



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

PUBLIC EXHIBITION COPY

**Ordinary Council Meeting
20 July 2023**

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.

Acknowledgement of Country

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

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

**ON THURSDAY 20 JULY 2023
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 15 June 2023
 - 7.2 Extraordinary Council Meeting held on 29 June 2023
- 8. PLANNING AND DEVELOPMENT APPLICATION MATTERS**
 - 8.1 Development Application 10.2023.144.1 - Additions and Alterations to Existing Building (Delegate Preschool) 3
- 9. OTHER REPORTS TO COUNCIL**
 - 9.1 OPERATIONS**
 - 9.1.1 Divestment of Residential Aged Care Services - Yallambee Lodge 19
 - 9.1.2 Divestment of Residential Aged Care Services - Snowy River Hostel 47
 - 9.1.3 Leesville Commercial Subdivision Stage 3D Budget Amendment 57
 - 9.1.4 Easement Request - Council Owned Lot 141 DP 1109187 in Cooma - Related to Subdivision Works Certificate 25.2020.207.1 60
 - 9.1.5 Community Services Advisory Committee - Changes to Charter and Name 63
 - 9.2 FINANCE**
 - 9.2.1 Monthly Funds Management Report - June 2023 80
 - 9.3 STRATEGY**
 - 9.3.1 Locality Boundary Adjustment for Kalkite and Hill Top 87

9.3.2	Road Naming Proposal - Mountainside subdivision stage 1 - Jindabyne	94
9.3.3	Organisational Performance Report - June 2023	101
9.3.4	Undertaking Audit of Council Activities 2016-2023	212
9.3.5	Variation Approval - Jindabyne Shared Trail	217
9.3.6	Bombala Arts and Innovation Centre	221
9.3.7	Audit Risk and Improvement Committee Annual Report	230
9.3.8	Jindabyne Pool Refurbishment	236
9.4	COMMUNICATIONS	
9.4.1	Service NSW Partnership Agreement	239
9.5	EXECUTIVE OFFICE	
9.5.1	Local Government NSW Annual Conference 2023	263
9.5.2	Resolution Action Sheet Updates	264
9.6	WORKFORCE	
	Nil	
10.	REPORTS OF COMMITTEES	
10.1	Minutes from June 2023 Audit, Risk & Improvement Committee Meeting	395
11.	NOTICE OF MOTION	
11.1	Implementation of the recommendation of the Financial Sustainability Review	412
12.	MAYORAL MINUTES	
13.	QUESTIONS WITH NOTICE	
14.	CONFIDENTIAL MATTERS	422
14.1	108 Commissioner Street Water Connection	
	<i>Item 14.1 is confidential in accordance with s10(A)(2)(g) of the Local Government Act because it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
14.2	Legal Actions and Potential Claims Against SMRC	
	<i>Item 14.2 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

Record No: I23/414

Applicant Number:	10.2023.144.1
Applicant:	Snowy Monaro Regional Council
Owner:	Snowy Monaro Regional Council
DA Registered:	23/05/2023
Property Description:	34 Bombala Street DELEGATE Lot: 7 Sec: 8 DP: 758346
Zone:	RU5 - Village
Current Use:	Preschool
Proposed Use:	Alterations and Additions
Permitted in Zone:	Yes
Recommendation:	Approval

RECOMMENDATION

That pursuant to section 4.16 of the *Environmental Planning and Assessment Act 1979 (as amended)* it is recommended that Council grants consent to DA 10.2023.144.1 for a Alterations and Additions on Lot 7 Sec 8 DP 758346, 34 Bombala Street DELEGATE NSW 2633 subject to conditions of consent attached to this report.

BACKGROUND

The purpose of this report is to seek approval for alterations and additions to the Delegate Preschool building. The proposed works include the demolition and removal of external stairs and landing, close door opening and re-clad external wall, modify main and rear entry doors.

The application is referred to Council for determination as the applicant for the modification is Council.

Upon assessment, the assessing officer is satisfied that the development complies with the provisions of the Bombala Local Environmental Plan 2012 and Bombala Development Control Plan 2012 and it is recommended that approval be granted with amended conditions.

If Council decides to make a determination other than as included in the recommendation, it must follow the procedure adopted through resolution 18/18 on 15 February 2018.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

SITE DESCRIPTION AND SITE HISTORY

The site is located on Bombala Street Delegate in the Delegate Preschool which is an existing and established building.



Figure 1: Subject Site

Previous Development History

Existing Preschool Building

PROPOSAL IN DETAIL

The application seeks approved to carry out alterations and additions to the Delegate Preschool building. The proposed works include the demolition and removal of external stairs and landing, close door opening and re-clad external wall, modify main and rear entry doors.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

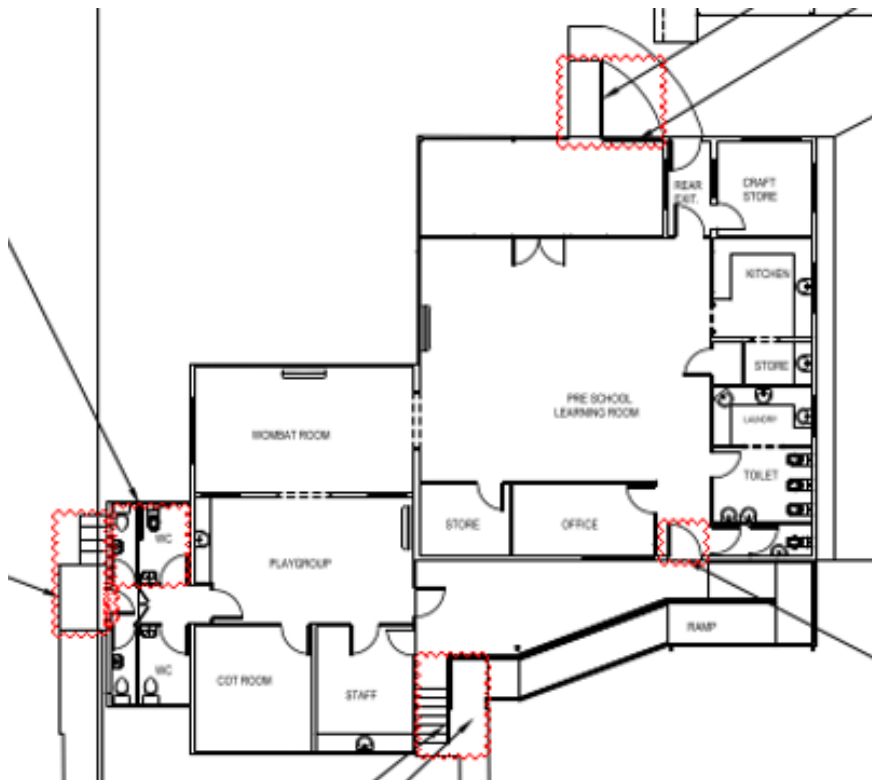


Figure 2: Existing Architectural Layout

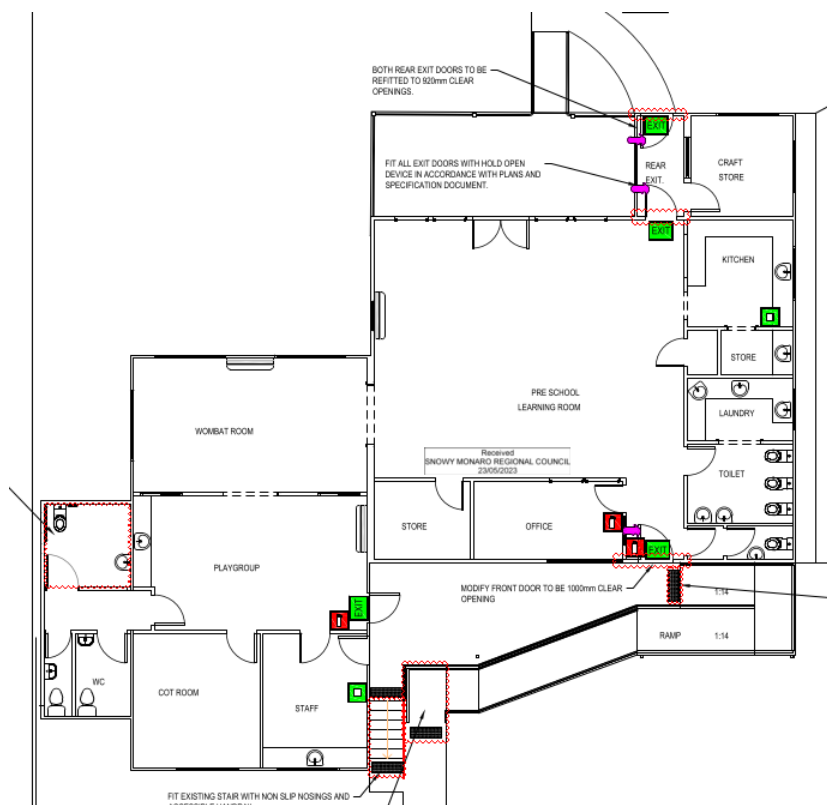


Figure 3: Proposed layout

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

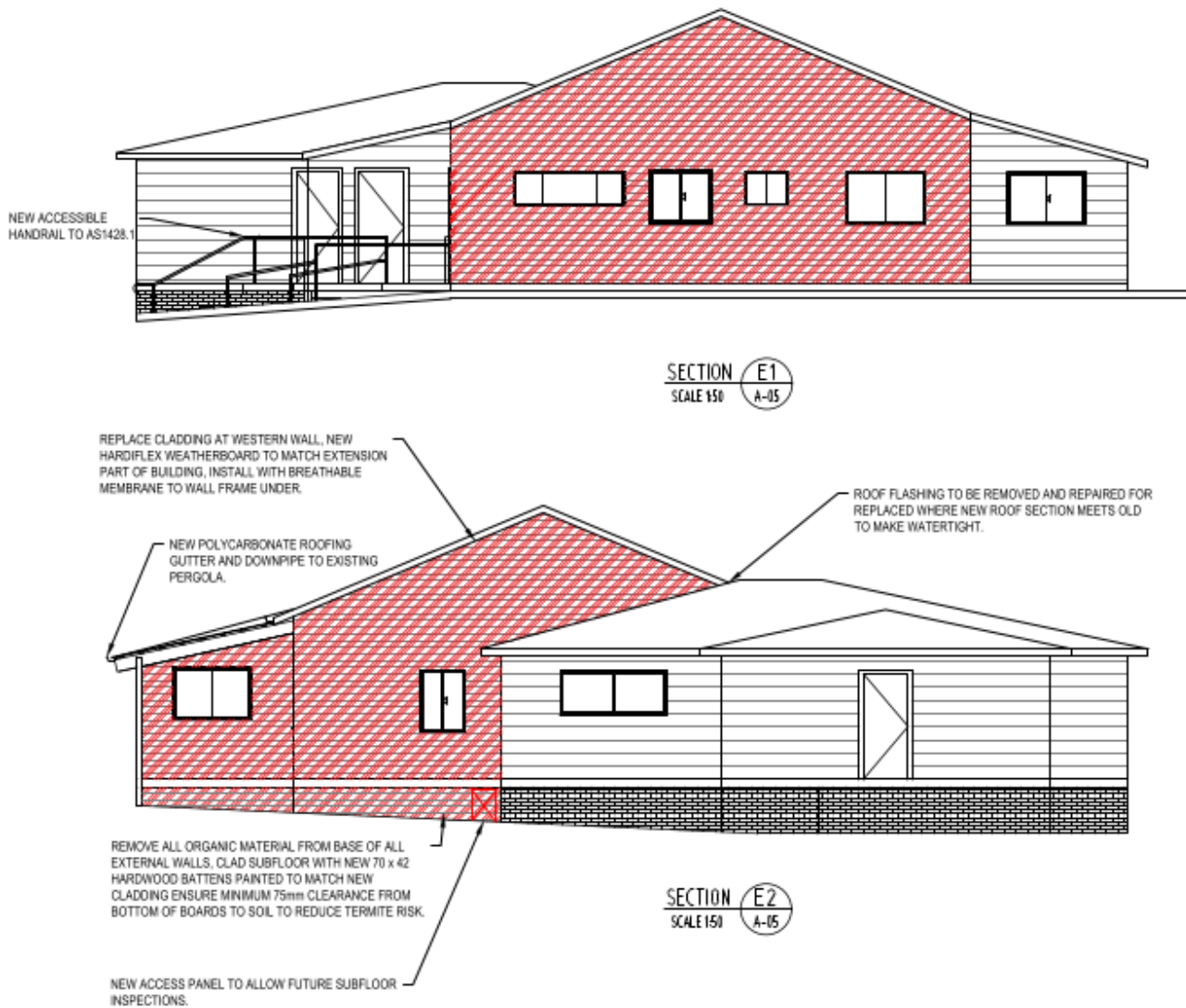


Figure 4: Re-clad external eastern wall

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE
PRESCHOOL)



Figure 5: Double Front Entry Doors, Access Stairs and Ramp



Figure 6: Western Side stairs (to be removed)



Figure 7: Rear Side Exit (external view)

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

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

State Environment Planning Policies (SEPPs)	There are no SEPP's relevant to this development.
Local Environmental Plan (LEP) (including draft LEPs)	Bombala Local Environmental Plan 2012.
Development Control Plans	Bombala Development Control Plan 2012.

Section 4.15 and EP&A Act Checklist

The suitability of the site for the development:	The site is suitable for development.
The provisions of any environmental planning instrument and draft environmental planning instrument:	<p>The proposal has been assessed against the provisions of all relevant SEPP's and the development has been found to achieve an acceptable level of compliance.</p> <p>The proposal has been examined in detail against the provisions of Bombala LEP 2012 and has been found to achieve an acceptable level of compliance.</p>
The provision of any development control plan:	The application generally complies with the provisions of Council's relevant development control plans.
Any matters prescribed by the regulations:	The application generally complies with the <i>EP&A Regulation 2021</i> .
The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality:	The likely impacts of the development have been appropriately considered as part of this application, and appropriately addressed above.
Any submissions made in accordance with the EP&A Act or the regulations:	The application was not required to be notified and or advertised.
The public interest:	The proposal is not contrary to the public interest, as it complies with the Council's standards and will not contribute to creating an undesirable precedent.

REFERRALS

No external referrals were required.

Internal Referrals

Section	Comments
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8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

Building Surveyor	Councils building certifier has advised that the proposed works are acceptable subject to conditions.
Land & Property	<p>A comparison against the existing Native Title Manager's Advice that Council did against DA 10.2020.90.1 (Delegate School of Art which also proposed the removal of the stairs and landing which is attached to the preschool building - attachment 5) and was considered that they aligned.</p> <p>An Aboriginal Culture & Heritage Due Diligence Report (attachment 4) was carried out and have provided the below advice:</p> <p>Advice</p> <p>The AHIMS web search result has indicated there are no Aboriginal sites or Aboriginal places within 200 metres of the area.</p> <p>There is no requirement to seek consent from NSWALC or the relevant LALC as Aboriginal Land Claim 42626 was withdrawn over Lot 7 Sec 8 DP 758346 on 19 February 2019.</p> <p>The Corporate Projects team and their contractors have been advised of the following:</p> <p>IMPORTANT: As Crown Land Manager, Council's permission for the Corporate Projects team, and their contractors, to undertake the project to demolish the existing stairs, landing and rail is conditional upon Council's, the Corporate Projects team and their contractor's compliance with relevant legislation for the protection of items and places of possible significance to Aboriginal culture and heritage. If, during the process of demolishing the stairs the ground is disturbed and you find, or believe you have found, an Aboriginal object, leave it where it is and report the object and its location by emailing ahims@environment.nsw.gov.au. Even if you believe the object is in danger of being damaged or harmed, it is very important to leave it alone and report it immediately. You may be committing an offence if you handle or move the object. The NPW Act 7974 calls for the location of Aboriginal objects to be reported regardless of whether they are on public or private land.</p> <p>This conditional consent is not to be taken to satisfy any of Council's due diligence requirements under any legislation addressing Aboriginal culture and heritage protection, and as such Council have an obligation to exercise due diligence to ensure that any works will not harm Aboriginal places, sites, or objects, in accordance with the National Parks & Wildlife Act 7974 (NSW) (NPW Act). In this regard, consent from NSWALC and MLALC is</p>

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

also conditional upon the compliance with Aboriginal culture and heritage provisions of the NPW Act.

LEGISLATIVE REQUIREMENTS ASSESSMENT UNDER SECTION 4.15(1) OF EP&A ACT

As required by the Environmental Planning and Assessment Act, 1979, Section 4.15, the following relevant matters are addressed below:

- Suitability of the site;
- Environmental planning instruments (State Environmental Planning Policies, Local Environmental Plans);
- Proposed planning instruments;
- Development control plans;
- Likely impacts of the development - environmental (natural and built), social and economic;
- Any Planning Agreement or Draft Planning Agreement;
- The EP&A Regulations;
- Submissions; and
- Public interest.

The suitability of the site for the development

Slope	Gentle slope exists – no impediment to development.
Significant vegetation	There is no significant vegetation.
Adjoining development	Similar in nature, scale and design to proposal.
Suitability of proposed works / building	Generally acceptable having regard to constraints of the land.
Streetscape	Proposal generally compatible with adjoining development.
Stormwater disposal	Stormwater disposal for the building is to be managed on site, through onsite detention or via connection to Councils kerb and gutter stormwater system.
Services	All services existing on site.
Views	Nil impact to and from site.
Contamination	Nil identified.
Bushfire	The subject site is not classified as bushfire prone.
Flooding	Nil impact.
Vehicular access	The site has coinciding legal and practical access.
Easements and restriction on use	Not applicable.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

Aboriginal sites	Nil identified on-site.
Threatened species	Nil identified on-site.
Grasslands	Nil identified on-site.
Rivers/streams	Not applicable.
Effluent disposal	Connected to Council's sewer system.
Prevailing winds	Nil impact.
Easements	Nil affected by this proposal.
Other matters	Nil.

The provisions of any environmental planning instrument

State Environmental Planning Policies

No SEPPs apply to the assessment of this application.

Permissibility of the development under the Bombala Local Environmental Plan (LEP) 2012

- The subject land is zoned: Village – RU5.
- Definition of land usage under Bombala LEP 2012: Community Facilities.
- The proposal is permissible with development consent from Council pursuant zone RU5 of the Bombala LEP 2012.
- The proposal is considered to be consistent with the aims and objectives of the plan.

The proposal has also been examined in detail against the provisions of the Bombala LEP 2012 and has been found to achieve an acceptable level of compliance. In the assessment of this application, the following provisions are of specific relevance:

Clause 4.3 Height of building

The alterations and additional are consistent with the existing height of building and are less than 9m and as such is compliant.

Clause 5.10 Heritage conservation

The development is in proximity to Heritage item 18 – Delegate Police Station.

Delegate Delegate Police Station Bombala Street Lot 6, Section 8, DP 758346 Local I18

It is considered that there are no foreseen impacts on the nearby heritage item as a result of the proposed relocation of the amenities.

Provision of any Proposed Planning Instruments

There are no proposed planning instruments applying to this site which are relevant to the proposed development.

Assessment against the relevant provisions of Bombala Development Control Plan 2012 (as amended)

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

In the assessment of this application, the following DCP provisions are of relevance and have been assessed for compliance:

Provision	Response
INTRODUCTION	
1.4 Advertising and Notification Compliance is required against the provisions of the Snowy Monaro Regional Council Community Participation Plan	The modified application was not required to be notified.
2. SUSTAINABLE DESIGN	
2.1 Principles of sustainability	The development complies.
2.2 Settlement character statements 2.2.2 Delegate	2.2.2 The modification proposed will have no negative impact and is considered to enhance the facilities available in the township of Delegate.
2.3 Site planning	
2.3.1 Site analysis	
Intent - The relationship of new development with the site, adjoining properties and the local community is considered in the site planning and design phase.	
P1 The site analysis establishes the development context by identifying and illustrating the key influences on the design, and how the proposed allotments and buildings will relate to each other and to the immediate surroundings	The development application is for the removal of a door, stairs and landing on the western elevation to reinstate the wall and minor alterations to access openings and finishes to make them compliant; it is considered that the proposal is in keeping with the existing design of the building and is therefore satisfactory.
P2 The design of new development considers the uses of neighbouring sites, and potential constraints relating to overlooking, overshadowing, view retention, building bulk, landscaping and screening between the development and adjoining sites	The development is located in RU5 Village and the requirements of this clause relate to commercial and industrial developments that are proposed outside business and industrial zones. As the development is for a community facility this clause is not applicable.
P3 An analysis of the street character provides clues for successful integration, and influences site layout, landscape, alignment of	The development application is for the removal of a door, stairs and landing on the western elevation to reinstate the wall and minor alterations to access openings and internal layout changes to an existing community facility and therefore no impact.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

buildings and the design of the proposed development in relation to the streetscape	
2.4 Heritage conservation	
2.4.1 Indigenous heritage	
P1 Sites of cultural significance to the Aboriginal community are identified and protected	Not applicable – the development will have no impact on Aboriginal Cultural heritage.
2.4.2 Non-indigenous heritage	
Intent - To ensure that new development, including the adaptive re-use of heritage buildings, and alterations and additions, are compatible with and respectful of recognised heritage values and the historic context.	
P1 The fabric of heritage items and places, including landscaping and vegetation that contributes to heritage significance, is conserved	The development complies - The development is located in proximity to Heritage item 18 (Delegate Police Station). It is considered that there are no impacts to the heritage item as a result of the proposed works.
P2 Settlement identity, scenic values, historic streetscapes and traditional patterns of settlement are retained	
P3 New development, including alterations and additions to a heritage item and development within the Bombala Special Character Area, demonstrates an understanding of the heritage significance and context of the place	Not applicable - The development is not on a heritage building.
P4 New development, including alterations and additions to a heritage item and development within the Bombala Special Character Area, retains the visual setting and streetscape and landscape character that contributes to heritage significance	Not applicable - The development is not associated with a heritage building or located within the Bombala Special Character Area.
P5 New development in Bombala Special Character Area respects the historical context, the scale and proportion of buildings, and the overall setting	Not applicable.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

4. BUILDING	
4.1 General provisions – all zones	
Section 4.1 General provisions applies to all new development that involves building or structures, including alterations and additions, in all zones in Bombala local government area.	
4.1.1 Building design	
P1 The frontage of buildings and their entries are readily apparent from the street	The development complies – This is an existing building with no changes proposed to the façade or entrances to the street.
P2 Building height at the street frontage maintains a compatible scale with adjacent development	The development complies – The proposed changes to the front door and access will not result in any increase in building height.
P3 Buildings are designed to reflect relevant features of the prevailing character of surrounding attractive streetscapes, features and built form character that have been identified as part of the desired future character of the area	The development complies – The proposed changes to the front door and access are considered to reflect relevant features of the prevailing character of surrounding attractive streetscapes, features and built form character that have been identified within the area.
P4 Buildings are designed to enhance existing attractive built form character by translating the following characteristics found in the surrounding built form into innovative design solutions: - mass and proportion; - building materials, patterns, textures, colours, and decorative elements; - ground-floor height above natural ground level; floor to ceiling height; - roof form and pitch; - facade articulation, detailing, and window and door proportions; - verandahs, eaves and parapets; - driveway crossovers, fence style and alignment	The development complies as design meets intent of provisions.
P5 New development complements or enhances any treed landscape character of the	The development complies – The proposed re-instated wall and changes to the front door and access are considered to be complimentary to the established

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

area by: - providing sufficient open space for the planting of trees to complement the landscape character of the neighbourhood; - retaining and protecting existing vegetation where possible; - protecting neighbouring trees from damage to their root systems; - using building footing designs, where necessary, that allow root growth of large trees	character of the neighbourhood.
P6 The building design, detailing and finish provide an appropriate scale to the street, add visual interest and enable differentiation between buildings when viewed from public streets	The development complies – The re-instated wall and changes to the front door and access building is considered appropriate and therefore will have no foreseen adverse impact on the buildings visual interest.
P9 Existing buildings in sound condition that contribute to the streetscape character and items of heritage or conservation significance are retained, incorporated and sympathetically treated, where possible	The development complies – The proposed wall is located on the western elevation and facing towards the side of the property and as such it is considered satisfactory.

