdivision Works Certificate 25.2021.220.1</b></p> <p>That Council</p> <p>A. Approve and proceed with allowing an easement for sewer purposes to be created in the relevant area of Lot 18 DP 255651, pursuant to Section 88B of the Conveyancing Act 1919;</p> <p>B. Agree that all costs incurred in actioning the easement creation are the responsibility of the developer (the applicant; linked to SWC 25.2021.220.1) inclusive of survey, general legal, and any registration fee costs.</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.</p> <p>02/08/2022 - TP: The resolution actions will be initiated.</p>	22/08/2022	N
1077	21 July 2022	188/22	<p><b>Post Exhibition Report - Local Approvals Policy for Recovery Pods and Temporary Housing on Private Property</b></p> <p>That Council</p> <p>A. Adopt the Local Approvals Policy</p>	Strategic Land Use Planner	<p>28/10/2022 – EH: A. Policy has received consent from Office of Local Government and has been adopted, B. No submissions were received, therefore no responses were provided,</p>	22/08/2022	Y

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. Notify persons who made a submission of Council's decision</p> <p>C. Notify current recipients of Recovery Pods and Resilience NSW of the adoption of the Local Approvals Policy</p>		<p>C. Resilience NSW has been informed of adoption, pod recipients were informed via email and posted letter on 19/10/2022. The policy was placed on Council's website 6/10/2022; action is complete. Action complete.</p> <p>26/09/2022 – EH:  A. part not completed - Policy has been agreed upon by Council and will be adopted with consent from Office of Local Government (OLG) B. part completed - No submissions were received, therefore no responses were provided C. part not completed - Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was 12/09/2022 where they received notes from the Planning Department. Updates to the policy were made in line with the recommendations from the Planning Department without changing the requirements of the policy. Policy was then sent for approval by the OLG. No response has been received since. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received; action is not complete.</p> <p>29/08/2022 - EH:  A. part not completed - Policy has been agreed upon by Council and will be adopted with</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>consent from Office of Local Government (OLG) B. part completed - No submissions were received, therefore no responses were provided C. part not completed - Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was 29/08/2022 where they anticipate to receive notes from referral from the Planning Department by the 02/09/2022. Delays have occurred due to their team members off with Covid and budget estimates taking up time within the OLG. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received. Action is not complete.</p> <p>28/07/2022 - EH:                      A. Policy has been agreed upon by Council and will be adopted with consent from Office of Local Government (OLG).                      B. No submissions were received, therefore no responses were provided.                      C. Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was 21/07/2022 where they anticipated a 10 day wait until the LAP was signed off. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1073	21 July 2022	179/22	<p><b>Minutes from Councils Management and Advisory Committees</b> That Council</p> <p>A. Receive the minutes of the Adaminaby Hall, Bombala Exhibition Ground, Michelago Hall management committees.</p> <p>B. Make contact with committees who utilise the online booking system to ensure teething problems are resolved and a report provided at the next meeting</p>	Manager Community Services	<p>02/11/2022 - KS: A. None of the 3 committees mentioned have had a meeting since March and April. The minutes from that meeting need to be reviewed at the next meeting which has not happened yet. The committees are aware of the need to provide minutes to council.</p> <p>B. 90% of users have been contacted by our Coordinator Facilities. Users generally did not have a need to make bookings or if they did, they did not have trouble. Those that did come across problems were assisted by Dianne Coleman and the issues were rectified. Out of the vast majority spoken to, there appears to be no more issues with Booka.</p> <p>07/10/2022 – KS: No further update.</p> <p>05/08/2022 – KS: A contact list has been received and contact will be made to complete this action.</p>	22/08/2022	N
1069	16 June 2022	166/22	<p><b>Tender Recommendation Report Bombala &amp; Delegate Water Treatment Plants Design &amp; Construction</b> The Council, pursuant to s 178 (3) (e) of the Local Government Act:</p> <p>A. Appoint Water Treatment Australia as preferred tenderer and authorise the CEO to negotiate the final compliance aspects for the WTP Design and Construct tender.</p>	Manager Water Wastewater	<p>02/11/2022 – CW: Detailed design review in progress. SMRC currently reviewing design for review workshop on 03/11/22.</p> <p>06/10/2022 – CW: DPIE has approved all aspects of the procurement process and the tender has been formally let to water treatment Australia with the design process starting.</p>	30/09/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. Authorise the CEO to negotiate with the second place tenderer if negotiations with the preferred tenderer fail.</p> <p>C. Authorise the CEO to sign the necessary contract documentation.</p>		<p>05/09/2022 – JM: Negotiations have concluded. Approval sought from DPIE Water to appoint contractor.</p> <p>03/08/2022 – CW: Negotiations are ongoing and have progressed well.</p> <p>07/07/2022 – JD: Letters to all tenderers have been compiled and negotiations will begin in the next couple of weeks.</p>		
1068	16 June 2022	161/22	<p><b>Support for Jindabyne That Council</b></p> <p>A. Actively seek out and apply for available grant opportunities, such as the NSW Community Building Partnership Grant, or other suitable community infrastructure grants for the purpose of installing additional street lighting in Jindabyne township and streets</p> <p>B. Work with government at both State and Federal level to find available options for better transport solutions for Jindabyne. Examples include, but are not limited to; additional taxi licences, community/government funded buses, lobbying to ride-share companies like Uber to include Jindabyne as a service area</p> <p>C. Work with Snowy Mountains Liquor Accord to gain further advice on what else council</p>	Chief Operating Officer	<p>03/11/2022 – JM: Awaiting cost estimates from Essential Energy for additional street lighting.</p> <p>07/10/2022 – JM: Inspection for street lighting undertaken. Confirming budget implications with Essential Energy.</p> <p>05/09/2022 – JM: Arranging inspection of streets to identify preferred locations for additional street lighting.</p> <p>03/08/2022 – JM: Contact made with Essential Energy to confirm process for additional street lighting once identified. Letter of support for CCTV received from NSW Police.</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			can do to assist the community from a local government level		06/07/2022 – JM: Community safety meeting held with key stakeholders on 5 July 2022. Key actions identified to be worked on before reporting back to stakeholders.		
1064	16 June 2022	153/22	<p><b>Road Naming - Biilmann Close for new road proposed in 13 lot subdivision under DA 10.2019.3004109.1</b></p> <p>That Council endorse the name Biilmann Close to go to the Geographical Names Board for pre-approval and to be publicly advertised for a period of 28 days.</p>	GIS Administrator	<p>01/11/2022 – BH: Still to be finalised with Geographical Names Board. Waiting for response from Geographical Names Board to remove name from being under review to active proposal so can process to gazettal.</p> <p>06/10/2022 – BH: Request has been sent to Geographical Names Board (GNB) to move this road naming proposal from 'Under Review' in the road naming portal so that it can be progressed to approval and gazettal by the GNB.</p> <p>05/09/2022 – BH: Report submitted for September Ordinary Council meeting. Next step will depend on outcome of Council's consideration for that report.</p> <p>04/08/2022 – BH: Name found to be same as a local business name for owner/developer. A second report for September Ordinary Council Meeting consideration to be submitted detailing circumstances and officer recommendation.</p> <p>24/06/2022 – BH: No action at this stage.</p>	18/07/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1063	16 June 2022	152/22	<p><b>Road Naming Proposal - Rosamond Place for new road in 17 lot subdivision (DA 10.2020.220.1 17)</b></p> <p>That Council endorse the name Rosamond Place to go to the Geographical Names Board for pre-approval and to be publicly advertised for a period of 28 days.</p>	GIS Administrator	<p>01/11/2022 – BH: Report submitted and approved for December meeting to approve and finalise road naming.</p> <p>06/10/2022 – BH: Report being drafted for November 2022 Council Meeting to approve Rosamond Place for approval after Geographical Names Board endorsed and no community submissions were received.</p> <p>05/09/2022 – BH: Community Consultation complete with no submissions or objections. No further action at this point - report for Council approval will be submitted for October ordinary council meeting.</p> <p>04/08/2022 – BH: Current in public advertisement period. Submitted to Geographical Names Board and pre-approved.</p> <p>24/06/2022 – BH: No action at this stage.</p>	18/07/2022	N
1059	19 May 2022	129/22	<p><b>Cooma Weir Construction - Tender Evaluation Panel Recommendation</b></p> <p>That Council</p> <p>A. Cancel tender 066-2021 Construction of Cooma Weir and Fishway Replacement due to the high risk of the current environmental and economic conditions.</p>	Manager Water Wastewater	<p>02/11/2022 – CW: No further updates.</p> <p>06/10/2022 – CW: No further updates.</p> <p>05/09/2022 – JM: No further updates.</p>	30/12/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. Accept the Select Contractor Early Involvement proposal from Leeds Engineering and conduct a detailed pre-construction planning phase to reduce apparent risk to all prospective tenderers.</p> <p>C. Re-issue the tender in the second half of 2022 calendar year as a select tender to the four tendering companies that have submitted tender returns this round with a proposed construction start date of January 2023.</p> <p>D. Actively seek additional funding streams for the project to be constructed.</p>		<p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: This is progressing well and is on track to be completed in the next few months so that the tender can be readvertised at the end of 2022.</p> <p>27/05/2022 – JD: Meeting held with Leed to establish SECI working arrangement. Contractual arrangements being finalised currently.</p>		
1051	21 April 2022	95/22	<p><b>Land Acquisition for Road Reserve Alignment - Micalago Road &amp; Ryrie Street Extension, Michelago</b></p> <p>That Council</p> <p>A. Approve and proceed with the acquisition of land described as part of Lot 1 DP 1158327 &amp; Lot 5405 DP 1244970 for the purpose of creating road reserve over existing (Micalago Road) and new infrastructure (Ryrie Street), in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</p> <p>B. Where necessary, make an application to the Minister and the Governor for approval to acquire part of Lot 1 DP 1158327 &amp; Lot 5405 DP 1244970 by compulsory process under Section 186(1) of the <i>Local Government Act</i></p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: A - In progress, land acquisition process sequenced by PWA. B - To be actioned at the appropriate time; C - Completed.</p> <p>30/08/2022 - TP: PWA engagement active to deliver matter.</p> <p>26/07/2022 - SR: Matter sitting with PWA for delivery - No further updates.</p> <p>30/06/2022 – SR: Matter sitting with PWA for delivery - No further updates</p>	30/06/2024	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>1993 and in accordance with the provisions of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>; and</p> <p>C. Classify the land acquired as operational land in accordance with the <i>Local Government Act 1993</i>.</p>		<p>30/05/2022 – SR: Engagement email sent to PWA - estimated delivery time from PWA 18-24 months.</p> <p>04/05/2022 – SR: A.B. &amp; C – Matter to be referred to PWA for execution.</p>		
1046	21 April 2022	97/22	<p><b>Purchase of Lot 9 DP239506 and Part Lot 5 DP239506 Jindabyne from Snowy Hydro Limited for Future Provision of Water Treatment Plant and Waste Transfer Station Respectively</b> That Council</p> <p>A. Proceed with purchase of lot 9 DP239506 Jindabyne from Snowy Hydro Limited for the future provision of a water treatment plant and passive recreation and upon purchase classify the land as operational land in accordance with the <i>Local Government Act 1993</i>;</p> <p>B. As part of the purchase of lot 9 DP239506, enter into a lease with Snowy Hydro Limited for the management of part lot 11 DP239506 being for Lake Jindabyne foreshore land for a period of 45 years at a cost of \$100 per annum (indexed by CPI);</p> <p>C. Proceed with purchase of part lot 5 DP239506 Jindabyne from Snowy Hydro Limited for the future provision of a waste transfer station and upon purchase classify the land as operational land in accordance with the <i>Local Government Act 1993</i>;</p> <p>D. Proceed with a subdivision (boundary adjustment) as part of the sale process to</p>	Chief Operating Officer	<p>03/11/2022 – JM: Settlement of both properties expected in November.</p> <p>07/10/2022 – JM: Part lot 5 registration has occurred. Settlement to occur shortly.</p> <p>05/09/2022 – JM: All contracts signed, awaiting confirmation of exchange.</p> <p>03/08/2022 – JM: Awaiting contract of sale signature by Snowy Hydro for water treatment plant site. Contract of sale for waste transfer station now with Council, under review before signature.</p> <p>06/07/2022 – JM: Awaiting contract of sale signature by Snowy Hydro for water treatment plant site. Surveys being undertaken for waste transfer station site.</p> <p>07/06/2022 – JM: No further update.</p>	30/12/2022	N



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			adjust the property boundary to align with the survey boundary of land to be acquired.		10/05/2022 – JM: Implementation of resolution has commenced.		
1044	21 April 2022	109/22	<p><b>SMRC Support for Currawarna Aged Care Bombala</b></p> <p>That Council continue to work with the Currawarna Community Group, Federal and State governments, relevant ministers, NSW Southern Health District, and Catholic Archdiocese's to develop a sustainable solution for aged care services for Bombala and surrounds.</p>	Chief Operating Officer	<p>03/11/2022 – JM: Community meeting held on 21 Oct 2022 Outlining progress of the Save Currawarna community group.</p> <p>07/10/2022 – JM: Meeting held with Save Currawarna community group, Mayor Davis, COO, Federal MP and Sapphire Coast Community Aged Care (SCCAC). High level of support continuing to be provided by Snowy Monaro Regional Council to assist Currawarna to recommence operations under their alternative operating plan of a supported living facility utilising funding under home care packages. SMRC and SCCAC continuing to provide significant resources in support of this Bombala community group.</p> <p>05/09/2022 – JM: Survey of community support providers expanded to include the community in general. Pop up stalls held in late August. Survey closes in September. Federal government confirmed interest in results. Meeting scheduled with Currawarna community group and Federal MP for September.</p> <p>03/08/2022 – JM: Met with representatives of Save Currawarna Community Group on 03/08/2022 to discuss</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Currawarna options and identify specific support that can be provided by SMRC. Survey of community support service providers released on 02/08/2022 to identify service gaps.</p> <p>06/07/2022 – JM: No further update.</p> <p>07/06/2022 – JM: Further meeting of SMRC aged care community services providers held on 1 June 2022 to commence gap analysis of services and identify opportunities to strengthen service provision. Focus on entire SMRC area.</p> <p>10/05/2022 – JM: Discussions with key stakeholders in relation to aged care services for Bombala and surrounds have commenced.</p>		
1041	21 April 2022	96/22	<p><b>Feral Predator Free Area at Nungatta - Temporary Closure of Laings Road</b> That Council proceeds with temporary closure of Laings Road using section 116 of the Roads Act 1993 to support the establishment of the Nungatta feral predator free area.</p>	Chief Operating Officer	<p>31/10/2022 -TP: No return correspondence from TfNSW received however NSW Government media release promoting establishment of this specific feral free protection area received 9/10/22.</p> <p>07/10/2022 – JM: No further update.</p> <p>05/09/2022 – JM: No further update.</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>03/08/2022 – JM: Awaiting response from Transport for NSW.</p> <p>06/07/2022 – TP: Council is awaiting the preferred wording from Transport for NSW for the 'consent request' to be then tabled back to the State by Council. The State will then approve the request, thus formalising the temporary closure period (traffic regulation) under s116 of the Roads Act 1993.</p> <p>07/06/2022 – JM: Public advertising closed with no submissions. Now proceeding with closure process.</p> <p>10/05/2022 – JM: Advertising of temporary closure has occurred, currently in public notification phase.</p>		
1032	17 March 2022	55/22	<p><b>Bombala Showground Lot Consolidation</b> That Council consolidate eight lots (Lot 10 DP 1097766, Lot 11 DP 1097766, Lot 12 DP 1097766, Lot 13 DP 1097766, Lot 14 DP 1097766, Lot 1 DP 151403, Lot 1 DP 151404 and Lot A DP 154400) known as the Bombala Showground into one allotment.</p>	Coordinator Land & Property	<p>31/10/2022 - TP: Awaiting LRS registration of the plan of consolidation.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: No further update at this point.</p> <p>26/07/2022 - SR: Plans &amp; administration sheet lodged with LRS awaiting registration.</p>	31/10/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>30/06/2022 – SR: Survey work completed. Administration sheet signed and returned to surveyor for lodgement.</p> <p>30/05/2022 – SR: Survey works delayed due to internal competing priorities. Estimated delivery time June 2022.</p> <p>29/04/2022 – SR: Title name change complete, awaiting consolidation plan from surveyor to progress the matter further.</p> <p>01/04/2022 – SR: Title name change initiated with BMR &amp; surveyor engaged to undertake works. ETA of consolidation plan is early May 2022.</p>		
1023	18 November 2021	284/21	<p><b>Road Reserve Closure &amp; Disposal - Dry Plains Road - Lot 6 &amp; 7 DP 1018626</b> That Council</p> <p>A. Approve proposal to finalise closure of Lot 6 &amp; 7 DP 1018626 as road reserve in accordance with the Roads Act 1993; and acknowledge that the land vests as operational land with Council, to then be used in compensation;</p> <p>B. Approve transfer of ownership of the closed road reserve known as Lot 6 &amp; 7 DP 1018626 to adjoining landholder, being the applicant of Development Application 38/96, in Accordance with the Roads Act 1993, with</p>	Coordinator Land & Property	<p>31/10/2022 - TP: Advice received from Essential Energy that the easement matter has been allocated a project number to progress. Pending processing by EE.</p> <p>30/09/2022 – TP: Advice received from Essential Energy that 88B Instrument will need adjusting to meet EE terminology requirements. Updated 88B Instrument formatted by BMR, and advice has been sought from surveyor to ensure EE references are correct on survey plan documentation.</p>	30/11/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>associated fees and charges to be covered by the relevant adjoining landholder;</p> <p>C. Authorise the CEO to approve any terms for disposal of the relevant land parcel from Council to the adjoining landholders, and negotiate a purchase price equal to the resultant associated transfer costs only; recognising that the land for Dry Plains Road Reserve was given in kind to Council as public road.</p>		<p>30/08/2022 - TP: Confirmation received that public road reserve element has been removed from title of both Lot 6 &amp; 7 DP 1018626. Elements B &amp; C now able to progress.</p> <p>26/07/2022 - SR: A. Gazette Notice for closure published 24/06/2022, Awaiting advice from Essential Energy for administration sheet mailing address. B. Dependant on resolution A being completed, C. All documents to date executed.</p> <p>30/06/2022 – SR: A. Gazette Notice for closure published 24/06/2022. 88B instrument sent to Essential Energy for execution, 11R form lodged with LRS to remove Public Road Notification from title. B. Dependant on Res A being completed C. All documents to date executed</p> <p>30/05/2022 – SR: Response from DPIE received able to progress with road reserve closure. Awaiting S88B Instrument for power line easement.</p> <p>29/04/2022 – SR: No further update, still awaiting response from latest correspondence to DPIE.</p> <p>01/04/2022 – SR: Res A: Response being drafted to DPIE addressing their concerns regarding</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>connectivity of road reserve issue. Once this matter is cleared closure can proceed  Res B: Dependant on A being finalised  Res C: No further negotiations required at this stage, finalisation is dependent on Res A being completed.</p> <p>02/03/2022 – SR:  Res A: Addressing received feedback from notifiable authorities. Easement creation is now required and there is a requirement to address road connectivity issues further west prior to closing lot 6 &amp; 7 DP 1018626.  Res B: Dependant on A being finalised.  Res C: Ongoing negotiations conducted due to easement creation, agreeance from land holder received.</p> <p>24/01/2022 – SR:  Res A: Awaiting response to Statement of Title Particulars lodged with LRS. Feedback from notifiable Authorities received and review being conducted.  Res B: Dependant on part A being finished.  Res C: Written agreement received from landholder.</p> <p>16/12/2021 – SR:  Res A: SOTP Lodged with LRS, notification sent to notifiable authorities &amp; notice to be advertised in Monaro post 05/01/2021.  Res B: Dependant on Res A being finished, Res C: Written agreement received from landholder.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
997	21 October 2021	259/21	<p><b>Smith's Road Rezoning</b> That Council</p> <p>A. Supports in principle, rezoning the northern end of Smiths Road from Environmental Management Zone (E3) to Environmental Living (E4) to reflect the current pattern of development and existing land use.</p> <p>B. Revises the Rural Land Use Strategy consistent with the original staff proposal to rezone the northern end of Smiths Road from E3 to E4, as contained in the first draft, while noting the costs associated with the rezoning process.</p> <p>C. Collaborates with the Smiths Road community to develop a financially responsible process, that will enable Council to commence, during the 2022/23 FY, the necessary studies and strategic planning required, to eventually incorporate the proposed rezoning into the new Snowy Monaro Land and Environment Plan.</p>	Team Leader Strategic Planning	<p>31/10/2022 – AA: A. This is incorporated into the draft LEP to be reported to Council in November, B. This has been completed and is in the revised draft Rural Land Use Strategy to be reported to Council in November, C. Smith's Road community have engaged a consultant to undertake a strategic bushfire study. Smith's Road community have also sought quotes for other technical studies including biodiversity and land capability. Council staff have proceeded in seeking quotes to comply with Council's procurement policy and will seek to engage a biodiversity study utilising budgeted funds for the LEP project. This will assist in progressing this matter. Item details are included in the Draft LEP to be reported to Council in November. Action complete.</p> <p>27/09/2022 – AA: Council has received a bushfire study from the Smiths Road Community, Council staff are reviewing it and preparing the Draft LEP. Council staff are seeking preliminary feedback from the RFS on the bushfire study and proceeding to provide a draft LEP to Council by the end of the year.</p> <p>06/09/2022 – AA: No further update.</p> <p>03/08/2022 – AA:</p>	15/12/2022	Y



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					<p>Meeting was held at Smiths Road on 31 July and this item was discussed with the community. Continue to progress as per resolution.</p> <p>03/08/2022 - AA: Meeting was held at Smiths Road on 31 July and this item was discussed with the community. Continue to progress as per resolution.</p> <p>07/07/2022 – AA: No further update.</p> <p>23/05/2022 – AA: Workshops being held with councillors to discuss implications of this proposal.</p> <p>28/04/2022 – AA: No further update.</p> <p>21/03/2022 – AA: No further update.</p> <p>23/02/2022 – AA: A. Noted. B. No revision required as this is consistent with the draft Rural Land Use Strategy. C. A LEP budget proposal is being prepared for Councils consideration that seeks a sustainable funding approach to achieve outcomes sought by this resolution.</p> <p>13/12/2021 – AA:</p>		

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					<p>A. Noted.</p> <p>B. No revision required as this is consistent with the draft Rural Land Use Strategy.</p> <p>C. Costs associated will be better understood once strategic bush fire study for the area is received. Consultation will be undertaken with RFS to ascertain what further work is required (if any).</p>		
983	26 August 2021	187/21	<p><b>Cooma Compost Facility and Crown Road</b> That Council</p> <p>A. Acquire Lot 1 DP 1075191 by compulsory acquisition process from Crown Lands under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purpose of waste facility</p> <p>B. That the land be dedicated as operational land in accordance with the Local Government Act 1993</p> <p>C. That this acquisition is not for the purpose of resale or compensation</p> <p>D. That the necessary application be made to the Minister for Local Government and the Governor</p> <p>E. Authorise the Chief Executive Officer to execute all required documentation</p>	Coordinator Land & Property	<p>31/10/2022 - TP: Engagement of PWA confirmed (28/10/22) in order to progress this matter.</p> <p>30/09/2022 – TP: Waste Manager has confirmed that internal budget transfer/allocation is imminent. Courtesy advice to PWA actioned, notifying that land acquisition engagement will be finalised in the coming weeks.</p> <p>30/08/2022 - TP: Awaiting Waste budget confirmation for this project piece, thus PWA engagement &amp; commencement of acquisition process delayed</p> <p>26/07/2022 - SR: No further update.</p> <p>30/06/2022 – SR: No further update.</p> <p>30/05/2022 – SR: No further update.</p>	30/06/2024	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>29/04/2022 – SR: No further updates.</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: No further update - Awaiting budget advice for further progression.</p> <p>24/01/2022 – SR: No further update.</p> <p>16/12/2021 – SR: A. PWA Proposal received &amp; being reviewed for approval. B. No action required. C. No action required, D. Dependant on 'A'. E. Dependant on 'A'.</p> <p>25/11/2021 – SR: Awaiting for estimation from PWA for acquisition works, should be received week ending 05/12/2021. B. no action required. C. no action required. D. dependent on 'A'. E. dependent on 'A'.</p> <p>14/10/2021 – SR: Contact made with PWA to initiate process.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
978	15 July 2021	164A/21	<p><b>Expression of Interest Submissions Community Use Tenancy 17 Bent Street JINDABYNE - Lot 2 DP 860886</b></p> <p>That Council authorise further discussions with the EOI stakeholder groups with the aim of developing a feasible mixed occupancy model to benefit the community and meet the caveat terms.</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/22 – TP: No further update at this point.</p> <p>30/08/22 - TP: Awaiting confirmation of the caveat change amendment sought from NSW Property. Further prompt to the DPIE sent on 12/8/22.</p> <p>02/08/2022 - TP: No further update at this point.</p> <p>06/07/2022 – TP: Awaiting confirmation of the caveat change amendment sought from NSW Property.</p> <p>31/05/2022 –TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: NSW Navy Cadets have advised that they will not pursue their use of the site. Awaiting confirmation of the caveat change amendment sought from NSW Property. Review of use model and consideration of other suitable groups (in consult with the Monaro Family</p>	30/09/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Support Services &amp; Monaro Care &amp; Early Learning Centre) to occur.</p> <p>01/11/2021 – TP: To inform user MOU drafting – Awaiting further advice from NSW Navy Cadets for their use aspect. Awaiting confirmation of the caveat change amendment sought from NSW property.</p> <p>01/10/2021 – TP: Incoming tenant groups have access to venue, with general fit out &amp; maintenance tasking being actioned at the site. A basic deed of Deed of Agreement will guide occupancy for the initial 4 6 month period; this will allow time for practical functional elements to be fine-tuned for all stakeholders, and thus better inform the long term lease design.</p> <p>05/09/2021 - TP: Agreement reached with the EO user groups on shared use of space basic arrangements at the 17 Bent Street site. Finalising the agreement to ensure community groups can engage with the venue in September 2021.</p> <p>04/08/2021 - TP: Further contact from Property NSW anticipated in the coming week in relation to the permitted use nuances.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
974	15 July 2021	160A/21	<p><b>How can Council best leverage the State Government's recently announced policy on temporary supportive accommodation</b></p> <p>That Council</p> <p>A. Continue to work with the NSW Government to identify any current opportunities.</p> <p>B. Review the temporary supportive accommodation discussion paper when it is released and develop an action plan to ensure the regions issues are identified and addressed in any action plans that are developed.</p>	Coordinator Economic Development	<p>31/10/2022 - MA: No further update. Still awaiting release of a discussion paper on temporary supportive accommodation from the NSW state government.</p> <p>05/10/2022 - MA: Nothing further to report.</p> <p>30/08/2022 – MA: Same as previous update – in progress.</p> <p>25/07/2022 - MA: No further update.</p> <p>05/07/2021 – MA: A. Land and Housing Corp are in contact with the Council planners in relation to their Cooma subdivision. B. Discussion paper not yet released and no indication of timeline for release.</p> <p>30/05/2022 – MA: Same as previous update.</p> <p>04/05/2022 – MA: Same as previous update. Nil further update.</p> <p>05/04/2022 – MA: A: Coordinator Economic Development met with Land and Housing Corporation representatives to discuss economic development and market issues around Cooma. Continuing to work together</p>	16/08/2021	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>regarding the state government pilot project subdivision at Cooma East. B: Discussion paper still not released</p> <p>28/02/2022 – MA: A concept is currently being developed and will be presented to Councillors for review when ready.</p> <p>21/01/2022 – GW: No further update pending release of discussion paper.</p> <p>21/12/2021 – MA: Nil further update.</p> <p>02/11/2021 – MA: Same as previous update and likely to remain so for some time and timeline for release of the temporary supportive accommodation discussion paper is unknown.</p> <p>30/09/2021 – MA: Same as previous update. Nil further update.</p> <p>01/09/2021 – MA: Same as previous update. Nil further update.</p> <p>05/08/2021 - MA: Discussion paper not yet released by the State Government. Continuing to support the State Government's research for development opportunities in Cooma.</p>		



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
962	17 June 2021	154/21	<p><b>Leesville Civil Works Progression to Enable Sale of Subdivision Section 3D (4 Lots) - Sale of Industrial Land</b></p> <p>That Council</p> <p>A. Approve the completion of the essential civil works required for Stage 3D of the Leesville Industrial Estate subdivision in Jindabyne, expending up to \$600,000;</p> <p>B. Approve Lots 17, 18, 19 &amp; 20 in Stage 3D at Leesville Industrial Estate to be sold by public auction, once civil works are completed;</p> <p>C. Authorise the Chief Executive Officer to establish the reserve price for Lots 17, 18, 19 &amp; 20 at Leesville Industrial Estate ahead of the auction, and to negotiate with the highest bidder should any property fail to meet the reserve;</p> <p>D. Authorise the Chief Executive Officer to undertake all negotiations for the sale of Lots 17, 18, 19 &amp; 20 at Leesville Industrial Estate, including real estate agent engagement; and</p> <p>E. Authorise the Chief Executive Officer to execute all legal documents and contracts for the sale of Lots 17, 18, 19 &amp; 20 Leesville Industrial Estate.</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point in time.</p> <p>30/08/2022 - TP: No further update at this point.</p> <p>02/08/2022 - TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at present.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: No further update at this point.</p>	30/06/2023	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>05/09/2021 - TP: A. In progress. B, C, D &amp; E: To be actioned upon completion of civil works.</p> <p>04/08/2021 - TP: Delivery arrangements for the expanded civil works progressing.</p> <p>02/07/2021 - TP: The resolution actions will be initiated.</p>		
961	17 June 2021	153/21	<p><b>Request to close part of Mittagang Road Reserve - Boundary Adjustment followed by Land Sale to Owner of Lot 2 DP 815248</b></p> <p>That Council</p> <p>A. Approve to proceed partial road closure of Mittagang Road, being approximately 773m<sup>2</sup>, at the specified location, in accordance with the Roads Act 1993;</p> <p>B. Authorise the Chief Executive Officer to execute all necessary documents for the partial road closure and boundary adjustment;</p> <p>C. Agrees that all costs incurred in actioning the boundary adjustment and partial road closure are to be borne by the adjacent landowner (Lot 2 DP 815248), inclusive of general legal, registration fees and title creation costs incurred by Council;</p> <p>D. Obtain an independent valuation of the 773m<sup>2</sup> land area that is the subject of the boundary adjustment to guide sale price setting;</p>	Coordinator Land & Property	<p>31/10/2022 - TP: Deposited Plan to create new lot (subject area of road reserve to be closed and sold) updated to reflect easement for the sewer infrastructure in place, with SMRC referenced as the benefitting authority.</p> <p>30/09/2022 – TP: A. Survey plan and Admin Sheet received from applicant's surveyor on 29/9/22; CEO sign off of Admin Sheet actioned. Lodgement via Planning Portal to be completed by applicant's representative. Once the LRS has issued a lot identification, then Land &amp; Property will be able to action the road closure gazette step; B. Pending - To be completed at the appropriate time; C. Noted - Conveyed to and understood by the relevant external party; D. Completed - valuation report received 1/8/22;</p>	30/11/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>E. Approve the sale of the subdivided land parcel, approximate 773m2 in area, by private treaty to the adjacent landowner (Lot 2 DP 815248) subject to the completion of the road closure process; and</p> <p>F. Authorise the Chief Executive Officer to negotiate the sale price and execute any documentation required to complete the sale, at the appropriate time.</p>		<p>E. Pending - To be completed at the appropriate time;  F. Pending - To be completed at the appropriate time.</p> <p>30/08/2022 - TP:  No further update at this point.</p> <p>02/08/2022 - TP:  A In progress - All relevant information has been provided to the applicant's representative. The progression of the final survey and subdivision lodgement (boundary adjustment) now rests with the applicant. Once the LRS has issued a lot identification, then Land &amp; Property will be able to action the road closure gazette step.  B Pending - To be completed at the appropriated time.  C. Noted - Conveyed to and understood by the relevant external party.  D. Completed - valuation report received 1/8/22.  E. Pending - To be completed at the appropriate time.  F. Pending - To be completed at the appropriate time.</p> <p>06/07/2022 – TP:  A. In progress - All relevant information has been provided to the applicant's representative. The progression of the final survey and subdivision lodgement (boundary adjustment) now rests with the applicant.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Once the LRS has issued a lot identification, then Land &amp; Property will be able to action the road closure gazette step.</p> <p>B. Pending - To be completed at the appropriate time.</p> <p>C. Noted - Conveyed to and understood by the relevant external party.</p> <p>D. In progress.</p> <p>E. Pending - To be completed at the appropriate time.</p> <p>F. Pending - To be completed at the appropriate time.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: Item A: The partial road closure of the relevant section of the Mittagang Road reserve is queued for processing. Items B - F: Cost and administrative arrangements to be finalised to deliver clarity for both parties involved.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP:</p>		

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					<p>No further update at this point.</p> <p>05/09/2021 – TP: No further update at this point.</p> <p>04/08/2021 - TP: In contact with the landowner's representative to progress mechanics and administration arrangements.</p> <p>02/07/2021 - TP: The resolution actions will be initiated.</p>		
952	17 June 2021	140/21	<p><b>Delegate Water Treatment Plant Reservoir &amp; Pump Station - Acquisition of Part Lot 1 DP 348134 Delegate - Acquisition of Easements - Application for Crown Licence</b></p> <p>That Council</p> <p>A. Authorise the CEO to:</p> <p>i. Negotiate the purchase under private treaty of part of Lot 1 DP 348134 Delegate or, if required;</p> <p>ii. Proceed with the Compulsory Acquisition of the land described as part of Lot 1 DP 348134 Delegate and having an area of approximately 507m<sup>2</sup> for the purpose of water treatment plant, two reservoirs (one existing) in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>a. Make an application to the Minister and the Governor for approval to acquire part of Lot 1 DP 348134 Delegate, having an area of approximately 507m<sup>2</sup>, by compulsory process</p>	Manager Water Wastewater Operations	<p>02/11/2022 - CW: No further update.</p> <p>06/10/2022 – CW: Licence document has been finalised and is in the process of being signed, Land acquisition has been formally notified to snowy forests and the process has begun.</p> <p>05/09/2022 – JM: No further update.</p> <p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: No further updates.</p> <p>27/05/2022 – JD: No further updates.</p>	30/12/2022	N

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			<p>under section 186(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;</p> <p>B. That the land being acquired within Lot 1 DP 348134, having an area of approximately 507m<sup>2</sup>, is to be classified as operational land;</p> <p>C. Application be made to the Minister for Local Government and the Governor to acquire easements for raw water pipeline purposes being 3 metres wide within (or over) Lot 2 DP 1015012 and Lot 8 DP 1167423 at Delegate by compulsory acquisition process in accordance with Council's power under Section 186(1) of the Local Government Act 1993 in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>D. Application be made for a Licence from Department of Planning, Industry &amp; Environment, Crown Lands for purpose of town water supply infrastructure on the Delegate River adjacent to Lot 8 DP 1167423;</p> <p>E. Authorise the CEO to sign any documentation required for the acquisition processes defined.</p>		<p>23/03/2022 – JD: No further updates.</p> <p>20/01/2022 – JD: No further updates.</p> <p>03/11/2021 – JD: No further updates.</p> <p>28/09/2021 – JD: No further updates.</p> <p>30/08/2021 – JD: Valuation of land has been received. Lawyers amending license following comments from Snowy Forests and SMRC.</p> <p>02/08/2021 – JD: Valuation done on land required and agreement and license being drawn up by BMR Lawyers.</p>		
951	20 May 2021	121/21 122/21	<p><b>Bombala streetscape remediation work</b></p> <p>That Council instruct the CEO to take all steps available to Council to ensure the Bombala Streetscape Upgrade project is completed to the agreed professional standard as soon as possible. Given the contract was expected to be complete at the start of 2020, the contractor has had many months to remediate the aspects of the contract</p>	Chief Operating Officer	<p>03/11/2022 – JM: Inception meeting held with RD Miller and scope and timeline of agreed work confirmed. Work planned to commence in November.</p> <p>07/10/2022 – JM:</p>	30/12/2022	Y

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			which were not fulfilled. Ratepayers have waited almost five years for this project to be complete.		<p>RD Miller have responded confirming they will undertake the remediation work. Inception meeting planned.</p> <p>06/09/2022 – JM: No further update.</p> <p>03/08/2022 – JM: Awaiting response from RD Miller.</p> <p>06/07/2022 - JM: Expert determination has concluded in favour of Council. Now proceeding to ensure RD Miller rectifies defects.</p> <p>07/06/2022 – JM: Submissions made by Council and contractor for expert determination. Expert will review in June.</p> <p>10/05/2022 – GH: Expert determination has yet to occur on this dispute.</p> <p>08/10/2021 – JM: A dispute process has commenced with the contractor in accordance with the provisions of the contract. Currently in the negotiation to rectify stage. Next meeting scheduled for 12 Oct 2021 will see the contractor to present their recommended options for remediation.</p> <p>09/06/2021 – GH: Staff have provided detail on the identified</p>		



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					issues to Council's legal representatives who are evaluating in accordance with the contract requirements and determining course of action to remedy.		
950	20 May 2021	120/21	<p><b>Motion To Get A Report On A Bed Tax</b></p> <p>That Council provide a report on the benefits, possible charges, and methods of implementing a bed tax, or other user pays options modelled on successful tourist towns which utilise a user pays system in Australia and overseas.</p>	Coordinator Economic Development	<p>31/10/2022 - MA: No further update.</p> <p>05/10/2022 - MA: Nothing further to report.</p> <p>30/08/2022 – MA: Same as previous update. Nil further update.</p> <p>09/08/2022 – MA: Report underway.</p> <p>25/07/2022 - MA: Coordinator Economic Development is working in a discussion paper regarding this issue, and aims to complete the paper later in the year.</p> <p>05/07/2022 – MA: Same as previous update.</p> <p>30/05/2022 – MA: Same as previous update.</p> <p>04/05/2022 – MA: A discussion paper is being prepared on this subject to be presented to the Council in due course.</p> <p>05/04/2022 – MA:</p>	21/06/2021	N

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					<p>A subscription user pays model is being explored with MRT Inc in the development of the Monaro Rail Trail business case and TDP. Continuing research into other possible options for tourism funding as well.</p> <p>28/02/2022 – MA: As above.</p> <p>21/01/2022 – GW: No further update – can discuss with new Council but reviews of other region's not showing benefit or buy-in to date.</p> <p>21/12/2021 – MA: Nil further update.</p> <p>02/11/2021 – MA: No further update.</p> <p>30/09/2021 – MA: No further update.</p> <p>01/09/2021 – MA: A report will be provided in due course once ideas presented in the Council briefing have been developed further.</p> <p>09/06/2021 - MA: In progress.</p>		
929	15 April 2021	79/21	<b>Little Paupong Road</b> That Council	Coordinator Land & Property	31/10/2022 - TP: No further update at this point.	30/09/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>A. Approve the proposal to create a road corridor over the constructed section of Little Paupong Road through Lots 69 and 70 DP 756708; with acknowledgement that all costs relating to the project will rest with Council.</p> <p>B. Request that Crown Lands transfer the nominated two sections of Crown road, which adjoin Lots 69 DP 756708 and 70 DP 756708, to Council as public road. With Council to then subsequently approve the road closing of these segments in accordance with the Roads Act 1993.</p> <p>C. Matter be brought back to Council for approval.</p>		<p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: No further update at this point.</p> <p>26/07/2022 - SR: A&amp;B: Surveyor has been engaged to undertake works. Other Council works have been prioritised. B&amp;C: No further update at this point.</p> <p>30/06/2022 – SR: No further update.</p> <p>30/05/2022 – SR: Res A&amp;B: Surveyor has been engaged to undertake works - estimated delivery time is June (Other Council works have been prioritised). Res B &amp; C: Draft for July meeting started (delayed due to Infocouncil glitch).</p> <p>29/04/2022 – SR: Res A&amp;B: Surveyor has been engaged to undertake works - Estimated delivery time is June (Other Council works have been prioritised). Res B &amp; C: Draft for June Meeting started.</p> <p>01/04/2022 – SR: Res A&amp;B: Crown application approved and Gazette Notice published, surveyor can now be engaged for the creation of road reserve</p>		

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					<p>aligned with constructed section of Little Paupong Road., Res B &amp; C: Report to be drafted for June Council meeting, requesting approval to close Crown road reserves.</p> <p>02/03/2022 – SR: Res A &amp; B: Application sent to Crown Lands for transfer of road reserve to Council, Crown advised intention to publish Gazette Notice in March. Res C: Once application is approved matter can be returned to Council.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>15/12/2021 – SR: No further update.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: Awaiting response from Crown Lands in relation to the application lodged by Council on 10/8/21</p> <p>17/08/2021 - SR: Application lodged 10/08 with Crown for transfer of Crown Road.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/08/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update.</p> <p>05/05/2021 – TP: The resolution actions will be initiated.</p>		
925	15 April 2021	85/21	<p><b>Council's Transition to Electric Vehicles and Low Greenhouse Gas Emissions Fleet</b></p> <p>That Council</p> <p>A. Develop a project plan for the transition to EV or alternative fuel uses that reduce the emissions of Council.</p> <p>B. Write to the Premier seeking the NSW Government not implement taxes on environmentally friendly vehicles as this will create a disincentive to uptake.</p> <p>C. Write to LGNSW asking them to lobby the State government not to implement taxes on environmentally friendly vehicles as per B above.</p> <p>D. Contact DPIE for information about their co-funding scheme for Council fleet operators to procure BEV passenger vehicles as per their net zero emissions policy Stage 1.</p> <p>E. Contact the Electric Vehicle Council to discuss becoming a site host for ESV chargers.</p>	Coordinator Fleet	<p>01/11/2022 – SS: Action A and D - no further updates.</p> <p>06/10/2022 – SS: A. The Fleet Management Procedure is driving fleet selections to minimise our environmental footprint by introducing new technologies where possible. Electric vehicles aren't an option due to a lack of infrastructure. B. The Government is committed to introducing a road user charge. Completed. C. As per B. Completed. D. Council has identified eight sites which are under investigation by Essential Energy to determine suitability.</p> <p>05/09/2022 – DR: No further update.</p> <p>03/08/2022 – SS: No further update.</p> <p>06/07/2022 – SS:</p>	31/01/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update.</p> <p>24/05/2022 – SS: No further update.</p> <p>10/05/2022 – DR: No further update.</p> <p>29/04/2022 – SS: A. Council's transition to EV or alternative fuels is driven by the Fleet Management Procedure but also integrally linked to infrastructure upgrades and alternate fuel supplies which are currently lacking maturity for this region. B. NSW Government is committed to introducing a road user charge (RUC) at 2.5c/km from 1 July 2027 or when EVs reach 30% of new vehicle sales. Rate aligns with Victoria and South Australia. C. No further update. D. Co funding scheme is run as a reverse auction to subsidise identified Council funding. Currently not identified. E. Site hosting is currently being investigated.</p> <p>01/12/2021 – SS: No further update.</p> <p>10/10/2021 – DR: Reviews into the various supporting funds has so far indicated that funds are available to support private business and individuals to transition to electric vehicles, but support for</p>		

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					<p>government agencies is not included in the programs.</p> <p>Continuing the gather information to allow for the various letters to be sent to cover the issues before Council in transitioning to electric vehicles.</p> <p>In the interim there are more hybrid vehicles entering the fleet, with these vehicles generally using about half the fuel of traditional combustion vehicles.</p> <p>30/09/2021 – SS: No further update.</p> <p>05/08/2021 – SS: No further update.</p> <p>07/06/2021 – SS: No further update.</p> <p>06/05/2021 – SS: No further update.</p>		
869	17 December 2020	259/20	<p><b>Bombala Sewerage Infrastructure Project - Relocation of Mahratta Street Pump Station and Bombala STP and Sewerage Infrastructure Budget Summary</b></p> <p>That Council:</p> <p>A. Approve installation of the Mahratta Street Pump Station at the option 2 site being north east of the skate park;</p>	Manager Water Wastewater Operations	<p>02/11/2022 - CW: No further update</p> <p>06/10/2022 – CW: No further update.</p> <p>05/09/2022 – JM: No further update.</p>	30/12/2022	N