Planning Agreements

There are no planning agreements or draft planning agreements applicable to this property.

Any matters prescribed by the EP&A Regulation 2021

64 Consent authority may require upgrade of buildings

(1) This section applies to the determination of a development application that involves the rebuilding or alteration of an existing building if—

- (a) the proposed building work and previous building work together represent more than half of the total volume of the building, or
- (b) the measures contained in the building are inadequate—
 - (i) to protect persons using the building, if there is a fire, or
 - (ii) to facilitate the safe egress of persons using the building from the building, if there is a fire, or
 - (iii) to restrict the spread of fire from the building to other buildings nearby.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

(2) The consent authority must consider whether it is appropriate to require the existing building to be brought into total or partial conformity with the Building Code of Australia.

(3) In this section—

previous building work means building work completed or authorised within the previous 3 years.

total volume of a building means the volume of the building before the previous building work commenced and measured over the building's roof and external walls.

(1) Are the fire protection and structural capacity of the building appropriate to the building's proposed use.	No
(2) The building complies (or will, when completed, comply) with such of the Category 1 fire safety provisions as are applicable to the building's proposed use.	N/A
Are upgrades required as per clause 94	Yes – Conditions of consent provided by Council Building Department

Submissions

The proposed development was assessed against the requirements of the Snowy Monaro Planning and Development Community Participation Plan 2019 (SMPDCPP) and the following notification advertising took place:

Type of Development	Notification carried out as per minimum SMPDCPP
Alterations and additions	Neighbour notification not required.

Impacts of the Development

Access, transport and traffic	Access direct from Bombala Street – existing driveway.
Easements/88B Restrictions on Use	No impact.
Bushfire Assessment s4.14	Not bushfire prone.
Impacts on supply of utilities	No foreseen additional impacts.
Heritage	Whilst the site has no listed heritage item, it is located in close proximity to Heritage Item 18 – Delegate Police station, there will be no negative impacts to the subject item from the proposed development.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

Natural and other land resources	The proposed development is considered unlikely to result in any significant impacts upon the supply of utilities within the locality.
Water supply and potential impacts on surface and ground water	No impact.
Soils	No impact.
Air quality, pollution and microclimate impacts (eg odour)	The proposed addition of several windows will have no additional impacts.
Flora and fauna & Consideration of Threatened Species	No impact.
Waste facilities and controls	No foreseen additional impacts.
Energy efficiency and greenhouse gas emissions	No impact.
Noise and vibration	Some noise will result from the construction of the proposed development; however, will not have any additional impacts.
Safety, security and crime prevention	The development is not required to include any specific requirements for safety, security and crime prevention.
Social impact in locality	The proposed addition of windows and changes to the drainage design are considered to have positive social impacts.
Economic impact in locality	The proposed development is not considered to have any negative economic impact on the locality.
Impacts during construction	While it is unlikely that the relocation of the amenities building will have any additional impacts other than those of the original approval and were subject to conditions of consent to address use of power tools during construction to limit impact on neighbouring properties.
Impact on pedestrian movements and safety	No impact.
Mineral resources and/or deposits in the vicinity	No impact.
Impacts on aboriginal heritage	No impact.
Health Impacts of High Voltage Power Lines	No impact.

8.1 DEVELOPMENT APPLICATION 10.2023.144.1 - ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (DELEGATE PRESCHOOL)

Public Interest

The proposal is not contrary to the public interest, as it complies with the Council's standards and will have minimal negative impacts.

CONCLUSION

It is considered that the proposed development generally complies with the relevant provisions of Section 79C of the Act, LEP, REP, DCPs, Codes and Policies.

In conclusion, it is considered that the proposal is generally aesthetically, economically, socially and environmentally acceptable having regard to the surrounding natural and built environment. Accordingly, approval is recommended subject to the imposition of the conditions of consent in attachment 1.

ATTACHMENTS

1. DRAFT Conditions of Consent (*Under Separate Cover*)
 2. Architectural Plans (*Under Separate Cover*)
 3. Statement Of Environmental Effects (*Under Separate Cover*)
 4. Aboriginal Culture & Heritage Due Diligence Report (*Under Separate Cover*)
 5. SMRC Native Title Manager Advice - Delegate Preschool (*Under Separate Cover*)
 6. Pre-DA Form - superseded (*Under Separate Cover*)
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9.1.1 DIVESTMENT OF RESIDENTIAL AGED CARE SERVICES - YALLAMBEE LODGE

Record No: I23/315

OFFICER'S RECOMMENDATION

That Council:

- A. Acknowledge the withdrawal of Sapphire Coast Community Aged Care from the divestment process;
- B. Commence the staged closure of Yallambee Lodge by transferring the assets, land and operation of Yallambee Lodge to Respect Aged Care to enable investment into the Hudson House;
- C. Approve the transfer of the Yallambee Lodge assets and land to Respect Aged Care to enable investment into the Hudson House on the grounds that the assets and land cannot be sold at a future date until renovations and extensions to 90 beds at the Hudson House are completed;
- D. Negotiate a payment within the available Yallambee Lodge budget to Respect Aged Care to cover operating costs of Yallambee Lodge;
- E. Acknowledge that once Respect Aged Care have completed renovations and extensions to 90 beds at the Hudson House, Yallambee Lodge may be closed and sold, but that will be a decision of Respect Aged Care.
- F. Advise the federal Department of Health that Council will not proceed with construction of a memory support unit, request that the funding be transferred to Respect Aged Care (with the exception of the fire compliance component) as an investment into constructing memory support facilities at the Hudson House and adjust Council's 2023/24 DP/OP and budget accordingly.

ISSUES

At the ordinary meeting of Council held on 18 June 2020 Council resolved to pursue Stream 2 of the Business Improvement Fund (BIF) grant program for Yallambee Lodge and Snowy River Hostel, for the divestment of the residential aged care facilities. Council was successful in obtaining this funding and resolved to receive and note the successful application and receipt of funding at the 17 December 2020 meeting of Council.

Upon receipt of funding, a transaction adviser was engaged by Council and an expression of interest process held following Council's endorsement of the evaluation criteria at the ordinary meeting of Council held on 20 May 2021.

Following assessment of expressions of interest against the evaluation criteria, Council resolved at the July 2021 meeting to invite Sapphire Coast Community Aged Care (SCCAC) to proceed to the request for proposal stage.

Request for proposal evaluation criteria were further refined and included:

- Employment continuation
- Service expansion
- Community engagement
- Commercial – transition arrangements

- Commercial – final binding offer
- Commercial – contract and completion risk

Following the close of the RFP phase in September 2021, an RFP submission was received from SCCAC.

The RFP submission provided a non-binding commitment for SCCAC to meet the evaluation criteria and transaction objectives and requested a 12 month extension to the RFP process to enable SCCAC to undertake an extended due diligence process.

In considering the proposal in October 2021, the officer report stated that the extended due diligence period would allow the following:

- SCCAC to have an embedded presence in the facilities, working closely with SMRC staff as they undertake their due diligence
- Ongoing support of SMRC through the sharing of SCCAC's expertise in the area of residential aged care

The report identified a number of benefits to SMRC in accepting the SCCAC proposal. SCCAC committed to:

- Ongoing improvement and development of SMRC staff
- Ongoing consultation with SMRC staff throughout the due diligence process
- Working with SMRC staff to improve financial performance of the facilities
- Working with SMRC to identify a proposed site to expand residential aged care services into Jindabyne
- Demonstrate SCCAC engagement with SMRC and the wider community
- Demonstrate SCCAC values in action to ensure they align with Snowy Monaro community expectations.

Council accepted the extended due diligence proposal at the October 2021 meeting of Council. SCCAC have been working with Council since October 2021. During this time, many of the identified benefits have been realised. As Council and SCCAC moved closer to the end of the 12 month due diligence period, it became apparent that Snowy River Hostel presented insurmountable problems in relation to ongoing viability.

The 12 month due diligence process could not be concluded in October 2022 due to a parallel divestment process being undertaken by Sir William Hudson Memorial Centre (The Hudson House). As a result, discussions with all providers in the region on a regional solution could not be held, which was critical to SCCAC in finalising their decision. On conclusion of the Hudson House divestment process, discussions on a regional solution with the new provider, Respect Aged Care, recommenced.

On 31 May, SCCAC confirmed their withdrawal from the due diligence and divestment process.

During the due diligence process, there was a focus on the following areas, to determine if adequate improvements could be made to ensure the financial viability of SRH.

- Financial - Operating expenditure and revenue
-

- Occupancy
- Compliance – against standards and suitability of building

Financial assessment during due diligence

A significant focus was placed on operating expenditure and revenue during the due diligence period. Across residential aged care, the last three years have seen the following operating results.

Financial year	Result (loss)
2022/23	\$2,113,016
2021/22	\$3,618,276
2020/21	\$3,147,719
Total	\$8,879,011

- Note 2022/23 figure is not yet finalised

In three years alone, residential aged care has cost the Snowy Monaro community approximately \$8.9 million.

While the cost of services reduced in 2022/23 due the work of the Council team and Sapphire Coast Community Aged Care, it has not reduced to a financially viable position. Yallambee Lodge portion of the operating loss in 2022/23 was \$1,196,029. Council's financial sustainability review has identified that if Council is to achieve financial sustainability, divestment of residential aged care is a necessity.

A major contributing factor to the negative operating result is the reliance on agency staff which is a problem across Australia, and inadequate funding.

During the due diligence process, an assessment of various options and potential financial results was undertaken.

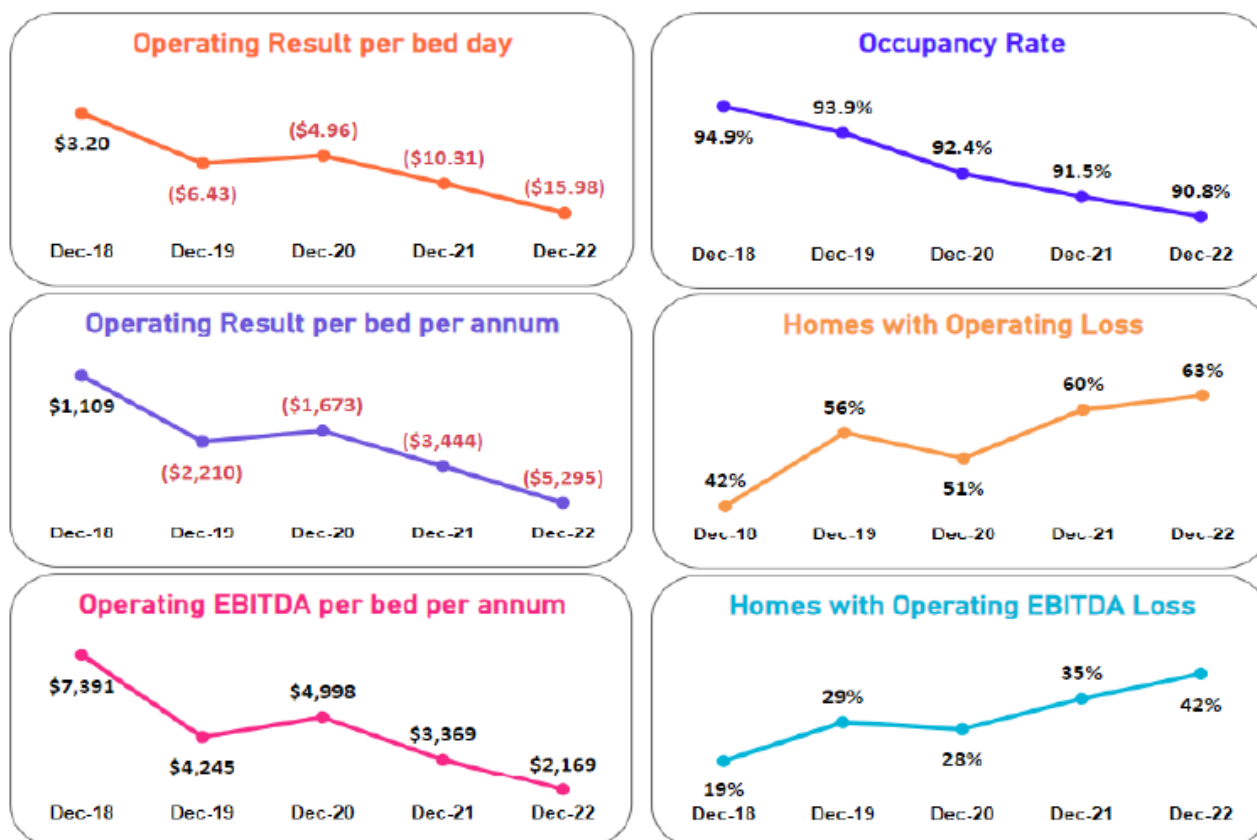
Option (Yallambee Lodge)	Cost	Agency Surcharge	Result (Loss)
1 – Occupancy at 29 residents	\$515,245	\$359,600	\$874,845
2 – Occupancy at 36 residents (90%)	\$256,763	\$543,800	\$800,563
4 – Occupancy at 36 residents and 12 bed memory support unit	\$(15,160)	\$934,400	\$919,240
6 - Occupancy at 29 residents and 24 hrs Registered Nurse	\$621,305	\$441,000	\$1,062,305

Note – cost does not include depreciation

The table above shows that the more residents, the better the result (ie option 2 is better than 1). This is due to increased funding. The key point here is the fewer residents, the higher the cost to Council.

As a 24hr registered nurse will be required, costs increase significantly.

Some in the community may say that SMRC aged care facilities used to operate at a surplus and it is current management causing the loss. This is incorrect. It ignores the facts that across Australia, the trend over the past 5 years has seen a worsening of financial viability of aged care, as shown in the extract below from the federal government aged care quarterly update. Berridale and Cooma are no different.



We have recently seen the Hudson Centre very close to closure due to financial losses. A dedicated provider has stepped in – Respect Aged Care – who are a specialist aged care provider with economies of scale to make significant financial improvements.

SMRC facilities are similar. While the work of our dedicated teams are to be commended, the lack of scale makes it impossible to run a facility of the size of Yallambee Lodge in a financially viable manner.

Occupancy

Occupancy at Yallambee Lodge has traditionally been around 80%, however with the significant efforts of our team, occupancy has increased over the past year, at 87.7% in July 2022 to 93.6% in June 2023. While resident numbers are high, as time passes it is likely new residents will require a higher level of care which may not be able to be provided, hence there is a risk of falling occupancy levels.

Compliance and need for capital investment

As more high care need residents look to enter Yallambee Lodge, there is an increased likelihood that Yallambee Lodge cannot meet the care needs of residents and therefore have to turn potential residents away. The older homes within Yallambee are not built to cater for high care need residents.

To address this, Yallambee Lodge would need a complete knock down and rebuild, in addition to the memory support unit. This could cost in the order of \$20 million. Federal government advice is this funding is not available. Council would therefore need to obtain a loan. A high care facility could be built, but there is no evidence this is the best solution for Cooma with another facility, about to commence significant upgrades (Hudson House) also in Cooma. To pay the loan back, Council would need to use rate revenue which does not exist, which would mean a Special Rate Variation to cater for a facility for potentially 54 residents. A Special Rate Variation would also be required for the next two to three years to fund ongoing operating losses before a new facility was constructed. It is difficult to mount a business case for this, when there is an alternative service provider of a much larger facility in Cooma.

Community consultation

Initial consultation with community on the divestment focussed on 3 aims of Council:

1. Maintain or improve quality of care;
2. Retain staff on existing conditions;
3. Expansion into Jindabyne

Unfortunately while these were the objectives, the divestment due diligence has shown that Yallambee Lodge is not a viable facility. Community consultation on the recommendations could take place, however it is anticipated that there would be clear opposition to closure from some in the community. That does not change the fact that the financial sustainability review, adopted by Council, recommended divestment of aged care. It does not change the fact that Council cannot afford to run this facility. Therefore any consultation with community could be considered disingenuous as it would not change the fact that the financially responsible decision that Council must take is a staged closure of the facility and a focus on supporting the Hudson House as the future of a sustainable residential aged care service in Cooma.

Involvement of Respect Aged Care - the Hudson Centre

The former Sir William Hudson Memorial Centre (now the Hudson House) has now been acquired by Respect Aged Care, a community based not for profit. Respect has 2,500 employees, 20 aged care homes, 700 retirement units in several different retirement living communities, and home care services caring for older people in the community and have common values with the Snowy Monaro region and community. Respect Aged Care capability statement is attached.

Following the divestment of the Hudson House to Respect Aged Care, discussions commenced between SMRC, federal government, Sapphire Coast Community Aged Care (SCCAC) and Respect Aged Care on what a regional solution for residential aged care would look like. As a result of discussions, it became apparent that SCCAC could not proceed with the divestment due to

insurmountable challenges outlined in this report. However, it became clear that the most sustainable future for residential aged care services in the region is to focus on one expanded facility, being the Hudson House, run by a dedicated, community based operator – Respect Aged Care.

To this end, having gone through an exhaustive divestment process including an EOI and RFP phase, Respect Aged Care have been identified as the most suitable divestment option for Council. In terms of SMRC procurement process, what is effectively a sole source procurement, or selection of Respect Aged Care, this is considered appropriate as Council has previously sought a divestment partner in the open market without success. It is noted that during the original EOI process, Sir William Hudson Memorial Centre did write to Council stating that while the board were not in a position to submit a formal expression of interest, they did advise that should no suitable EOI bid be accepted, they may be in a position to have future discussions.

The proposal for Respect is two-fold.

Firstly, the operation of Yallambee Lodge will be handed over to Respect Aged Care for a one-off fee. This is not an ongoing fee. This fee will cover the operating deficit while Respect Aged Care make improvements to the operating result, while maintaining or improving quality of care. The fee is to be negotiated by the CEO, but is to be within the available budget of the SMRC Residential Aged Care budget for 2023/24. At a future point in time, when beds exist to house all residents from Yallambee Lodge, it will be closed.

Secondly, the transfer of Yallambee Lodge – both the assets and land – to Respect Aged Care. The purpose of this is to enable added investment in the Hudson House – to build more rooms. The value of the asset and land will provide additional funding to build more rooms. This approach ensures that the community asset of Yallambee Lodge, and the hard work that went into fund raising, will live on through investment to enable an expansion at the Hudson House. This approach may concern members of the community who would prefer Council retain Yallambee Lodge. Council could look to provide a grant to Respect Aged Care to fund construction of additional rooms, but Council simply does not have the cash to do this. Respect Aged Care will own Yallambee Lodge and the land and when the renovations and extensions to 90 beds are completed, will be free to dispose of Yallambee Lodge and the land. The contract of transfer will guarantee this outcome.

Workforce Implications

A key consideration in the proposal to transfer operation of Yallambee Lodge to Respect Aged Care and subsequent closure is the impact on the workforce. While the end result will be positive for workforce with adequate staff for one, larger facility and less reliance on agency staff, this process has the potential to be disruptive to current staff. To this end, all current staff will have the option to continue in their roles on current conditions and will not lose any entitlements.

Human resource / workplace advice was sought from Maddocks law firm in the early stage of the process who confirmed a transfer of employment was possible under the three awards that

Council residential aged care staff operate. Maddocks confirmed that redundancy will not be triggered by the transfers provided that Council make an application to the Industrial Relations Commission of New South Wales as outlined below.

Finally, we note that the fact that the proposed transaction will not constitute a transfer of business means that redundancy entitlements may be triggered on the termination of the employees' employment with Council. In order to avoid the need to pay redundancy pay to employees who accept comparable offers with the prospective purchaser it may be necessary to make an application to the Industrial Relations Commission of New South Wales for orders that no, or a lesser, amount of redundancy pay is payable in these circumstances.

Council's Chief Workforce Officer will commence this process should the officer recommendation be supported.