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			B. Approve an additional budget of \$230,000 from the water and sewer reserve; and C. Receive and note the information on previous budget variations for the Bombala STP Augmentation and Sewerage Infrastructure Upgrade projects as listed in this report.		03/08/2022 – CW: No further updates.  07/07/2022 – JD: Heritage approval is causing a delay however GHD are continuing to push this and get the approval completed.  27/05/2022 – JD: GHD appointed to assist with approval processes required for the pump station construction.  25/03/2022 – JD: No further update.  20/01/2022 – JD: Updated review of environmental factors for the project is nearing completion.  03/11/2021 – JD: Approval in Principal received on 28/10/2021.  28/09/2021 – JD: No further updates.  30/08/2021 – JD: No further updates from JHG.  02/08/2021 – JD: John Holland Group advised they will respond to us in the near future.  09/06/2021 – JD:		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further updates.</p> <p>04/05/2021 – JD: Application submitted to John Holland Group for construction approval and owners consent on heritage application.</p> <p>30/03/2021 – JD: Heritage advisor currently progressing with the Heritage exemption application.</p> <p>02/03/2021 – JD: Design of the pump station in the new location is underway by GHD. The heritage consultant has carried out an assessment and this assessment and application for exemption in terms of the Heritage Act to commence shortly.</p> <p>15/01/2021 – JD: A. Council approved new location. Design work for new location has commenced. B. Complete. C. Complete.</p>		
864	17 December 2020	254/20	<p><b>Water and Wastewater Easement Acquisitions - Adaminaby and Bombala</b> That Council</p> <p>A. Application be made to the Minister for Local Government and the Governor to acquire easements for water supply purposes being 3 metres wide within (or over) Lot 287 DP 729870 and Lot 292 DP 729876 at Adaminaby by compulsory process in accordance with</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: Due to positional changes as to the exact land sections being acquired (both easement &amp; freehold), to meet Bombala Wastewater (sewerage) needs, a refined resolution mandate will be required. Conferring with</p>	30/06/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;</p> <p>B. Application be made to the Minister for Local Government and the Governor to acquire easements for purpose of sewer services being 3 metres wide within (or over) Lot 287 DP 729870 and Lot 292 DP 729876 at Adaminaby by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;</p> <p>C. Application be made for a Licence from Department of Planning, Industry &amp; Environment, Crown lands for purpose of town water supply infrastructure on Lot 291 DP 729876 at Adaminaby;</p> <p>D. Application be made to the Minister for Local Government and the Governor to acquire easements for purpose of sewer pump station on Lot 5 DP 758129 and sewer line being 3 metres wide within (or over) Lot 5 DP 758129 at Bombala by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act; and</p> <p>E. Authorise the CEO to sign any documentation required for the acquisition processes</p>		<p>PWA prior to a further report to Council being initiated.</p> <p>05/09/2022 – JM: No further update.</p> <p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: No further updates.</p> <p>27/05/2022 – JD: No further updates.</p> <p>25/03/2022 – JD: No further update.</p> <p>20/01/2022 – JD: No further updates.</p> <p>03/11/2021 – JD: No further updates.</p> <p>28/09/2021 – JD: No further updates</p> <p>30/08/2021 – JD: No further updates</p> <p>02/08/2021 – JD: No further updates.</p> <p>09/06/2021 – JD:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further updates.</p> <p>04/05/21 – JD: No further updates.</p> <p>30/03/2021 – JD: No further update.</p> <p>02/03/2021 – JD: Acquisition of easements has commenced. PWA procured to undertake this acquisition.</p> <p>15/01/2021 – JD: Process has commenced. PWA engaged to assist SMRC with the applications.</p>		
855	19 November 2020	240/20	<p><b>Bicentennial Garden/ Parks – Bombala</b> That Council:</p> <p>A. Ensures that gardens, trees and significant plantings in all parks throughout Snowy Monaro Regional Council area are to be protected by a Plans of Management that will manage parks and gardens, with a Tree Management Plan developed to ensure that trees are conserved into the future;</p> <p>B. Acknowledge that the Bombala Bicentennial Garden is significant to the community; and</p> <p>C. Assess the Bombala Bicentennial Garden by a heritage expert for inclusion on Council's Heritage Listing.</p>	Coordinator Strategy Development	<p>28/10/2022 – GMc: Has been added to the draft LEP heritage listings within SMRC LGA. Planning proposal for new draft LEP is to be reported to Council in November 2023.</p> <p>27/09/2022 – GMc: To be added to the draft LEP heritage listings within SMRC LGA. LEP expected to be lodged in draft to NSW Planning mid 2023.</p> <p>26/08/2022 – GMc: To be added to the draft LEP.</p> <p>03/08/2022 - AA: No further update.</p> <p>24/06/2022 – GMc:</p>	15/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>To be included within the draft LEP by December 2022.</p> <p>24/05/2022 – GMc: To be included in draft LEP by December 2022.</p> <p>29/04/2022 – GMc: Process for heritage listing to be finalised through LEP process.</p> <p>25/03/2022 – GMc: Process for heritage Listing to be finalised through the LEP process and Heritage NSW.</p> <p>24/02/2022 – GMc: Process for heritage listing to be finalised through the LEP process and Heritage NSW.</p> <p>29/10/2021 – GMc: No further update – process for heritage listing to be finalised.</p> <p>30/09/2021 – GMc: No further update - Process for heritage listing to be finalised.</p> <p>30/08/2021 – GMc: No further update - Process for heritage listing to be finalised; however, discussion at 28 August Council meeting held concerns that future development in the area may be hampered by such listing. Enquiries to take place with Council's Heritage Officer to seek clarification around this.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>02/07/2021 – GM: No further update - Process for heritage listing to be finalised</p> <p>01/06/2021 – GMc: No further update - Process for heritage listing to be finalised</p> <p>04/05/2021 – GMc C. Council's Heritage Advisor has prepared a report recommending the trees within the Park are heritage listed.</p> <p>06/04/2021 – JM: No further update.</p> <p>03/03/2021 – JM: C. Assessment completed, currently being reviewed by Council's Strategic Planning team.</p> <p>29/01/2021 – JM: C. Assessment completed, currently being reviewed by Council's Strategic Planning team</p> <p>25/01/2021 – AA: C. Heritage consultant has undertaken an independent review of the Bicentennial Garden/Park against the NSW Heritage Councils criteria for local heritage listing. The heritage consultant concluded that Bicentennial Park meets the threshold for local heritage listing. The proposed listing will be incorporated into Councils new</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Snowy Monaro LEP and relevant planning proposal.</p> <p>30/11/2020 –JM:</p> <p>A. To be incorporated into draft the Plans of Management which will go out for community consultation planned for early March 2021.</p> <p>B. Completed.</p> <p>C. A request has been sent to Council's Heritage consultant to consider this item for heritage listing.</p>		
843	19 November 2020	228/20	<b>Strategy Review - Vale Street Land</b> That Council defer the report to a later date following a Councillor workshop.	Senior Project Manager	<p>02/11/2022 – CM:</p> <p>Additional meeting held with Colliers International with CEO, CSO and Mgr Corporate Projects 26th October 2022. Scope of works now complete.</p> <p>Due to FSR, SRV and financial reporting this report and briefing will be presented to Council in early 2013.22/09/2022 – CM:</p> <p>Draft provided to CSO and CEO for review, Council briefing expected November 2022.</p> <p>24/08/2022 – CM:</p> <p>Consultants have provided 2 interim/draft reports to staff. Both reports have resulted in additional options requested to be included. The final development of those options is currently underway with a report due in early September. The reports include master planning (architectural studies) and real estate feasibility options.</p>	31/03/2022	N



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/08/2022 – CM: Report due mid-August 2022.</p> <p>06/07/2022 – CM: Colliers International and Cox Architects (ACT) reports due mid-July for review.</p> <p>01/06/2022 – CM: Colliers International have been engaged to assist with civic centre plans, which includes the review of the Vale Street land. Colliers undertaking a workshop with ELT mid-June with reports expected from their engagement, including master plan (Cox Architecture) last quarter 2022.</p> <p>24/01/2022 – DR: Work on determining options for the site has recommenced following recruitment of positions that had been vacant for some time. Colliers International will be engaged to undertake a review of the site and options for the future direction in relation to Council's offices.</p> <p>16/12/2021 – DR: No further update.</p> <p>30/11/2021 – DR: Two new staff commenced this week. This will allow tasks to be reassigned and allow this project to proceed.</p> <p>29/11/2021 – DR:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Waiting on staff vacancies to be filled before strategy review to be undertaken.</p> <p>01/07/2021 - DR: Expressions of interest have been sought to undertake a review to identify if there is a viable option to develop new offices and the process will commence soon.</p> <p>06/05/2021 – DR: The closing date for expressions of interest to review options for the future use of the site have not yet closed.</p> <p>02/03/2021 – DR: Briefing completed in the Councillor Briefing Session on 04/02/21 with a Vale Street Property Workshop.</p> <p>29/01/2021 – DR: Time has been scheduled in an upcoming councillor briefing session for councillors to discuss this issue.</p> <p>27/11/2020 – DR: Time will be arranged for a fuller discussion on the options for the Council offices.</p>		
840	19 November 2020	225/20	<p><b>Peak View Hall</b></p> <p>That Council, in order to facilitate the Peak View community's access to Lions International funding to upgrade the Peak View Community hall:</p> <p>A. Support the proposal to relinquish care and control of Crown Reserve 56109 with care</p>	Coordinator Land and Property	<p>31/10/2022 -TP: Further prompt for "urgent" update on processing tabled to Crown Lands on 18/10/22.</p> <p>30/09/2022 – TP: No further update at this point.</p>	31/08/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>and control being transferred to an appropriate community based incorporated association such as the proposed Peak View Progress Association Inc.;</p> <p>B. Authorise the CEO to negotiate with relevant parties an outcome to satisfy the requirements of all parties including the Peak View Community, the Crown, the NSW Aboriginal Land Council, Lions International and the Rural Fire Service.</p>		<p>30/08/2022 - No further update at this point - awaiting advice from Crown Lands.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: Crown Lands update on 24/06/2022: "It is still within the system for the change over to take place." Process completion timeline is uncertain.</p> <p>31/05/2022 – TP: Peak View Volunteer Bushfire Brigade Association provided their formal letter of request to the State to become the Crown lands manager for reserve 56109 on 8/5/22. Crown Lands to advise when process has been formalised from their side.</p> <p>03/05/2022 – TP: Crown Land reviewing Council's wish to relinquish the role of Crown land manager for Reserve 56109 – Peak View Memorial Hal. The Peak View Volunteer Bushfire Brigade Association Incorporated (INC2101407) wish to assume the role of CLM.</p> <p>01/03/2022 – TP: Item A &amp; B: Work is continuing to negotiate an outcome to satisfy the requirements of all parties including the Peak View community, the Crown, the NSW Aboriginal Land Council,</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Lions International and the Rural Fire Service. Council has received some conflicting advice from Crown Lands in terms of the smoothest way to progress - Further consultation is underway.</p> <p>31/01/2022 – TP: The Peak View Volunteer Bushfire Brigade Association have achieved incorporation status in the state of NSW, with indication that it will be this entity which will officially nominate as the alternate Crown land manager of the site. Land &amp; Property will table this revised scenario to Crown Lands as a concept just to make sure there are no conflicts from that side of things. , Note: From the Lions Club (funding) perspective, they have indicated that as long as the group is an incorporated not-for-profit entity then the Lions aspect can proceed.</p> <p>12/11/2021 – TP: This Peak View Hall scenario remains a work in progress, as the community group has still not formed themselves to a legal entity standard that meets the Lions Club funding needs. I’ve had recent chats with both Chris Reeks (Lions Club) &amp; James Barron (community stakeholder) and they are trying to sort out the logistics so that they can then offer us (as the current CLM of the site) a proposed pathway of arrangements.</p> <p>03/11/2021 – PB:</p>		

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					<p>Action now sits with land and property. Item to be transferred to Teena Patterson.</p> <p>28/09/2021 JB: The funding has been approved after delay and money is being allocated. The transfer of Crown Reserve 56109 with care and control to Peak View Progress Association is now going ahead. Teena Paterson is aware and can progress the transfer as needed</p> <p>09/08/2021 - GH: No further update.</p> <p>02/07/2021 – JB: No further update.</p> <p>09/06/2021 – JB: No further update.</p> <p>03/05/2021 - JB: Chris Reeks of Lions Club Cooma advised that there has been No further update regarding this funding.</p> <p>06/04/2021 – JB: Chris Reeks has advised that Lions Club is to meet 7/4/21 and this item will be discussed then. The estimated timing for funding is April 2021.</p> <p>26/02/2021 – JB:</p>		

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					SMRC is waiting on advice from the Lions Club regarding their success in the grant before proceeding.  27/01/2021 – JB: A. Completed B. Discussions in progress  26/11/2020 – JT: Discussions are in progress.		
798	17 September 2020	176/20	<p><b>Request for Easement Over Council Land in Cooma</b> That Council</p> <p>A. Approve the request to create an easement for water supply over Lot 2 DP 224408 subject to:</p> <p>i. All costs being borne by the owner of Lot 1 DP 224408.</p> <p>ii. Any disturbance to Lot 2 DP 224408 to be remediated by the applicant, as soon as possible, to the same condition as prior to disturbance.</p> <p>iii. The owner of Lot 1 DP 224408 obtaining a licence to pump water from Cooma Creek prior to installing the pipeline for water supply; and</p> <p>B. Authorise Council’s CEO to execute any documents necessary to register the easement.</p>	Coordinator Land & Property	<p>31/10/2022 -TP: No further update.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: No further update at this point.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: No further update at this point.</p>	30/09/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>31/01/2022 – TP: Applicant initiated lodgement of easement creation documentation with SMRC's Planning Team. The owner's consent &amp; administration sheet were signed by CEO. Update has been sought from Planning as to the application's progression.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 - TP: No further update at this point.</p> <p>05/09/2021 - TP: Email sent to the relevant landowner seeking an update on the survey aspects in order to progress easement registration.</p> <p>04/08/2021 - TP: Water licence reference number 40AL418298 is confirmed as held by the Landowner. Land &amp; Property await further advice from the Landowner as to easement survey aspects.</p> <p>02/07/2021 - TP: No further update at this point</p> <p>06/06/2021 – TP: Follow up with the landowner benefiting from the easement as to the licence status required.</p> <p>05/05/2021 - TP:</p>		



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					<p>No further update at this point.</p> <p>31/03/2021 - TP: No further update.</p> <p>01/03/2021 – TP: No further update.</p> <p>14/01/2021 – LB: The landowner has been requested to notify Council when the pipeline has been installed so that Council has an opportunity to inspect the area to ensure that Council property has been remediated. He has agreed to be responsible for all costs and will send a copy of the water licence to Council when he is in possession of the Licence.</p> <p>04/12/2020 – LB: Council will await notification from landowner that he has achieved a licence to pump water and that he has a plan ready to create the easement.</p> <p>23/10/2020 – LB Landowner has been notified and is proceeding with the plan. Landowner is aware that he needs a licence to pump water from Cooma Creek prior to Council signing off on the plan for easement.</p> <p>24/09/2020 – LB: The landowner will be notified of the Council resolution including the conditions of approval</p>		

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					so that he can arrange for a surveyor to do a plan for the easement and an 88B for the terms of the easement. The owner of lot 1 will be notified that Council will not permit registration of the plan until he has obtained a licence to pump water from NSW Water. Documents will be sent to the CEO for execution when they are ready.		
794	17 September 2020	172/20	<p><b>Proposal to Close Part Mittagang Road - Yallabee Lodge</b> That Council;</p> <p>A. Approve the road closing of part of Mittagang Road in accordance with the <i>Roads Act 1993</i>;</p> <p>B. Consolidate the new lot with lot 1 DP 841447 (Yallabee Lodge); and</p> <p>C. Authorise Council's CEO to execute all necessary documents to complete the road closing and lodgement of the plan of consolidation.</p>	Coordinator Land & Property	<p>31/10/2022 – TP: Action Complete.</p> <p>30/09/2022 – TP: Completed 11R form lodged with LRS to action removal of 'public road' use restriction from title of Lot 11 DP 1284435 (formerly part of Mittagang Road).</p> <p>30/08/2022 - TP: A &amp; B: 11R form to action removal of public road reference on title of 11/1284435 to be lodged, supported by the published Gazette notification of the partial road closure (of the small segment of land that is now 11/1284435). C - CEO has executed all required documents to date.</p> <p>26/07/2022 – TP: No further update.</p> <p>30/06/2022 – SR: No further update.</p>	30/11/2022	Y

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>30/05/2022 – SR: Res A &amp; B: Plans Lodged with LRS - awaiting registration Res C: CEO executed all required documents to date</p> <p>04/05/2022 – SR: Res A &amp; B: Survey Deposit Plan for road closure have been returned to surveyor for LRS lodgement. Once LRS register the closure Deposit Plan we can move forward with consolidation Deposit Plans. Res C: CEO executed all required documentation to date.</p> <p>01/04/2022 – SR: Res A &amp; B: Partial Closure Draft Plans have been received from surveyor. Application for Post Certificate - Boundary adjustment lodged. Res C CEO to sign administration sheet for road closure.</p> <p>03/02/2022 – SR: No further updates.</p> <p>24/01/2022 – SR: A, B &amp; C: Quote received from surveyor. Surveyor engaged to complete works.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 – TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update at this point.</p> <p>05/09/2021 – TP: No further update.</p> <p>04/08/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further updates at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 - TP: No further update.</p> <p>28/02/2021 - TP: A-C - Consolidated of land adjacent to the service station at Yallambee process inadvertently used the incorrect resolution; thus road closure plan is required to be redone by surveyor to accurately reflect 'new' lot footprint &amp; labels.</p> <p>22/01/2021 – LB: No further update.</p> <p>04/12/2020 – LB: A. Letters have been posted. There is a 28 day period for reply.</p> <p>23/10/2020 – LB:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Letters have been prepared and are ready to be posted.</p> <p>B. After the road is closed a plan of consolidation will be prepared by a surveyor and the plan will subsequently be lodged.</p> <p>24/09/2020 – LB:</p> <p>A. Letters will be sent in the next two weeks to the notifiable authorities and to properties surrounding Yallambee notifying them of the proposal to close the road.</p> <p>B. After the road is closed a plan of consolidation will be prepared by a surveyor and the plan will subsequently be lodged.</p>		
789	17 September 2020	167/20	<p><b>Acquisition - Easement for Access Adaminaby Sewage Treatment Plant and Town Water Supply</b></p> <p>That Council:</p> <p>A. Proceed with the compulsory acquisition of the interest in the land described as part Lot 287 DP 729870 Land fronting Snowy Mountains Highway, Adaminaby and having an area of approximately 22m for the purpose of easement for access to essential services being the Sewage Treatment Plant in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</p> <p>B. Proceed with the compulsory acquisition of the interest in the land described as part Lot 292 DP 729876 having an area of</p>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>05/09/2022 - JM: No further update</p> <p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: No further updates.</p> <p>27/05/2022 – JD: No further updates.</p>	30/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>approximately 200m and part Lot 292 DP 729876 Land fronting Chalker Street, Adaminaby and having an area of approximately 344m for the purpose of easement for access to essential services being Town Water Supply in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</p> <p>C. Make an application to the Minister and the Governor for approval to acquire part Lot 287 DP 729870 Land fronting Snowy Mountains Highway, Adaminaby and having an area of approximately 22m and Part Lot 292 DP 729876 having an area of approximately 200m and part Lot 292 DP 729876 Land fronting Chalker Street, Adaminaby and having an area of approximately 344m for the purpose of easement for access to essential services by compulsory process under section 187(1) of the <i>Local Government Act 1993</i>;</p> <p>D. Classify the land as easement for access in accordance with the <i>Local Government Act 1993</i>;</p> <p>E. Authorise the CEO to sign any documentation required for this Acquisition process.</p>		<p>25/03/2022 – JD: No further update.</p> <p>20/01/2022 – JD: No further updates.</p> <p>03/11/2021 – JD: No further updates.</p> <p>28/09/2021 – JD: No further updates.</p> <p>30/08/2021 – JD: No further updates.</p> <p>02/08/2021 – JD: No further updates.</p> <p>09/06/2021 – JD: No further updates.</p> <p>04/05/2021 – JD: No further updates.</p> <p>30/03/2021 – JD: No further updates.</p> <p>02/03/2021 – JD: Acquisition currently underway.</p> <p>15/01/2021 – JH: No further update.</p> <p>25/11/2020 – JH:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update.</p> <p>25/11/2020 – JH: A-D. Acquisition process underway and being managed by the Water/Wastewater Team. A. This will take place when required.</p> <p>23/09/2020 - JH: A-D. Acquisition process underway. E. This will take place when required.</p> <p>23/09/2020 - JH: A-D. Public Works Advisory (PWA) is being engaged to action this process so that Council secures permanent legal access swiftly. E. This will take place when required.</p>		
775	20 August 2020	146/20	<b>Endorsement of SMRC Section 355 Manual</b> That Council send out a draft s355 manual to Committees for review and defer item until a Council workshop can be held.	Governance Officer	<p>01/11/2022 - ED Further discussion with internal stakeholders to clarify support contact officers for open spaces and community facilities services. The workshop for councillors scheduled for November 2022 was convened in October. A date for the manual to be sent to council for adoption will be determined in the new year.</p> <p>06/10/2022 – LO: Discussion with staff developing the recreation and open space strategy has taken place to commence a review of relevant sections of the draft manual to ensure consistent advice and communications with the committees. The review will conclude after the presentation of</p>	01/09/2022	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>the strategy to councillors at a workshop scheduled for November 2022.</p> <p>06/09/2022 – LO: No further progress since 04/08/2022.</p> <p>04/08/2022 – LO: Work has resumed updating the manual applying new style guide and updating GST management following discussion with finance staff.</p> <p>12/07/2022 – DR: No further update.</p> <p>02/06/2022 – LO: Process delayed due to ongoing vacancy in Governance team. Target date expected 1 September 2022.</p> <p>09/05/2022 – LO: Revision and consultation delayed due to vacancy in Governance team. Revised schedule to be provided following recruitment.</p> <p>09/03/2022 – ED Draft manual under revision to reflect current structure. Draft to come to undergo consultation with internal stakeholder prior to ELT approval and Councillor workshop in June.</p> <p>12/10/2021 – DR:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Target date changed – defer to allow new Councillors to be informed and agree to the approach.</p> <p>01/04/2021 – ED: No further update.</p> <p>30/03/2021 – ED: No further update.</p> <p>24/02/2021 – ED No further progress.</p> <p>19/01/2021 – JM: No further progress.</p> <p>26/11/2020 – JM: The consultation period for the committees closed on 12 November 2020 and Council has received 16 comments. Comments are currently being reviewed a report will be presented to the Councillors at the 4 February 2020 briefing session.</p> <p>02/11/2020 – JM: A webinar was held on 29 October 2020 with all section 355 committees. A workshop will be conducted with councillors on 3 December 2020.</p> <p>25/09/2020 – JM: Documentation has been subjected to a final review and proof read prior to being sent out.</p> <p>31/08/2020 – JM:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					The Chief Communications Officer is currently reviewing the manual, after which it will be circulated to all committees to review for one month. A webinar will be conducted with all committees to explain the changes and answer questions. A Council workshop will be conducted on 5 November 2020.		
746	16 July 2020	107/20	<p><b>Health One Facility, Jindabyne</b> That Council</p> <p>A. Authorise the Chief Executive Officer to execute the Building Management Statement and take steps to finalise and sign the land sale agreement; and</p> <p>B. Approve the establishment of a Building Management Committee to oversee obligations of the Building Management Statement.</p>	Facilities Officer Snowy River Health Centre	<p>31/10/2022 - NW: Further request from Essential Energy for easement location. Discussions ongoing with surveyor to finalise.</p> <p>27/09/2022 – NW: Essential Energy have requested further detail for electricity easement on survey plan. Sent to surveyor for further discussion and update.</p> <p>05/09/2022 - JM: No further update</p> <p>26/07/2022 - NW: Awaiting updated 88B Instrument from lawyers.</p> <p>05/07/2022 – NW: Awaiting updated Section 88B instrument from lawyers prior to Planning staff issuing stratum subdivision.</p> <p>31/05/2022 – TP: A – Complete B - Pending: Awaiting internal response from Planning Department as to issue of subdivision certificate.</p>	30/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/05/2022 – NW: A. Building Management Statement signed by CEO B. Plan of Subdivision awaiting review by Senior Council planners prior to establishment of Building Management Committee.</p> <p>01/03/2022 – NW: A. Building management statement signed by CEO. B. Finalising plan of subdivision prior to establishment of building management committee.</p> <p>06/09/2021 – TP: Follow up query to Planning as to status of subdivision approval.</p> <p>27/04/2021 – NW: Waiting on Subdivision Certificate approval.</p> <p>26/03/2021 – NW: Subdivision Certificate and Modifications now lodged by Dabyne Planning.</p> <p>02/03/2021 – NW: Discussions ongoing between Dabyne Planning and Kleven Spain Surveyors. Subdivision application forms submitted to CEO for signature.</p> <p>12/01/2021 – NW:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Surveyor provided plans although further information still required. Waiting on information to be forwarded.</p> <p>27/11/2020 – TP: No further update.</p> <p>27/10/2020 – NW: A. Awaiting surveyor to provide further information to enable registration of subdivision. Other party (HealthOne) still to sign the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne once above items have been finalised.</p> <p>24/09/2020 – NW: A. Status remains unchanged. Building Management Statement signed by Chief Executive officer. Information has been returned to surveyor for creation of subdivision. Waiting on lawyers for other party regarding the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne.</p> <p>26/08/2020 – NW: A. Building Management Statement signed by Chief Executive officer. Information has been returned to surveyor for creation of subdivision. Waiting on lawyers for other party regarding the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					22/7/2020 – NW A. Building Management Statement sent to Chief Executive Office for signing. B. Will work on creation of Building Management Committee once BMS signed.		
718	18 June 2020	80/20	<p><b>Acquisition of Land - RFS Shed Michelago</b> That Council</p> <p>A. Proceed with the compulsory acquisition of the Land described as part Lot 5405 DP 1244970 Land fronting Ryrie Street, Michelago between 369.945 Km and 370.000 Km and having an area of approximately 1,162.6m<sup>2</sup> for the purpose of Rural Fire Shed in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</p> <p>B. Make an application to the Minister and the Governor for approval to acquire part Lot 5405 DP 1244970 Land fronting Ryrie Street, Michelago between 369.945 Km and 370.000 Km and having an area of approximately 1,162.6m<sup>2</sup> by compulsory process under section 186(1) of the Local Government Act 1993;</p> <p>C. Classify the land as operational land in accordance with the Local Government Act 1993;</p> <p>D. Note that this acquisition is not for the purpose of resale; and</p> <p>E. Authorise CEO to sign any documentation required for this Acquisition process.</p>	Coordinator Land & Property	<p>31/10/2022 -TP: Council advocating (via PWA) for TfNSW to take a balanced approach to compensation given that the acquisition is for a RFS shed combined with the TfNSW's requirement for easement and covenants containing the subject land; the planned use is aligned with the highest and best use of the subject land for public utility/service purposes.</p> <p>30/09/22 – TP: Valuation feedback received and in review.</p> <p>30/08/22 – TP: Valuation actioned and payment for this service aspect approved. PWA progressing the matter.</p> <p>26/07/2022 – SR: A. Plans of Acquisition have been registered with LRS, valuation still to be completed B. Dependant on A C. No Action Needed</p> <p>30/06/2022 – SR: Res A: No further update - PWA still awaiting valuation Res B: Awaiting completion of A Res C: No Action Required</p>	31/03/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Res D: No Action Required Res E: As Required  30/05/2022 – SR: Res A: No further updates Res B: Awaiting completion of A Res C: No Action Required Res D: No Action Required Res E: As Required  04/05/2022 – SR: Res A: Awaiting valuation results, email sent to PWA requesting update for this matter. Res B: Awaiting completion of A Res C: No Action Required Res D: No Action Required Res E: As Required  01/04/2022 – SR: Res A: Awaiting valuation to be complete. Res B: Awaiting completion of A. Res C: No Action Required. Res D: No Action Required. Res E: As Required.  02/03/2022 – SR: Res A: Valuer engaged via PWA. Res B: Awaiting completion of A. Res C: No Action Required. Res D: No Action Required. Res E: As Required.  24/01/2022 – SR:		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res A: SMRC reviewing PWA recommendation for valuation.  Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.  Res E: As Required.</p> <p>16/12/2021 – SR:  Res A: PWA reviewing valuation service quotes, Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.  Res E: As Required</p> <p>15/09/2021 – SR:  PWA received consent letter and plans with approval stamp from Transport For NSW (Railway), PWA will progress the matter with John Holland Rail, still on track for delivery by end of 2021 (PWA advised).</p> <p>17/08/2021 – SR:  PWA advise project is still on track for delivery before end of year. PWA waiting for response from UGL Regional Linx.</p> <p>02/08/2021 - SR:  Advice received from UGL Regional Linx takeover of John Holland - PWA advised acquisition should be complete before Jan 2022 take over.</p> <p>02/07/2021 – TP:  No further update at this point.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>06/06/2021 – TP: No further update at this point.</p> <p>27/04/2021 - JH: No further updated at this stage.</p> <p>23/03/2021 - JH: The survey plan has been prepared by PWA to enable the acquisition process to continue.</p> <p>28/02/2021 – JH: No further update.</p> <p>12/01/2021 – JH: No further update.</p> <p>25/11/2020 – JH: A to C: This process will take approximately 18 months.</p> <p>20/10/2020 - JH: A to C: Acquisition process underway. D &amp; E: Will be adhered to throughout this process.</p> <p>23/09/2020 - JH: A to C: Survey Plan Quote to be received shortly.</p> <p>26/08/2020 - JH: A to C: Acquisition process underway. Research has to take place to find gazette notices, survey plans to be prepared etc.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>D &amp; E: Will be adhered to throughout this process.</p> <p>22/07/2020 – JH: A to C: Acquisition process underway. D &amp; E: Will be adhered to throughout this process.</p> <p>24/06/2020 – JH: A to C: The Acquisition process will begin, this is a lengthy process as all items take place under strict timelines. D&amp;E. Complete.</p>		
669	16 April 2020	69/20	<p><b>Bombala Commercial Precinct Painting</b> That Council</p> <p>A. Note the previous resolution ADA96/16 adopted by the Administrator;</p> <p>B. Note the previous resolution 297/17 adopted by Council;</p> <p>C. Rescind Part C of resolution 297/17 and replace it with: Authorise expenditure of \$10,000 directly to the Bombala and District Chamber of Commerce to assist with the current street upgrade project. The Chamber must agree to use the money on paint and provide supporting documentation to Council once the project is completed.</p>	Economic Development Officer	<p>31/10/2022 - JM: No further update.</p> <p>26/09/2022 – JM: Funds have been spent at both Murphy's and Bombala Electrical and Hardware for businesses to use on paints agreed upon with Pip Giovanielli. Currently Koathes has been completed, the Newsagency and Butcher are underway. Next up will be Lou Lou's, Kitchen 1888 then Murphy's Outdoor Living.</p> <p>25/08/2022 - JM: No further update.</p> <p>29/07/2022 - JM: Bombala Chamber of Commerce met with Pip Giovanelli, the heritage adviser to SMRC, to assist in business selection of heritage colours. With the view to be painting in the spring.</p>	31/05/2021	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>25/07/2022 - GH: This resolution references the incorrect resolution number. Correct resolution number is 295/17.</p> <p>05/07/2022: - JM: Bombala Chambers are co-ordinating businesses to discuss the colour options available to them under the heritage colours with Council's heritage advisor to ensure adherence to council resolution 295/17 Part D. Bombala Chambers also applying the funds to both Buy-Rite Bombala and Murphy's Building Supplies for individual businesses to purchase agreed paint. Business are now hoping to get painting in the early spring once weather allows for outside painting.</p> <p>30/05/2022 – MA: The Economic Development Officer has met with the Bombala Chamber president who advises that the target for completion remains the end of June but they are having difficulties finding tradespeople so the completion date may be extended.</p> <p>04/05/2022 – MA: Bombala Chamber have advised they are still working towards the end of June for completion of this project.</p> <p>05/04/2021 – MA: No further update. Will receive update from Bombala Chamber on progress during April.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					28/02/2022 – SB: No further update.  24/01/2022 – SB: Bombala Chamber of Commerce advised they are aiming to complete this project by the end of financial year.  21/12/2021 – SB: No further update.  01/11/2021 – SB: Approximately \$2000 spent, COVID has impacted delivery.  28/09/2021: SB No further update.  31/08/2021: SB No further update.  03/08/2021: SB No further update.  30/06/2021: SB No further update  01/06/2021 – SB: No further update.  27/04/2021: SB No further update.		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>25/03/2021 - SBly: No further update.</p> <p>25/02/2021 – SBly: No further update.</p> <p>29/01/2021 – MA: No further update.</p> <p>30/11/2020 – MA: Update received from Bombala Chamber of Commerce. They are still negotiating with main street businesses to cover the cost of labour for the painting, given the cost of the actual paint is covered by the project. Aiming for completion of project by May 2021.</p> <p>04/11/2020 – MA: Still in progress by Bombala Chamber.</p> <p>28/09/2020 – MA: No further update.</p> <p>02/09/2020 – MA: Still in process of being implemented by Bombala Chamber.</p> <p>02/07/2020 – MA: Project in progress and resting with Bombala Chamber – No further update from below.</p> <p>03/06/2020 – MA:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Arrangements for payment finalised. Awaiting reports from the chamber on execution of the project in due course.</p> <p>05/05/2020 – SB: A purchase order will be issued to the Chamber of Commerce this week so that they can send us an invoice and be paid.</p>		
660	19 March 2020	55/20	<p><b>Proposed Acquisition of Easement for Access to Middlingbank Quarry</b> That Council</p> <p>A. Enter into negotiations with the owner of lot 1 DP 1022898 for a right of way for access across his land.</p> <p>B. Engage the services of a surveyor to create a plan for registration of a right of way across lot 1 DP 1022898.</p> <p>C. Council to be responsible for all costs for creation and registration of the plan for the right of way.</p> <p>D. Authorise the Chief Executive Officer to negotiate the compensation for the easement.</p> <p>E. Authorise the Chief Executive Officer to sign all necessary documents to give effect to the above.</p>	Manager Infrastructure	<p>01/11/2022 - ZC: No further updates.</p> <p>07/10/2022 - ZC: No further update.</p> <p>05/09/2022 - JM: No further update</p> <p>03/08/2022 – JM: No further update</p> <p>07/07/2022 - ZC: No further action.</p> <p>07/06/2022 – JM: No further update.</p> <p>10/05/2022 – ZC: No further update.</p> <p>08/02/2022 – GS: All actions have been undertaken. The owners of Lot 1 refused to negotiate a right of carriageway through their property, so the resolution can be taken no further. There is a</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Crown road reserve through Lot 2 but negotiations with Crown Lands have not yet taken place over the use of that access point. A report will be prepared for Council consideration once Crown Lands have been consulted over the acquisition of the Crown road reserve.</p> <p>29/09/2021 – GS: This action will be subject to a Council report for consideration in November 2021.</p> <p>05/07/2021 – GS: The owner of Lot 1 DP 1022898 has stated they are not prepared to enter into negotiations for a right of carriageway between Middlingbank Road and Middlingbank Quarry. Discussions are underway with the owner of Lot 2 DP 1271068 to understand if options are available to create an access through that property with further options to acquire the Crown road (unformed) that's established along the boundary of Lot 1 and Lot 2.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update.</p> <p>31/03/2021 - TP: No further update.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>28/02/2021 - TP: AA - Negotiations continue with Manager Infrastructure spearheading discussions. B Draft plan for right of access pending results of A. C-E These actions will take place at the appropriate time.</p> <p>22/01/2021 – LB: A. Letter has been sent to Council’s solicitor requesting that he commence negotiations with the landowner for a right of way for access to the Quarry. B. Surveyor has submitted a draft plan for right of access and this will be finalized as soon as negotiations are completed.</p> <p>04/12/2020 – LB: A. Completed. B. Discussions are ongoing to decide the best approach for a permanent access.</p> <p>23/20/2020 – LB: A. The temporary agreement between SMRC and Mr Thomas for access to Middlingbank Quarry has been signed and is active from 2 November 2020 through to 30 April 2021. Notice has been provided to Mr Thomas, in accordance with the agreement that Council intend to access Middlingbank Quarry to extract material in November 2020. Work to ensure the access road is suitable for heavy traffic will commence on Monday 2 November. B. The process to secure permanent access will commence shortly</p>		