Conclusion

While every effort has been made during the extended due diligence process to find a solution to retain Yallambee Lodge, the insurmountable challenges dictate the recommended option of a transfer of operation of Yallambee Lodge, the assets and land to Respect Aged Care to enable additional investment into the Hudson House. Focusing residential aged care services in a larger, more modern facility such as the Hudson House, operated by a dedicated residential aged care services provide – Respect Aged Care – will ensure ongoing sustainability of residential aged care services into the future

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	Low	Yes
Economic Activity	High	Low	Yes
External Political Environment	High	Medium	No
Financial Sustainability	High	Low	Yes
Health and Safety	High	Low	Yes
Legislative Governance and Compliance	High	Low	Yes
Reputation and Image	High	Medium	No
Service Delivery	High	Low	Yes

Ongoing delivery of residential aged care services at Yallambee Lodge is high risk.

Residential aged care in the current climate, in rural, regional and remote areas is difficult for small providers to sustain for a number of reasons, these being:

- a lack of economic scale
- workforce shortages
- high level of resident need, not commensurate with funding
- age and health of facilities/assets
- a lack of funding to undertake major capital works

Yallambee Lodge experiences all of these risks.

In addition, the aging facility, increasing standards of the Aged Care Quality and Safety Commission and ageing and level of care prospective residents require make the facility no longer fit for purpose, placing Council, and the community, at real risk of non-compliance with the standards and subsequent sanctions.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost	\$2,061,240	Based on 2023/24 budget
Estimated Annualised Net Cost	\$0	Based on closure
Capital Investment		Not proposed
Capital Funding Source		Not proposed

Closure will result in no ongoing operating costs. Sale may generate a return for Council, but transfer of the land and assets to Respect Aged Care is considered a grant that will enable investment into more beds at the Hudson House. This transfer will result in a one off write down of the value of the asset. This will impact Council's deficit at the end of 2023/24, but will have no impact on unrestricted cash. The value to write \$5,280,216 and is show in the table below.

Snowy Monaro Regional Council - Aged Care			
Assets			Forecast to 30-06-2023
Non-current assets			Yallambee Lodge
	Infrastructure, property, plant and equipment (IPPE)	Work in progress	\$ 1,051,555
		Buildings non specialised (6)	\$ 3,569,130
		Furniture & Fittings (3)	\$ -
		Office Equipment (2)	\$ 9
		Other Assets (18)	\$ -
		Other Structures (8)	\$ 5,300
		Plant & Equipment (1)	\$ 281,678
		Operational Land	\$ 372,544
			\$ 5,280,216
	Intangible assets	Bed Licences	\$ -
			\$ 5,280,216

The transfer of land and assets to Respect Aged Care and payment of a fee to operate has been assessed against the provisions of the *Local Government Act (1993)*, specifically Section 356 which prescribes the requirements when councils provide financial assistance to others. Clause 2 of this section states:

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

The Local Government NSW solicitor has advised that based on review of the Respect Group constitution, *the income and the property are applied solely towards the objects and as the objects are all for charitable purpose with no distribution for private purposes outside the objects of the organisation, the Respect Group are not acting for private gain.*

Therefore providing financial assistance to Respect Aged Care (the Respect Group) in the manner recommended in this report – both funding to operate Yallambee Lodge and the transfer of assets and land complies with the provisions of the *Local Government Act (1993)*.

Given the value of asset write own is \$5,280,216 and operating deficit is \$2,061,240, the proposed transfer is considered to represent fair value as the value of asset write down will be recouped within 3 years.

RESPONSIBLE OFFICER: Chief Operating Officer

OPTIONS CONSIDERED

Options considered include:

- Yallambee Lodge Business as Usual (BAU) – not recommended due to reasons outlined in report
 - BAU and addition of memory support unit - not recommended – there will be a reduced deficit, however capital investment required in existing houses. Federal government will not fund this and would need to be loan funded, likely triggering an additional, significant Special Rate Variation. Not possible to justify this.
 - BAU, memory support unit and knock down / rebuild – not recommended – same reasons as above.
 - Divestment to Respect in current form along with memory support unit funding – same long term issues as above, not supported by Respect.
 - Orderly closure - gradual transition of residents to Hudson House once renovations and extensions completed – Council operate. Not recommended as risk is retained by Council and integration with Respect will be less efficient.
 - Orderly closure - gradual transition of residents to Hudson House once renovations and extensions completed – Respect Operate. A more preferable option, however Respect have advised they will not accept this option without the transfer of assets and land to enable additional investment into more beds at the Hudson House.
 - Orderly closure - gradual transition of residents to Hudson House once renovations and extensions completed – Respect Operate – transfer of assets and land to Respect – to fund additional investment into more beds at the Hudson House. Recommended option to ensure long term viability of residential aged care.
 - Immediate closure of Yallambee Lodge. Not recommended as it would result in a shortage of beds in the region until Respect complete renovations and expansion.
-

IMPLEMENTATION PLANS

Implementation will occur in the following steps:

- Upon resolution by Council, conduct public information meeting in Cooma to explain the reasoning to community
- Notification to federal Department of Health
- Ongoing liaison with residents, relative and staff
- Finalise agreement with Respect Aged Care for transfer of operations, assets and land
- Application to Industrial Relations Commission of NSW to enable employee transfer

EXISTING POLICY/DECISIONS

Council's financial sustainability review has identified the need for Council to divest of residential aged care services. Council adopted this report and its recommendations.

BACKGROUND

Brief history of Yallambee Lodge

Yallambee Lodge was officially opened on 11 November 1995 by the member for Eden-Monaro Mr Jim Snow M.P.

The land on which the facility stands was acquired for \$38,000 from Snowy Mountains Authority and the original project budget was \$1,600,000. Cooma-Monaro Shire Council had supported the concept of hostel style accommodation in Cooma from 1988. A grant in the order of \$660,000 was obtained from the Federal Government. The community supported the project, donating over \$244,000 from a range of fundraising events.

The steering committee of Doug Price, Bill Rushton, Heather Jacoby, Rob Simms, Dort Tynan and Ken Silich coordinated the planning, design, construction and preparation of Yallambee Lodge. Together with Dr Bob Englebrecht, Geoff Harris and Greg Smith they formed the first management committee. Local builder, David Holgate constructed the original facility (24 beds).

9.1.1 DIVESTMENT OF RESIDENTIAL AGED CARE SERVICES - YALLAMBEE LODGE



ATTACHMENTS

1. Respect Group Capability Statement

respect

Capability Statement (Yallambee Lodge)

Contact: Jason Binder
Date: 21/06/2023
Version: 1

Capability Statement (Yallambee Lodge) – June 2023

Table of Contents

Respect Overview	2
Services	2
Aged Care Homes	2
Home Care	3
Retirement Villages	3
Independent Living	3
Board Members	3
Executive	4
Purpose, Values, and Philosophy	6
Mission	6
Values	6
Philosophy	7
History Preservation	7
Governance	7
Care	8
Staff	9
Management	10
Food	11
Quality	11
Volunteers	12
Amalgamation Experience	12
Public Relations	12
Building and Development	13
Additional services	13
Home Structures	13
Lean Six Sigma: The Respect Way	14
Strategy	14
Home Care Growth	15
Retirement Living Growth	15
Emotional Wellness Cause	15
Other	16

Capability Statement (Yallambee Lodge) – June 2023

Respect Overview

Respect Group Limited (Respect) is a not-for-profit aged care organisation that began in Ulverstone, Tasmania in 1962 when a group of community members developed a plan to build a local aged care home.

The work began to establish a home in Ulverstone when William Purton took out a loan to purchase some farming land close to Ulverstone. The land was worked by local community members to pay off the loan, and the group then subdivided the land and sold the lots with the profit used to build the new aged care home. The Eliza Purton Home (named after William's mother) was built and opened in 1964.

The organisation expanded across New South Wales, Victoria, and Tasmania in the last decade to include 2,500 employees, 20 aged care homes, 700 units in several different retirement living communities, and home care services caring for older people in the community.

All these services have successfully integrated into Respect, remaining not for profit in their communities.

Services

Aged Care Homes

Alcheringa	Swan Hill, Victoria
Avonlea	Nhill, Victoria
Coates	St Arnaud, Victoria
Cohuna Village	Cohuna, Victoria
Cooinda	Lithgow, New South Wales
Coroneagh Park	Penguin, Tasmania
Derwent Views	Lindisfarne, Tasmania
Eliza Purton Home	Ulverstone, Tasmania
Fred French	Newstead, Tasmania
Hudson House	Cooma, New South Wales
Lyrebird Village	Drouin, Victoria
Mitchel House	Morwell, Victoria
Mt St Vincent	Ulverstone, Tasmania
Peace Haven	Norwood, Tasmania
St John's	Wangaratta, Victoria
St Ann's	Hobart, Tasmania
Tyler Village	Launceston, Tasmania
Tongala Memorial	Tongala, Victoria
Wellington Views	Old Beach, Tasmania
Woodhaven	Lockhart, New South Wales

Capability Statement (Yallambee Lodge) – June 2023

Home Care

New South Wales
Tasmania

Retirement Villages

Flowers Court	Newstead, Tasmania
Garden Village	Norwood, Tasmania
Reed Estate	Launceston, Tasmania
Swan Hill Village	Swan Hill, Victoria
The Terrace	Wangaratta, Victoria

Independent Living

Most locations have several independent living units.

Board Members

John de Jong - Chair

John is an Architect who owns successful construction, joinery, and office furniture companies as well as other business ventures. John has held various directorships in not-for-profit organisations over the last twenty-five years and continues to contribute to other not-for-profit organisations in the community.

Antony (Ant) Dry - Vice Chair

Ant is a retired executive director from the motor and accounting (CA) industries, previously being executive director in multiple motor car dealerships (including Mercedes-Benz) and serving in the audit division at Deloitte.

June Song

June is a General Practitioner and Medical Director, Hospital Care at Home at Mercy Health. She is passionate about patient safety, clinical governance, and women's health, and has extensive experience in the management of health services at operational and governance levels. June's experience spans across the public, private and the community (not for profit) health sectors.

Capability Statement (Yallambee Lodge) – June 2023

Jacquie Ray

Jacquie is a strategic communication specialist, who has advised and counselled state and federal government agencies, public corporations and NGOs in Australia and the United Kingdom, with particular expertise in crisis and issues management, stakeholder and community engagement, media, and strategic marketing.

James Walker

James is a well-known and respected retired lawyer with over 40 years' experience in property law and covering a wide variety of legal services. James has been active in a number of community organisations, and is currently active in the Hobart Community Legal Service, and the University of Tasmania.

Jan Bonde

Jan was formerly the Mayor of the Central Coast in Tasmania and is also actively involved in a number of other community and not for profit organisations.

Executive

Jason Binder - Managing Director & Chief Executive Officer

MBA, Chartered Accountant, Bachelor of Commerce, GAICD

Jason has significant experience in growth, business design, strategy, turnarounds, structuring, acquisitions, mergers, advisory, business unit modelling, transformations, and financial analysis. He has been the driver of Respect's growth and success over the last ten years, transforming a distressed small Tasmanian aged care organisation into a multi-state, nationally recognised successful provider of high-quality aged care.

Brett Menzies - Chief of Residential Aged Care

Bachelor of Nursing (Hons)

Brett was appointed as Chief Operating Officer by Jason at the same time he was appointed as Chief Executive Officer. Brett has been a catalyst in the effective operation of Respect's aged care homes through the implementation of robust clinical systems, structures and processes that provide strong quality and compliance across the organisation. Previously Brett worked in nursing management at Macquarie Bank's aged care operations (through Retirement Care Australia).

Judy Lewis – Chief Quality and Risk Officer

Masters in Health Management, Graduate Diploma in Cardiothoracic/Cardiology,
Bachelor of Health Science in Nursing

Capability Statement (Yallambee Lodge) – June 2023

Judy is responsible for implementing systems and processes to mitigate risk with a focus of engaging the consumer and working in partnership to create a quality standard of service. This is achieved through engaging, listening and maintaining an open and transparent approach in building a culture of success, where employees are focused on contributing to the success of the service resulting in anchoring the service in meeting clinical governance, quality, risk mitigation, improvement plans, and consumer satisfaction.

Lisa Brancatisano – Chief of Home Care

Lisa is responsible for the design and growth of Respect's home care division. Lisa excels at developing and scaling home care services, creating high-performing teams, and delivering client-centric aged care services. Lisa has extensive experience in managing large-scale operations, having previously held the positions of Chief Operating Officer at KinCare and the myHomeCare Group prior to joining Respect.

Nick Adams – Chief People Officer

Bachelor of Business (Hons)

Nick ensures compliance with workplace relations legislative requirements as well as being the strategic lead in recruitment, staff development, culture, and retention. Previously Nick managed the human resources and workplace relations consulting services provided by the Tasmanian Chamber of Commerce and Industry. Immediately before that, he was engaged as a workplace relations consultant, providing consulting services to Tasmanian employers.

Amy Sheahen – Chief Financial Officer

Bachelor of Commerce, CPA

Amy ensures compliance with financial legislative requirements, ensures the organisation is performing to budget and forecasts and performs numerous management accounting tasks for analysis and performance improvement. Previously Amy has worked in a number of accounting firms in general accounting and audit.

Michael Griffin – Chief Customer Officer

Bachelor of Business (Hons)

Michael is responsible for driving the revenue of the business, including everything from the research and customer needs analysis to the execution of sales and marketing strategies. His approach focuses on utilising data and customer insights to improve customer value delivery. He has a wide variety of experience in both traditional marketing communications and digital marketing applications. Prior to joining Respect, Michael performed various marketing and business development roles with Federal Group and Fosters Group in Tasmania.

Capability Statement (Yallambee Lodge) – June 2023

Mark Eagleston – Chief of Retirement Living

Bachelor of Laws/Bachelor of Communications (Journalism)

Mark is responsible for the business's retirement living portfolio. His high level experience in the retirement village and aged care sector since 2008 has enabled him to have an outstanding track record for being an engaging general manager and operations executive in building business, mentoring management teams, creating new business, delivering high levels of customer satisfaction and successfully engaging all stakeholders.

David Appleton – Chief Information Officer

David leads the technological directive at Respect. He drives the IT strategy to move Respect into the future in an ever-changing environment. He is innovative and adaptable in his approach and has a proven record in managing a wide variety of projects across many businesses. Previously working in the corporate sector, he then moved on to support a well-known Tasmanian agriculture business. Prior to joining Respect, David managed a large team of technicians and engineers at a managed service provider.

Purpose, Values, and Philosophy

Respect first and foremost believes in honouring the countless hours, hard work, volunteerism, entrepreneurship, and funding provided by the thousands of people who dreamt of, created, and grew our aged care homes for the benefit of their communities.

As a not for profit organisation we recognise we are temporary custodians of our homes. We are fortunate to operate them in our communities, and without the hard work of many before us, Respect would not be in the privileged position it is to care for so many elderly people in our communities. It is now our task to take their aged care homes forward, ensuring that we honour what has been built before us.

For this reason, all decisions respect the hard work of the people who came before us. When our purpose and values were created, the prerequisite was that the founders of our homes would have approved and been proud of them.

Mission

To care for the elderly in our communities in an environment of respect, value, and belonging.

Values

Respect: Treat all people with fairness and dignity.

Capability Statement (Yallambee Lodge) – June 2023

Care: Look after and protect the elderly, and each other.

Teamwork: Encourage, cooperate, and build trust.

Courage: Do the right thing, even when it's difficult.

Integrity: Be open, honest, and trustworthy.

Innovation: Think differently to solve problems.

Excellence: Drive quality to continuously improve.

We believe our purpose and values reflect the founders of all our homes, and the founders of most not for profit aged care homes. This is extremely important in ensuring we respect those who sacrificed so much before us.

Philosophy

We believe the elderly created the society we now have the privilege to live in, and all people, regardless of age, deserve dignity and respect. We believe the elderly are individual people, with rich histories and worthwhile lives, and age does not diminish their value. We have a responsibility to ensure the elderly are respected, valued, and enjoy a quality of life.

History Preservation

The history of each home we own is of great importance to us, and we have a record of preserving that history through respect for the previous owners (and their denomination, where applicable).

This was most recently demonstrated at Coinda in Lithgow where Respect researched and named wings after original contributors to the home, and at Reed Estate in Launceston where Respect researched and named the village after Henry Reed, a Launceston man instrumental in the foundation of the Salvation Army.

These kinds of actions are performed internally, without being asked, because we genuinely believe that kind of respect for the previous custodians is deserved.

Names of aged care homes are always retained, with no exceptions

Governance

Respect has strong governance systems which are compliant with and go beyond the ASX Corporate Governance Principles and Recommendations.

The Respect board is structured with high-quality and professional directors to specifically achieve Respect's strategy which includes the delivery of high-quality and safe services to residents.

Capability Statement (Yallambee Lodge) – June 2023

Board directors are recruited professionally, independently, and externally in line with a board skills matrix, ensuring appointments are made on merit rather than pre-existing relationships.

Our board includes a:

- General Practitioner (Hospital Executive)
- Accountant
- Lawyer
- Commercial construction business owner and Architect
- Public Relations Consultant
- General management expert
- Mayor focused on outcomes for our people

The Managing Director is an executive director who is a Chartered Accountant with a Master of Business Administration and extensive experience in management, transformations, operations, and amalgamations and mergers in the aged care sector.

Sub-committees include:

- Financial Governance Committee
- Clinical Governance Committee
- People Committee
- Divestment, Merger and Acquisition Committee

All board directors are required to be professionals and complete the Company Directors Course from the Australian Institute of Company Directors.

Governance systems include data centralisation systems and governance dashboards that can be accessed from any internet connection and browser or mobile phone app where the clinical, people, and financial status of each home is clear through numerous drivers and key performance indicators. Internal audits ensure data is accurate. This means that any board member at anytime, anywhere, can view the current and accurate status of all aged care homes. This is integral to Respect's ability to manage aged care homes and is demonstrative of its leadership in robust Governance systems in the sector.

Care

Respect has modelled its services around understanding residents as human beings, with their own pasts, stories, and passions. It is these stories which not only define us as individuals but also as communities. Respect's care model involves spending time with residents to better understand their stories and preferences and how this reflects the types of care and services they desire whilst living in our homes.

Respect's aged care homes are primarily operated in areas where community engagement is very important. We have policies and programs which are aimed at breaking down the 'silos' of residential care and allowing for the integration of the

Capability Statement (Yallambee Lodge) – June 2023

community into our facilities and conversely our residents into the community. This is achieved by a variety of means such as:

- A strong and vibrant volunteer program which seeks to match a volunteer's passions and interests with those of residents who share similar passions and interests.
- A social care program which looks to engage individuals and groups both within their home and in the community with interests and hobbies which are important to them.
- A strong IT infrastructure which supports residents to meet with family and access internet content including streaming of movies and television.
- Wheelchair access buses which are used regularly for residents to go out on activities or attend appointments as needed.

As part of our growth there has been a considered parallel growth in support services within the organisation. Our increased size has enabled us to build a support team of specialist positions which support each facility to achieve high resident confidence and care, and high staff sentiment which has a direct effect on a resident's experience of care.

An example of these support services is our quality team who meets regularly, educates, and supports each General Manager to ensure that issues are dealt with appropriately, clinical key performance indicators are met and actioned, and areas of concern are quickly identified and rectified. This has a direct effect on resident and family experiences.

Another example of these support services is our appointment of a Lean Six Sigma Continuous Improvement Lead, who engages staff to increase value-added activities to residents whilst continuously decreasing 'waste' including excess motion, transportation, over-processing, waiting, and defects. This has a direct effect on resident and family experiences whilst increasing efficiency within the home.

Respect has a mature and structured clinical approach led by a Registered Nurses model who detail all aspects of a resident's needs and preferences and what their goals of care might be. This plan is implemented by teams of care staff who are supported to do their job through a comprehensive learning and development program, career structure, and Respect's role-based competency framework.

Respect aims to be clear and transparent with its stakeholders around care performance and has set benchmarks that aim to assist sites to attain excellence in the care they provide.

Staff

Respect has identified that staff sentiment has a direct effect on high-quality and safe services and has implemented workshops at our aged care homes to improve and maintain staff sentimentality. In the workshops, staff decide with management what

Capability Statement (Yallambee Lodge) – June 2023

needs to occur “to make this aged care home the best possible place for residents to live, and for staff to work”. We then agree with staff on actions that need to be taken and implement changes that staff have agreed on. This has given staff a sense of empowerment, and improved staff sentimentality which has a direct flow into better quality care.

We also use this as a positive tool in the post-amalgamation transition, which works extremely well to improve sentiment and eliminate public relations issues.

Respect has developed a career pathway model for our staff which allows any employee to progress their career within the organisation by following a career pathway. First, the employee decides what their preferred destination is, and then they can plan their way to that destination by completing prerequisites including education and experience. The destination could be anything from an Enrolled Nurse, Accountant, Chief Operating Officer, or the Managing Director. Any employee can choose any destination from any current position. Respect assists with annual scholarships and study leave for selected individuals.

Respect has implemented a safety culture program called the ‘Safety Circle’ to encourage staff to think about their life outside of work before making poor safety decisions at work. The program also encourages employees to keep each other accountable by using the phrase ‘stay in the circle’. This has led to a safety culture driven by the staff at the coalface rather than management.

As Respect is a not-for-profit organisation, we have salary sacrifice benefits which can be of large benefit to staff.

Management

Respect has a philosophy of supporting management to perform at their best which is reflected in a management eNPS of 92 and satisfaction score of 96%.

This is achieved through creating a culture of;

- Genuine motives: We're all here to care for the elderly.
- Direct and open communication: If there's something wrong it will be discussed openly with the person rather than when they're not present.
- Depersonalisation of failure: When there's failure, systems are (usually) the problem, not people.
- Down to earth attitudes: We hire down to earth and human people.
- Ongoing support: Facility management have expert support for human resources, finance, operations (care, catering, cleaning, laundry, social care, maintenance), sales and marketing, and information technology.
- Teamwork: “Not my job” attitudes are not accepted. We regularly help each other across departments.
- Regular support: Weekly one-on-ones.
- Recognition: Regular recognition of hard work.

Capability Statement (Yallambee Lodge) – June 2023

- Supportive environment: All executive staff are expected to support facility management to perform, not use authoritarian power to achieve results.
- Clear expectations: Everyone understands their key performance indicators, are supported to achieve them, and are managed fairly when not achieving them.
- Opportunity: As a growing organisation, good managers are often presented with opportunities.
- Idea meritocracy: Ideas from a frontline worker that can be demonstrated are better than ideas from the Managing Director that can't be demonstrated.
- Innovation: Trying better ways of working is encouraged knowing that sometimes those ways won't work.
- Education and development: Financial support for managers in their education and development.
- Flexibility: Focus on results and outcomes, not process and rigidity.
- Culture initiatives: Continuous development of culture initiatives, for example brown bag sessions (lunch catchups over video).

This positive management culture is especially important to retain quality managers in the current employment environment in the aged care sector.

Food

Respect prides itself on cooking quality food for our residents, recognising this is a major part of ensuring residents are happy and content. This includes two hot meal choices (along with four other choices of meal) daily which has made a huge impact on the dining experience of residents and their families.

All meals at all homes are cooked on-site. This is a non-negotiable as we believe the experience of food (including cooking aromas) is a significant component of the resident's day-to-day experience.

Quality

Respect has a quality department that is headed by a highly experienced Chief Quality and Risk Officer who ensures that our quality systems, processes, and reporting give management a clear and practical view of quality and specific areas for improvement.

Reporting to the Chief Quality and Risk Officer are Quality Support Officers who support our General Managers by independently auditing our aged care homes and assisting with quality improvements, as well as reporting to head office management on gaps and required improvements.

Respect has a well-resourced clinical system that includes an easy-to-access, best practice, policy and procedure system which all staff can access. Within this system, there are established protocols for clinical outcomes such as wound care, nutritional risk, dignity of risk, and restraint management. These policies have been developed by

Capability Statement (Yallambee Lodge) – June 2023

Respect and have been tested over numerous years through extensive external and internal audits. Such a policy system ensures that residents and their families receive consistent and timely care which is best practice. It also means that what is expected from employees is consistent and achievable.

Volunteers

Respect was founded through the sheer determination of volunteers who sacrificed much time and finance for the building of our first home. Subsequent volunteers have contributed countless amounts of volunteer hours and financial support to the home over the last 60 years.

Our volunteers provide much-needed support for our homes and are an important part of our model of service, and the ongoing wellbeing of our residents.

Respect has utilised volunteerism for numerous projects, including The Carnival of the Here and Now which is a project designed to “suspend routines” by bringing circustry into our aged care homes.

Amalgamation Experience

Respect has significant experience in amalgamations, having amalgamated more than 10 not for profit providers into Respect, especially in the last five years.

Due to the nature of our growth and our specialisation in amalgamations, we have the strategies, systems, structures, and resources to amalgamate quickly, whilst maintaining positive relationships with residents, staff, volunteers, and the community.

Respect has a team that performs amalgamations as part of the ongoing operation of the business.

Due to our high management satisfaction and loyalty, managers will put in huge efforts and sacrifices for Respect when we need to execute an amalgamation or transformation, including significant extra effort to ensure a smooth transition and to ensure stakeholders are comfortable with Respect.

Public Relations

Respect has a strong record of managing amalgamation public relations, having managed this successfully many times, and having templates ready to go. Respect has an internal Communications Manager who handles the communication processes, as well as the promotion of the organisation and our local aged care homes.

The Chair and Managing Director are regularly media trained.

Capability Statement (Yallambee Lodge) – June 2023

Building and Development

As a not-for-profit organisation, Respect has a track record of designing and executing property and development projects in the communities where it operates.

This approach has been demonstrated in many of our amalgamations and existing homes, including St Ann's Hobart (\$3 million redevelopment), Alcheringa in Swan Hill (\$2 million refurbishment), Cohuna Village in Cohuna (\$5 million redevelopment), Avonlea (\$3.5 million redevelopment), Eliza Purton Home (\$6 million redevelopment), Coroneagh Park (\$9 million redevelopment), Wellington Views (\$1 million refurbishment), Mt St Vincent (\$350,000 refurbishment), Woodhaven (\$4 million redevelopment), Cooinda (\$20 million redevelopment), and Tongala (\$900,000 refurbishment). Note, where amounts spent seem low, this is usually due to existing designs being up to date.

Additional services

Respect Premium is an additional services program offered at each of our homes to provide residents with the choice of upgrading services for a more luxurious stay. While we offer comprehensive complementary services like computers, library, services, BBQs, newspapers, outings, and on-demand TV in resident lounges, Respect Premium allows our residents to customise their stay to their preferred comfort level and preference.

Features of our Respect Premium service include personalised companion care, smart TVs in residents' rooms, personalised garden pods, premium toiletries, pamper packs, visitor meals, personal iPads and more.

In addition to being able to order select additional services on their own, we also offer several bundle offers to ensure that Respect Premium is affordable, competitive, and accessible for all of our residents.

Home Structures

Respect runs a standard and efficient structure at all aged care homes which delivers high-quality care. This is centred on the General Manager of the home, with appropriate support below and above the General Manager. Staff systems and structures are replicated across sites along with standard operating procedures to ensure consistency of quality outcomes.

The General Manager is the go-to local link to the community. Respect has community-involvement expectations and KPIs as part of its General Manager performance criteria.

Capability Statement (Yallambee Lodge) – June 2023

Lean Six Sigma: The Respect Way

Lean Six Sigma or The Respect Way is a methodology that we have adopted from alternate industries and tailored to the aged care sector. It relies on a collaborative team working environment to improve operations and performance by systematically reducing waste. What this means is that at Respect, we continuously ensure that our endeavours are sustainable and efficient at their core.

By consistently improving upon our processes using the five phases of Lean Six Sigma (Define, Measure, Analyse, Improve and Control) we can also determine the root causes of inefficiencies and create contingency plans to manage or eradicate processes that don't serve their purpose.

There are many benefits to taking a Lean Six Sigma approach including an increase in customer value and profit margins, standardised and simplified processes, decreases in error, and higher employee engagement, performance, and development.

Ultimately, using the Lean Six Sigma methodology means that we can ensure that we are making effective strides in our work and eliminating barriers to provide the best possible environment for our residents, staff, and the organisation.

Strategy

As a not-for-profit organisation, Respect is driven to ensure community-based homes stay in their communities. We see local community boards struggling to keep up with regulations, the increasingly complex aged care environment, and the operating model needed to remain viable.

Respect's strategy is to provide a solution to this by supporting smaller providers or providing an option to join a larger group that understands standalone not for profit issues, and the depth of community investment in their homes. Therefore, our focus is on being a larger, viable version of a community not-for-profit organisation, rather than a corporate and bureaucratic machine focused on bed numbers. You will find that Respect is down to earth, open and honest, and genuinely trying to provide a community solution.

We understand previous board members want to have community members agree it was the right decision to join Respect. To that end, our strategy is to grow throughout Australia by delivering outcomes the community is pleased with. The communities Respect are now in are appreciative of having us in their community to run their home, and this is integral to our ongoing strategy.

Not for profit amalgamation growth is in our DNA, is what we focus much of our strategic energy on, and why we're not interested in the usual aged care "roll-up" growth strategies.

Capability Statement (Yallambee Lodge) – June 2023

Home Care Growth

Respect has a strategy to grow its home care portfolio to an equal size of its residential aged care portfolio to serve the elderly in another segment and protect itself from market cycles.

This has included securing the ex-Chief Operating Officer of KinCare and MyHomeCare (the largest home care provider in Australia) to design and scale Respect's home care program as our Chief of Home Care.

Retirement Living Growth

Respect has a strategy to grow its retirement living portfolio to an equal size of its residential aged care portfolio for the same reasons as home care.

This includes the development of Reed Estate, a new retirement living community in Prospect Vale, Tasmania. We are also in the process of hunting for the appropriate person to drive and scale our retirement living division.

Emotional Wellness Cause

Respect is launching a cause (which will be sub-branded) in the next six months to improve the emotional wellness of older people in Australia. This will include research and programs aimed at:

- Enabling and supporting older people to find more meaning in their lives.
- Combating ageism.
- Addressing the underlying causes of depression and anxiety in older people.
- Developing solutions to overcome boredom and social isolation.
- Developing best practice social care programs in residential aged care.
- Volunteer program pilots.

The cause will be driven by grants, fundraising, donations, corporate partnerships, and bequests.

Respect has secured a Philanthropy Manager for this cause by scraping the ACNC to find charities that do not rely on Government funding income for their business model. This ensured we secured a quality manager that had a pure fundraising mentality (and not a government funding mentality).

Our Philanthropy Manager previously headed philanthropy at Myeloma Australia, Good Shepherd, Centre for Eye Research Australia (CERA), and many other well-known charitable organisations.

Capability Statement (Yallambee Lodge) – June 2023

Other

Respect's current in progress strategy also includes:

- Significant responses to the upcoming Royal Commission changes to continue to position Respect as a leading provider during and after the uncertainty.
- Creating the right structures and supports to prevent change fatigue and management loss due to the upcoming changes.
- Increase back-office efficiency through Robotic Process Automation.
- Data engineering to ensure close to real-time quality data for more effective decision making and governance.
- Executing plans to address workforce shortages.
- Influencing the policy direction of the industry.
- Improving the accommodation standard of Respect and the industry.
- Increasing our IT capacity and security.

9.1.2 DIVESTMENT OF RESIDENTIAL AGED CARE SERVICES - SNOWY RIVER HOSTEL

Record No: I23/447

OFFICER'S RECOMMENDATION

That Council:

- A. Acknowledge the withdrawal of Sapphire Coast Community Aged Care from the residential aged care divestment process;
- B. Implement the orderly closure of Snowy River Hostel;
- C. Authorise the CEO to apply for and receive federal government funding to assist with closure costs;
- D. Implement resolution 054/08 of the former Snowy River Shire Council and consolidate Snowy River Hostel (Lot 3 DP801367), the adjacent vacant land (Lot 10 DP1130244) and access (Lot 3 DP261695);
- E. Proceed with an Expression of Interest and Tender process for the sale of Snowy River Hostel (Lot 3 DP801367), the adjacent vacant land (Lot 10 DP1130244) and access (Lot 3 DP261695) to a provider of either affordable housing, social housing or community services with a further report to come to Council on the preferred purchaser / provider.
- F. Should no responses be received to the Expression of Interest process, authorise the CEO to proceed with sale on the open market.

ISSUES

At the ordinary meeting of Council held on 18 June 2020 Council resolved to pursue Stream 2 of the Business Improvement Fund (BIF) grant program for Yallambee Lodge and Snowy River Hostel, for the divestment of the residential aged care facilities. Council was successful in obtaining this funding and resolved to receive and note the successful application and receipt of funding at the 17 December 2020 meeting of Council.

Upon receipt of funding, a transaction adviser was engaged by Council and an expression of interest process held following Council's endorsement of the evaluation criteria at the ordinary meeting of Council held on 20 May 2021.

Following assessment of expressions of interest against the evaluation criteria, Council resolved at the July 2021 meeting to invite Sapphire Coast Community Aged Care (SCCAC) to proceed to the request for proposal stage.

Request for proposal evaluation criteria were further refined and included:

- Employment continuation
- Service expansion
- Community engagement
- Commercial – transition arrangements
- Commercial – final binding offer
- Commercial – contract and completion risk

Following the close of the RFP phase in September 2021, an RFP submission was received from SCCAC.

The RFP submission provided a non-binding commitment for SCCAC to meet the evaluation criteria and transaction objectives and requested a 12 month extension to the RFP process to enable SCCAC to undertake an extended due diligence process.

In considering the proposal in October 2021, the officer report stated that the extended due diligence period would allow the following:

- SCCAC to have an embedded presence in the facilities, working closely with SMRC staff as they undertake their due diligence
- Ongoing support of SMRC through the sharing of SCCAC's expertise in the area of residential aged care

The report identified a number of benefits to SMRC in accepting the SCCAC proposal. SCCAC committed to:

- Ongoing improvement and development of SMRC staff
- Ongoing consultation with SMRC staff throughout the due diligence process
- Working with SMRC staff to improve financial performance of the facilities
- Working with SMRC to identify a proposed site to expand residential aged care services into Jindabyne
- Demonstrate SCCAC engagement with SMRC and the wider community
- Demonstrate SCCAC values in action to ensure they align with Snowy Monaro community expectations.

Council accepted the extended due diligence proposal at the October 2021 meeting of Council. SCCAC have been working with Council since October 2021. During this time, many of the identified benefits have been realised. As Council and SCCAC moved closer to the end of the 12 month due diligence period, it became apparent that Snowy River Hostel presented insurmountable problems in relation to ongoing viability.

The 12 month due diligence process could not be concluded in October 2022 due to a parallel divestment process being undertaken by Sir William Hudson Memorial Centre (The Hudson House). As a result, discussions with all providers in the region on a regional solution could not be held, which was critical to SCCAC in finalising their decision. On conclusion of the Hudson House divestment process, discussions on a regional solution with the new provider, Respect Aged Care, recommenced.

On 31 May, SCCAC confirmed their withdrawal from the due diligence and divestment process.

During the due diligence process, there was a focus on the following areas, to determine if adequate improvements could be made to ensure the financial viability of SRH.

- Financial - Operating expenditure and revenue
- Occupancy
- Compliance – against standards and suitability of building

Financial assessment during due diligence

A significant focus was placed on operating expenditure and revenue during the due diligence period. Across residential aged care, the last three years have seen the following operating results.

Financial year	Result (loss)
2022/23	\$2,113,016
2021/22	\$3,618,276
2020/21	\$3,147,719
Total	\$8,879,011

- Note 2022/23 figure is not yet finalised

In three years alone, residential aged care has cost the Snowy Monaro community approximately \$8.9 million.

While the cost of services reduced in 2022/23 due the work of the Council team and Sapphire Coast Community Aged Care, it has not reduced to a financially viable position. Snowy River Hostel portion of the operating loss in 2022/23 was \$916,987. Council's financial sustainability review has identified that if Council is to achieve financial sustainability, divestment of residential aged care is a necessity.

A major contributing factor to the negative operating result is the reliance on agency staff which is a problem across Australia, and inadequate funding.

During the due diligence process, an assessment of various options and potential financial results was undertaken.

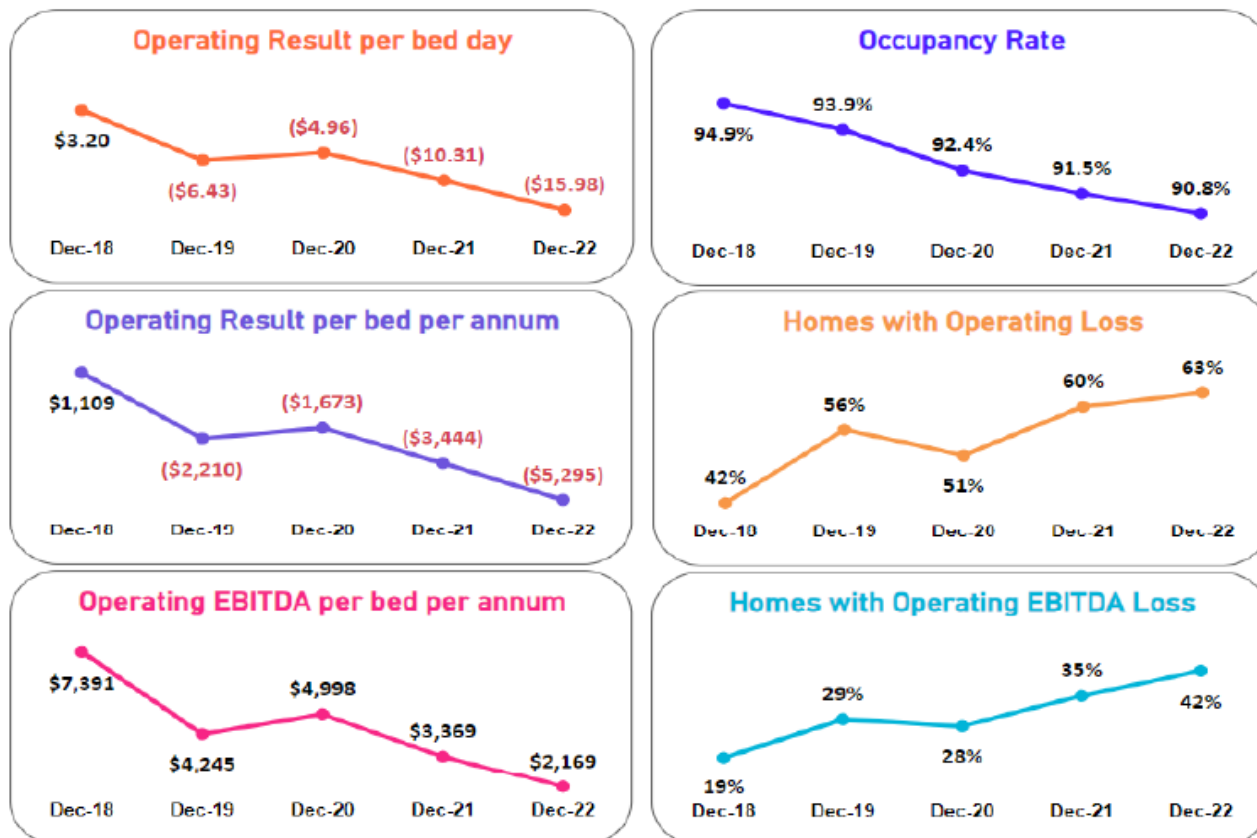
Option (Snowy River Hostel)	Cost	Agency Surcharge	Result (Loss)
1 – Occupancy at 11 residents	\$304,812	\$163,400	\$468,212
2 – Occupancy at 14 residents (100%)	\$154,098	\$259,800	\$413,898
3 – Occupancy at 11 residents and 16 hrs Registered Nurse	\$289,083	\$363,400	\$652,483
4 - Occupancy at 11 residents and 24 hrs Registered Nurse	\$433,711	\$474,400	\$908,111

The table above shows that the more residents, the better the result (ie option 2 is better than 1). This is due to increased funding. The key point here is the fewer residents, the higher the cost to Council.

If a registered nurse is required for 16 hrs, or 24hrs, costs increase significantly. While SRH would likely gain an exemption from the need for a 24hr RN, this would not be best practice.

Some in the community may say that SMRC aged care facilities used to operate at a surplus and it is current management causing the loss. This is incorrect. It ignores the facts that across Australia,

the trend over the past 5 years has seen a worsening of financial viability of aged care, as shown in the extract below from the federal government aged care quarterly update. Berridale and Cooma are no different.



We have recently seen the Hudson House very close to closure due to financial losses. A dedicated provider has stepped in – Respect Aged Care – who are a specialist aged care provider with economies of scale to make significant financial improvements.

SMRC facilities are similar. While the work of our dedicated teams are to be commended, the lack of scale makes it impossible to run a facility of the size of SRH in a financially viable manner.

If Council support the recommendation for orderly closure, it is likely the federal government will provide funding to support closure costs, hence the recommendation for the CEO to apply for and receive federal funding to assist with closure costs.

Occupancy

Occupancy at SRH has traditionally been above 80%, however with the passing of a number of long term residents, occupancy has fallen from 79% in July 2022 to 52% in June 2023. Presently there are 6 residents (42%) with occupancy increased where possible with respite (to 52% presently). While resident numbers are low, we still need to provide adequate staff to provide a minimum level of care. Occupancy is difficult to lift. There is no wait list and inquiries from potential residents require a level of care that simply cannot be provided by a facility that is equipped to provide for low care need residents. Occupancy cannot be improved.

Compliance and need for capital investment

If high care need residents are admitted to SRH, there is an increased risk to Council that the Aged Care Quality and Safety Commission would consider Council non-compliant with standards, having placed residents in a high risk setting where needs cannot be met. This places Council at risk of significant financial sanctions.

To address this, SRH would need a complete knock down and rebuild. This could cost in the order of \$20 million. Federal government advice is this funding is not available. Council would therefore need to obtain a loan. A high care facility could be built, but there is no evidence this is needed in Berridale and whether Berridale is the best location to invest. To pay the loan back, Council would need to use rate revenue which does not exist, which would mean a Special Rate Variation to cater for a facility for potentially 14 to 20 residents. A Special Rate Variation would also be required for the next two to three years to fund ongoing operating losses before a new facility was constructed. It is difficult to mount a business case for this.

Community consultation

Initial consultation with community on the divestment focussed on 3 aims of Council:

1. Maintain or improve quality of care;
2. Retain staff on existing conditions;
3. Expansion into Jindabyne

Unfortunately while these were the objectives, the divestment due diligence has shown that SRH is not a viable facility. Community consultation on the recommendations could take place, however it is anticipated that there would be clear opposition to closure from some in the community. That does not change the fact that the financial sustainability review, adopted by Council, recommended divestment of aged care. It does not change the fact that Council cannot afford to run this facility. Therefore any consultation with community could be considered disingenuous as it would not change the fact that the financially responsible decision that Council must take is to close the facility.

Consultation may provide guidance to Council on what to do with the facility and vacant land, however it is already understood and expected that community may want to see some form of ongoing community service. For this reason, the recommendation is sale to a provider of either affordable housing, social housing or community services which would service a cross section of those in need in the community without being an ongoing asset of Council.

History of SRH

Detail on the history of SRH is included in the background section of the report. In short, the land the facility is built on was purchased by Council, at a discount, in the early 1990s before construction and opening in 1993. The vacant land adjoining SRH was purchased by Council in 2008 for \$80,000. While acquisition of the land was at a discount, it was not donated by community to Council. Therefore the recommendation of sale to a provider of either affordable housing, social housing or community services which would service a cross section of those in

need in the community without being an ongoing asset of Council is considered an acknowledgement of the community aspect of the original transactions.