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>C. These actions will take place at the appropriate time.</p> <p>24/09/2020 – LB: A. The agreement has been executed by both parties and Council is planning dates for access to the quarry to extract material.</p> <p>26/08/2020 – LB: A. Council is currently negotiating an agreement with the landowner that will create a temporary access agreement for a 6 month period between November 2020 and April 2021. B. The surveyor has completed the survey for the easement for access subject to negotiation with the landowner. C. Council has engaged the surveyor and will be responsible for all costs. D. Further negotiations are required to understand if a permanent agreement for access to Middlingbank Quarry, through Mr Thomas's property is possible.</p> <p>28/07/2020 – LB: A. No update. B. Quotations for the survey were received. Despite numerous emails being sent to the surveyors only one surveyor responded and he has been requested to proceed as soon as possible.</p> <p>26/06/2020 – LB: A. Negotiations with landowners are ongoing.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B. Requests for quotations for survey have been advertised.</p> <p>28/05/2020 – LB: A meeting took place with the landowner, his father, Manager of Infrastructure, Land and Property Officer and Council’s solicitor, Mark Herbert. Negotiations are ongoing.</p> <p>24/4/2020 – LB: An email was sent to the landowner but there has been no response. A second email will be sent this week to be followed up with a phone call.</p> <p>26/03/2020 – LB Negotiations have commenced with the landowner.</p>		
643	19 March 2020	44/20	<p><b>Acquisition by Possessory Title - Lot 16 Section 1 DP 1242 - Berridale Memorial Park</b> That Council</p> <p>A. Apply for possessory title over lot 16 Section 1 DP 1242 (Berridale Memorial Park)</p> <p>B. Classify lot 16 Section 1 DP 1242 as community land upon acquisition.</p>	Coordinator Land & Property	<p>31/10/22 -TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 - TP: No further update at this point.</p> <p>02/08/2022 - TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP:</p>	31/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update at this point.</p> <p>03/05/2022 – TP: Requisition deferred by LRS due to change in protocol by the State means review, and possible refreshment of documents, prior to re-lodgement of matter via online application.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: Solicitors have flagged that re-lodgement of the entire document file was required due to change in LRS processing mechanics to online. There appears to be a telegraphed hesitancy within the LRS to view Council's ongoing maintenance of the property, to enable its continued use as a monument site, as sufficient to establish possession - Further investigation to be actioned by Land &amp; Property as to existence of any further historic evidence of dealings in relation to monument construction and primary use of site.</p> <p>1/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 – TP: No further update at this point.</p> <p>05/09/2021 – TP: No further update at this point.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/08/2021 – TP: No further update at this point.</p> <p>02/07/2021 – TP: Responding to a further request from Revenue NSW, a letter has been sent confirming that upon acquisition - Lot 16 Section 1 DP 1242 – Berridale Memorial Park – will not be used for any trading undertaking</p> <p>06/06/2021 – TP: Amended application for possessory title lodged to include additional details of the grants of probate (as received from the Supreme Court of NSW).</p> <p>05/05/2021 – TP: Solicitors have confirmed that the required supporting Statutory Declarations from independent persons (2) have been obtained. NSW Revenue documentation finalised to enable transfer of land to be completed exempt payment of duty.</p> <p>31/03/2021 – TP: LRS requested details of two disinterested persons requested willing to provide Statutory Declarations related to prior treatment &amp; use of land in question; details of such provided (with permission) to Solicitors.</p> <p>28/02/2021 – TP:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Application for possessory title lodged with NSW LRS. Further legal paperwork being formatted including the Statutory Declarations of two "disinterested witness" to support Council's possessory claim.</p> <p>14/01/2021 – LB: A&amp;B Application for possessory title has been lodged with the LRS after discussions with the RSL. RSL has been assured that the land will be classified as community land upon acquisition.</p> <p>04/12/2020 – LB: A. A letter was received from Head Office of NSW RSL to say that Council should deal with the Snowy River Branch of the RSL with respect to future management of the park. An email was sent to the local RSL branch requesting consent for Council to proceed with the application for possessory title, with the assurance that the park would be classified as community land upon acquisition. The relevant sections of the Local Government Act pertaining to management of community land were also sent in the email as a link to assist the RSL in determining their response.</p> <p>23/10/2020 – LB: A. An email was sent to the local branch of the RSL asking for an update. B. To be completed upon acquisition of the land.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>24/09/2020 – LB: A. The Snowy River branch of the RSL was notified of Council’s intention to apply for possessory title and the branch has sent the notification to The RSL’s head office for a response.</p> <p>26/08/2020 – LB: Requisition on Title has requested an Old Title search which is currently being carried out by Crown Lands.</p> <p>26/08/2020 – LB A. Requisition on Title has requested an Old Title search which is currently being carried out by Crown Lands. B. Lot 16 will be classified upon acquisition through the resolution of Council.</p> <p>29/07/2020 – LB: The CEO has executed the documents.</p> <p>26/06/2020 – LB: Application is proceeding.</p> <p>28/05/2020 – LB: Documentation is being prepared to lodge an application for Possessory Title.</p> <p>24/04/2020 – LB: Council’s solicitor is presently gathering all the evidence to lodge with the application for possessory title. A surveyor has been engaged to do a survey plan for identification purposes.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					26/03/2020 – LB: Council's solicitor has been requested to prepare the documentation.		
553	21 November 2019	422/19	<b>Managing Heavy Vehicles in Bombala Town Centre - Community Consultation</b> That the matter be deferred for further consultation with the public including correspondence from the Bombala Chamber of Commerce.	Coordinator Strategy Development	28/10/2022 – GMc: On-site discussions with Mayor and staff have taken place. No further action at this point.  27/09/2022 – GMc: On-site discussions with Mayor and staff have taken place. No further action at this point.  26/08/2022 – GMc: Some on-site discussions with staff and Mayor undertaken.  03/08/2022 - AA: No further update.  24/06/2022 – GMc: This consultation work has not been planned for the 2022-2023 FY.  24/05/2022 – GMc: This consultation work has not been planned for 22/22 financial year.  29/04/2022 – GMc: This consultation work has not been planned for 22/23 financial year.  25/03/2022 – GMc: This consultation work has not been planned for the 2021/2022 Financial Year within the	30/06/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Strategy Team. Consideration for this action to occur for the 2022-2026 Delivery Program.</p> <p>24/02/2022 – GMc: This consultation work has not been planned for the 2021/2022 Financial Year.</p> <p>29/10/2021 – GMc: No further update - requested consultation has not been prioritised as part of the 2020-2021 Operational Plan. As per LSPS action 10.7 bypass investigations is a medium to long term action of 10-20 years.</p> <p>30/09/2021 – GMc: No further update - Strategic Planning Team to seek additional information from Councillors.</p> <p>30/08/2021 – GMc: No further update - Strategic Planning to seek additional information</p> <p>02/07/2021 – GMc: No further update.</p> <p>01/06/2021 – GMc: No further update.</p> <p>04/05/2021 – GMc: No further update - Strategic Planning to seek further information.</p> <p>01/04/2021 – GMc:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update - Strategic Planning to seek additional information.</p> <p>03/03/2021 – GMc: No further action at this stage.</p> <p>25/01/2021 – GH: An informal meeting was held between Bombala based councillors and relevant staff. The outcome of the meeting is to proceed with further community consultation.</p> <p>27/11/2020 – GH: A meeting has been arranged with Bombala based councillors to discuss options for further community consultation. Meeting proposed to be held on 4 December 2020 and is open to any other interested councillor to attend.</p> <p>05/11/2020 – JM: No further update.</p> <p>25/09/2020 – GH: No further update.</p> <p>03/09/2020 – GH: No further update.</p> <p>01/07/2020 – AS: No further update. Consultation occurred from September 2019 to October 2019.</p> <p>01/06/2020 – GH:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Communication distribution proposed re Bombala Town Centre Community Consultation:</p> <ul style="list-style-type: none"> <li>• Noticeboards – IGA and Newsagency</li> <li>• Bombala Times and Monaro Post</li> <li>• Facebook – Bombala Noticeboard</li> <li>• Facebook – SMRC page</li> <li>• Facebook – SMRC Business Forum Group</li> <li>• Radio – capital network and 2MNO</li> <li>• Notice at SMRC office</li> <li>• Info sent to SMRC customer service for any enquiries</li> <li>• SMRC website</li> </ul> <p>27/04/2020 – LN: Working with Chief Communications Officer to establish a strategy for community consultation during the COVID-19 restrictions.</p> <p>24/03/2020 – LN: No further update.</p> <p>28/02/2020 – LN: Ongoing.</p> <p>03/02/2020 – LN: Ongoing.</p>		
439	21 November 2019	408/19	<p><b>Closure of Part of the Road Reserve in Barrack Street Cooma</b> That Council</p> <p>A. Approve the proposal to close part of the Barrack Street Cooma road reserve in accordance with the plan in this report;</p>	Property Officer	<p>01/11/2022 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, currently back with LRS to finalise requisitions. C: Complete.</p>	30/06/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			B. Classify this new lot as operational land; C. Approve the consolidation of lot 4 DP 32321 with the new lot to be created by the road closure; and D. Classify the new consolidated lot as operational land.		06/10/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  23/08/22 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  01/08 22 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  28/06/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress advised by the surveyor on 30/05/22 that he has a couple of requisitions that need attending to on this and was hoping to work on them in late May/early June. C: Complete.  31/05/2022 – GT: A: Complete		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress advised by the surveyor on 30/05/22 that he has a couple of requisitions that need attending to on this which he will hopefully work on it late in the week C: Complete.</p> <p>02/05/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress and No further update. C: Complete.</p> <p>04/04/2022 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress and No further update</p> <p>23/02/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 in progress and No further update. C: Complete.</p> <p>13/12/2021 – GT: No further update.</p> <p>25/11/2021 – GT: No further update.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>21/10/2021 – GT: Correspondence received from BMR confirming of registration of the land in the name of Snowy Monaro Regional Council. They have advised the surveyor as well.</p> <p>19/10/2021 – GT: Part 2: BMR confirmed the Application to Record a New Registered Proprietor electronically with LRS was lodged on 18 October 2021 - as it needed to be updated from The Council of the Shire of Cooma-Monaro. BMR will advise once the Application has been registered.</p> <p>27/09/2021 - GT: A: Complete. Approval granted - Council Meeting 21 November 2019. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress - plan is with LRS. Once registration is complete Jack Atkinson Surveying will notify Council and BMR can complete Application to Record a New Registered Proprietor for the land.</p> <p>C: Complete - only 2 objections were received and were responded to at the time.</p> <p>06/09/2021 - TP: Confirmation of status sought from surveyor.</p> <p>04/08/2021 - TP: No further update at this point.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>02/07/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: Follow up with Solicitor and Surveyor actioned to progress.</p> <p>31/03/2021 - TP: No further update.</p> <p>28/02/2021 - TP: No further update.</p> <p>22/01/2021 – LB: A&amp;B Plan has been lodged with LRS for registration when it will be classified as operational land.</p> <p>04/12/2020 – LB: A. An email was received from Crown Lands seeking clarification of the section of Barrack Street for investigation; clarified via email.</p> <p>23/10/2020 – LB: A. Awaiting information from Crown Lands. Email sent to Crown Lands requesting that this matter be expedited. B-D. These actions will be carried out at the appropriate time.</p> <p>24/09/2020 – LB:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A-B. Crown Lands responded to Council's email to say that the Old Title search is currently underway and we should receive the results shortly.</p> <p>C. A plan of consolidation will be prepared as soon as the road closing is registered.</p> <p>D. The consolidated lot will be classified as operational land upon registration of the plan.</p> <p>26/08/2020 – LB: Crown Lands have been reminded via email that we are still waiting on the results of the search to fulfil the requirements of the requisition. This action cannot proceed until plan is Registered.</p> <p>29/07/2020 – LB: Application has been sent to Crown Lands for an Old Title Search in accordance with the requisition from the LRS.</p> <p>26/06/2020 – LB: When the plan of subdivision was lodged, Council received requisitions on Title. A request has been sent to Crown Lands for evidence of gazettal of Barrack Street as a Council public road. Despite extensive research by Council staff and Council's solicitor definitive evidence was not found.</p> <p>B. Plan of consolidation will be sought after the road closing is complete through lodgement of the plan.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>28/05/2020 – LB: Council's solicitor is currently carrying out investigations to provide information to the LRS.</p> <p>24/04/2020 – LB: The plan was lodged at the LRS and the surveyor is presently addressing a requisition from the LRS regarding the date of gazettal of Barrack Street Cooma as a Council public road.</p> <p>26/03/2020 – LB: The subdivision certificate has been released and the documents executed by Council. The documents have been delivered to the surveyor for lodgement at the LRS.</p> <p>02/03/2020 – LB: The plan will be lodged as soon as the subdivision certificate is to hand.</p> <p>20/01/2020 – LB: Registration of the plan should be gazetted soon.</p>		
429	17 October 2019	389/19	<p><b>Proposed Acquisition of Part Lot 6 DP 218752 for the Purpose of Road</b></p> <p>That Council, consistent with the guidelines contained within with the body of report:</p> <p>A. Authorise the General Manager to negotiate the purchase of 0.2542ha of lot 6 DP 218752;</p> <p>B. That Council be responsible for any additional costs including survey, legal fees, fencing;</p>	Coordinator Land & Property	<p>31/10/2022 -TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>26/07/2022 – TP:</p>	31/08/2022	N



## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>C. Authorise the General Manager to execute all necessary documents and affix Council's Seal if required; and</p> <p>D. Approach the plantation owners for a contribution towards the works prior to commencing the project.</p>		<p>Awaiting communication from surveyor regarding certificate of currency for requisition.</p> <p>30/06/2022 – SR: No further update - Surveyor to assess site on Friday 08/07/2022.</p> <p>30/05/2022 – SR: No further updates - Followed up with surveyor awaiting response.</p> <p>04/05/2022 – SR: Res A: ALRS requisition received, awaiting surveyor to address requisition. Res B: Council will pay engaged surveyor and solicitor Res C: To date all required documents have been executed Res D: As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid - Resolution D complete.</p> <p>01/04/2022 – SR: No further update.</p> <p>03/02/2022 – SR: Res A: Awaiting LRS registration of plans to allow for land ownership to be transferred. Res B: Council will pay engaged surveyor and solicitor. Res C: To date all required documents have been executed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res D: As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid - Resolution D complete.</p> <p>24/01/2022 – SR: Subdivision Application (DA) approved. Plans to be registered with LRS.</p> <p>15/12/2021 – SR: Awaiting subdivision application approval.</p> <p>12/10/2021 – SR: Subdivision application lodged with Planning.</p> <p>28/09/2021 – SR: Signed Admin Sheet &amp; Subdivision Application received in Berridale Office, Admin Sheet to be returned to surveyor &amp; sub div application to be lodged.</p> <p>17/08/2021 – SR: Subdivision application &amp; administration sheet awaiting signature from landholder, once received subdivision application to be lodged with SMRC.</p> <p>02/08/2021 – SR: Mortgage has been released from lot as per title search, admin sheet and subdivision certificate application awaiting signature from landholder to proceed.</p> <p>02/07/2021 – TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Resolution elements A-C - Pending bank interest in the lot to be acquired being discharged (Lot 6 DP 218752) confirmation from landholder pending. D – Completed  06/06/2021 – TP: No further update at this point.  05/05/2021 – TP: No further update at this point.  31/03/2021 – TP: No further update.  28/02/2021 – TP: Discharge authority received from Landowner (due to Landowner having made error in initial document) and forwarded to bank to progress necessary mortgage discharge.  22/01/2021 – LB: A-C. A phone conversation with the landowner on 13/1/21 revealed that he has been communicating with the Rural Bank who are slow to respond. The landowner has been asked to send the phone contact number to Council so that we can contact the Rural Bank and try to fast-track the process. D. A letter was sent to the plantation owners who responded to say that they declined to contribute to the project.  04/12/2020 – LB:		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A-C. Email from the Bega Branch Manager of the Bendigo and Adelaide Bank this morning to confirm that they are waiting on a response from Rural Bank. Bega Branch Manager will notify Council when the discharge of mortgage has been registered.</p> <p>D. Letter has been sent to Plantation Owners.</p> <p>23/10/2020 – LB:</p> <p>A-C. Application for discharge of mortgage completed by landowner and sent to the bank for processing. Signed application for subdivision certificate and the Administration Sheet received from landowner. As soon as the landowner receives his Certificate of Title from the bank the plan of subdivision will be registered and contracts will be exchanged.</p> <p>D. Letter is being prepared for the plantation owners requesting that they contribute to the works.</p> <p>24/09/2020 – LB:</p> <p>A-C. The Title to lot 6 has a mortgage noted in the second schedule. The landowner has verified that the loan has been paid out. A discharge of mortgage application was forwarded to the landowner to complete and return to Council so that the mortgage can be removed from the title. Council is also waiting on the application</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>for a subdivision certificate to be signed by the owner of the property.</p> <p>D. Nearby plantation owners to be approached in writing seeking contribution to the purchase.</p> <p>26/08/2020 –LB:</p> <p>A-C. When Land and Property receives the subdivision certificate the landowner can sign off on the plan and arrange for his bank to sign off after which the plan can be submitted to the LRS for registration. Waiting on landowner to sign the application for the subdivision certificate or send an email giving consent for the application to be lodged. The subdivision certificate has been done but can't be released until consent is received from the landowner.</p> <p>A. Council has paid for survey and legal fees will be paid upon receipt of invoice</p> <p>B. Documents will be signed by the CEO when appropriate.</p> <p>C. Plantation owners are not affected and therefore will not be asked for a contribution.</p> <p>27/07/2020 – LB:</p> <p>Council is currently waiting on the subdivision certificate so that the plan can be registered prior to settlement.</p> <p>26/06/2020 – LB:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Council's solicitor has been asked to produce the contracts. Application for subdivision certificate has been submitted.</p> <p>A. Purchase price has been negotiated and agreed by both parties.</p> <p>A. This acquisition does not affect the plantation owners.</p> <p>28/05/2020 – LB: An email has been sent to the surveyor each week asking for the plan of subdivision so that contracts for the purchase of the land can be exchanged. The plan has not been registered so the plan will need to be attached to the contract.</p> <p>24/04/2020 – LB: Council's solicitor is organising the contract and it is anticipated that exchange will take effect within the next month.</p> <p>27/03/2020 – LB: MOU has been returned to Council and Council's solicitor has been asked to arrange a contract.</p> <p>27/02/2020- JH: MOU with property owner, waiting return of same.</p> <p>15/01/2020 - JH: Staff have spoken to land owner and are waiting for a written response.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
388	19 September 2019	343/19	<p><b>Proposed Compulsory Acquisition of Part Lot 7002 DP 1028529 Crown Land Travelling Stock Reserve</b></p> <p>That Council</p> <p>A. Approves the acquisition of the constructed section of Dalgety Road 20m wide which traverses lot 7002 DP 1028529 for the purpose of public road through the process of <i>Land Acquisition (Just Terms Compensation) Act 1991</i> for the purposes of s.178 of the Roads Act 1993;</p> <p>B. Seek approval from the Minister for Local Government and/or the Governor in accordance with section 187 of the Local Government Act 1993 to give all necessary Proposed Acquisition Notices in accordance with the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>C. Upon receipt of the Minister's/Governor's approval, Council serve each PAN and take each other action necessary to carry out the acquisition;</p> <p>D. Upon receipt of the Minister's/Governor's approval Council give effect to the acquisition by publication of an Acquisition Notice in the NSW Government Gazette and such other publication as may be required by law;</p> <p>E. Pay compensation to all interest holders entitled to compensation by virtue of the compulsory acquisition on the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>F. That Council authorise the General Manager and the Administrator to complete and</p>	Coordinator Land & Property	<p>31/10/2022 -TP: Surveyor has an impasse with LRS registering the plan. Surveyor following up as priority. PWA aware of the circumstances.</p> <p>30/09/2022 – TP: No further update.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>26/07/2022 – SR: No further update.</p> <p>05/07/2022 – SR: Res A: Survey plans have been revised by stakeholders, minor corrections required to title and minor correction required on administration sheet. Once corrections are made plans and admin sheet will be lodged with LRS (plans previously referred to in action comments contained omissions and required alterations). Balance of resolution is process of delivering resolution A.</p> <p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: A. Surveyor advised works will be conducted before end of June 2022. B. Awaiting delivery of A C. Awaiting delivery of A D. Awaiting delivery of A</p>	30/11/2023	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>execute all documentation necessary to finalise and bring into force Council's acquisition of the land and if necessary to affix the Council seal to any documents related to the acquisition; and</p> <p>G. That upon acquisition the acquired Property is dedicated as road following gazettal of the acquisition;</p>		<p>E. Awaiting delivery of A</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: No further updates.</p> <p>24/01/2022 – SR: No further update.</p> <p>16/12/2021 – SR: No further update.</p> <p>15/11/2021 – GT: A: COMPLETE. B: Part 1) Advice received from ORALRA - ALCs 11150, 40959 and 42460, have been amended to the extent that the portion of Lot 7002 DP 1028529 identified as proposed 'Lot 21' (being approximately 1.17 hectares) in the Draft Plan of Redefinition (at Attachment A: CM9: 21/114612), dated 30 April 2021, has been excluded from the claims (CM9: 21/114613). [The balance of these three claims is to remain 'on foot' for determination in due course]. B: Part 2) Awaiting Survey Plan.</p> <p>21/10/2021 – GT: A. COMPLETE B. Awaiting advice from ORALRA and registered plan from the surveyor. Once Public Works Advisory (PWA) have the survey plan and the ORALRA advice, they can advance the</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>matter towards Office of Local Government application. C. Waiting on B. D. Waiting on C. E. Waiting on D.</p> <p>17/08/2021 - SR: Native title search received and email stating no objection to acquisition process from Bega LALC. Request for adjustment to land claim sent to ORALRA by ALC.</p> <p>04/08/2021 - TP: The surveyor has been instructed to lodge the plan for registration. When registration is confirmed, PWA will further proceed with the acquisition process. Preliminary confirmation from NSW Aboriginal Land Council that there should be no issues obtaining part-withdrawal of ALC 11150, ALC 40959 and ALC 42460 as it applies to the formed road area. Once PWA has received the registered DP advice from the surveyor, engagement with Bega LALC will be made to request that part-withdrawal.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>27/04/2021 - JH: Draft plans have been produced and are being reviewed by relevant staff and key delivery consultants.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>27/04/2021 - JH: Draft plans have been produced and are being reviewed by relevant staff and key delivery consultants.</p> <p>25/03/2021 - JH: Survey Plan being prepared with the aim for Deposited Plan Administration Sheet for signing early April.</p> <p>04/03/2021 - TP: No further update.</p> <p>22/01/2021 – LB: A. Quotation for Public Works Advisory has been approved and PWA has been asked to proceed.</p> <p>04/12/2020 – LB: A-G. Quote from Public Works Advisory to complete the acquisition of the travelling stock reserve is awaiting approval. NSW Aboriginal Land Council is considering the request to excise the road from their claim.</p> <p>03/11/2020 – LB: A-G. Quotation has been received from Public Works Advisory to carry out the compulsory acquisition process. Currently finalising approval. Also waiting on reply from the NSW Aboriginal Land Council.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>24/09/2020 – LB: A-G. Currently waiting on a reply from the NSW Aboriginal Land Council.</p> <p>26/08/2020 – LB: A-G. This acquisition has been placed on hold while further investigations through Local Land Services and Aboriginal Land Council are carried out.</p> <p>29/07/2020 – LB: A. Council is waiting on the survey to be completed. B. When the survey plan is received the application to the Minister and the Governor will be made. C. PANs will be served after the Minister and Governor's consent is received D. Gazettal will take place after consent of the Minister and the Governor is received E. Valuation has been requested from the Dept. of the Valuer General for land to be acquired without consent. F. Documents will be sent to the CEO for execution when appropriate. G. Upon acquisition the acquired property will be dedicated as road.</p> <p>26/06/2020 – LB: Surveyor is presently carrying out the work.</p> <p>28/05/2020 – LB: Surveyor advised that he will commence the survey in the next week.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>24/04/2020 – LB: Surveyor has been engaged and expects to commence the survey in the immediate future.</p> <p>26/03/2020 - LB: The NSW ALC has requested a survey plan be provided prior to proceeding. Quotations are currently being sought for the survey.</p> <p>02/03/2020 – LB: The NSW Aboriginal Land Council has given consent in principal and is waiting on a survey plan.</p> <p>20/01/2020 – LB: Currently waiting on survey plan.</p>		
347	15 August 2019	296/19	<p><b>Road Closure and Creation of Road Reserve - Badja Road</b> That Council</p> <p>A. Approve to formally close the Council public road that traverses lot 1 DP 124507, Lot 2 DP 1195991 and Lots 15,16 &amp;81 of DP 752146;</p> <p>B. Engage the services of a Surveyor to prepare a plan of subdivision for the creation of a road reserve over Badja Road;</p> <p>C. Agree to exchange the former closed road through the affected properties in compensation of the area required of the privately owned properties for the road reserve to be created over Badja Road; and</p> <p>D. Authorise the General Manager to execute the documents to give effect to the above</p>	Coordinator Land & Property	<p>31/10/2022 - TP: A - Complete. Road closure relating to land identified via registered subdivision as Lots 4 &amp; 5 DP 1278251 was notified by NSW Gazette on 29 July 2022., B - Complete. The road reserve alignment of the actual constructed Badja Road has been declared public road by virtue of the registration of DP 1278251. Which identifies Lots 6,7 &amp; 8 DP 1278251 as public road on title., C - In progress, D - All documents required to be executed by CEO has been actioned at this point.</p> <p>30/09/2022 - TP: Awaiting advice from LRS as to status in order to progress.</p>	31/03/2022	N

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>30/08/2022 - TP: No further update at this point.</p> <p>26/07/2022 - SR: A. Partially completed, as per 'B'. B. Objections cleared First title requested. C. Land exchange to occur when 'B' is finalised. D. To date all documents requiring execution have been completed by CEO.</p> <p>30/06/2022 – SR: A. Partially completed, as per 'B' B. Crown Lands have requested further 14 Days, new end date of 14/07/2022, also clarification of closure with adjoining land holder will be undertaken in this time. , From this the Gazette can be completed leading to C. Land exchange to occur when 'B' is finalised. D. To date all documents requiring execution have been completed by CEO</p> <p>30/05/2022 – SR: A. Partially completed, as per 'B' B. Plans have been registered with Land Registry Services. Notifications issued to neighbours adjoining road reserve, notifiable authorities and in newspaper. Feedback period closes 29/06/2022. From this the gazette notice can be completed leading to C. Land exchange to occur when 'B' is finalised.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>D. To date all documents requiring execution have been completed by CEO</p> <p>04/05/2022 – SR:                      A. As Per "B"                      B. Plans prepared and lodged with LRS - Requisitions have been lodge, awaiting assessment and registration                      C. Exchange to occur once "B." has been completed.                      D. All required documentation to date has been executed by CEO.</p> <p>01/04/2022 – SR:                      No further update.</p> <p>02/03/2022 – SR:                      Res A &amp;B: All LRS requisition items to be addressed by Council have been completed. Surveyor conducted site visit to assist with completing LRS requisition items required to be addressed by surveyor.                      Res C: Exchange will occur when LRS registration is complete.                      Res D: All required documents to date have been executed.</p> <p>24/01/2022 – SR:                      No further update, response from LRS yet to be received.</p> <p>15/12/2021 – SR:                      No further update, response from LRS yet to be received.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>16/11/2021 – SR: Res A &amp; B: Survey Plans are awaiting LRS registration. Two out of three requisitions from LRS have been addressed with the surveyor. Crown Lands conducting further investigations on status of road reserve ownership, third requisition is dependent on Crown's findings. , Res C: Not actioned as A &amp; B need to be finalised first. Res D: All required paperwork has be executed to date.</p> <p>21/10/2021 – SR: Surveyor advised plans were lodged with LRS 30/09/2021.</p> <p>28/09/2021- SR: Followed up progress of this matter with surveyor, awaiting response.</p> <p>17/08/2021 - SR: Administration sheet signed by landholders, posted to surveyor 06/08/2021. Awaiting LRS fee for lodgement.</p> <p>02/08/2021 – SR: Subdivision Approved - Awaiting signature from one landholder. Admin sheet &amp; plans will then be returned to Surveyor for lodgement with LRS.</p> <p>02/07/2021 - TP: No further update at this point.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>05/06/2021 – TP: Subdivision application lodged.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 - TP: Administration sheet signing in progress by required parties.</p> <p>28/02/2021 TP: Review of intended timeline to be conducted due to staff resource changes.</p> <p>01/03/2021 – TP: Review of intended timeline to be conducted due to staff resource changes.</p> <p>22/01/2021 – LB: A&amp;B Landowner has been contacted by phone to advise that Council is going to commence the road closing process in early 2021. Letters and advertising will commence in late January.</p> <p>04/12/2020 – LB: A&amp;B. Letters to affected landowners and notifiable authorities being prepared. The road closing will effectively commence when the 28 day advertising period has ended.</p> <p>C. Letters to appropriate landowners include proposal to dedicate closed road</p>		



## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>in compensation for the area to be acquired.</p> <p>23/10/2020 – LB:  A. Subject of resolution 296/19  B. Survey plan has been received  C. Exchange will occur at the appropriate time  D. Documents will be executed at the appropriate time.</p> <p>24/09/2020 – LB:  B. The plan has been received and letters regarding road closure in accordance with legislative requirements are being prepared.</p> <p>27/07/2020 – LB:  A &amp; B. Council is in receipt of a draft plan which has been checked and the surveyor has been requested to provide the final plan with Administration Sheet. When the final plan is received an application will be submitted for Subdivision Certificate.</p> <p>26/06/2020 – LB:  A. Surveyor has given assurance that the plan will be sent to Council in the next two weeks.  B. This will be done in consultation with landowners after plan of subdivision is received.</p> <p>28/05/2020 – LB:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Contractor has been asked to forward plan and it is anticipated that it will be available very shortly.</p> <p>24/04/2020 – LB: Discussion with the contractor revealed that due to COVID-19, there would be some delay but the plan is now expected any day.</p> <p>26/03/2020 – LB: Council is waiting on survey plan before proceeding.</p> <p>02/03/2020 – LB: Survey work is currently being carried out.</p> <p>20/01/2020 – LB: Landmark Surveys have been engaged to carry out the survey and produce a plan.</p>		
227	17 April 2019	151/19	<p><b>Consolidation of Reserve no. 530002 Centennial Park and Lot 6 DP 758280 Cooma Visitors Centre as one Crown Reserve for General Community Use</b></p> <p>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>	Property Officer	<p>01/11/2022 - GT: No further update.</p> <p>26/09/2022 – GT: No further update.</p> <p>23/08/22 - GT: No further update.</p> <p>01/08/22 - GT: No further update.</p> <p>28/06/2022 – GT: No further update.</p>	28/02/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					31/05/2022 – GT: No further update.  02/05/2022 – GT: No further update.  04/04/2022 – GT: No further update.  23/02/2022 – GT: No further update.  13/12/2021 – GT: No further update.  15/11/2021 – GT: No further update.  19/10/2021 – GT: No further update.  28/09/2021 - GT: No further update.  01/09/2021 – GT: No further update.  05/08/2021 - GT: Update from Crown Lands - Due to the differing reserve types Crown Lands have decided the best solution is to create a new Reserve for the Cooma Visitor Centre site, with the intention of		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>appointing Council as Crown Land Manager (as is the case with the Centennial Park R530002). This will cancel the licence and associated fee. It will not consolidate both reserves. Currently the application is with the Minister to be assessed approved. Crown Lands are unable to provide a time-frame but will notify us once this process is complete.</p> <p>04/08/2021 – GT: Followed up with Crown Lands. Awaiting a response.</p> <p>02/07/2021 – TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/21 - TP: No further update at this point.</p> <p>31/03/2021 - TP: Further prompts to Crown Land actioned. No further update.</p> <p>28/02/2021 – TP: No further update at this point in time.</p> <p>28/02/2021 – TP:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Application for possessory title lodged with NSW LRS. Further legal paperwork being formatted including the Statutory Declarations of two "disinterested witness" to support Council's possessory claim.</p> <p>22/01/2021 – LB: A. Follow up phone calls to Crown Lands has confirmed that Crown Lands is still awaiting the native title assessment to be completed.</p> <p>04/12/2020 – LB: A. Crown Lands are waiting on a native title assessment to be completed internally prior to approval and gazettal.</p> <p>26/10/2020 – LB: A. A further email has been sent to Crown Lands requesting an update. B. The licence will be relinquished when Crown Lands has completed their processes.</p> <p>24/09/2020 – LB: A. An email has been sent to Crown Lands asking for an update on the progress of this matter.</p> <p>26/08/2020 – LB: A. Crown Lands has assured the Land and Property Officer that the documentation recommending the amendment to both reserves has gone before the Minister.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B. The licence will be relinquished when Crown Lands has completed their processes.</p> <p>29/07/2020 – LB: This matter needs to be signed off by the Minister and then must be advertised in the Government Gazette as a part of the process. It is anticipated that it may take some months to finalise.</p> <p>26/06/2020 – LB: Communication with NSW ALC confirmed that the claim over the Visitors Centre has been rescinded. This information will be relayed to Crown Lands with a request to expedite the matter.</p> <p>B. Crown Lands is presently preparing the documentation for transfer to Council as Crown Land Manager</p> <p>C. The licence will be relinquished in conjunction with transfer to Council Management.</p> <p>28/05/2020 – LB: Reminder was sent to Crown Lands last week. This matter will take some time to resolve at the Crown Lands level.</p> <p>24/04/2020 – LB: Crown Lands has advised that due to the COVID-19 Pandemic this process may suffer some delays.</p> <p>26/03/2020 – LB:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Crown was sent a second reminder today. It is an involved process, and will take a while to review, given the current COVID-19 pandemic and the recent bushfires.</p> <p>02/03/2020 – LB: Negotiations with the Crown are ongoing. It is likely that the Crown would prefer lot 6 to be placed under Council management &amp; that the lease be rescinded. We are currently waiting on a reply.</p> <p>20/01/2020 – LB: This matter has been escalated at Crown Lands to achieve a decision on the way forward.</p>		
211	21 March 2019	127/19	<b>Delegate Disadvantaged Housing</b> 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.	Coordinator Land & Property	<p>31/10/2022 – TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point. NOTE: Any further report should involve integrated planning with the Housing and Social Services Committee.</p> <p>31/05/2022 – TP:</p>	31/03/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: SMRC continue to manage &amp; own the properties in question. Future treatment of these land holdings as disadvantaged housing to be reviewed in the context of the broader housing &amp; accommodation challenges being experienced across the LGA. Holistic approach required to also integrate forward planning with the recently initiated Housing and Social Services Committee.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 - TP: Not further update at this point</p> <p>05/09/2021 - TP: No further update. SMRC continues to manage &amp; own the properties in question.</p> <p>04/08/2021 – TP: No further update at this point.</p> <p>02/07/2021 - TP: No further update at this point.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: Updated option details being sought from Southern Cross Housing to enable accurate analysis in the present housing needs environment. Council continuing to manage properties.</p> <p>31/03/2021 - TP: Consult with Community Engagement to enable concise information release after Easter period. Intended timing adjusted due to staff resource changes and competing active consultations. Council continuing to manage properties.</p> <p>28/02/2021 – TP: Forward advice and notice the community to occur in March 2021. Profile flagging the general topic &amp; basic elements of consideration.</p> <p>27/01/2021 – TP: No further update.</p> <p>27/11/2020 – TP: No further update.</p> <p>26/10/2020 – TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Design of consultation mechanics pending, with input from former Facilities staff to be included.</p> <p>25/09/2020 – TP: It is anticipated that community consultation will be initiated in first quarter of 2021 calendar year.</p> <p>27/08/2020 – TP: Council continuing to manage properties. Review of the background and full context relating to this item required.</p> <p>24/07/2020 – KH: An initial handover has been conducted with a more detailed one to follow explaining what steps have been taken so far and why, and to work together moving forward on this.</p> <p>26/06/2020 – KH: There is No further update as there has been too much occurring with bushfires and COVID.</p> <p>01/06/2020 – KH: No further update.</p> <p>28/04/2020 – KH: No further update.</p> <p>27/03/2020 – KH: No further update.</p> <p>02/03/2020 – KH:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Mail out to the community at Delegate seeking their feedback to be arranged asap to gauge thoughts.		
165	21 February 2019	68/19	<p><b>Parking in the laneway at the rear of the Jindabyne Town Centre</b> 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>	Coordinator Land & Property	<p>31/10/2022 -TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: Completion of actions under this resolution will be generated by the tabling of an overarching report considering multiple issues requiring addressing in the area.</p> <p>31/01/2022 – TP:</p>	31/12/2021	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Completion of actions under this resolution will be generated by the tabling of an overarching report.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: Completion of actions under this resolution will be generated by the tabling of an overarching report for the precinct.</p> <p>05/09/2021 – TP: Internally developing guidance &amp; information towards an additional report to be tabled to Council, under the overarching cover of Corporate Projects, in the near future.</p> <p>04/08/2021 – TP: Internal discussions held on the development a proposed plan &amp; schedule of works for the broader project (which this resolution item integrates with) of Jindabyne Town Centre upgrades.</p> <p>02/07/2021 – TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>31/03/2021 - TP: No further update at this point.</p> <p>28/02/2021 - TP: Further advice as to SAP intentions pending. Once more integrated planning has occurred the project will be in a position to progress, in consult with Corporate Projects team.</p> <p>25/01/2021 – GH: Awaiting indication of SAP intentions for the Jindabyne Town Centre precinct.</p> <p>04/12/2020 – LB: A. This project needs to be incorporated within a range of projects currently underway in the Jindabyne town centre to ensure that a good outcome is achieved. Once more integrated planning has occurred the project will be scheduled.</p> <p>23/10/2020 – LB: A. This project has temporarily been place on hold. B. Further report will be presented to Council at the appropriate time.</p> <p>24/09/2020 – LB: A. Amended plan still to be received by Council.</p> <p>26/08/2020 – LB: A. Council has requested a minor adjustment to the concept plan. Once the concept plan is amended, it is proposed to form a</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Steering Committee to guide the project to completion.</p> <p>B. A report will be submitted for Council's consideration when the public consultation has taken place.</p> <p>29/07/2020 – LB:</p> <p>A. Council is in receipt of the draft survey plan and is currently waiting on the design plan. When both plans are to hand Council will undertake public consultation.</p> <p>B. Following public consultation a further report will be prepared for Council with detailed costings.</p> <p>26/06/2020 – LB:</p> <p>The Road Safety Officer advised that the surveyor has been selected and the project is progressing.</p> <p>A. Public consultation will take place when the survey and design is completed.</p> <p>28/05/2020 – LB:</p> <p>RFQ sent out to four surveyors for quotation for survey and design. This is to be funded by RMS.</p> <p>28/05/2020 – LB:</p> <p>RFQ sent out to four surveyors for quotation for survey and design. This is to be funded by RMS.</p> <p>24/04/2020 – LB:</p> <p>Specification for the tender is currently underway. Collaboration between the Special</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Projects Officer and the Road Safety Officer is being undertaken in view of the issues encountered with the proposed construction of the public toilets in Jindabyne.</p> <p>26/03/2020 – LB: Tenders will be called for the survey and design work. When survey &amp; design is completed, staff will arrange for public consultation.</p> <p>02/03/2020 – LB: Waiting on survey and design so that public consultation can be arranged.</p> <p>03/02/2020 – LB: Shopkeepers and shop owners in the Jindabyne Town Centre have been notified by letter that Council has been successful in securing grant funding for survey and design of the back lane.</p>		
20	07 May 2018	162/18	<p><b>Proposal to Realign the Barry Way Jindabyne and to Address Issues with the Intersections of Barry Way with Eagle View Lane and Bungarra Lane</b></p> <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>	Coordinator Land & Property	<p>31/10/2022 - TP: Progress requires budget certainty, which remains pending. , Note: The active resolution does not mandate any aspects specific to Eagle View Lane or Bungarra Lane.</p> <p>30/09/2022 – TP: No further update at this point in time.</p> <p>30/08/2022 – TP: Confirmation of budget availability sought internally.</p>	30/11/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<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 Stronger Communities Project PP-219 (Undertake project to align the road with road reserves).</p>		<p>26/07/2022 – SR: No further update.</p> <p>30/06/2022 – SR: No further update.</p> <p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: No further update.</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: Resolution C: Site inspection undertaken. Agreeance reached with both parties. Resolution G: Funding source to be further investigated. Resolution A, B, D, E, F: No further updates.</p> <p>24/01/2022 – SR: Resolution C: Site inspection successful, reached agreeance with Barry party, awaiting response from Stevens Party. Resolution G: Funding source to be investigated further. Resolution A, B, D, E, F: No further updates.</p> <p>15/12/2021 – SR: Site Meeting Scheduled For 16/12/2021.</p> <p>25/11/2021 – SR:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>C: Site meeting to be held as part of negotiations for Eagleview lane realignment from Barry Way to Mowamba River, No further update for at this point for balance of resolution.</p> <p>28/09/2021 - SR: Awaiting response from Eagleview Lane landholder addressing negotiated terms of land transfer (fencing request).</p> <p>07/09/2021 - SR: Negotiations being conducted with landholder - Eagleview lane. Confirmation from planning sent to landholder, trying to reach outcome for second request. Contact has been made with surveyor, plans and progress information received 06/09/2021. Review to be conducted to find out where we are at and what the next step forward is for the overall matter</p> <p>06/06/2021 –TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 – TP: No further update at this point.</p> <p>01/03/2021 – TP: A&amp;C Further follow up email (3/2/021 LB) has been sent to landowner on Eagle View Lane requesting contact be made with Council to</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>discuss the way forward., B. Application is being prepared to apply for sections of Crown Road to be transferred to Council. 4/2/21 Query tabled to Coordinator Development relaying landowner query.</p> <p>22/01/2021 – LB: A&amp;C Follow up email has been sent to landowner on Eagle View Lane requesting that he contact the Land and Property Officer to discuss the way forward. B. Application is being prepared to apply for sections of Crown Road to be transferred to Council.</p> <p>04/12/2020 – LB: A&amp;B. Waiting on response from landowner who does not live locally. C. Letters are currently being prepared to commence negotiation with landowners adjoining Barry Way on Cobbon Hill. A quote has been sought from Public Works Advisory to carry out the compulsory acquisition of Crown land on Cobbon Hill.</p> <p>03/11/2020 – LB: A&amp;B Surveyor has provided necessary information which has now been provided to the land owner. Provision of this information will now allow action C to be completed.</p> <p>24/09/2020 – LB: A&amp;B. Surveyor has addressed questions relating to the plan at the intersection of</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Eagle View Lane. The landowner was notified and again posed a number of questions. Most of these have been answered and the answer to the last question will be provided this week.</p> <p>C. Negotiation will commence next week with landowners adjacent to Cobbon Hill. This section of realignment of the Barry Way will involve compulsory acquisition from the Crown.</p> <p>D. This project has been divided into sections so that the surveyor completes the survey work as Council is ready to address each section.</p> <p>E. The section of the Barry Way which passes through Crown land without a road reserve is at the southern end and will be addressed as that stage is reached.</p> <p>26/08/2020 – LB: A&amp;B Surveyor has notified Council that due to workload this plan may take a little longer.</p> <p>C Landowner has been notified that there is a delay involved in obtaining the information that they have requested.</p> <p>E-G Ongoing.</p> <p>29/07/2020 – LB: A &amp; B Surveyor has been requested to provide the plan for the second section which will involve Eagle View Lane.</p> <p>C. Landowners have been notified that Council is waiting on plan.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>E-G. Ongoing.</p> <p>26/06/2020 – LB: The draft plan may be expected. The landowner is waiting on this information before proceeding.</p> <p>A. Survey is being done in sections B. Request for sections of Crown road to be transferred to Council will be carried out at the end of the project. C. Negotiations with landowners are ongoing. D. See A. above. E. Acquisition will be carried out as necessary when the plan for individual sections is finalised.</p> <p>F-G Ongoing.</p> <p>28/05/2020 – LB: The surveyor has promised to have the draft plan with the area of road to be closed and the area of the area to be acquired marked on the plan sent to Council within the next week. This plan will then be sent to the landowner.</p> <p>24/04/2020 – LB: Contacted the landowner on Eagle View Lane who has requested information. He wants to know how much land Council will require for the road and how much land he will receive in compensation. Will there be sufficient space for him to construct an eco-hut. The surveyor has been requested to calculate the area of</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>both areas so that an accurate answer can be provided.</p> <p>26/03/2020 – LB: In view of the fact that the landowner has not contacted the Land and Property Officer to date a letter has been sent asking him to contact the Land and Property Officer to discuss his consent to the creation of the road reserve over the road in its current location through his property.</p> <p>02/03/2020 – LB: The Land and Property Officer met with the landowner and he said he will respond after consultation with his wife.</p> <p>20/01/2020 – LB: Waiting on response from landowner on Eagle View Road. He resides in Tasmania.</p>		
16	05 April 2018	118/18	<p><b>Proposed Road Closure &amp; Sale of old Lions Park at Bombala</b> That Council;</p> <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>	Coordinator Land & Property	<p>31/10/2022 - TP: No further update at this point.</p> <p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: Elements A, B &amp; C Complete; Road closure complete. D &amp; E - Review of suitability of the final element to be undertaken.</p> <p>26/07/2022 – SR: No further update.</p>	30/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			D. Readvertise the property on the open market for auction with an appropriate reserve; and E. Make the Report public once the matter is settled.		<p>30/06/2022 – SR: Road closure complete, review of suitability of original resolution to be undertaken.</p> <p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: A. Complete B. Complete C. Boundary Adjustment Complete D. Pre sale assessment to be completed May 2022 E. Awaiting full completion of A-E</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: No further update.</p> <p>24/01/2022 – SR: Resolution A &amp; B; Completed. Resolution C: Completed. Resolution D &amp; E: Resolution A &amp; B now complete. Process of sale will be initiated in a timely manner.</p> <p>15/12/2021 – SR: Resolution A &amp; B; Surveyor advised plans have been registered with LRS, awaiting title advice from solicitor. Resolution C: Completed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Resolution D &amp; E: Dependant on Resolution A being completed.</p> <p>12/11/2021 – SR: Resolution A; All requisitions from LRS have been resolved, final plans for road closure are awaiting LRS registration. Resolution B; Surveyor will advise when plans have been registered. Resolution C; Boundary adjustment paperwork complete, sale of property is dependent on Res A being completed. Resolution D &amp; E; dependent on Res A being completed.</p> <p>28/09/2021 - SR: Partial closure of High Street Bombala gazetted, 11R form for removing notation from title signed and lodged with LRS, requisitions received from LRS via surveyor these are currently being addressed.</p> <p>01/09/2021 - GT: No further update.</p> <p>04/08/2021 – TP: Action reassigned - Property Officer now has general carriage of item.</p> <p>05/05/2021 – TP: Target date changed from 30 September 2018 to 30 June 2021 - To reflect current timeline.</p> <p>23/03/2021 – JH:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update on this item due to waiting for reply from LRS.</p> <p>24/02/2021 - JH: Target date now 30 June 2021, Waiting for return of lodged documents from LRS.</p> <p>12/01/2021 - JH: No further update.</p> <p>27/11/2020 – JH: C. Solicitor is preparing documents to have a certificate of title (CT) created over the portion of the road to be closed so consolidation can take place. Recent verbal feedback from NSW Land Registry Services to the surveyor indicates that a further survey of the original lot may need to occur to complete the registration due to the age of the original plan's survey. This will be reviewed once the CT has been assigned.</p> <p>20/10/2020 - JH: A. Finalised. B. Finalised. C. Solicitor is preparing documents to have a CT created so consolidation can take place. D. Once notified of completed registration the property can be placed on the open market. E. To take place at completion of D.</p> <p>23/09/2020 - JH:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>C . Consolidation Plans lodged, surveyor has advised that a CT was not created and the solicitor is now preparing this so that registration can take place.</p> <p>26/08/2020 - JH:                      C. Finalised.                      D. Finalised.                      C. Consolidation Plans lodged, Surveyor is following up on progress of same.                      D. Once notified of completed registration the property can be placed on the open market.                      E. To take place at completion of D</p> <p>22/07/2020 – JH:                      C. Consolidation Plans received from Surveyor and signed by CEO, returned to Surveyor for lodging for registration of same.                      D. Once notified of completed registration the property can be placed on the open market.                      E. To take place at completion of D.</p> <p>24/06/2020 – JH:                      E. Finalised.                      F. Finalised.                      C D and E: Still waiting finalised consolidation plans from surveyor for this item to be completed. Have sent numerous email requests to Surveyor.</p> <p>28/05/2020 – JH:</p>		

## SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Surveyor again requested to provide the final plan, no response and will continue to follow up. This plan is in draft form with the Surveyor and would not be cost effective to engage another surveyor to finalise the plan.</p> <p>27/04/2020 - JH: Email sent to Surveyor requesting a definite date for plan to be registered. Surveyor advised he would review the current draft of this consolidation plan this week and submit for Registration.</p> <p>26/03/2020 - JH: Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place.</p> <p>27/02/2020 - JH: Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place.</p> <p>15/01/2020 - JH: The Surveyor has advised that he is hoping to have the consolidation plan ready for the end of January 2020.</p> <p>05/10/2018 – JH: 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</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>day period for submissions ends on 8 November. Submissions will be reviewed and the correct process followed.</p> <p>03/10/2018 – LB: Notifications sent out to commence road closing.</p> <p>27/08/2018 – LB: 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>02/08/2018 – LB: Spoke to surveyor this week and he has promised to get the plan to me within the week.</p> <p>23/05/2018 – LB: Waiting on plan.</p> <p>23/04/2018 – LB: Surveyor has been engaged to provide a plan for boundary adjustment and road closure will commence as soon as a plan is available., 14/5 - Waiting on plan.</p>		

**9.5.2 ANSWERS TO QUESTIONS WITH NOTICE**

Record No: I22/769

**OFFICER'S RECOMMENDATION**

That Council receive the answers to questions with notice for the period ending October 2022.

**ISSUES**

This is an information only report.

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Reputation and Image	Low	Low	Yes

There is limited risk in the provision of the information.

**FINANCIAL IMPACTS**

This is an information only report.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

**OPTIONS CONSIDERED**

This is an information only report.

**IMPLEMENTATION PLANS**

This is an information only report.

**EXISTING POLICY/DECISIONS**

Under clause 3.13 of Code of Meeting Practice a councillor may, by way of a notice ask a question for response by the Chief Executive Officer about the performance or operations of the Council.

**BACKGROUND**

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 October 2022.

## **ATTACHMENTS**

1. Updates to November Meeting - In Progress Questions up to end of October 2022

## SMRC Councillor Questions – In Progress

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Compl Y/N
247	3 June 2021	N/A	<p><b>Roads No Longer Maintained by SMRC</b> Councillor Chris Hanna Please provide information on the number of roads and/or streets that are no longer being maintained by this Council since the amalgamation in 2016. In particular please advise:</p> <ul style="list-style-type: none"> <li>• the street / road names and location in the LGA</li> <li>• whether sealed or unsealed</li> <li>• approx. number of kms (with breakdown of sealed / unsealed)</li> </ul>	Manager Infrastructure	<p>03/11/2022 – JM: No further update but to ensure this question is closed out, a response will be provided to the December Council meeting.</p> <p>07/10/2022 – JM: No further update.</p> <p>31/08/2022 – JM: No further update.</p> <p>03/08/2022 – JM: No further update.</p> <p>11/07/2022 – JM: Further investigation is required before a final answer is provided to the Councillors. This investigation will include querying long-term maintenance staff and other necessary methods to provide an accurate response. What is clear however is that the current situation in terms of the lack of ongoing maintenance of crown roads (outside of the current maintenance being undertaken under the disaster recovery funding arrangement) is unacceptable. At a minimum, it is likely that a future report will come to Council recommending that Council resolve to approach the NSW government to explore a workable solution for Crown road maintenance.</p>	N

**9.5.3 ORGANISATION STRUCTURE REVIEW**

Record No: I22/794

**OFFICER’S RECOMMENDATION**

That Council, noting the pending implementation of recommendations from recent service reviews, retain the current structure and areas of responsibility but request a further review in November 2023.

**ISSUES**

Council is required to review the organisation structure within twelve months of a general election as specified in Section 333 of the *Local Government Act 1993* (the Act).

The responsibility for developing the structure is shared between Council and the CEO (General Manager) as per Section 332 of the Act (attached).

After a comprehensive organisational review involving extensive consultation with employees and Councillors, Council adopted the current organisation structure at its 21 November 2019 meeting (report attached) and the adopted structure is summarised in Figure 1.

# Organisation Structure



Figure 1: Adopted Structure

During the development of the structure it was determined that of the proposed positions in the new executive leadership team (ELT), only two positions met the requirements of s.332(2)(a) and could be declared senior staff positions. The CEO (GM) position is automatically a senior staff position. It is noted that the Office of Local Government is considering abolishing senior staff positions except for the general manager role (see [Senior Staff Employment – Discussion Paper - Office of Local Government NSW](#)).

Council, having determined which positions are senior staff, can then determine the roles and reporting lines for those positions (s.332(1)(b)) while the CEO (GM) determines the remainder of the structure (s.332(1A)).

Given these requirements, Council, at its 21 November 2019 meeting, adopted a senior staff structure and assigned the roles that can be summarised in Figure 2:

## Areas of responsibility



Figure 2: Areas of Responsibility

It is recommended that at this stage this structure not be amended for the following reasons:

1. The positions in the executive leadership team have only been filled with full time employees for a total overall of twelve months since the adoption of the structure
2. Council is about to embark on a significant change project over two years as the recommendations from the recent service reviews are implemented
3. It is expected that changes implemented from point 2 will lead to “bottom up” recommendations for changes to the structure rather than imposing them from the top
4. Given the turbulence of the past few years, and the ongoing change from the service reviews, employees have indicated a preference for stability within the organisation



## **RISK ASSESSMENT**

The object of Phase 1 of the Organisation Redesign project was to establish a multi-discipline leadership team to drive the changes required under Phase 2: Towards Excellence. Phase 2 is critical to Council's long-term sustainability.

Circumstances, including the difficulty filling all positions within ELT and the senior management team (SMT), bushfires, COVID-19 and the more recent extreme rain events, have delayed the implementation of Phase 2. Any significant change to the current structure is likely to further complicate its implementation.

The least risk decision is therefore considered to be the retention of the current structure and areas of responsibility.

## **FINANCIAL IMPACTS**

There are no additional financial impacts as a consequence of the recommendation being adopted.

**RESPONSIBLE OFFICER:** Chief Executive Officer

## **OPTIONS CONSIDERED**

Discussions with all members of the executive have determined that stability in the roles and responsibilities, as recommended, is critical to the implementation of the recommendations from the service reviews.

## **IMPLEMENTATION PLANS**

There is no implementation required for this recommendation.

## **EXISTING POLICY/DECISIONS**

At its 21 November 2019 meeting, Council passed the following motion:

<b>Council Resolution</b>	<b>1/19</b>
That Council	
A. Create the position of Chief Operating Officer as a senior staff position;	
B. Create the position of Chief Strategy Officer as a senior staff position;	
C. Designate the position of General Manager to be Chief Executive Officer;	
D. That the role of the senior staff positions be:	
(a) Chief Operating Officer:	
(i) Support the Council in development of effective strategies to ensure efficient and effective provision of services to the community and management of	

- infrastructure used by the community and in providing services,
- (ii) Develop plans of action to ensure that the strategies of Council are being achieved through the delivery of services and management of infrastructure.
  - (iii) Effective management of the resources provided by Council for the provision of services and infrastructure for the community.
- (b) Chief Strategy Officer:
- (i) Support the Council in the development of corporate strategy, other than financial strategies, but including community, land use and asset management planning.
  - (ii) Ensure the efficient and effective provision of strategic, governance, general administrative, fleet and technological support services.
  - (iii) Ensure robust project management techniques are in place and being utilised to manage the delivery of projects resourced by the Council.
  - (iv) The day to day management of the internal audit function.
- (c) That the two positions report to the Chief Executive Officer.
- (d) Chief Executive Officer (General Manager):
- (i) Any functions not allocated to the Chief Operating Officer or Chief Strategy Officer.

**Moved Councillor Maslin**

**Seconded Councillor Rooney**

**CARRIED**

**Note 1: Motions Without Debate**

The above officer's recommendation became a resolution of Council as a result of resolution 401/19 above as there was no challenge by Councillors.

**ATTACHMENTS**

1. s.332 Local Government Act 1993
2. 2019 Structure Review

Section 332 of the *Local Government Act 1993*

**332 Determination of structure**

- (1) A council must, after consulting the general manager, determine the following—
- (a) the senior staff positions within the organisation structure of the council,
  - (b) the roles and reporting lines (for other senior staff) of holders of senior staff positions,
  - (c) the resources to be allocated towards the employment of staff.
- (1A) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.
- (1B) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.
- (2) A council may not determine a position to be a senior staff position unless—
- (a) the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award, and
  - (b) the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*.
- (3) For the purposes of subsection (2)(b), the total remuneration package payable with respect to a position within a council's organisation structure includes—
- (a) the total value of the salary component of the package, and
  - (b) the total amount payable by the council by way of the employer's contribution to any superannuation scheme to which the holder of the position may be a contributor, and
  - (c) the total value of any non-cash benefits for which the holder of the position may elect under the package, and
  - (d) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.
-

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**9.4.11 ORGANISATIONAL STRUCTURE REVIEW**

Record No:

Responsible Officer: General Manager  
Author: Acting Director Corporate and Community Services  
Key Theme: 4. Leadership Outcomes  
CSP Community Strategy: 10.4 Council will manage service delivery in an efficient and sustainable way as an employer of choice  
Delivery Program Objectives: 10.4.1 Council employs an engaged multi -skilled, workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner  
Attachments: 1. Senior Staff Positions and Responsibilities  
Cost Centre  
Project Organisational Redesign – Organisation Structure  
Further Operational Plan Actions:

**EXECUTIVE SUMMARY**

A review of the organisation structure has identified proposed changes that affect the positions currently determined as senior staff positions.

It is proposed that only the positions where it is currently considered that the total remuneration required to attract suitable applicants meets the minimum requirements will be included as senior staff positions.

The roles proposed of the senior staff roles are:

- Chief Operating Officer (COO): Provision of services to the community.
- Chief Strategy Officer (CSO): Development of strategic direction and provision of internal services including governance, general administration and technology support services.
- Chief Executive Officer (General Manager): All other roles, including engagement, financial services and workforce planning.

These roles are shown pictorially in an attachment.

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

**OFFICER'S RECOMMENDATION**

That Council

- A. Create the position of Chief Operating Officer as a senior staff position.
- B. Create the position of Chief Strategy Officer as a senior staff position.
- C. Designate the position of General Manager to be Chief Executive Officer.
- D. That the role of the senior staff positions be:

- (a) Chief Operating Officer:

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9.4.11 ORGANISATIONAL STRUCTURE REVIEW

- (i) Support the Council in development of effective strategies to ensure efficient and effective provision of services to the community and management of infrastructure used by the community and in providing services,
- (ii) Develop plans of action to ensure that the strategies of Council are being achieved through the delivery of services and management of infrastructure.
- (iii) Effective management of the resources provided by Council for the provision of services and infrastructure for the community.
- (b) Chief Strategy Officer:
  - (i) Support the Council in the development of corporate strategy, other than financial strategies, but including community, land use and asset management planning.
  - (ii) Ensure the efficient and effective provision of strategic, governance, general administrative, fleet and technological support services.
  - (iii) Ensure robust project management techniques are in place and being utilised to manage the delivery of projects resourced by the Council.
  - (iv) The day to day management of the Internal audit function.
- (c) That the two positions report to the Chief Executive Officer.
- (d) Chief Executive Officer (General Manager):
  - (i) Any functions not allocated to the Chief Operating Officer or Chief Strategy Officer.

## BACKGROUND

Council has been undertaking a review of its organisational structure. Based on feedback to what was seen as minor changes it was identified that a more comprehensive review was required. Council engaged a consultancy to undertake a review of the organisation to determine the issues and provide information to guide the development of changes to improve the ability of the Council to meet its goals and objectives.

The report identified that there is a need for a substantial change program. Based on the feedback it was identified that resolving issues around how the organisation is managed was needed as the first stage of an ongoing organisational review process.

The review identified the need to bring key technical resources to the appropriate level within the organisation. It has been proposed to raise the level of technical resources for managing finances, the workforce and how we interact and engage with the community. These are three key challenges the Council must address.

Following from this a review was undertaken of the level of resources needed to manage the current workforce.

This was undertaken considering the following factors:

- 1) Optimal span of management: Benchmarks exist on the optimal span of control for a manager working within government structures. Starting from the bottom of the

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9.4.11 ORGANISATIONAL STRUCTURE REVIEW

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organisation work teams were aggregated to create groups and sections with the aim to optimise the levels of management.

- 2) Combining of similar skillsets: Across the Council's functions there are a wide range of services with very different skillsets. Where practical common skillsets were brought together.
- 3) Single service grouping: Identified issues with customers having to deal with multiple areas were addressed where possible.
- 4) Types of resources needed: The organisation needs skills that focus on setting good strategic direction, proper management and service provision. These are different skillsets and to achieve this required a balance between the optimal spans of control and the physical level of resources needed in place.

From this process it was identified that the direct reports to the General Manager would consist of:

- 1) Chief Operating Officer: Responsible for directing the provision of services to the community.
- 2) Chief Strategy Officer: Responsible for development of the strategic direction and directing the provision of a range of internal services.
- 3) Chief Financial Officer: Responsible for development and implementation of financial strategies that will allow the organisation to be sustainable and efficient and the provision of financial services.
- 4) Chief Workforce Officer: Responsible for development and implementation of workforce strategies that will ensure the organisation has the right skills and competencies to provide services and that these are productive.
- 5) Chief Communications Officer: Responsible for development and implementation of engagement strategies that will ensure the organisation is engaged with the community, has a positive reputation and understands the communities needs and desires.

To be classified as a senior staff position there are two criteria needed to be met. All of these positions are considered to meet the requirements of s.332(1)(a) of the Local Government Act 1993 (the Act), which requires any position to have the responsibilities, skills and accountabilities that are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award (Award).

Under the Act (s.332(1)(b)) the positions also need to have a total remuneration package payable equal to or greater than the minimum remuneration package payable with respect to senior executives whose positions are graded Band 1 under the Government Sector Employment Act 2013 (Currently \$192,600). It is assessed that the positions seen to require remuneration at this level to attract candidates for the above positions means that the following positions would meet the requirements to be considered as senior staff positions:

Chief Operational Officer: This will be a broad ranging positions and is effectively the second in charge to the General Manager. It will have a similar skill set, but with a heavy focus on ensuring services levels are in place and being met.