Conclusion

While every effort has been made during the extended due diligence process to find a solution to retain SRH, the insurmountable challenges dictate the recommended option of an orderly closure and subsequent sale of the facility and land. While there will be concern that this closure will result in fewer beds for the elderly in the region, the fact is numbers of residents are falling and high care residents cannot be accepted. Focusing residential aged care services in a larger, more modern facility such as the Hudson House, operated by a dedicated residential aged care services provide – Respect Aged Care – will ensure ongoing sustainability of residential aged care services into the future.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	Low	Yes
Economic Activity	High	Low	Yes
External Political Environment	High	Medium	No
Financial Sustainability	High	Low	Yes
Health and Safety	High	Low	Yes
Legislative Governance and Compliance	High	Low	Yes
Reputation and Image	High	Medium	No
Service Delivery	High	Low	Yes

Ongoing delivery of residential aged care services at Snowy River Hostel is high risk.

Residential aged care in the current climate, in rural, regional and remote areas is difficult for small providers to sustain for a number of reasons, these being:

- a lack of economic scale
- workforce shortages
- high level of resident need, not commensurate with funding
- age and health of facilities/assets
- a lack of funding to undertake major capital works

Snowy River Hostel experiences all of these risks.

In addition, the aging facility, increasing standards of the Aged Care Quality and Safety Commission and ageing and level of care prospective residents require make the facility no longer fit for purpose, placing Council, and the community, at real risk of non-compliance with the standards and subsequent sanctions.

FINANCIAL IMPACTS

Any financial impacts of the recommended action (both once off and ongoing impacts) should be identified and quantified. If there is a negative financial impact the source of funding for the recommendation must be included in the report.

	Amount	Details
Current Annualised Net Cost	\$900,000	Based on 2022/23 costs
Estimated Annualised Net Cost	\$0	Based on closure
Capital Investment		Not proposed
Capital Funding Source		Not proposed

Closure will result in no ongoing operating costs. Sale may generate a return for Council, but it would also result in a one off write down of the value of the asset. This will impact Council's deficit at the end of 2023/24, but will have no impact on unrestricted cash. The value to write down will be \$1,873,251 as shown in the table below. Initial estimates of sale value are in the order of \$1 million, however sale to a provider of affordable or social housing may impact this figure.

Snowy Monaro Regional Council - Aged Care Assets			Forecast to 30-06-2023
Non-current assets			Snowy River Hostel
	Infrastructure, property, plant and equipment (IPPE)	Work in progress	\$ 108,616
		Buildings non specialised (6)	\$ 1,240,149
		Furniture & Fittings (3)	\$ -
		Office Equipment (2)	\$ -
		Other Assets (18)	\$ -
		Other Structures (8)	\$ -
		Plant & Equipment (1)	\$ 39,737
		Operational Land	\$ 368,082
			\$ 1,756,584
	Intangible assets	Bed Licences	\$ 116,667
			\$ 1,873,251

Initial advice is that the prospect of sale will be enhanced if the three lots are consolidated, as per the resolution 054/08 from the former Snowy River Shire Council.

RESPONSIBLE OFFICER: Chief Operating Officer

OPTIONS CONSIDERED

Options considered include:

- SRH Business as usual – not recommended due to reasons outlined in report
- Implementing former Snowy River Shire resolution 054/08 to consolidate the three lots as this is likely to maximise the return to Council - recommended

- SRH closure and Expression of Interest process to sell to a provider of affordable housing, social housing or community services – recommended option – noting this will likely reduce the financial return to Council. There may be an expectation from providers that Council contribute the site for little or no cost. This is recommended as it is likely to best align with community desire to keep the site as a community facility, but will not remain in Council ownership and therefore be no ongoing cost to Council. It also meets Council's adopted recommendations of the financial sustainability review to divest from aged care and rationalise sites (ie disposal of a surplus site)
- SRH closure and unrestricted sale (along with adjacent land) – not recommended, unless sale for affordable housing, social housing or community services cannot be achieved. While this will achieve Council financial objectives and maximise financial return from the site, it may not align with community desires.

IMPLEMENTATION PLANS

Implementation will occur in the following steps:

- Upon resolution by Council, conduct public information meeting in Berridale to explain the reasoning to community
- Notification to federal Department of Health
- Ongoing liaison with residents, relative and staff
- Orderly closure including re-homing of residents if agreed, noting residents have security of tenure
- Subsequent negotiation and sale with affordable / social housing / community service providers through an expression of interest and tender process followed by a further report to Council

EXISTING POLICY/DECISIONS

Council's financial sustainability review has identified the need for Council to divest of residential aged care services. Council adopted this report and its recommendations.

BACKGROUND

Brief history of Snowy River Hostel

Snowy River Hostel was built in response to growing community need for residential aged care throughout the former Snowy River Shire and Cooma-Monaro Shires. Following on from a feasibility study into the needs of the region, it was decided that Cooma-Monaro Shire would explore the option of building its own hostel type accommodation. On this determination, the project turned its focus to the needs of Snowy River Shire residents.

The former Snowy River Shire, the Berry Trust and a project working group came together from 1988 to coordinate fundraising efforts for the development of SRH. The Berridale Aged Hostel Appeal was launched in 1990 with the aim of fundraising \$200,000 that was to be matched by Council through grant funding under the \$2.00 for \$1.00 model. An amount of \$380,000 was

obtained committed by the Commonwealth of Australia, Department of Community Services and Health.

Land to support the development of Snowy River Hostel was sold to Council by Mr Pascoe and Mr Woodhouse at a discount. Offering land at a discount, was to support Council in its efforts to respond to community need through the building and development of an aged care facility.

The initial scope was to build a 10 + 1 (staff) bed facility in order to 'provide for the continuing independent lifestyle of our aged, while ensuring that that their quality of life is maintained'. This did occur with an extension resulting in an additional 4 beds in 2006.

In 1993 SRH was officially opened and commenced servicing the needs of its residents. The below photo was taken at the formal opening of the new wing at Snowy River Hostel.

Lot 10 DP 1130244 was acquired by Council in 2008 for \$80,000 (subdivided from Lot B DP 400727, which was privately owned at the time); with settlement occurring on 2/10/2008. A title search reflects that no caveats/use constraints exist. There is a belief within community that this land was donated to Council. This is incorrect. As the Council resolution 54/08 states, the land was purchased by Council.

Resolution 54/08 governed the acquisition of the land and Item 3 indicates that there was, at least the intent, to then consolidate all three of the SR Hostel associated lots. The rationale for lot consolidation was geared towards any future extensions to the hostel not being hampered by building setbacks etc in the future.

Consolidation never occurred, however it does evidence that the primary motivation for the land being acquired in the first instance was associated with residential aged care.

Council Resolution:

054/08

That Council resolve:

1. To enter into a contract to purchase the 3,000m² proposed to be subdivided from lot B DP 400727 for the asking price of \$80,000.
2. That Council and the owner of lot B DP 400727 negotiate to share (50/50) the costs of survey and registration of the plan of subdivision.
3. That a plan of consolidation incorporating the 3,000 m², lot 3 DP 801367 and lot 3 DP261695 be created and submitted to Council for approval.
4. That the Mayor and the General Manager be authorized to sign the Transfer document under Council seal.

Moved: Cllr Smits

Seconded: Cllr Burke

CARRIED



While the intent of the purchase was to meet future community needs for residential aged care, the aged care landscape has changed dramatically since 2008. The recommendation “to proceed with the sale of Snowy River Hostel (Lot 3 DP801367), the adjacent vacant land (Lot 10 DP1130244) and access (Lot 3 DP261695) to a provider of affordable housing or social housing and should this not be possible, to proceed with sale on the open market” will ensure that Council endeavours to keep this facility and land in the hands of an entity that will provide a community service, at no further cost to Council.

ATTACHMENTS

Nil

9.1.3 LEESVILLE COMMERCIAL SUBDIVISION STAGE 3D BUDGET AMENDMENT

Record No: I23/457

OFFICER'S RECOMMENDATION

That Council approve the following budget amendment for Leesville Commercial Subdivision Stage 3D:

- a) Revenue budget increase from \$1,100,000 to \$1,934,318.00
- b) Expenditure budget increase from \$600,000 to \$1,063,629.47

ISSUES

The initial budget allocation of \$600,000 for Leesville stage 3D was made as a preliminary estimate in 2021 and without the benefit of detailed quotations for the required earthworks and electrical works. Firm costings have now been obtained. The earthworks alone will require \$574,642.42, with electrical costs also greater than previous stages and initially estimated.

An additional electrical substation was planned as part of a Stage 5 however Essential Energy have mandated that this is brought forward to Stage 3D. This has increased the required budget by \$123,868.26.

Despite the increased cost of undertaking the Stage 3D subdivision, it is estimated that revenue received will be \$898,029.

\$500,000 of the revenue from Stage 3D has been committed by Council to undertake the road and subdivision works required for the new Fire Control Centre at Polo Flat, Cooma.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Economic Activity	Low	Low	Yes
Financial Sustainability	Low	Low	Yes
Reputation and Image	Medium	Low	Yes

There is a low Economic Activity risk that the budget may increase depending on additional rock excavation works. Detailed quotes have been obtained for all works and \$100,000 has been allowed in the revised budget based on experience of the site.

There is a low Financial Sustainability risk as the currently estimated revenue is likely to be exceeded due to current real estate market conditions and the string demand for additional commercial sites in Jindabyne.

There is a medium Reputation and Image risk if the Stage 3D subdivision doesn't proceed.

FINANCIAL IMPACTS

The original budget approved by Council under resolution 154/21 was \$600,000

The revised budget to deliver Stage 3D works is \$1,036,288.69

This is an overall budget increase of \$436,288.69

Expected revenue from sales is \$1,934,318

Committed funds for Cooma Fire Control Centre is \$500,000

Net Revenue anticipated from the sale of lots is \$398,029 (Anticipated Revenue less Revised Budget less Committed Funds)

2069 Leesville Commercial Subdivision Stage 3D excluding GST	
Project Management	
Project Management - Council internal approx 5% of contract value	\$41,464.99
Design	
Earthworks and Road	\$18,959.60
Electrical and Communications	\$14,000.00
Construction	
Construction - Earthworks and Road	\$512,737.00
Construction - Electrical and NBN Trenching	\$61,905.42
Electrical and NBN Cabling Estimate from Initial RFQ Responses	\$97,829.42
Substation Supply & Installation Estimate - Essential Energy brought forward from Stage 5	\$123,868.26
Rock Removal - Potential Variation if Required	\$100,000.00
Council Fees	
Water and Waste Water Contributions	\$55,524.00
Subdivision, Construction Certificate and Site Inspection Fees estimate	\$10,000.00
Revised Budget Stage 3D - all costs excluding GST	\$1,036,288.69
Leesville Stage 3D Anticipated Sales Revenue excluding GST	\$1,934,318.00
Based on informal market estimates of \$250 per square metre	
Less Revised Expenditure Budget including GST	(\$1,036,288.69)
Net Revenue excluding GST	\$898,029.31

RESPONSIBLE OFFICER: Project Manager, Infrastructure

OPTIONS CONSIDERED

Two options were presented to Essential Energy to resolve concerns with the electrical designs –

Option 1 - to update the existing substation installed as part of Stage 3C, or

Option 2 - to bring forward the substation already planned for installation in Stage 5

Both options were approximately the same costs and Option 1 would create rework to the existing Stage 3C development, and impact the amenities of the new land owners.

Essential Energy chose Option 2 to bring forward the substation from Stage 5 into Stage 3D. The new substation is required for Essential Energy to approve the subdivision works to proceed.

One remaining substation is already planned as part of Stages 4A and 4B.

IMPLEMENTATION PLANS

Once the amended budget has been endorsed by Council, the earthworks can commence and the award of the electrical contract can proceed.

Works are tentatively planned to commence in early August and final sales of the sites completed in December 2023.

EXISTING POLICY/DECISIONS

The original Council Resolution approving Leesville Commercial Subdivision Stage 3D 154/21 below -

“That Council

- 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;
- B. Approve Lots 17, 18, 19 & 20 in Stage 3D at Leesville Industrial Estate to be sold by public auction, once civil works are completed;
- C. Authorise the Chief Executive Officer to establish the reserve price for Lots 17, 18, 19 & 20 at Leesville Industrial Estate ahead of the auction, and to negotiate with the highest bidder should any property fail to meet the reserve;
- D. Authorise the Chief Executive Officer to undertake all negotiations for the sale of Lots 17, 18, 19 & 20 at Leesville Industrial Estate, including real estate agent engagement; and
- E. Authorise the Chief Executive Officer to execute all legal documents and contracts for the sale of Lots 17, 18, 19 & 20 Leesville Industrial Estate.”

BACKGROUND

As part of the design work, Essential Energy mandated that they would not provide the approval to proceed, as per the Notice of Authority, for Leesville Stage 3D unless the substation that had been planned as part of Stage 5 was brought forward. See the extract from the Designers comments and Essential Energy’s response below.

“Substation 13-16513 is currently supplying 10 lots at 30kVA. An additional 4 lots will require the substation to be upgraded from 315kVA to 500kVA. This has to be undertaken for EE approval, which means the substation needs to be installed in Stage 3D.”

ATTACHMENTS

Nil

9.1.4 EASEMENT REQUEST - COUNCIL OWNED LOT 141 DP 1109187 IN COOMA - RELATED TO SUBDIVISION WORKS
CERTIFICATE 25.2020.207.1

**9.1.4 EASEMENT REQUEST - COUNCIL OWNED LOT 141 DP 1109187 IN COOMA - RELATED TO
SUBDIVISION WORKS CERTIFICATE 25.2020.207.1**

Record No: I23/458

OFFICER'S RECOMMENDATION

That Council

- A. Approve and proceed with allowing an easement for water, sewer and stormwater purposes to be created in the relevant area of Lot 141 DP 1109187, pursuant to Section 88B of the Conveyancing Act 1919;
- B. Agree that all costs incurred in actioning the easement creation are the responsibility of the developer (the applicant; linked to SWC 25.2020.207.1) inclusive of survey, general legal, and any registration fee costs.

ISSUES

Council has received a request from the developer of a new 50 lot subdivision in Monaro Avenue area of Cooma (the applicant) to create a new easement for the purposes of water, sewer and (new) stormwater infrastructure, across Council land - Lot 141 DP 1109187. The applicant has a Subdivision Works Certificate (SWC) under review with Council's Planning and Development team. The easement is practically required to support the development of land in the vicinity of the specified Council land parcel. The proposed new stormwater infrastructure will be designed and constructed to Council's specifications (standards) as the stormwater infrastructure subsequently installed in the easement corridor would become part of the public Council network upon subdivision completion.

Lot 141 DP 1109187 is categorised 'community land' for the purposes of the Local Government Act 1993. It is Zoned RE1 – Public Recreation under the Cooma Monaro LEP 2013.

In the circumstances covered by this report, the Local Government Act 1993 provides the pathway for Council to deal with permitting easement (other estate) creation under Section 46:

"Leases, licences and other estates in respect of community land—generally

(1) A lease, licence or other estate in respect of community land—

(a) may be granted for the provision of public utilities and works associated with or ancillary to public utilities, or

(a1) may be granted for the purpose of providing pipes, conduits or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of the council or other public utility provider, or.."

An easement for the defined purposes (in the lot section identified in this report) is entirely consistent with the public interest in the use or development of the (benefited) land for its designated purpose; further, any impediment to public use and enjoyment of Lot 141 DP 110987 will be minimal.

RISK ASSESSMENT

9.1.4 EASEMENT REQUEST - COUNCIL OWNED LOT 141 DP 1109187 IN COOMA - RELATED TO SUBDIVISION WORKS
CERTIFICATE 25.2020.207.1

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

Any environmental impacts will be dealt with at the time of the subdivision certificate stage.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost	N/A	
Estimated Annualised Net Cost	N/A	
Capital Investment	N/A	
Capital Funding Source	N/A	

No costs will be borne by Council in relation to the easement creation.

RESPONSIBLE OFFICER: Coordinator Land and Property; with linkage to Planning and Development.

OPTIONS CONSIDERED

The initial proposal received from the applicant had the stormwater drainage alignment dissecting both Lot 141 DP 1109187 and Lot 52 DP 826184 (also a Council owned lot). It was conveyed to the applicant that the preference was to not unnecessarily dissect the lots, and the developer was encouraged to explore the other stormwater linkage options available.

Council's Manager Water & Waste Water Operations and the Development Engineer have been consulted, and support the easement creation due to practical placement for the new stormwater infrastructure required; and to accurately reflect the current water line and sewer line infrastructure identified as being currently in place. The proposed location of the easement, and infrastructure (both current and proposed), is outlined in the diagram provided in the 'Background' section below.

IMPLEMENTATION PLANS

9.1.4 EASEMENT REQUEST - COUNCIL OWNED LOT 141 DP 1109187 IN COOMA - RELATED TO SUBDIVISION WORKS
CERTIFICATE 25.2020.207.1

The decision will be implemented by undertaking the necessary steps in accordance with legislation to complete the easement creation, and the related aspects specified in the recommendation. All costs to be borne by the developer (the applicant).

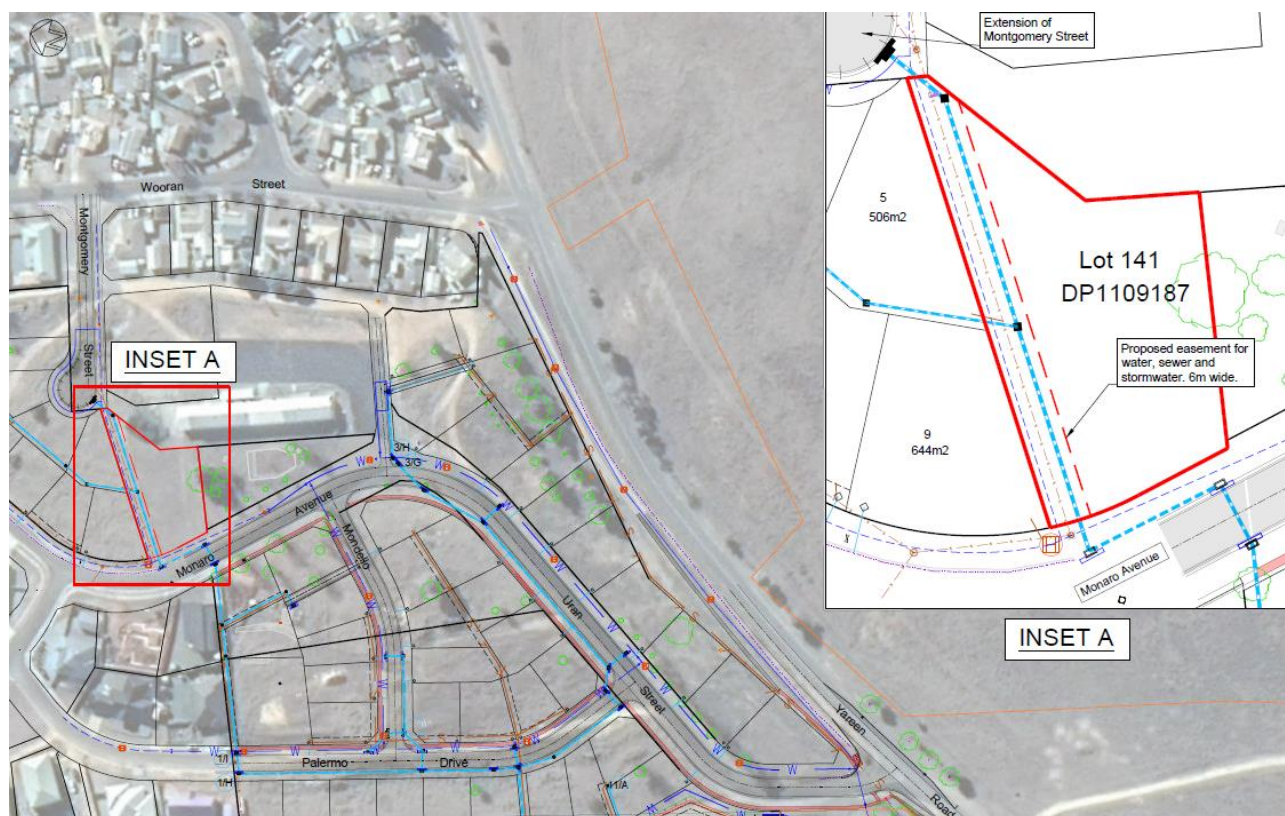
EXISTING POLICY/DECISIONS

The proposal integrates with the assessment and pending approval tasks of the relevant Subdivision Works Certificate (SWC) to provide functional infrastructure for a 50 lot subdivision in the Monaro Avenue area of Cooma.

BACKGROUND

Image:

Diagram of proposed easement location - Inset A provides the area of Lot 141 DP 1109187 to be impacted by the proposed easement corridor (6 metres wide) for water line, sewer line & new stormwater infrastructure.



ATTACHMENTS

Nil

9.1.5 COMMUNITY SERVICES ADVISORY COMMITTEE - CHANGES TO CHARTER AND NAME

Record No: I23/464

OFFICER'S RECOMMENDATION

That Council receive the minutes of the Community Services Advisory Committee meeting held 7 June 2023 and approve the change in committee name to Residential Aged Care and Community Support Program Advisory Committee and updated Committee Charter.

ISSUES

The minutes of the Community Services Advisory Committee meeting held 7 June 2023 are attached for Council's information.

The Committee resolved to amend the Community Services Advisory Committee charter which is attached.

The Committee has been in operation since 2018. As a result of aged care reform, the Committee Charter has had several iterations, amending and updating this as required to be responsive to the governance requirements associated with the aged care sector.

Committee Members agreed to change the name from the Community Service Advisory Committee to the Residential Aged Care and Community Support Programs Advisory Committee to reflect that specific nature and intent of the Committee. The changes that have been made support Council in its overarching governance related to both program areas.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Legislative Governance and Compliance	Medium	Low	Yes
Service Delivery	Medium	Low	Yes

The change in name of the committee better aligns the committee with the governance standards in residential aged care and community support programs.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost		
Capital Investment		
Capital Funding Source		

Nil

RESPONSIBLE OFFICER: Manager Community Services

OPTIONS CONSIDERED

IMPLEMENTATION PLANS

EXISTING POLICY/DECISIONS

BACKGROUND

ATTACHMENTS

1. Draft Minutes 7 June 2023
2. Updated Charter



Minutes

Community Services Advisory Committee Meeting

7 June 2023

**COMMUNITY SERVICES ADVISORY COMMITTEE MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
ON WEDNESDAY 7 JUNE 2023**

MINUTES

Notes:

1.	OPENING OF THE MEETING	2
2.	APOLOGIES	2
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	2
4.	ADOPTION OF MINUTES OF PREVIOUS MEETING	2
4.1	Community Services Advisory Committee Meeting 19 December 2022	2
5.	BUSINESS ARISING	2
5.1	Committee Name Change	2
6.	ACTION SHEET	3
6.1	Community Services Advisory Committee Action Sheet	3
	AT 2.52PM CHAIRPERSON HOPKINS LEFT THE MEETING.	3
	AT 2.52PM MAYOR DAVIS TOOK THE CHAIR.	3
7.	RESIDENTIAL AGED CARE UPDATE	3
7.1	Yallambee Lodge Residential Aged Care Update Until 31 March 2023	3
7.2	Snowy River Hostel Residential Aged Care Update Until 31 March 2023	4
8.	REPORTS	5
8.1	Community Support Programs Update until 31 March 2023.	5
9.	GENERAL BUSINESS	6
9.1	Committee Membership	6
10.	MATTERS OF URGENCY	6
11.	NEXT MEETINGS	6

MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL
COUNCIL
HELD ON WEDNESDAY 7 JUNE 2023

Page 2

**MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON WEDNESDAY, 7 JUNE 2023
COMMENCING AT 2.30 PM**

PRESENT: Councillor Tricia Hopkins (Chair)
Mayor Narelle Davis
Kevin Dunne, Community Representative
Angie Ingram, Community Representative
Bianca Padbury, Manager Community Services, SMRC
Marcela Nassar, Home Manager, SMRC
Caroline Lucas, Care Manager, SMRC
Rachael Roehl, Coordinator, Community Support Programs, SMRC
Jessica Polloso, Community Services Admin Support Officer, SMRC (*Secretariat*)
Jeff Morgan, Chief Operating Officer, SMRC (Observer)
Debbie Constance, EA Operations (Observer)

1. OPENING OF THE MEETING

The Chair opened the meeting at 2.32 PM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 COMMUNITY SERVICES ADVISORY COMMITTEE MEETING 19 DECEMBER 2022

RECOMMENDATION

THAT the minutes of the Community Services Advisory Committee Meeting held on 19 December 2022 are confirmed as a true and accurate record of proceedings.

Moved Mayor Davis

Seconded Ms Nassar

5. BUSINESS ARISING

5.1 COMMITTEE NAME CHANGE

RECOMMENDATION

MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2023

Page 3

- A. THAT the Committee change its name to Residential Aged Care and Community Support Program Advisory Committee.
- B. THAT the Charter be reviewed to reflect this name change and to ensure it reflects the governance requirements.
- Moved Mayor Davis** **Seconded Ms Padbury**

6. ACTION SHEET

6.1 COMMUNITY SERVICES ADVISORY COMMITTEE ACTION SHEET

Record No: I23/384

Responsible Officer: Manager Community Services
Author: Executive Assistant (Operations)
Attachments: 1. Community Services Advisory Committee Action Sheet to 31 March 2023

EXECUTIVE SUMMARY

The Community Services Advisory Committee Action Sheet as at 31 March 2023 is attached for information.

OFFICER'S RECOMMENDATION

- A. THAT the Community Services Advisory Committee receive and note the information in the Action Sheet as at 31 March 2023.
- B. THAT the Committee note the briefing provided by the Manager Community Services on Standard 8 – Governance of the Aged Care Quality Standards.

Moved Mayor Davis **Seconded Ms Padbury**

At 2.52pm Chairperson Hopkins left the meeting.

At 2.52pm Mayor Davis took the Chair.

7. RESIDENTIAL AGED CARE UPDATE

7.1 YALLAMBEE LODGE RESIDENTIAL AGED CARE UPDATE UNTIL 31 MARCH 2023

Record No: I23/383

Responsible Officer: Manager Community Services
Author: Home Manager
Attachments: 1. Attachment 1
2. Attachment 2
3. Attachment 3
4. Attachment 4
5. Attachment 5

MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL
COUNCIL
HELD ON WEDNESDAY 7 JUNE 2023

Page 4

- 6. Attachment 6
- 7. Attachment 7
- 8. Attachment 8

EXECUTIVE SUMMARY

This Yallambee Lodge update contains different content to previous months. The new report format aims to align data with governance requirements. The Aged Care Quality and Safety Commission do not provide a format for the reporting of data to an organisation's governing body. Consequently, this report may change over time.

The first quarter of the year saw Yallambee undergoing an unannounced accreditation visit by the Aged Care Quality and Safety Commission. The preliminary report prepared by the auditors recommend the Commission that Yallambee Lodge be fully accredited against all of the aged care standards. The report was finally issued outside of this reporting period and Yallambee has been given 3 years of accreditation and deemed fully compliant with all the aged care standards.

The region continued to be faced with sudden bed closures creating an increased demand for beds. We continue to be faced with incoming requests from families at crisis point, as home care providers were unable to meet the demands of Level 3 and 4 Home Care Packages, creating additional pressure on our facilities as well as the hospital network. For the first time in a number of years, Yallambee is near occupancy, full occupancy levels will be achieved by 11 April.

The increased cost of living and inflation, especially during this reporting period, is reflected in our budget; funding however has not been indexed accordingly. These challenges are ongoing and place significant pressure on our operations. Furthermore, reform has brought forth an increase in reporting obligations, leading to pressure on already stretched resources. Reports indicate that 50% of Aged Care managers will leave the industry by 2024 due to this pressure. The current recruitment challenges are also an indication of the lack of skill and interest in the industry underpinned by poor pay rates and increasing compliance obligation of staff.

COMMITTEE RECOMMENDATION

That the Committee receive and note the report from Yallambee Lodge.

Moved Ms Nassar

Seconded Mr Dunne

7.2 SNOWY RIVER HOSTEL RESIDENTIAL AGED CARE UPDATE UNTIL 31 MARCH 2023

Record No: I23/380

Responsible Officer: Manager Community Services

Author: Home Manager

Attachments: 1. Attachment 9

- 2. Attachment 10
- 3. Attachment 11
- 4. Attachment 12
- 5. Attachment 13
- 6. Attachment 14

MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2023

Page 5

- 7. Attachment 15
- 8. Attachment 16

EXECUTIVE SUMMARY

This report has been updated following a change in aged care governance requirements that came into effect 1 December 2022. Information and data contained in this report reflects the expectation of the Aged Care Quality and Safety Commission. They do not provide a format for the reporting of data to an organisation's governing body. Consequently, this report may change over time.

Due to the current infrastructure, staffing model and the new requirement to document minutes of care, a number of beds remain vacant at Snowy River Hostel. Those who require care, have much higher clinical needs than what the facility was designed for, making it unsuitable to meet demand. Occupancy is at its lowest in a period of four years. This aligns with the vision of reform, encouraging people to remain living in their home for as long as possible.

During this reporting period, we have been assessing all incoming enquiries for care against suitability for Snowy River Hostel. For the reporting period, all enquiries were not suitable for accommodation at the Hostel.

The exemption for 24/7 RN requirements will be lodged in the next reporting period, review of all processes and risk assessments have commenced to ensure we meet the criteria for exemption and that our residents receive adequate clinical care by means of alternate arrangements such as on call rostering.

COMMITTEE RECOMMENDATION

That the Committee receive and note the report from Snowy River Hostel.

Moved Ms Nassar

Seconded Mr Dunne

8. REPORTS

8.1 COMMUNITY SUPPORT PROGRAMS UPDATE UNTIL 31 MARCH 2023.

Record No: I23/381

Responsible Officer: Manager Community Services
Author: Coordinator Community Support Programs
Attachments: Nil

EXECUTIVE SUMMARY

This report has been updated following a change in aged care governance requirements that came into effect 1 December 2022. Information and data contained in this report reflects the expectation of the Aged Care Quality and Safety Commission. They do not provide a format for the reporting of data to an organisation's governing body. Consequently, this report may change over time.

MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2023

Page 6

COMMITTEE RECOMMENDATION

That the Committee receive and note the Community Support Programs Update.

Moved Ms Padbury

Seconded Ms Nassar

9. GENERAL BUSINESS

9.1 COMMITTEE MEMBERSHIP

RECOMMENDATION

That a report be presented to the next meeting on recommendations for filling vacant committee positions.

Moved Mayor Davis

Seconded Ms. Padbury

10. MATTERS OF URGENCY

11. NEXT MEETINGS

Wednesday 2 August 2023

Wednesday 1 November 2023

Wednesday 7 February 2024

Wednesday 1 May 2024

There being no further business the Chair declared the meeting closed at 3.21pm

CHAIRPERSON

The above minutes of the Community Services Advisory Committee Meeting of Snowy Monaro Regional Council held on 7 June 2023 were confirmed by Committee at a duly convened meeting on 6 November 2023 at which meeting the signature hereon was subscribed.



Residential Aged Care and Community Support Programs Committee Charter 2023

Record of versions

Version	Date Published	Reason for Amendments	Resolution	Author or Document Owner
1	26/11/2018	Draft charter	RAC5/18	Bianca Padbury
2	08/03/2019	New charter	RAC5/19	Bianca Padbury
3	19/07/2022	New committee name and membership	98/20	Bianca Padbury
4	18/08/2022	Periodic review and amendment	211/22	Bianca Padbury
5	06/07/2023	Name change		

SNOWY MONARO REGIONAL COUNCIL

Contents

1	Purpose of this Charter	4
2	Role of the Committee	4
3	Power of the Committee	4
4	Structure and Composition of the Committee	5
5	Appointment of the Committee	5
5.1	Attendance	5
5.2	Vacancies	6
6	Principal Officer Bearers	6
6.1	Chairperson	6
6.2	Secretary	6
7	Meetings	6
8	Quorum	7
9	Review and Assessment of the Committee	7

SNOWY MONARO REGIONAL COUNCIL

1 Purpose of this Charter

The Committee Charter sets out the membership, responsibilities, authority and operations of the Residential Aged Care and Community Support Programs Advisory Committee (the committee). This charter should be read in conjunction with other Council procedures for managing committees.

2 Role of the Committee

The Committee will assist Council to facilitate [the provision of advice and/or community engagement] and governance to ensure that Council is attuned to the needs and preferences of the community and has input to enhance the services delivered through our facilities and in the community.

Applicable programs and services:

- Residential Aged Care
- Commonwealth Home Support Programme (CHSP)
- Home Care Packages
- NDIS

With reference to Residential Aged Care and Community Support Programs, the committee shall:

- Consider, discuss and advise on specific issues related to the current and future needs of the programs and services
- Consider the views of the community as to the need for improvements in applicable programs to ensure that the needs of community members and residents are a priority
- Advise Council on a range of strategic issues including issues raised within the applicable programs
- Provide advice and recommendations on Council policies, procedures and processes that affect or impact programs and services
- Provide advice on relevant reporting and commentary on projects and initiatives being undertaken
- When making recommendations, observe the guidelines of the Aged Care Act 1997, Quality of Care Principle 2014, Aged Care Quality Standards inclusive of Standard 8, Governance and this charter

3 Power of the Committee

The Committee exercises functions of Council as a Committee under Section 355 of the Local Government Act 1993.

The power of the Committee is limited to the exercise of advisory power. It does not have power to make decisions that will bind the Council or to commit the expenditure of the financial resources of Council or any other Organisation without express authorisation.

The Committee shall exercise its power by considering any matter relating to its purposes in a formal meeting and by making formal recommendations to Council as it deems appropriate.

Day to day operations and expenditure are managed through the delivery and operational plans adopted by council. The committee may provide input into proposed management plans and grant funding opportunities for council's consideration.

SNOWY MONARO REGIONAL COUNCIL

4 Structure and Composition of the Committee

The Committee shall consist of a minimum of five (5) members and a maximum of [7 or 9]. Equal representation is to be giving to community groups / identified organisations for voting purposes, as such the Committee shall be made up of:

- One community representative with experience in the financial management sector
- One community representative with experience in the audit and risk sector
- One community representative with a legal background
- One community representative with an interest in aged care
- One community representative with a family member residing in Yallambee Lodge
- One community representative with a family member residing in Snowy River Hostel
- One community representative with a family member in receipt of services through Community Support Programs

The following staff Manager Community Services, Home Manager, Coordinator Community Support Programs and Care Manager attend meetings / Council staff who are identified to provide advice and direction to the committee do so as an extension of their role. This means that they cannot be included as voting members of the committee or fulfil administrative support or chairing duties.

Staff appointed to the committee do so on the recommendation of the relevant service manager, and subject to approval by the relevant Chief Officer.

5 Appointment of the Committee

To hold office and provide advice to Council, committee members are appointed by resolution of the Council before being able to vote or take part in meetings of the committee.

Appointment for those community groups / identified user groups will be by adoption of this charter. Members representing an interest group (as listed above) are appointed by delegation through their membership.

The term of the committee shall be for the Council term. Throughout the term, the composition and function of the committee may be reviewed and a recommendation made to Council as required.

The term of the Committee shall be for the Council term, with re-election to occur as soon as practical following the announcement of the newly elected Council.

Appointment of Committee members will be by Council resolution.

5.1 Attendance

Committee members are expected to attend all committee meetings. In the event a member is unable to attend a meeting the secretary must be notified of their apology.

Where a member fails to attend three consecutive meetings without submitting an apology, or advising of an extended absence (leave of absence) they will forfeit their membership on the committee. The Committee are to notify council of a forfeited membership.

Members may attend meetings via audio-visual means. Notice should be given to the secretary a minimum of three working days prior to the meeting.

SNOWY MONARO REGIONAL COUNCIL

5.2 Vacancies

Vacancies of community members may be filled by resolution of the Council and the term of any substitute member appointed shall be the same term as that of the member whose position has been vacated or forfeited.

6 Principal Officer Bearers

At its inaugural meeting the committee will elect, from its membership, its principal office bearers.

Staff members attend meetings in an advisory role only, and cannot be appointed to an office bearer's position.

6.1 Chairperson

The committee shall be chaired by the appointed Councillor or their alternate.

If no Councillor is available, one of the attendees will be chosen as Acting Chair for that meeting.

The role of the chairperson is to preside over the meetings, and assist committee members by providing direction, forward planning, and co-ordinate with the committee secretary.

6.2 Secretary

The Committee shall provide Secretariat support for all meetings. The Secretary shall:

- Keep a record (minutes) of all proceedings of the committee
- Maintain and file all committee records
- Prepare all agendas, minutes and any reports.
- Make all records available to members upon request
- Provide members with notice of meetings
- Book facilities for meetings
- Conduct general correspondence of the committee (committee emails are a council record and should be filed appropriately)
- Ensure the confirmed meeting minutes are forwarded to council within a timely manner.

7 Meetings

Meetings will be held four times each year and at other times at the discretion of the chairperson or the recommendations of the committee.

The committee will determine the meeting dates and times at its inaugural meeting and forward to council for information. Meetings are to be held at the Council Office in Cooma.

Committee meetings are not to be held on private property.

Vacancies on the Committee may be filled by a resolution of Council, and the term of any substituted member shall be appointed in the same term as that of the member whose position has been vacated or forfeited.

SNOWY MONARO REGIONAL COUNCIL

8 Quorum

A meeting must have a quorum of two members, and is to consist of a councillor.

Non-members with an interest or expertise in a relevant area may attend the committee meeting by invitation of the committee. Non-members may participate in discussion but not vote on committee business.

9 Review and Assessment of the Committee

Where required, council staff will prepare a brief annual report for Council summarising the performance and achievements of the committee.

This Charter will be reviewed once during the term of the committee, or at the request of the committee or council.

9.2.1 MONTHLY FUNDS MANAGEMENT REPORT - JUNE 2023

Record No: 123/452

OFFICER'S RECOMMENDATION

That Council

- A. Receive the report indicating Council's cash and investments position as at 30 June 2023; and
- B. Receive the certificate of the Responsible Accounting Officer.

ISSUES

The financial accounts for the year ended 30 June 2023 are in the process of being finalised. While the physical cash on hand on 30 June 2023 is known, the split up of the cash between restricted and unrestricted has been estimated.

Council received a pre-payment of the Financial Assistance Grant for the 23/24 year. This significantly increased the cash position above the previously estimated level. The 23/24 budget is reliant on this cash, so it has been shown as being restricted.

The year-end forecast unrestricted cash position remains substantially unchanged. However, it is anticipated the restricted balances will increase. This is due to factors including carryover of capital works funded by external grants. Until that impact is quantifiable, an estimate has been included to reflect the anticipated change. Details will be completed as part of the year-end audit.

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: Acting Chief Financial Officer

CERTIFICATION:

I, Pat Dunn, Responsible Accounting Officer of Snowy Monaro Regional Council hereby certify, as required by Clause 212 of the Local Government (General) Regulation 2021, that the existing 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 grandfathered Investment Policy, November 2022. In accordance with Regulation 212 of the Local Government (General) Regulation 2005, a report setting out details of money invested must be presented to Council in the following month.

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 (SMRC 258)

The revised policy was adopted on 17 November 2022 by Council Resolution Number 324/22 and is next due for review in November 2023. 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. 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 can be made by Council in redeeming the investment prior to maturity.

BACKGROUND

Council's Cash and Investments 30 June 2023:

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	7,795,569	Tiered	n/a
n/a	National Australia Bank - At Call	A1+	AA-	At Call	6,466,375	1.90%	At Call
11-Sep-18	RaboDirect	A1	A	TD	2,000,000	3.33%	08-Sep-23
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
05-May-22	MyState	A2	BBB+	TD	5,000,000	3.25%	03-Nov-23
22-Jun-22	National Australia Bank	A1+	AA-	TD	4,000,000	4.30%	26-Jun-24
23-Aug-22	Australian Military Bank	A2	BBB+	TD	2,000,000	4.41%	22-Aug-24
29-Nov-22	National Australia Bank	A1+	AA-	TD	5,000,000	4.12%	31-Jul-23
29-Nov-22	National Australia Bank	A1+	AA-	TD	5,000,000	4.15%	29-Aug-23
29-Nov-22	National Australia Bank	A1+	AA-	TD	5,000,000	4.19%	28-Sep-23
29-Nov-22	National Australia Bank	A1+	AA-	TD	5,000,000	4.23%	30-Oct-23
29-Nov-22	National Australia Bank	A1+	AA-	TD	5,000,000	4.30%	29-Nov-23
15-Dec-22	ING Bank	A1	A	TD	5,000,000	4.50%	14-Dec-23
27-Feb-23	ING Bank	A1	A	TD	5,000,000	4.95%	27-Feb-24
28-Feb-23	ING Bank	A1	A	TD	2,000,000	5.00%	28-Mar-24
17-Mar-23	Bendigo and Adelaide Bank Limited	A2	BBB+	TD	4,000,000	4.45%	14-Mar-24
28-Apr-23	AMP Bank	A2	BBB	TD	1,000,000	4.90%	25-Oct-23
05-May-23	Judo Bank	A3	BBB-	TD	4,000,000	4.90%	06-May-24
13-Jun-23	AMP Bank	A2	BBB	TD	2,000,000	5.45%	12-Jun-24
13-Jun-23	National Australia Bank	A1+	AA-	TD	3,000,000	5.30%	12-Jun-24
29-Jun-23	National Australia Bank	A1+	AA-	TD	4,000,000	5.40%	27-Jun-24
29-Jun-23	National Australia Bank	A1+	AA-	TD	5,000,000	5.35%	21-Dec-23
29-Jun-23	ING Bank	A1	A	TD	10,000,000	5.55%	24-Apr-24
					101,261,945		

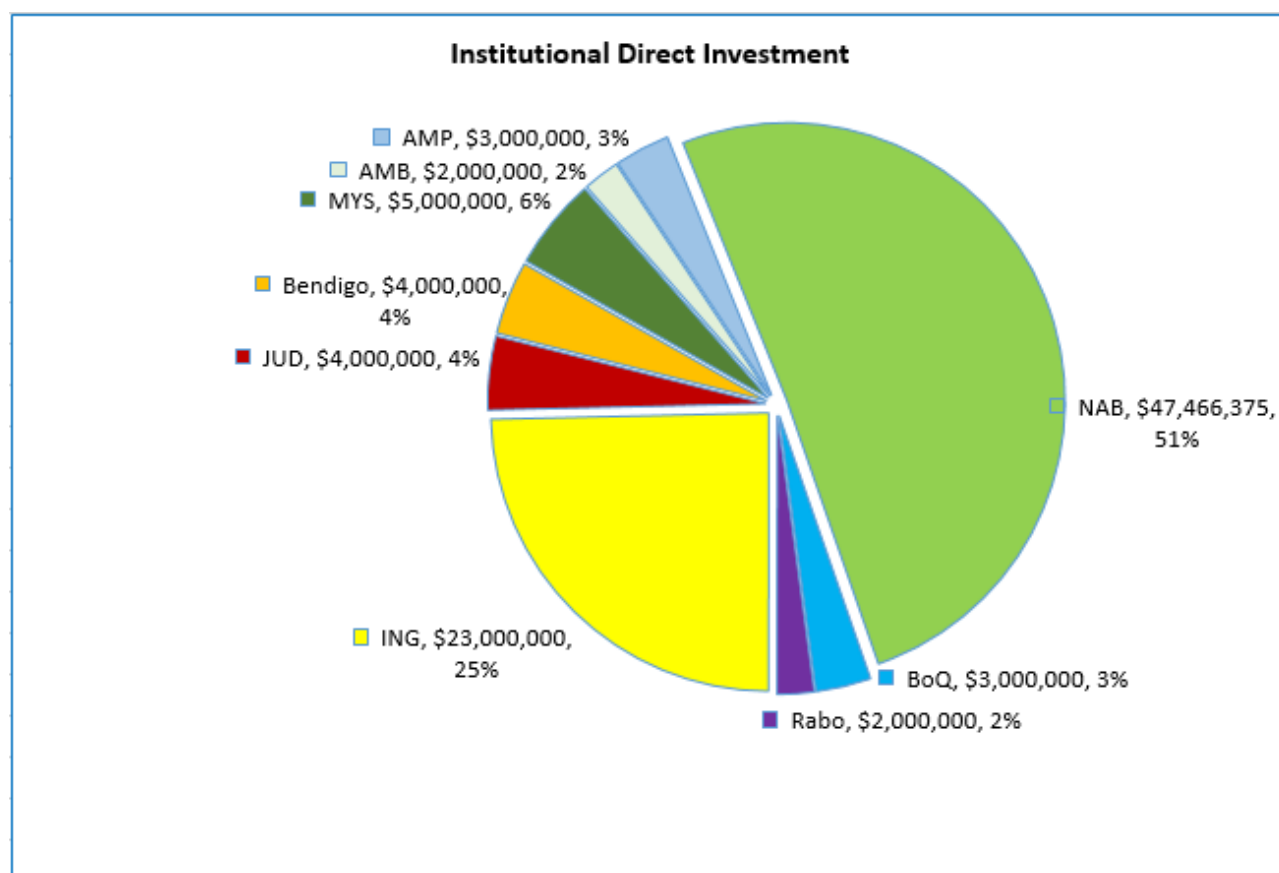
**Tiered* rate means we will earn different rates of interest depending on the balance of our account. If our account balance is above a certain level, the bank will pay a higher rate of interest on the whole balance.