Chief Strategy Officer: The Council will benefit from having a strong local government skillset and depth of experience similar to what is found in the director level positions within Councils. Equivalent level positions are remunerated at a level above that shown above.

Council can determine other positions to be senior staff. This will increase the overall cost of the structure by an estimated \$20,000 to \$30,000 per position compared to current estimates. This

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would potentially attract a higher calibre of candidate or may simply end up with the Council paying more for the same pool of candidates that currently exists.

Council may determine not to make either or neither of the above positions senior staff. The Act sets out that the determination is optional. If positions are not deemed to be senior staff:

- There is no requirement for the General Manager to consult with Council on appointments or dismissals to the position.
- The position is not on a performance-based contract of up to five years.
- The position comes under the conditions of the Award.

As part of this process the position titles have been reviewed to align them with the type of roles to be undertaken. This has led to the chief officer terminology being used instead of director. In general use directors are members of a company's board and this can cause confusion of the different roles within the Council. The term chief officer is considered to clearly set out that the position is an officer of the organisation and the most senior one in the area being covered.

It is recommended that this terminology be extended to the position of General Manager. There is no legislative impediment to the role being called Chief Executive Officer. Council would still have a General Manager, much as they have a public officer or complaints co-ordinator, it is just that that role would be held within the position designated Chief Executive Officer. The use of CEO is becoming more common across NSW local government.

The reasons for such a change include:

- The term general manager is generally used to refer to a middle management positions within an organisation, not the officer in charge of the organisation. Changing would better define the role in the broader community.
- This naming convention is what is used in the majority of Councils across Australia, with all other mainland States designating the position as CEO.
- This would make the naming more consistent across the organisation.
- It would assist in positioning the Council as a modern and progressive organisation focused on effective and strategic management of the organisation.

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

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

The changes proposed would have an impact on the Council's workforce. Currently there are three senior staff positions within the structure, which have different functions to the current proposal. Of these positions one is vacant. The senior staff would be eligible to apply for positions under the new structure.

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

Nil.

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

Separately reviewing the senior staff in isolation from the overall cost of the proposed structure does not provide a complete picture of the financial impact, as costs can be hidden by transferring roles into other levels of the organisation. Overall the estimated cost of the new structure is lower than the current structure costs. The changes in positions will lead to redundancies, which will need to be funded from employee leave reserves, with those reserves then built up in future periods from the savings.

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The actual amounts will vary depending on where within the organisation redundancies occur and the recruitment of people to the new positions. The payback period for the changes is under three years. The current estimated savings are \$1.2million with \$500,000 put into boosting the engagement and workplace management resources to the level required. This provides savings in the order of \$700,000. These funds will be needed to reimburse the cost of redundancies and provide an investment that can fund development of the organisation through this period of significant change. Investing the funds in this way will provide a significant efficiency return to the community.

**4. Civic Leadership**

The changes are one step within a larger program to allow the organisation to better support the community through its service provision and infrastructure management.

Staff have been consulted on the proposed changes. Over 80 submissions have been lodged. Of these eight related to the positions eligible for consideration as senior staff positions and feedback relevant to the roles under consideration as senior staff role was as follows:

Feedback Summary	Commentary
<p>Concern that the person who ultimately fills COO role will be required to have skills and experience in a very specific area, and that area is usually completely at odds with the skills and experience required for Community Services.</p> <p>How will someone with predominately STEM-based qualifications, skills and experience be able to make decisions, or oversee the decisions for community support programs, with any real appreciation for the consequences and effects of their decisions?</p>	<p>The role is a strategic direction role, not a technical capability role. The person will have to show that they have the capability to develop strategic responses to a wide range of issue, not only within one technical sphere of expertise.</p> <p>They will be expected to be able to align the various service providers to have a consistent and professional approach from Council to how service are provided.</p>
<p>The two directors seem somewhat overloaded. If the 2 director model is to work they should have an appropriate sized specialist management team below them filtering the information.</p> <p>Given the fact that the areas within their directorates are so vast, especially the Chief Operating Officer you cannot expect the one COO to be adequately trained and knowledgeable in all of these areas.</p>	<p>The levels below the chief officers has been determined based on what is the optimal level of resources needed to provide services. The number of staff being managed is below the optimal levels and should therefore mean there is spare capacity in the COO position.</p> <p>As noted, the COO is not expected to be a technical expert in all areas under management.</p>
<p>Chief Officers need a level of technical expertise to ensure correct benchmarks are set and being met (checks &amp; measures). Managers/Coordinators need to be product experts.</p>	<p>Chief officers should be working closely with the managers, whose role it is to convert the strategic directions and agreed outcomes into service actions and agreed performance measures.</p>



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Feedback Summary	Commentary
<p>The establishment of a chief operating officer with a number of managers reporting to that position has, in my opinion, created a single point of failure should that position be absent (leave/sickness etc.).</p> <p>No single manager position has sufficient oversight across all departments reporting to the chief operating officer to successfully backfill that appointment during absence. This introduces an additional complication when considering workforce progression and opportunities for managers to grow within the organisational structure.</p>	<p>This is not seen as materially different from the existing situation, where the Group Managers do not have oversight over all of the functions within their directorate in their current roles.</p> <p>The response to this issue is to put into place effective workforce planning strategies, not additional positions.</p>
<p>The COO position is holding too much and could be detrimental in many ways to the organisation - decision making, pressure and staff well-being.</p>	<p>Most positions at this level are critical in their own way. The COO position is supported by managers who are expected be capable of running their services in the absence of the COO.</p>
<p>The proposed management structure is too top heavy &amp; lopsided as follows – The COO has too many responsibilities and is dealing with all external customers - the area that raises most issues and is highly visible to the public.</p>	<p>This is a deliberate strategy. The structure is designed to bring the issues under one person who can address issues across the various service providers as required. A different structure the current structure is needed to drive a customer centric approach to service delivery.</p>

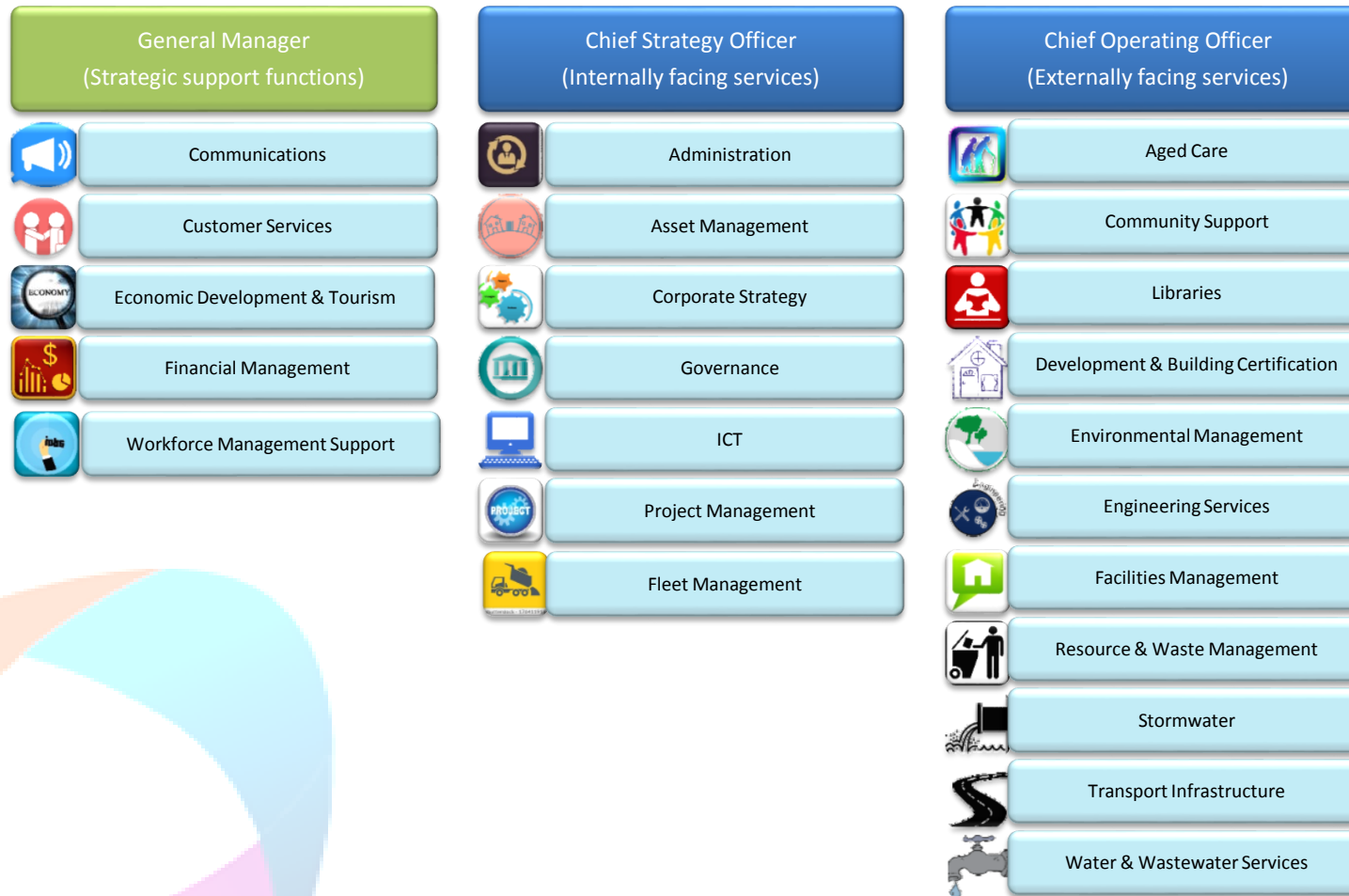
Submissions suggested the role of COO be split into two positions, with variations on the functions of these roles:

- COO split into one CO for technical services (Environment, development, regulatory service, transport, water, sewer) and one CO for community (Aged care community support, libraries, administration)
- COO split into one CO for building, environmental and community and one CO for engineering, water and infrastructure.
- COO split into CO Infrastructure (Roads, Water/Sewer, Waste, Council Buildings, Assets) and CO External Services (Environment, Planning, Community).

# Organisation Redesign – Proposed Structure



# Organisation Redesign – Senior Staff Responsibilities



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**10.1 MINUTES OF AUGUST 2022 LOCAL TRAFFIC COMMITTEE**

Record No: I22/801

Responsible Officer: Chief Operating Officer  
Author: Manager Infrastructure  
Attachments: 1. August 2022 Local Traffic Committee Meeting Minutes

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**EXECUTIVE SUMMARY**

The Local Traffic Committee met on 23 August 2022 online. The Committee's recommendations are presented for Council's consideration and adoption.

**COMMITTEE RECOMMENDATION**

That the recommendations of the meeting of the Local Traffic Committee held on 23 August 2022 be adopted.

**RECOMMENDATION OF THE LOCAL TRAFFIC COMMITTEE – 23 AUGUST 2022**

The list of recommendations and discussions is outlined below. Minutes Paper has also been attached.

**ACTION ITEMS****7.1 BOMBALA REMEMBRANCE DAY**

Record No: I22/540

**OFFICER'S RECOMMENDATION**

That Council Approve the temporary road closures for the Bombala remembrance day commemoration.

- Use of Previous TGS supplied was approved unanimously

*Note – recommendation already enacted.*

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## 7.2 THE POLICE WALL TO WALL MOTORBIKE RIDE

Record No: 122/568

### OFFICER'S RECOMMENDATION

That the Council approve the closure of Bombala Street between Massie Street & Sharp Street road in Cooma for a number of hours to provide space for the riders of the Police Wall to Wall event.

- For memorial for fallen police officers.
- Requires road closure along Bombala Street between roundabouts at Sharp Street and Massie Street, from 10:50 am to 11:40am with a council supplied TGS.
- Expected 400 Participant's
- Concerns: *To be all addressed before hand*  
Ensure sufficient room exists to accommodate 400 motorbikes  
Consider Bombala Street is a Bus route.  
Ensure any potentially affected local businesses are approached, informed and consulted.

*Note – recommendation already enacted.*

## 7.3 SNOWY CLASSIC 2023

Record No: 122/552

### OFFICER'S RECOMMENDATION

That Council Approve the request for the Snowy Classic 2023 to go ahead with intended road closures.

Concerns that require further consideration leading up to the event:

- Previous TGS requires work in the section of road from Middlingbank Road to Dalgety road, Berridale. This is a known problem and local police have expressed concern based on previous/similar events in this area.
- Concerns exist in relation to last year's contractors setting up the TGS, in view of being well organised.
- All other aspects of the TGS is deemed suitable along the proposed route
- From past ride events, thoughts of better communications on the day between event organisers, field staff and police.
- Road Occupancy Licence (ROL) required with new adjustments mentioned for the updates required in Berridale

#### **7.4 ROCKWELL ROAD: ADF TO CONDUCT TRAINING ON ROAD 17/11/2021**

Record No: 122/553

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

That Council approve the ADF Training event, and related road closure of Rockwell Road.

Comments on event:

- Previous TGS to be utilised and sent out to LTC Members for review.
- same scenario to be used by ADF
- same properties affected/utilised.
- No committee concerns, just require updates on owners properties in area.

NOTE: CANCELLED BY ORGANISER 14/09/2022 DUE TO UNFORESEEN CIRCUMSTANCES

#### **GENERAL BUSINESS**

##### **8.1 BUS PICK UPS AND DROP OFF IN JINDABYNE TOWARDS SNOWFIELDS**

**BY CONSTABLE ADAM KITE**

##### **OFFICER'S COMMENTS**

It was discussed at the Local Traffic Committee the concerns about the bus pick ups and drop offs in Jindabyne. Points of concern:

- Require more signage and lines in streets where bus drops off and picks up passengers
- More of a prominent area for up to 3 bus parking spaces.
- Reedy cutting road the worse
- Deterrent for cars parking close to bus stop

##### **8.2 BREDBO VMS BOARD IN FRONT OF NEW FISH AND CHIP SHOP**

**BY CONSTABLE STEPHEN BANNER**

##### **OFFICER'S COMMENTS**

The VMS Board used to for advertisement near the Bredbo Fish and Chip shop was discussed during the Local Traffic Committee meeting. Points of concern:

- Is the VMS board allowed?
- Who owns it?
- Concerns it may distract drivers and not have proper authority to be on site.
- To be investigated

RSO Notes:

Went by and dropped in to meet and greet, shop was closed due to health issues with owner.

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Will continue to attempt to visit. Did notice other business's advertised on this.  
Measure well over 20 metres from edge line on Highway.

**8.3 MICHELAGO, SPEED SIGNS OR TEMPORARY SIGNAGE OR SPEED HUMPS CLOSE TO  
SCHOOL**

**BY COUNCILLOR CHRIS HANNA**

**OFFICER'S COMMENTS**

- Concerns over speeding trucks
  - Police to regularly visit site in school and afternoon school times
-



**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Local Traffic Committee Meeting**

**23 August 2022**

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**LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN ONLINE**

**ON TUESDAY 23 AUGUST 2022**

**MINUTES**

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING .....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES .....</b>	<b>2</b>
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>2</b>
<b>4.</b>	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>2</b>
4.1	Local Traffic Committee Meeting 26 July 2022.....	2
<b>5.</b>	<b>BUSINESS ARISING.....</b>	<b>3</b>
<b>6.</b>	<b>ACTION SHEET .....</b>	<b>3</b>
<b>7.</b>	<b>CORRESPONDENCE.....</b>	<b>3</b>
7.1	Bombala Remembrance day.....	3
7.2	The Police Wall to Wall Motorbike Ride.....	3
7.3	Snowy Classic 2023.....	4
7.3	Rockwell Road: ADF To Conduct Training On Road 17/11/2021.....	4
<b>8.</b>	<b>GENERAL BUSINESS .....</b>	<b>5</b>
8.1	Bus Pick Ups And Drop Off In Jindabyne Towards Snowfields .....	5
8.2	Bredbo Vms Board In Front Of New Fish And Chip Shop .....	5
8.3	Michelago, Speed Signs Or Temporary Signage Or Speed Humps Close To School .....	5
<b>9.</b>	<b>MATTERS OF URGENCY .....</b>	<b>5</b>
<b>NIL</b>	<b>5</b>	
<b>10.</b>	<b>NEXT MEETING .....</b>	<b>6</b>

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MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 AUGUST 2022

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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN ONLINE**

**ON TUESDAY, 23 AUGUST 2022  
COMMENCING AT 9:30AM-11:30AM**

**PRESENT:** Zachary Crombie-Brown – Chair (Acting Manager Infrastructure)  
Chris Hanna - Councillor  
Stephen Banner – NSW Police  
Adam Kite – NSW Police  
Troy Dowd – Acting RSO  
Bradley Hughes - NSW Police  
Blair Oliver - TfNSW

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9:30AM

**2. APOLOGIES**

Nil

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

Nil

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

**4.1 LOCAL TRAFFIC COMMITTEE MEETING 26 JULY 2022**

**RECOMMENDATION**

THAT the minutes of the Local Traffic Committee Meeting held on 26 July 2022 are confirmed as a true and accurate record of proceedings.

**RECOMMENDATION**

THAT the minutes of the Local Traffic Committee Meeting held on 26 July 2022 are confirmed as a true and accurate record of proceedings, pending the following amendments:

Page	Item
Replace	

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 AUGUST 2022

Page 3

## 5. BUSINESS ARISING

5.1 Those attending welcomed Councils Acting Roads Safety Officer to the Local Traffic Committee (LTC).

5.2 LTC administration.

It was advised that LTC needs to:

- formalise some of its processes to ensure event organisers submit event applications with 90 days' notice;
- ensure all minutes are sent out and attached to meeting invites; and
- ensure business papers are sent to LTC members within the appropriate 7 days.

## 6. ACTION SHEET

## 7. CORRESPONDENCE

### 7.1 BOMBALA REMBRANCE DAY

Record No: I22/540

#### OFFICER'S RECOMMENDATION

That Council Approve the temporary road closures for the Bombala remembrance day commemoration.

- Use of Previous TGS supplied was approved unanimously

### 7.2 THE POLICE WALL TO WALL MOTORBIKE RIDE

Record No: I22/568

#### OFFICER'S RECOMMENDATION

That the Council approve the closure of Bombala Street between Massie Street & Sharp Street road in Cooma for a number of hours to provide space for the riders of the Police Wall to Wall event.

- For memorial for fallen police officers.
- Requires road closure along Bombala Street between roundabouts at Sharp Street and Massie Street, from 10:50 am to 11:40am with a council supplied TGS.
- Expected 400 Participant's
- Concerns: *To be all addressed before hand*  
Ensure sufficient room exists to accommodate 400 motorbikes  
Consider Bombala Street is a Bus route.  
Ensure any potentially affected local businesses are approached, informed and consulted.

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 AUGUST 2022

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**7.3 SNOWY CLASSIC 2023**

Record No: 122/552

**OFFICER'S RECOMMENDATION**

That Council Approve the request for the Snowy Classic 2023 to go ahead with intended road closures.

Concerns that require further consideration leading up to the event:

- Previous TGS requires work in the section of road from Middlingbank Road to Dalgety road, Berridale. This is a known problem and local police have expressed concern based on previous/similar events in this area.
- Concerns exist in relation to last year's contractors setting up the TGS, in view of being well organised.
- All other aspects of the TGS is deemed suitable along the proposed route
- From past ride events, thoughts of better communications on the day between event organisers, field staff and police.
- Road Occupancy Licence (ROL) required with new adjustments mentioned for the updates required in Berridale

**7.4 ROCKWELL ROAD: ADF TO CONDUCT TRAINING ON ROAD 17/11/2021**

Record No: 122/553

**OFFICER'S RECOMMENDATION**

That Council approve the ADF Training event, and related road closure of Rockwell Road.

Comments on event:

- Previous TGS to be utilised and sent out to LTC Members for review.
- same scenario to be used by ADF
- same properties affected/utilised.
- No committee concerns, just require updates on owners properties in area.

NOTE: CANCELLED BY ORGANISER 14/09/2022 DUE TO UNFORESEEN CIRCUMSTANCES

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MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 AUGUST 2022

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## 8. GENERAL BUSINESS

### 8.1 BUS PICK UPS AND DROP OFF IN JINDABYNE TOWARDS SNOWFIELDS BY CONSTABLE ADAM KITE

#### OFFICER'S COMMENTS

It was discussed at the Local Traffic Committee the concerns about the bus pick ups and drop offs in Jindabyne. Points of concern:

- Require more signage and lines in streets where bus drops off and picks up passengers
- More of a prominent area for up to 3 bus parking spaces.
- Reedy cutting road the worse
- Deterrent for cars parking close to bus stop

### 8.2 BREDBO VMS BOARD IN FRONT OF NEW FISH AND CHIP SHOP BY CONSTABLE STEPHEN BANNER

#### OFFICER'S COMMENTS

The VMS Board used to for advertisement near the Bredbo Fish and Chip shop was discussed during the Local Traffic Committee meeting. Points of concern:

- Is the VMS board allowed?
- Who owns it?
- Concerns it may distract drivers and not have proper authority to be on site.
- To be investigated

#### RSO Notes:

Went by and dropped in to meet and greet, shop was closed due to health issues with owner. Will continue to attempt to visit. Did notice other business's advertised on this. Measure well over 20 metres from edge line on Highway.

### 8.3 MICHELAGO, SPEED SIGNS OR TEMPORARY SIGNAGE OR SPEED HUMPS CLOSE TO SCHOOL BY COUNCILLOR CHRIS HANNA

#### OFFICER'S COMMENTS

- Concerns over speeding trucks
- Police to regularly visit site in school and afternoon school times

## 9. MATTERS OF URGENCY

NIL

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 AUGUST 2022

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Page 6

**10. NEXT MEETING**

Tuesday, 27 September 2022

There being no further business the Chair declared the meeting closed at 11:45am

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CHAIRPERSON

The above minutes of the Local Traffic Committee Meeting of Snowy Monaro Regional Council held on 23 August 2022 were confirmed by Committee at a duly convened meeting on 27 September 2022 at which meeting the signature hereon was subscribed.

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## 10.2 MINUTES OF OCTOBER 2022 LOCAL TRAFFIC COMMITTEE

Record No: 122/796

Responsible Officer: Chief Operating Officer  
Author: Manager Infrastructure  
Attachments: 1. October 2022 Local Traffic Committee Meeting Minutes

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### EXECUTIVE SUMMARY

The Local Traffic Committee met on 25 October 2022 in Cooma Council Chambers. The Committee's recommendations are presented for Council's consideration and adoption.

#### COMMITTEE RECOMMENDATION

That the recommendations of the meeting of the Local Traffic Committee held on 25 October 2022 be adopted.

### RECOMMENDATION OF THE LOCAL TRAFFIC COMMITTEE – 25 OCTOBER 2022

The list of recommendations and discussions is outlined below. Minutes Paper has also been attached.

### ACTION ITEMS

#### 6.1 ADAMINABY RACES – CLOSURE OF DENISON STREET

Record No: 122/756

#### OFFICER'S RECOMMENDATION

That Council approve the road closure of the western side of Denison Street on 19 November 2022 to allow improved safety of the patrons at the Snow Goose Hotel after the Adaminaby Races.

#### 6.2 COOMA REMEMBRANCE DAY

Record No: 122/757

#### OFFICER'S RECOMMENDATION

That Council approve the closure of the Vale Street & Massie Street intersection, Cooma from 9:45am – 11:15am on 11 November 2022 for the Remembrance Day Service.  
Note – recommendation already enacted.

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### 6.3 PROPOSED CARPARK – RAINBOW DRIVE, TYROLEAN VILLAGE

Record No: I22/758

#### OFFICER'S RECOMMENDATION

That Council approve the construction of the carpark proposed by Snowy Monaro Regional Council's Corporate Projects Team along Rainbow Drive, Tyrolean Village.

### 6.4 LAND ROVER 75<sup>TH</sup> ANNIVERSARY

Record No: I22/759

#### OFFICER'S RECOMMENDATION

It was supported in principle that this event goes ahead. However, due to lack of current documentation, further documentation is required (including a current Traffic Guidance Scheme) to support that this event go ahead.