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
June	3.14%	3.98%	4.29%	-0.32%
May	3.09%	4.11%	3.98%	0.13%
April	2.97%	3.87%	3.68%	0.20%
March	2.87%	3.90%	3.72%	0.19%
February	2.72%	3.48%	3.56%	-0.08%
January	2.63%	3.23%	3.37%	-0.14%
December	2.53%	3.48%	3.26%	0.22%
November	2.32%	2.59%	3.09%	-0.50%
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)*



Cash Flow Forecast to 30 June 2023:

	Actuals/Estimates
	\$'000
Opening Cash & Investments as at 1 July 2022	86,494
Operating receipts	132,101
Operating payments	(60,979)
Net Operating cash inflow / (outflow)	71,122
Net movement in term deposits	(2,625)
Capital payments	(53,729)
Net Investing cash inflow / (outflow)	(56,354)
Total cash inflow / (outflow)	14,768
Closing Cash & Investments as at 30 June 2023	101,262

The closing cash & investments balance represents the balance of council's bank accounts and term deposits as at 30 June 2023. These figures have not yet been audited.

A full audited cash flow statement as at 30 June 2023 will be included in the annual financial statements.

As at 31 May 2023, Council was forecasting a cash and investments position of \$87M. The final position of \$101m was a significant increase primarily due to the unexpected advance payment of the Financial Assistance Grant for 2023/24, of \$11.7M.

It will be proposed to restrict the financial assistance grant payment as these funds have been earmarked to fund expenditure within the 2023/24 financial year.

Council's Unrestricted and Restricted Funds as at 30 June 2023:

	30 June Forecast \$'000
Externally Restricted:	
Section 7.11 developer contributions	3,548
Section 64 – water	5,204
Section 64 – sewer	4,584
Specific Purpose Unexpended Grants	29,930
Water Fund	19,009
Sewer Fund	699
Domestic Waste Management	1,607
Snowy River Hostel accommodation bonds	655
Yallambee Lodge accommodation bonds	3,428
Crown Land Reserves	731
Boco Rock Community Reserve	31
Kamoto-Cooma Friendship Scholarship fund	45
Other	76
Total	69,547
Internally Restricted:	
Plant & Vehicle replacement	-
Employee Leave Entitlements	1,383
Deposits, bonds & retentions	4,051
Uncompleted works	763
Waste Management	2,994
Yallambee Lodge/Snowy River Hostel	406
Former Snowy LGA	569
Former Bombala LGA	1,186
Stronger Communities Funds interest	1,453
Financial Assistance Grant	11,710
Total	24,515
Unrestricted:	\$7,200
Total Cash & Investments	101,262
Notes	1.

Note 1. Forecast based on currently adopted budget, known significant variances and actual figures where known i.e. bonds

The forecast, similar to last month's report, is based on the March quarterly budget review figures. There have been no matters brought to our attention that have significantly altered our forecasting of individual reserve balances other than those listed under the issues section.

The above table shows the estimated use of the available cash at 30 June, not the actual numbers that will be showing in the financial statements. Many restricted funds final year-end balances cannot be reliably estimated until year-end transactions have been finalised. For this reason the break up of the cash held remains a forecast. A review of transactions that impact reserve balances is undertaken as part of the audit process and once the details are signed off during audit they will become the actual figures for the end of financial year.

The Restricted Assets (Cash & Investments) Policy, requires council to aim for and maintain a minimum limit of \$5m of unrestricted cash. This is to ensure there are sufficient funds to support cash flow timing movements throughout the year and provide for any unexpected costs. Limited balances of unrestricted cash may result in negative unrestricted cash due to the timing of cash flows and the need to access internally restricted reserves to fund these short term cash fluctuations.

When final figures have been calculated, there may be an opportunity to allocate funds to internal reserves, such as Employee Leave Entitlements, to bring the reserve balances to more of a satisfactory level. A report will be prepared for Council to approve allocating funds to internal reserves.

ATTACHMENTS

Nil

9.3.1 LOCALITY BOUNDARY ADJUSTMENT FOR KALKITE AND HILL TOP

Record No: I23/303

OFFICER'S RECOMMENDATION

That Council:

- A. Endorse the proposed adjustment of the boundary of Kalkite and Hill Top to be publicly advertised for a period of 28 days in the Monaro Post.
- B. Endorse the creation of a locality boundary adjustment proposal in the Geographical Names Board place naming system and seek pre-approval.

ISSUES

A community driven proposal to adjust the boundaries of the Kalkite and Hill Top localities was received by Snowy Monaro Regional Council.

The issue raised in this proposal is disruption in the provision of postal and delivery services. These services have been affected by an inconsistency in the boundary of Kalkite and Hill Top. This is based on a small number of properties accessed via Kalkite Road being located within the locality of Hill Top, while the vast majority of properties on Kalkite Road are within the locality of Kalkite. The flow on affect has been confusion around whether these services are provided via Jindabyne Post Office which services Kalkite (postcode 2627), Berridale Post Office which services Hill Top (postcode 2628) or via the Community Postal Agent (CPA) at East Jindabyne.

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

The risks with locality boundary adjustment proposal are considered to be low.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost		
Capital Investment		
Capital Funding Source		

This work will be carried out within existing operational budgets

RESPONSIBLE OFFICER: Chief Strategy Officer

OPTIONS CONSIDERED

The other option considered was for the locality boundaries to remain as is. The option to adjust the locality boundaries as described in this report was chosen due to:

- being the most likely option to resolve the inconsistencies in provision of postal and delivery services to the affected properties
- direct consultation with five affected property owners provided only submissions supporting the change (see attachments)

IMPLEMENTATION PLANS

This will be implemented by:

- 1) Creating a proposal to adjust locality boundaries within the Geographical Names Board Online Portal and advancing this proposal to the stage of consideration for pre-approval by the Geographical Names Board.
- 2) In liaison with Communications, notify the public of the proposed locality boundary adjustment in the Monaro Post for period of 28 days and respond to any submission as required.

EXISTING POLICY/DECISIONS

Locality naming and boundary setting is to adhere to the 2021 NSW Address Guidelines and User Manual. Link:

https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf

BACKGROUND

A community driven proposal to adjust the boundaries of the Kalkite and Hill Top localities was received by Snowy Monaro Regional Council.

Postal and delivery services have been affected by an inconsistency in the boundary of Kalkite and Hill Top. This is based on a small number of properties accessed via Kalkite Road being located within the locality of Hill Top, while the vast majority of properties on Kalkite Road are within the locality of Kalkite. The flow on affect has been confusion around whether these services are provided via Jindabyne Post Office, which services Kalkite, Berridale Post Office, which services Hill Top, or via the Community Postal Agent (CPA) at East Jindabyne.

There is a history of mail going to each of the above locations rather than consistently to one (personal communication) leading to residents spending time travelling between each post office to locate mail and parcels.

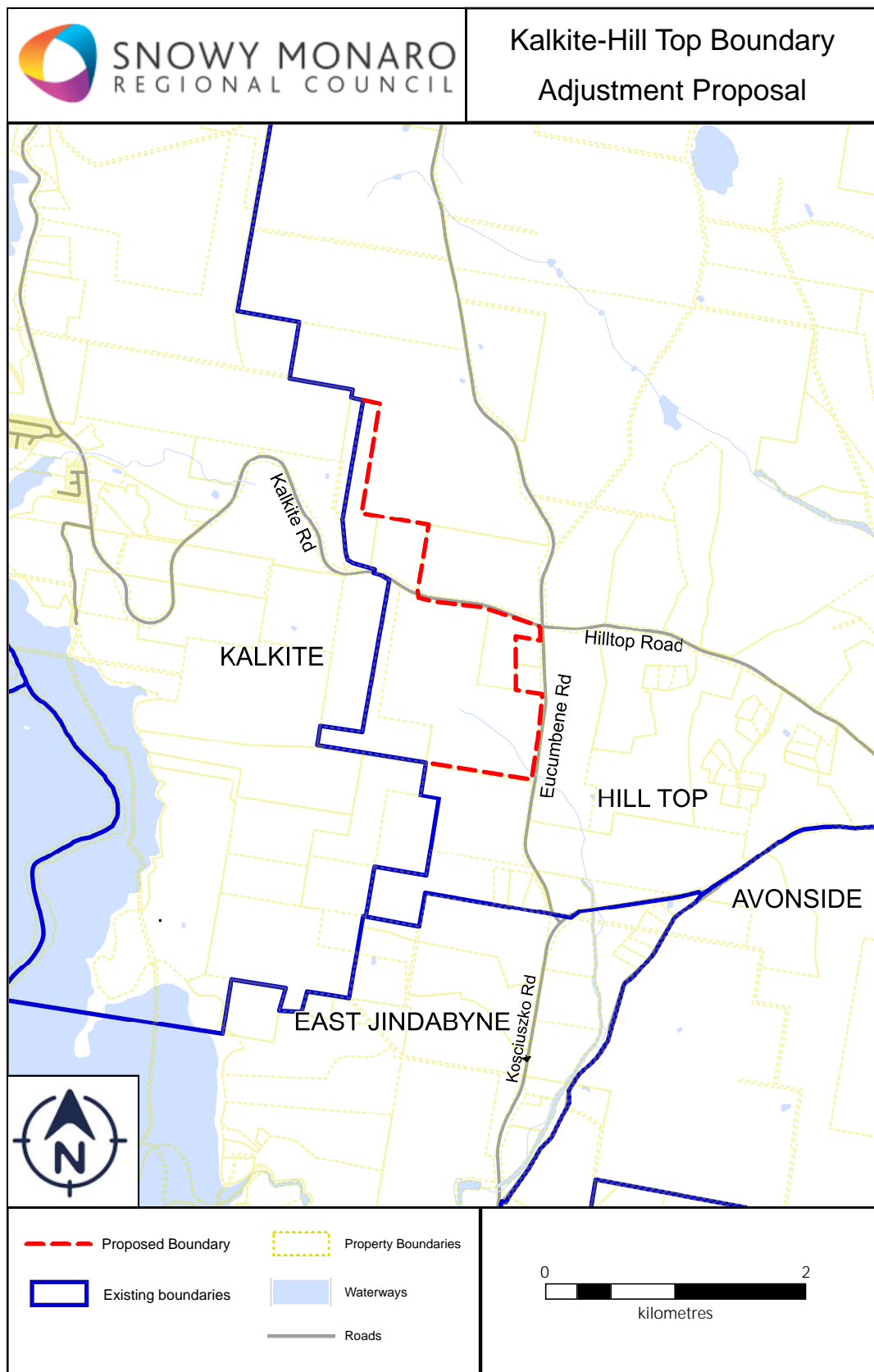
It is expected that ensuring these properties are all within the Kalkite locality like all others on Kalkite Road will remove the ambiguity by placing them all within the Jindabyne Post office catchment (postcode 2627). The Hill Top locality, which these properties currently fall in, is within the Berridale Post Office catchment (postcode 2628). The proposed boundary has been set using

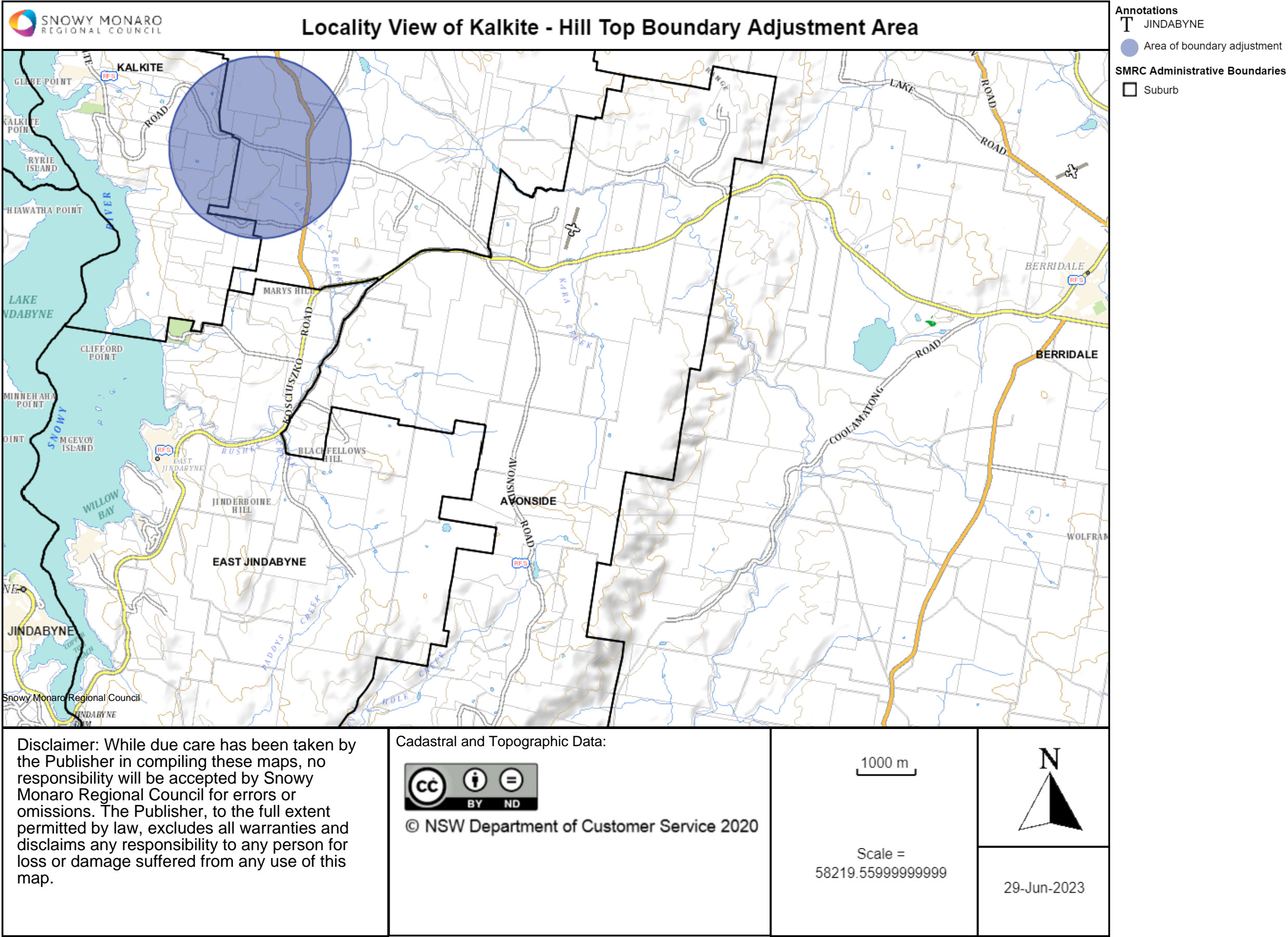
9.3.1 LOCALITY BOUNDARY ADJUSTMENT FOR KALKITE AND HILL TOP

current property boundaries based on access points to Kalkite Road (proposed to be within Kalkite) or Eucumbene Road (proposed to be within Hill Top).

ATTACHMENTS

1. Kalkite - Hill Top Proposed Locality Boundary Adjustment
2. Locality View of area surrounding proposed boundary adjustment
3. Submission 151 Kalkite Rd Hill Top
4. Submission 160 Kalkite Road Hill Top





From: [REDACTED]
Sent: Tuesday, 4 April 2023 11:17 AM
To: Brendan Harper
Subject: Re request for adjustment to kalkite - hilltop locality boundaries

Good morning Brendan,
I am replying to your letter dated 10/03/2023 re kalkite - Hilltop boundary adjustment.

I own the property Lot 151 kalkite rd - council assessment number 40567950 I would like to confirm I agree with the proposal and have no objections to the proposed boundary adjustments.

Kind Regards
[REDACTED]

From: [REDACTED]
Sent: Saturday, 18 March 2023 5:36 AM
To: Brendan Harper
Subject: Re: Request for adjustment to Kalkite-Hill Top locality boundaries

Dear Brendan,

Thank you for your letter (dated 10/3) seeking feedback in relation to the proposed changes to locality boundaries of Kalkite and Hill Top.

I'm emailing in respect to my property at 160 Kalkite Road.

I'm in favour of the proposed adjustment which would see my property move into the locality of Kalkite.

Keen to understand how this proposal progress and should you need any further information please feel free to reach out

Looking forward to hearing from you

[REDACTED]

9.3.2 ROAD NAMING PROPOSAL - MOUNTAINSIDE SUBDIVISION STAGE 1 - JINDABYNE

Record No: I23/405

OFFICER'S RECOMMENDATION

That for the Mountainside subdivision in Jindabyne approved under DA10.2022.232.1

- A. Council endorse the proposed road names Mountainside, Traverse and Sidecut to be publicly advertised in the Monaro Post for a period of 28 days.
- B. Council endorse the proposed road names Mountainside, Traverse and Sidecut to go to the Geographical Names Board for pre-approval.

ISSUES

The issue is the requirement to name roads within Geographical Names Board road naming policy as part of a new ~ 300 lot subdivision known as Mountainside immediately west of Jindabyne, detailed in the approved DA 10.2022.232.1.

A road-naming proposal has been submitted by the developer for Stage 1A of the subdivision which comprises of three new roads. The proposed road names are Mountainside, Traverse and Sidecut.

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

It is considered the risks associated with the name proposal are low.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost		
Capital Investment		
Capital Funding Source		

Costs are part of the ongoing service provided by Council and this work can be undertaken within the existing budgets.

RESPONSIBLE OFFICER: Chief Strategy Officer

OPTIONS CONSIDERED

There were no other options considered, this process of road naming is within Geographical Names Board road naming guidelines.

IMPLEMENTATION PLANS

This will be implemented by:

- 1) Creating a road-naming proposal for the proposed roads within the Geographical Names Board Online Road Naming Portal and advancing this proposal to the stage of consideration for pre-approval by the Geographical Names Board.
- 2) In Liaison with Communications, notify the public of the proposed road names in the Monaro Post for a period of 28 days and respond to any submission as required.