### 6.5 BOMBALA CHRISTMAS STREET CARNIVAL

Record No: I22/760

#### OFFICER'S RECOMMENDATION

It was noted that an ROL will need to be applied for for closure of Maybe Street Bombala. However, it is recommended that Council approve the request from Bombala Chamber of Commerce to close Maybe Street on 15 December 2022 from 5pm – 9pm to undertake the Bombala Christmas Street Carnival.

### 6.6 AAA ULTRA RUNNING FESTIVAL

Record No: I22/761

#### OFFICER'S RECOMMENDATION

This event takes place on State and National Parks Roads in Perisher. Noting this, it is recommended that Council support this event to take place. Event intends to take place 10-11 March, 2023.

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## **6.7 HARTLEY CHALLENGE 2022**

Record No: I22/771

### **OFFICER'S RECOMMENDATION**

That Council allow the Hartley Challenge 2022 to take place on Council Roads around the Region from 26-28 November 2022. Based on the running of the previous Hartley Challenge it is recommended that the organisers of the Hartley Challenge provide additional safety plans, including the intention on how support vehicles will assist cyclist safety. However this will not affect Councils support for event taking place.

## **7. GENERAL BUSINESS**

### **7.1 BOMBALA BIKE SHOW**

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

It was noted that road closures for this event will no longer apply. However, NSW Police requested information from event organiser on the management of vehicles into and out of the field.

### **7.2 BOMBALA SHOW**

The request for the Bombala Show approvals has come through to Council. However, additional documentation is required prior to the event being reviewed.

### **7.3 PERTH – SYDNEY MARATHON**

Noted in General Business in the agenda for a change of time for this event. Times were confirmed to not have changed prior to the LTC meeting.

### **7.4 MICHELAGO TRAFFIC CALMING**

Traffic Calming Measures were discussed for the community speed concerns along Rylie Street, Michelago. While a number of options were considered, including wombat crossings, speed humps and signage, there was no option that was considered to be wholly suitable for the location.

As they would be the primary people impacted, it is suggested by the Committee to go back to the

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Michelago Community to ask what kind of traffic calming they would prefer.

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**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Local Traffic Committee Meeting**

**25 October 2022**

**HELD VIA MICROSOFT TEAMS**

**ON 25 OCTOBER 2022**

**MINUTES**

Notes:

<b><u>1.</u></b>	<b><u>OPENING OF THE MEETING</u></b> .....	<b>3</b>
<b><u>2.</u></b>	<b><u>APOLOGIES</u></b> .....	<b>3</b>
<b><u>3.</u></b>	<b><u>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST</u></b> .....	<b>3</b>
<b><u>4.</u></b>	<b><u>ADOPTION OF MINUTES OF PREVIOUS MEETING</u></b> .....	<b>3</b>
<b><u>5.</u></b>	<b><u>BUSINESS ARISING</u></b> .....	ERROR! BOOKMARK NOT DEFINED.
<b><u>6.</u></b>	<b><u>CORRESPONDENCE</u></b> .....	ERROR! BOOKMARK NOT DEFINED.
<b><u>6.1</u></b>	Adaminaby Races – Closure of denison Street .....	<b>3</b>
<b><u>6.2</u></b>	Cooma Remembrance Day .....	<b>4</b>
<b><u>6.3</u></b>	Proposed Carpark – Rainbow Drive, Tyrolean Village.....	<b>4</b>
<b><u>6.4</u></b>	Land Rover 75 <sup>th</sup> Anniversary .....	<b>4</b>
<b><u>6.5</u></b>	Bombala Christmas Street Carnival.....	<b>4</b>
<b><u>6.6</u></b>	AAA Ultra Running Festival .....	<b>5</b>
<b><u>6.7</u></b>	Hartley Challenge 2022 .....	<b>5</b>
<b><u>7.</u></b>	<b><u>GENERAL BUSINESS</u></b> .....	<b>5</b>
<b><u>7.1</u></b>	Bombala Bike Show .....	<b>5</b>
<b><u>7.2</u></b>	Bombala Show .....	<b>6</b>
<b><u>7.3</u></b>	Perth – Sydney Marathon.....	<b>6</b>
<b><u>7.4</u></b>	Michelago Traffic Calming .....	<b>6</b>
<b><u>8.</u></b>	<b><u>MATTERS OF URGENCY</u></b> .....	<b>6</b>
<b><u>9.</u></b>	<b><u>NEXT MEETING</u></b> .....	<b>6</b>

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MINUTES OF THE OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON

Page 3

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**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN COOMA & ONLINE**

**ON TUESDAY, 25 OCTOBER 2022  
COMMENCING AT 9:30AM-11:30AM**

**PRESENT:** Zachary Crombie-Brown, Snowy Monaro Regional Council  
Clr Chris Hanna, Snowy Monaro Regional Council  
Duncan McRae, Transport for New South Wales  
Adam Kite, NSW Police

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9:41am

**2. APOLOGIES**

An apology for the meeting was received from:

Megan Berger, Office of Nicole Overall

Stephen Banner, NSW Police

Brad Hughes, NSW Police

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

Nil

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

It was noted that Item 6.1 of the September 2022 LocalTraffic Committee Meeting Minutes was incorrect. Minutes were changed to not state that Council do not support the reduction of the speed limit in berridale.

**5. BUSINESS ARISING**

**6. CORRESPONDENCE**

**6.1 ADAMINABY RRACES – CLOSURE OF DENISON STREET**

Record No: I22/756

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MINUTES OF THE OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON

Page 4

**OFFICER'S RECOMMENDATION**

That Council approve the road closure of the western side of Denison Street on 19 November 2022 to allow improved safety of the patrons at the Snow Goose Hotel after the Adaminaby Races.

**6.2 COOMA REMEMBRANCE DAY**

Record No: I22/757

**OFFICER'S RECOMMENDATION**

That Council allow the closure of the Vale Street & Massie Street intersection, Cooma from 9:45am – 11:15am on 11 November 2022 for the Remembrance Day Service.

**6.3 PROPOSED CARPARK – RAINBOW DRIVE, TYROLEAN VILLAGE**

Record No: I22/758

**OFFICER'S RECOMMENDATION**

That Council allow the the construction of the carpark proposed by Snowy Monaro Regional Council's Corporate Projects Team along Rainbow Drive, Tyrolean Village.

**6.4 LAND ROVER 75<sup>TH</sup> ANNIVERSARY**

Record No: I22/759

**OFFICER'S RECOMMENDATION**

It was supported in principle that this event goes ahead. However, due to lack of current documentation, further documentation is required (including a current Traffic Guidance Scheme) to support that this event go ahead.

**6.5 BOMBALA CHRISTMAS STREET CARNIVAL**

Record No: I22/760

**OFFICER'S RECOMMENDATION**

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MINUTES OF THE OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON

Page 5

It was noted that an ROL will need to be applied for for closure of Maybe Street Bombala. However, it is recommended that Council approve the request from Bombala Chamber of Commerce to close Maybe Street on 15 December 2022 from 5pm – 9pm to undertake the Bombala Christmas Street Carnival.

#### 6.6 AAA ULTRA RUNNING FESTIVAL

Record No: I22/761

##### OFFICER'S RECOMMENDATION

This event takes place on State and National Parks Roads in Perisher. Noting this, it is recommended that Council support this event to take place. Event intends to take place 10-11 March, 2023.

#### 6.7 HARTLEY CHALLENGE 2022

Record No: I22/771

##### OFFICER'S RECOMMENDATION

That Council allow the Hartley Challenge 2022 to take place on Council Roads around the Region from 26-28 November 2022. Based on the running of the previous Hartley Challenge it is recommended that the organisers of the Hartley Challenge provide additional safety plans, including the intention on how support vehicles will assist cyclist safety. However this will not affect Councils support for event taking place.

### 7. GENERAL BUSINESS

#### 7.1 BOMBALA BIKE SHOW

##### OFFICER'S RECOMMENDATION

It was noted that road closures for this event will no longer apply. However, NSW Police requested information from event organiser on the management of vehicles into and out of the field.

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MINUTES OF THE OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON

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## 7.2 BOMBALA SHOW

The request for the Bombala Show approvals has come through to Council. However, additional documentation is required prior to the event being reviewed.

## 7.3 PERTH – SYDNEY MARATHON

Noted in General Business in the agenda for a change of time for this event. Times were confirmed to not have changed prior to the LTC meeting.

## 7.4 MICHELAGO TRAFFIC CALMING

Traffic Calming Measures were discussed for the community speed concerns along Ryrie Street, Michelago. While a number of options were considered, including wombat crossings, speed humps and signage, there was no option that was considered to be wholly suitable for the location. As they would be the primary people impacted, it is suggested by the Committee is go back to the Michelago Community to ask what kind of traffic calming they would prefer.

## 8. MATTERS OF URGENCY

## 9. NEXT MEETING

Tuesday, 22 November 2022

There being no further business the Chair declared the meeting closed at 10:52am

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CHAIRPERSON



MINUTES OF THE OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON

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

**10.3 DRAFT MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE 19 OCTOBER 2022**

Record No: I22/779

**OFFICER'S RECOMMENDATION**

That Council receive and note the draft minutes of the Audit, Risk and Improvement Committee meeting held on 19 October 2022.

**ISSUES**

Nil.

**RISK ASSESSMENT**

Council's ARIC provides independent assurance and assistance to Council and indirectly the community members in respect to risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities. The Committee relies on the work of Internal Audit to provide more in-depth assessment of the council's risk and control environment.

Advantages to the community from Council's ARIC result in independent oversight of controls and operations, giving assurance to the Community that Council is systematically addressing risk, ensuring compliance and providing best practice.

**FINANCIAL IMPACTS**

Costs for the operations of Council's ARIC are met in the budget as set.

**RESPONSIBLE OFFICER:** Chief Executive Officer

**OPTIONS CONSIDERED**

Nil.

**IMPLEMENTATION PLANS**

Nil.

**EXISTING POLICY/DECISIONS**

Nil.

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## **BACKGROUND**

The Snowy Monaro Regional Council's Audit, Risk and Improvement Committee (ARIC) was established in June 2016. The current charter was adopted by Council in March 2020. The ARIC comprises four independent members and one councillor.

An effective ARIC has the potential to strengthen the control environment (of which it is part) and assist the Chief Executive Officer and Council to fulfil their stewardship, leadership and control responsibilities. Council's ARIC has its own Charter which is resolved by Council. The Audit, Risk and Improvement Committee Charter outlines the authority, role and responsibility of Council's ARIC.

## **ATTACHMENTS**

1. Draft Minutes - Audit, Risk and Improvement Committee 19 October 2022
-



**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

## **(Draft)**

**Audit Risk And Improvement Committee Meeting**

**19 October 2022**

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630 AND  
VIA MICROSOFT TEAMS**

**ON WEDNESDAY 19 OCTOBER 2022**

**MINUTES**

Notes:

<b>1.</b>	<b>OPENING OF THE MEETING .....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES .....</b>	<b>2</b>
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>2</b>
6.1	Update on the Audit Progress.....	3
<b>4.</b>	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>3</b>
4.1	Audit Risk And Improvement Committee Meeting 12 September 2022 .....	3
<b>5.</b>	<b>BUSINESS ARISING.....</b>	<b>4</b>
<b>6.</b>	<b>PRESENTATIONS.....</b>	<b>4</b>
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MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 19 OCTOBER 2022

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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON WEDNESDAY, 19 OCTOBER 2022  
COMMENCING AT 10.00AM**

**PRESENT:**

**Voting Attendees:** Michael Quirk, Independent Member (Chair)  
Miles Pearson, Independent Member  
John Barbeler, Independent Member  
Andrew Cox, Independent Member  
Councillor Lynda Summers, Council Member

**Non-Voting Attendees:** Peter Bascomb, Chief Executive Officer

**Guests:** David Rawlings, Chief Strategy Officer  
Tracy Sligar, Chief Financial Officer  
Councillor Tricia Hopkins, Council Member (Alternate)  
Councillor Chris Hanna  
Lawrissa Chan, Director - Financial Audit - Audit Office of NSW  
Sandra McEwan, Executive Assistant (Strategy) (Secretariat)

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 10.00AM with Acknowledgement of Country and showing respect to the elders past, present and emerging of the lands upon which the meeting took place.

**2. APOLOGIES**

Nil.

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

Nil.

Presentation 6.1 was moved to this section of the meeting.

**Attendance of Director – Financial Audit and Audit Leader, Audit Office NSW**

*Lawrissa Chan, Director – Financial Audit joined the meeting at 10.02am.*

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**6.1 UPDATE ON THE AUDIT PROGRESS**

Lawrissa Chan gave an update on the audit progress:

- Audit in progress – the information provided was better than last year.
- RFS assets not included will result in a restricted scope – limited Audit opinion.
- Water and Sewer condition assessment of assets is a comprehensive assessment. The work will take some time. Council has requested an extension until the end of November 2022.
- Going concern assessments – will need to look at this one.

Comments from Committee members:

- Draft Financial Statements - unrestricted cash reported. Can you validate this process?
  - Lawrissa Chan – balance was negative \$5m.
  - Tracy Sligar – only restricting what we need to restrict. Better calculation frees up a lot of cash. Expect a positive \$1m-\$4m of unrestricted cash. There was never a supporting works program behind it in previous years. Report going to Council on 20 October 2022 on the Restricted Assets (Cash and Investments) Policy showing how we calculate them.
- Tight timeframe, what is the status of the timetable.
  - Lawrissa Chan – main items are the water/sewer assessment and ongoing concern. The rest of the data should be completed soon.
- Reviewed the Draft Financial Statements and note there will be changes. When the external audit is finalised the Committee will endorse them off line before Council signs them.
- Concerned about the approach to revaluation of water and sewer. Should Council have known about assessments regarding revaluing the infrastructure. Is there a standard approach so that councils know about this revaluation? As opposed to auditors saying it is not up to standard?
  - Lawrissa Chan – encourage councils to get assessments done by the interim audit. We looked at it in the final audit. Have not had this issue with other councils. Would have expected this to be done.

*Lawrissa Chan left the meeting at 10.15am*

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

**4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 12 SEPTEMBER 2022**

<b>COMMITTEE RECOMMENDATION</b>	<b>ARIC41/22</b>
THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 12 September 2022 are confirmed as a true and accurate record of proceedings.	
<b>Moved Mr Quirk</b>	<b>Seconded Mr Pearson</b> <span style="float: right;"><b>CARRIED</b></span>

<b>RECOMMENDATION</b>	
THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 12 September 2022 are confirmed as a true and accurate record of proceedings, pending the following amendments:	
Page 16	Item 8.10 Monthly Budget Review Statement (MBRS) to 31 July 2022
Replace	How much capital expenditure on hand? With:
How much capital expenditure for FY22?	



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*Councillor Tricia Hopkins arrived at the meeting during discussion on Item 4.1 at 10.20am.*

## 5. BUSINESS ARISING

Nil.

## 6. PRESENTATIONS

6.1 was moved to another section of the meeting.

## 7. SPECIAL AGENDA ITEMS

### 7.1 2022 FINANCIAL STATEMENTS TO BE REFERRED TO EXTERNAL AUDIT

Record No: I22/741

#### OFFICER'S RECOMMENDATION

That Council

- A. Authorise the Mayor and a Councillor to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2022 General Purpose Financial Statements
- B. Authorise the Mayor and a Councillor to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2022 Special Purpose Financial Statements for the following business activities:
  - Water Supply
  - Sewerage
  - Waste Management
  - Residential Aged Care
- C. Authorise the referral of the 2022 Annual Financial Statements to the external auditor
- D. Authorise the Chief Executive Officer to lodge the 2022 Financial Statements upon receiving the external auditor's report, with the Office of Local Government.

Tracy Sligar:

- Deficit – still undergoing the audit. Less than was budgeted.
- Transactions more accurately accounted for.
- Unrestricted cash \$4.5m – keeps changing. Calculated differently now with links back to a works program. What is internally restricted and what is externally restricted. Reserve balances on future works programs will free up some cash.
- Want to get the Restricted Assets (Cash & Investments) Policy out there for immediate budget control.
  - Michael Quirk – expect the Policy to come back to ARIC in 12 months' time for a review.

Financial Statements:

- All classes of assets have increased in value due to our asset revaluations and indexation. Will have an impact.
- Benchmarks – operating revenue will improve position.
- Known source revenue, below benchmark due to grants. Ratios – bring in with more commentary.

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Comments by Committee Members:

- Asset maintenance and renewal?
- Tracy Sligar:
  - Finalised this now. Work to be done on our assets data – now we are getting better data and figures. Cleanse all the existing data so that it is reliable.
  - As part of the whole process which is complicated and difficult – not much work has been done during the year. Look at reconciliations, linking income to expenditure. Auditors will pick up more things. Develop our priority list.
  - Put together an implementation plan, improved reports to council. Auditors will assist us.
- Want to see good project plans to go and completed on time during the year. So frustrated as a committee with previous hand written timetable and work not done. Project planning and management is important. Best set of Financial Statements since being on this committee. Standard has improved.
  - Tracy Sligar - Will pass on the good comments – thank you. Pat Dunn and I have approached auditors before errors are found. How we are going to improve going forward – staff need some training, implementing simple processes and monthly meetings with managers, improved reports for expenditure and income adjustments, realistic time lines through to ARIC then council.
- Project management planning across the organisation and budget management improvement.
- Revaluations next year ending June 2023 should start in November 2022 and finish by March 2023. Critical. This year started too late.
- Request explicit risk assessment be provided to ARIC. Controls needed to pick up errors.
- Cash flows – how is it tracking? Good to see advances made. Concern going forward that we will have structural deficit – have to look at increasing revenue with an SRV. ARIC to consider how to suggest to council as a forward strategy. Timing for IPART EOI for an SRV?
  - Tracy Sligar – LTFP will come into play. Track cash flow through that. Will show what we need to raise in revenue.
  - Peter Bascomb – provided we get the AEC report on time, an EOI for an SRV report will go to council in November 2022 for a decision. Tight timeframe for getting the complete updated LTFP out to the community and consultation completed. Council to decide if we lodge an SRV by February 2023.
- Residential rates went up. Why the magnitude?
  - Tracy Sligar – accruals missed in the previous year. Included the accruals and now checking those monthly.
- Landfill revenue?
  - Tracy Sligar – one landfill at Adaminaby removed as already completed. Rocky Plain costs reduced following information from EPA. Left provision of \$150k if needed. Discussed the amount of provision with the auditors.
- Net gains from disposal of assets?
  - Tracy Sligar – renewal program replaces assets that might have a value on the asset register but are sold for ‘no value’ i.e. not sold but sent to the tip.
- Unrestricted cash?
  - Tracy Sligar – auditors waiting on my going concern report. We are expecting unrestricted cash turning in the right direction. Council can approve unrestricted cash with a resolution to identify which reserve the funding should come out of.

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- Staff not taking leave?
  - Tracy Sligar – actively managing leave balances.
  - Peter Bascomb – complication with staff taking leave with our current vacancies resulting in a shortage of staff.
- RFS assets – acceptability by State Government. What are the consequences of not including them?
  - Peter Bascomb – accounting standards can't take them on. Consequence is a scope limitation of the audit. Two resolutions of council were supportive of not recording the RFS assets in our Financial Statements.
- Developer contributions - increased activity?
  - David Rawlings – increasing the value with more substantial housing in Jindabyne, Berridale and Cooma. An upturn in investment with small residential areas outside the towns.
- Benchmarks. Operating performance ratio – landfill provision needs to be mentioned.
- Aged care - costing more?
  - David Rawlings – divestment in progress with another provider. Harder to get staffing, have put on Agency staff which is expensive. Used to break even, but now we don't have full occupancy due to 'ageing at home' resulting in fewer people coming into the aged care facilities.
- Michael Quirk - challenging time for all classes of assets. Once audited – ARIC will have an 'out of session' review. No recommendation at this stage. Referred to external audit.

**COMMITTEE RECOMMENDATION**

**ARIC42/22**

The Audit, Risk and Improvement Committee:

- A. Reviewed the Draft Financial Statements. No significant matters were identified. Noted improvements in the presentation and reporting of the Draft Financial Statements.
- B. Refer the Draft Financial Statements to external audit. The finalised Financial Statements, detailing the outcome of the audit, to be presented to ARIC for endorsement to Council.

**Moved Mr Barbeler**

**Seconded Mr Pearson**

**CARRIED**

*Peter Bascomb arrived at the meeting during discussion on Item 7.1 at 10.28am.*

*Councillor Chris Hanna arrived at the meeting during discussion on Item 7.1 at 10.40am.*

## 8. REPORTS

Nil.

## 9. GENERAL BUSINESS

### 9.1 LAST ARIC MEETING FOR COMMITTEE MEMBER MILES PEARSON

Michael Quirk:

Announced that this is the last meeting for Miles Pearson. Would like to emphasise the appreciation of the existing ARIC members for the work Miles has undertaken for the Council. Getting people of this calibre, with good audit and risk background is essential. A six year term, is quite a journey. Miles has put ARIC in a good position to move forward. On behalf of the committee thank you for your commitment.

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Councillor Lynda Summers:

As the Councillor representative I would like to offer a vote of thanks to Miles, on behalf of the governance body of Council for his excellent input and commitment over the years. I have only known Miles for this year but it is clear that his dedication has been most valuable. Thankyou on behalf of the Council proper.

## 10. NEXT MEETING

Monday, 12 December 2022 commencing at 10.00am in the Committee Room and via Microsoft Teams.

There being no further business the Chair declared the meeting closed at 12.05pm

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CHAIRPERSON

The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 19 October 2022 were confirmed by Committee at a duly convened meeting on 12 December 2022 at which meeting the signature hereon was subscribed.

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## 11.1 EXPEDITING THE BUMBALONG BRIDGE PROJECT

Record No: I22/778

Responsible Officer: Chief Executive Officer  
Author: Councillor Luke Williamson  
Attachments: Nil

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Councillor Luke Williamson has given notice that at the Ordinary Meeting of Council on 17 November 2022, he will move the following motion.

### **MOTION**

That the Mayor write to the NSW Premier, the Minister for Environment and Heritage, and the Minister for Transport seeking:

- a) Their urgent intervention to expedite work related to investigation, assessment and management of potential Indigenous heritage items located near the planned site of the bridge over the Murrumbidgee River in the Bumbalong Valley; and
- b) In the event that significant Indigenous heritage items are determined to exist at the preferred site of the project, that work to provide a bridge at an alternate nearby location proceed with the utmost speed.

### **BACKGROUND**

The community living on the western side of the Murrumbidgee at Bumbalong and in areas to the north and south currently have poor access to their properties and homes via a private road and rudimentary bridge. The current bridge is in poor condition and is frequently under water. It has no rails and is dangerous. It is very dangerous when flooded.

Weight limits on the current structure have impacted agricultural activity, bushfire recovery, etc.

After the Clear Range Bushfire devastated the Bumbalong Community in February 2020, the NSW Government made a commitment to build a new bridge and access roads.

Funding has been allocated and a project has been commenced and progressed to a point where construction tenders are ready to be called.

A recent Indigenous heritage assessment at the preferred site has identified two items (a flaked rock and a "hammer stone") that are potentially examples of Indigenous working. This discovery has delayed the bridge project while the site is further investigated and assessed, and determinations are made as to whether the bridge can proceed at the preferred site or if an alternate site must be used. Residents have been advised that the delay could be as long as 9 months or more. A portion of this delay was communicated as being due to congestion in the bureaucratic processes with the departments of Transport and NSW Environment and Heritage.

The residents of the valley have stoically lived with a flood prone and dangerous bridge for many years. They have suffered a major bushfire and numerous flooding events since the fire; made worse due to the loss of trees and shrubs along the range. Frequently residents cannot leave or

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11.1 EXPEDITING THE BUMBALONG BRIDGE PROJECT

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enter their properties safely or at all. This has caused much mental and financial stress. A recent farm accident occurred and the ambulance could not cross the bridge to reach the injured person.

#### 14. 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:

##### **14.1 Legal Actions and Potential Claims Against SMRC as at 31 October 2022**

Item 14.1 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.

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.