EXISTING POLICY/DECISIONS

Road naming is to adhere to the 2021 NSW Address Guidelines and User Manual. Link:

https://www.gnb.nsw.gov.au/data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf

BACKGROUND

A road-naming proposal has been received for a recently approved multistage subdivision in Jindabyne named Mountainside, with ~ 300 lots in total planned. DA10.2022.232.1 includes detailed plans for Stage 1A of Mountainside with 21 new lots and three new roads that are the subject of this road naming proposal. The proposed names are based on a road-naming theme of terms common to skiing and snowboarding, the three proposed names being:

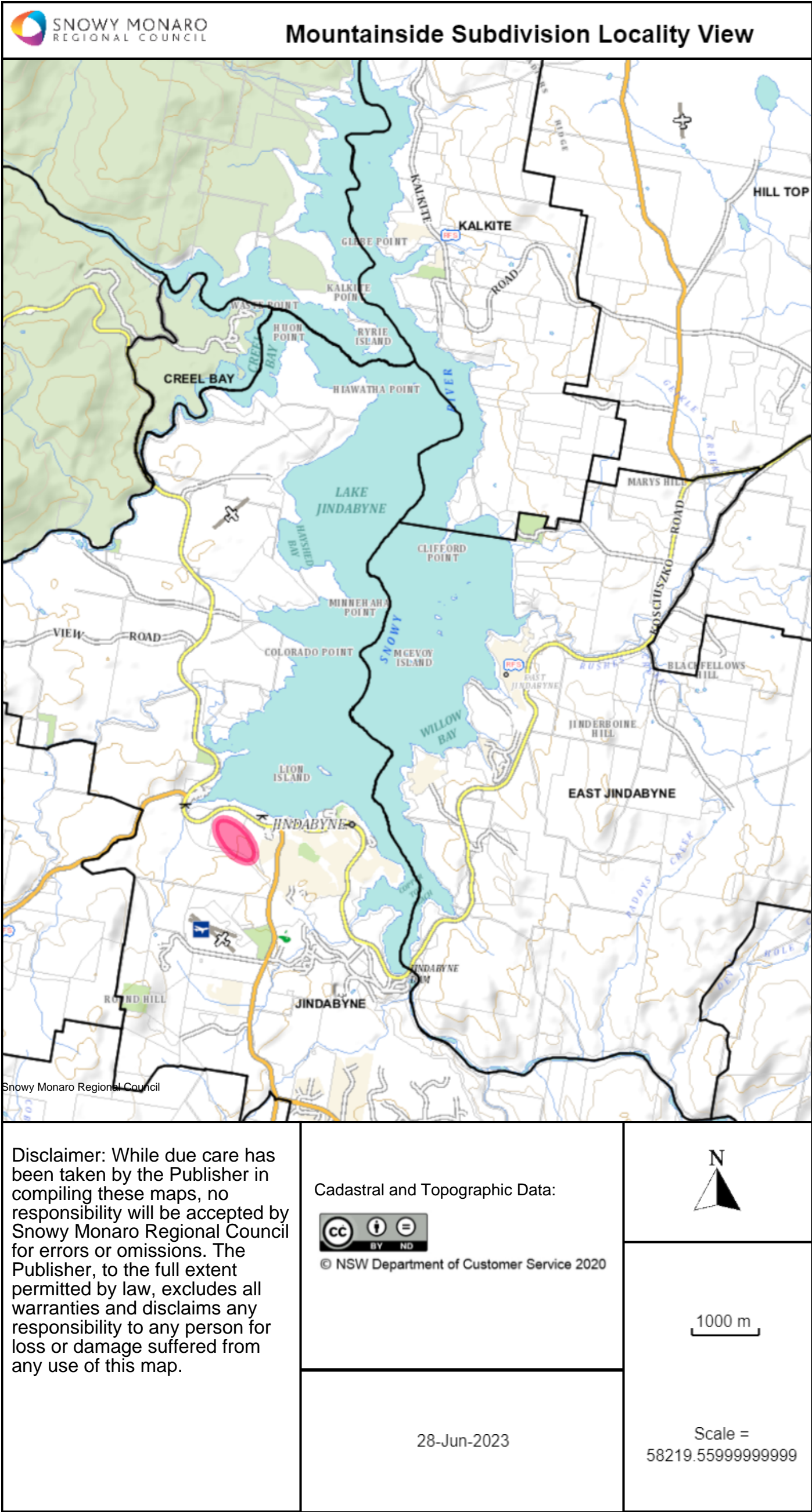
- | | |
|--------|---|
| Road 1 | Mountainside Drive – being the main access road to the subdivision which sits on a mountainside immediately west of Jindabyne, hence the road name Mountainside. |
| Road 2 | Traverse Road – this road traverses across the entire east side of the Mountainside subdivision and through the adjacent concurrently created subdivision (DA 010.2022.00000210.001) and is a term used to describe when skiers and snowboarders travel across a mountain slope rather than down. |
| Road 3 | Sidecut Road – local access road that will cut into the side of the hill and a term that is used to describe the shape of carving skis. |

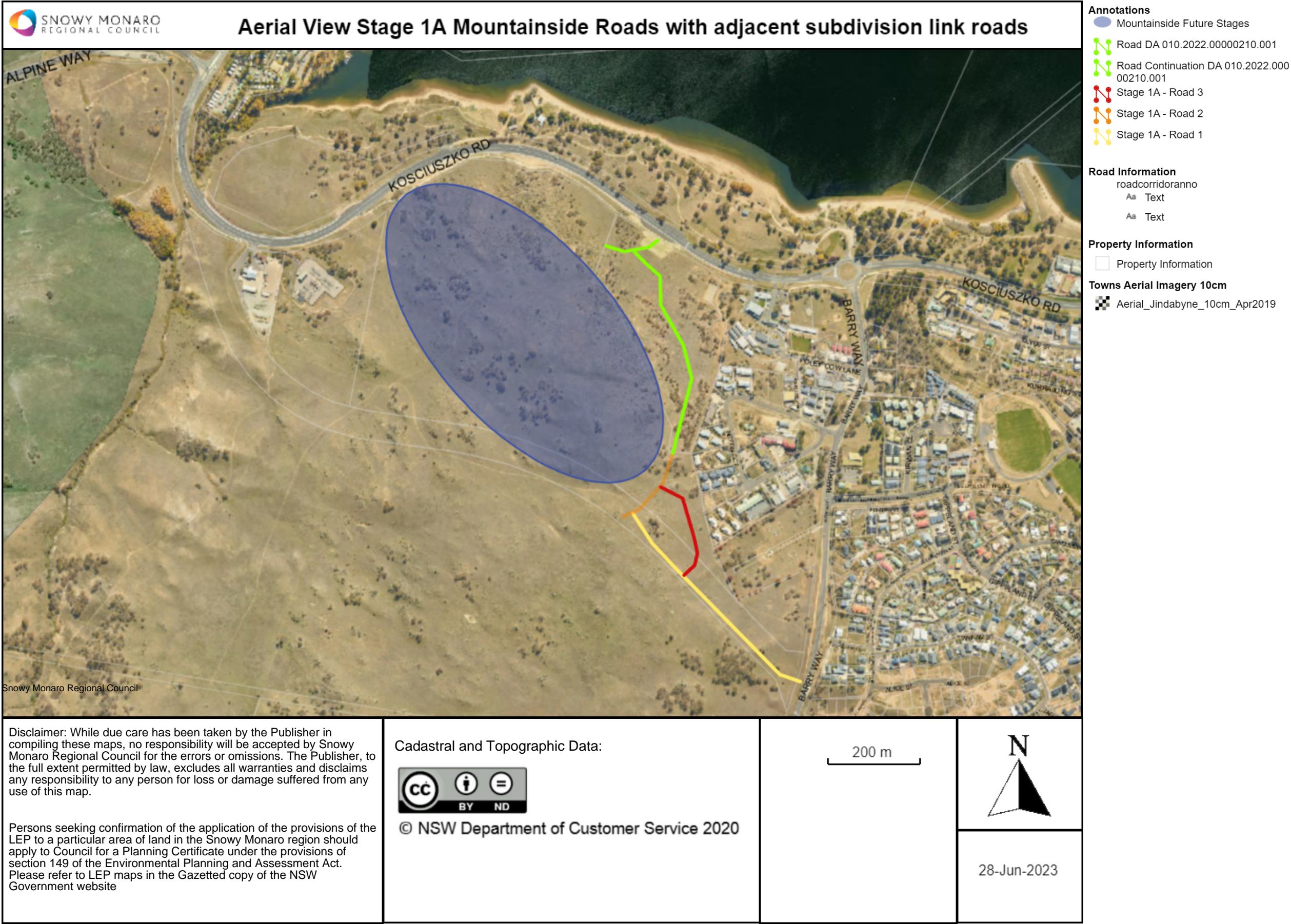
One proposed road name, Mountainside, is similar to but not the same as Mountain View Road in Moonbah. Communications from the Geographical Names Board (see Attachment 4) is that they do not consider this name in breach of road naming policy and would approve the name.

ATTACHMENTS

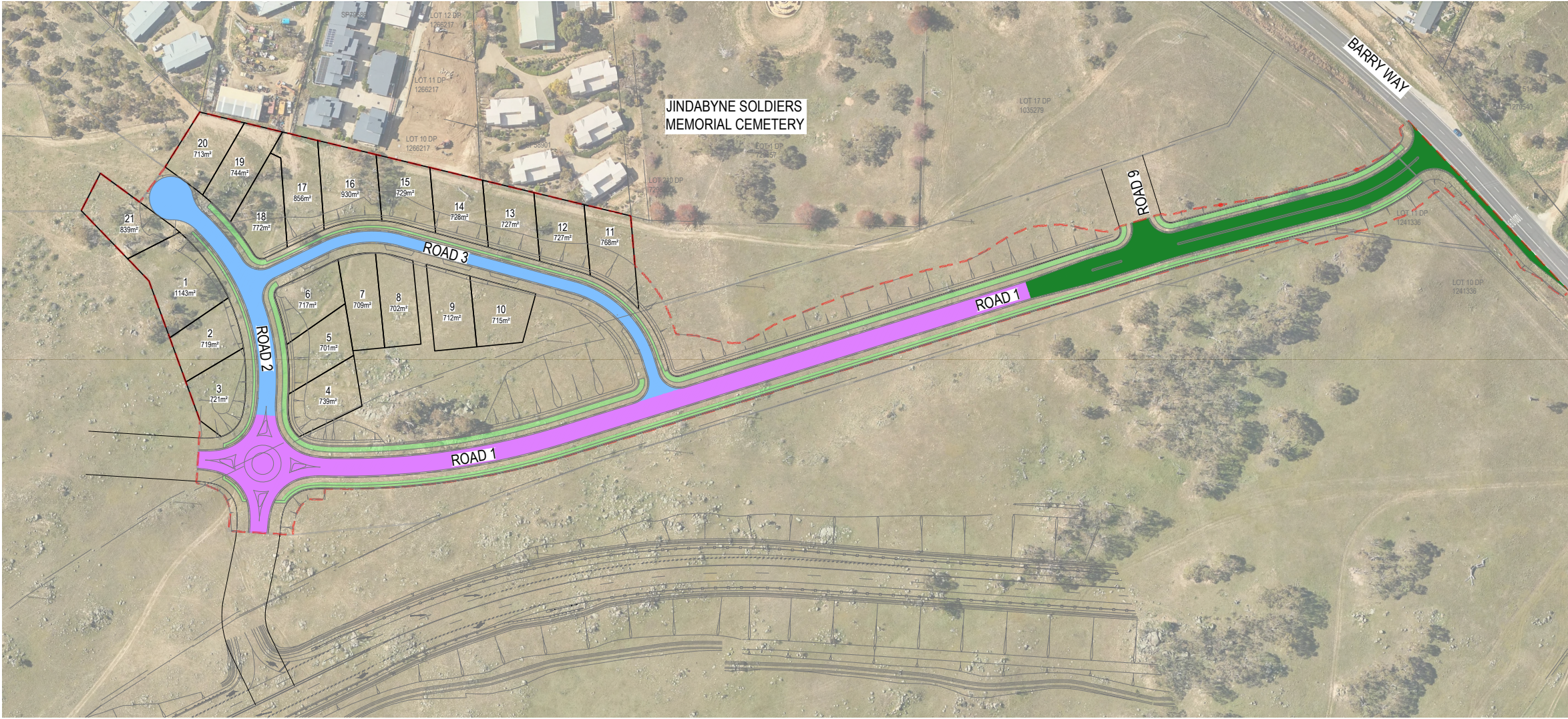
9.3.2 ROAD NAMING PROPOSAL - MOUNTAINSIDE SUBDIVISION STAGE 1 - JINDABYNE

1. Mountainside Subdivision Locality View
2. Mountainside Subdivision Aerial View with adjacent planned roads
3. Mountainside Stage 1A Roads
4. Geographical Names Board advice on proposed name 'Mountainside'





- NOTES:
1. FOR GENERAL NOTES AND LEGEND, REFER TO DRG. 12563758-C002.
 2. FOR GENERAL ARRANGEMENT PLAN, REFER TO DRG. 12563758-C010 TO C011.



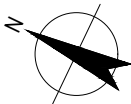
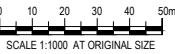
LEGEND

	LOCAL SUB-ARTERIAL ROAD
	COLLECTOR ROAD, BUS ROUTE
	LOCAL ROAD
	PEDESTRIAN AND CYCLE WAY LINKAGES

ROAD HIERARCHY PLAN
SCALE 1:1000

1	FOR INFORMATION	MJR	02.05.2023
Rev	Description	Checked	Approved
Author	M.RUSCICA	Drafting Check	
Designer		Design Check	

Plot Date: 2 May 2023 - 8:58 AM
Plotted by: Mark Ruscica



Project No.
12563758

Client	AUSTRALIAN LAND CO PTY LTD
Project	MOUNTAINSIDE SUBDIVISION JINDABYNE WEST STAGE 1A DA
Status	FOR INFORMATION

Drawing Title
ROAD HIERARCHY SKETCH

Drawing No.
12563758-SK001

Size
A1

Rev
1

File Name: C:\12d\SWdata\12D-001\23-12563758 - JINDY WEST_1645\CADD\Drawings\Sketches\12563758-SK001.dwg

From: [REDACTED]
Sent: Monday, 19 June 2023 1:42 PM
To: Brendan Harper
Cc: [REDACTED] SS GNB
Subject: Road names in Jindabyne

Hi Brendan

Confirming our conversation. The GNB has been contacted by Nolen Oayda about road names in the Mountainside subdivision in Jindabyne.

In particular, the name 'Mountainside'. I note that your pre-evaluation report returned some similar sounding names, however if the name 'Mountainside' was proposed to the GNB, we would not consider the similar sounding names to be duplicates and we would approve the name.

Regards

[REDACTED]

GEOGRAPHICAL NAMES BOARD SECRETARIAT

Spatial Services | Department of Customer Service
346 Panorama Avenue, Bathurst NSW 2795

p 02 6332 8214

e SS-GNB@customerservice.nsw.gov.au | www.gnb.nsw.gov.au | www.customerservice.nsw.gov.au

Please consider the environment before printing this email

9.3.3 ORGANISATIONAL PERFORMANCE REPORT - JUNE 2023

Record No: I23/433

OFFICER'S RECOMMENDATION

That Council:

- A. Amend 2023-2024 Operational Plan to "complete" Bombala Caravan Park upgrades.
- B. Amend the 2023-2024 Operational Plan to include "complete" the Bombala Caretakers Cottage
- C. Amend the 2023-2024 Operational Plan to include completion of the Bombala Showground Upgrades
- D. Amend the 2023-2024 Operational Plan to include completion of the Bombala Showground upgrades, including electrical upgrades
- E. Amend 2023-2024 Operational Plan to include Rainbow Drive stormwater upgrade.
- F. Amend 2023-2024 Operational Plan to include Eucumbene Cove stormwater upgrade.
- G. Amend the 2023-2024 Operational Plan to include construction of bus shelters at:
 - (a) Jerrara Drive, East Jindabyne,
 - (b) Bombala Street, Nimmitabel,
 - (c) Mittagang Road, Cooma North Public School,
 - (d) Mittagang Road, Monaro High School, Cooma
 - (e) Bright Street, Bombala
 - (f) Eucumbene Road/Kosciuszko Road, Kalkite.
- H. Amend the 2023-2024 Operational Plan to include upgrade of the Cooma water treatment plant raw water pump and variable speed drive.
- I. Amend the 2023-2024 Operational Plan to include the completion of the Adaminaby sewerage treatment plant.
- J. Jindabyne Town Centre – Sewer upgrade project to be deferred and undertaken in line with SAP, once this scope is clarified.
- K. Amend the 2023-2024 Operational Plan to include the completion of the arts and culture strategy.

- L. Amend the 2023-2024 Operational Plan to include finalise the reflect stage of the reconciliation action plan.
- M. Amend the 2023-2024 Operational Plan to include the construction of the road segment to the new Emergency Operations Centre from Polo Flat Road, Cooma.
- N. Amend the 2023-2024 Operational Plan to include completion of the Bombala Exhibition Hall, CWA Room upgrades

ISSUES

This report covers the period 1 July 2022 to the end of June 2023 and is the final report for the 2022-2023 Operational Plan (see full report attached) that works towards delivering progress against the 2022-2026 Delivery Program principal activities and projects.

In comparison to the previous two years, Council's performance in achieving operational plan action targets has continued to improve. The below summary chart shows Council's achievement over the last financial year.

2022-2023 Operational Plan Year

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OVERVIEW

OP ACTION SUMMARY

By Performance

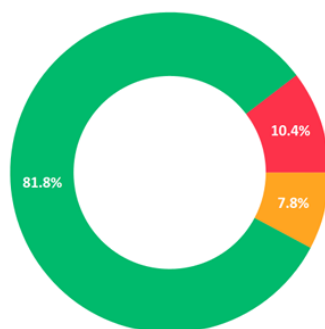
252 On Track

32 Off Track

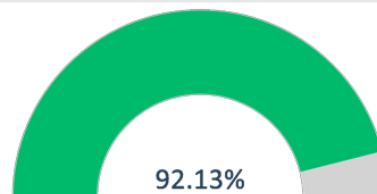
24 Monitor

0 Not Applicable

OP Action Status



OP Action Progress Against Targets



308 op actions reported on
252 At least 90% of op action target achieved
24 Between 70% and 90% of op action target achieved
32 Less than 70% of op action target achieved
00 op actions with no target set

The total number of actions reported at the end of June 2023 for the 2022-2023 Operational Plan is 309. This number does not include actions previously reported to Council where a variation resolved to defer or remove an action item; however, it does include the number of items seeking variation as part of this report.

If we compare the 2022-2023 number of action items to the previous two years, it shows an increase in the number of items included in the Operational Plan with progress reported back to Council monthly.



While this is not indicative of the level of service delivery, it reflects some level of improved planning of the actual work we are undertaking towards delivering our services to our community as part of the 2022-2026 Delivery Program.

Measured Progress over the last three years

Over the last three years, a change in focus towards using data to measure how we are performing has been a large part of Council's integrated planning and reporting improved processes. The more useable data we have, the better we can measure our progress and plan our activities and projects.

As we improve our planning, our primary considerations are; are we resourced?

1. Do we have the budget?
2. Do we have the people to deliver?
3. How do our actions impact our asset management?

In comparison to the 2020 – 2021 and 2021-2022 Operational Plan years, 2022-2023 shows continued improvement.

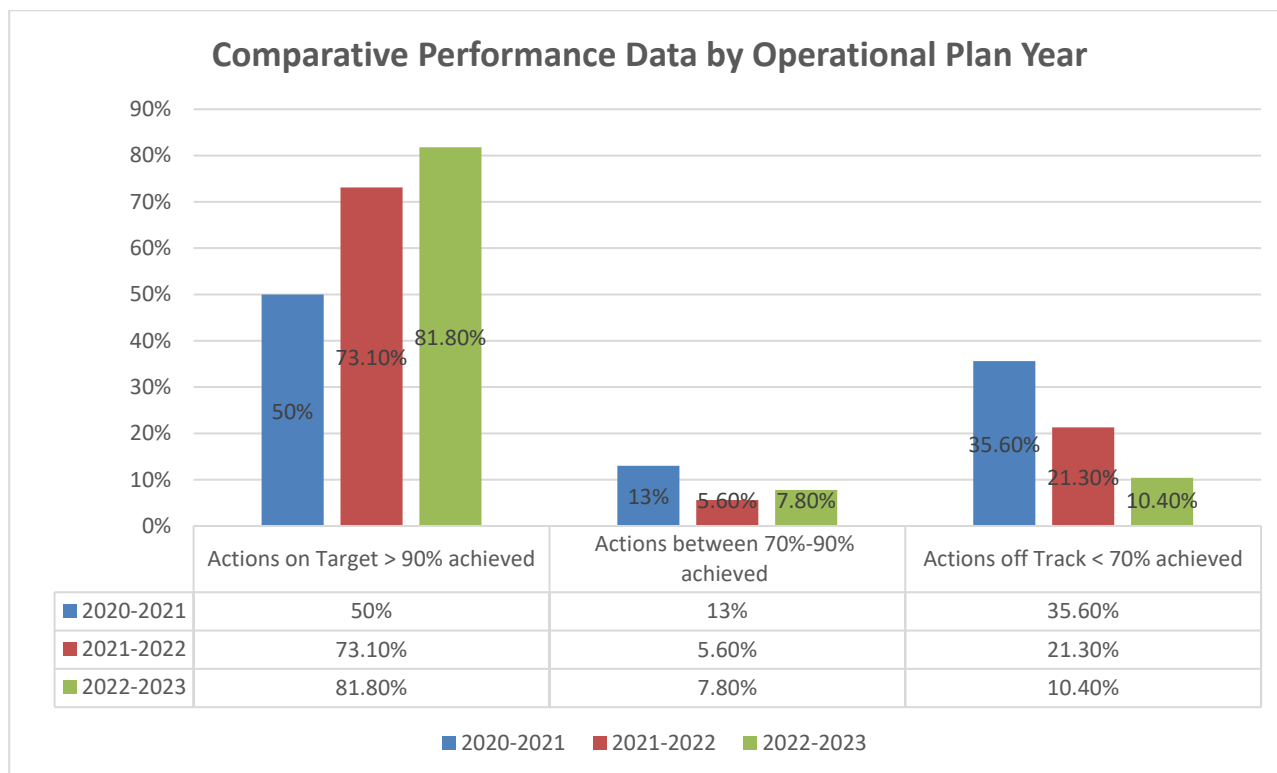


Table 1: Comparative Performance Data

Operational Plan Year	Actions on Target > 90% achieved	Actions between 70%-90% achieved	Actions off Track < 70% achieved
2020-2021	45	13	32
2021-2022	144	11	42
2022-2023	252	24	32

Where only 50% of actions were reported as being on target in 2020-2021, Council's performance in achieving operational plan action targets for the 2021 -2022 and 2022-2023 financial years has improved significantly, with 81.8% achieved for 2022-2023. Council's commitment towards continuous improvement and implementing monthly performance reporting to Council has contributed to positive change. The development of Council's project management framework for capital and operational projects has also been a factor, with better upfront planning ensuring projects are delivered on time and within budget. While improvement is still required, the positive change is progress in the right direction.

With this report being the final report for the 2022 – 2023 Operational Plan, 32 operational plan actions are still off track and 24 actions are achieving between 70-90% complete. However, 252 actions and projects finished the year with 90-100% of the target achieved.

There are projects that spread over multiple operational plan years. Due to this you will see a number of projects that are still physically ongoing while shown as completed in the operational plan. This is to reflect that the activity planned in this operational plan is complete, not the entire project.

The actions shown to be off track have higher level issues impacting the ability of Council to deliver services and projects, including:

- There has been a continuation of the difficulty in filling several vacancies across the organisation. This has impacted our ability to complete planned actions and impact service delivery. The cost of bringing in external contractors to offset these vacancies has become extremely high. The combination of being unable to recruit and not being able to afford the cost of contractors has impacted actions and projects.
- Council is still affected by the fact that many projects had no proper scope or project planning in the initial stages. This has led to some projects being delayed as our employees focus on determining how best to deliver those projects with the available funds or to determine exactly what is required to be done. Frameworks are being put into place to ensure that projects are well planned before they are approved in the future.

As a result, a number of variations are now sought and are listed as the following:

Table 2: Identified variances for off track projects/services

<p>Delivery Program: 2.2.2 Operate and maintain Council owned Caravan Parks</p> <p>OP Action Title: 2.2.2.3 PROJECT: Bombala Caravan Park Upgrades</p>
<p>Variation Reason: Delays in sourcing additional internal funds for the additional work required to upgrade the Main Switchboard room has resulted in this project not being able to be completed in the 2022-2023 Operational Plan Year. This project is now included to be completed in the 2023-2024 Operational Plan year.</p> <p>Variation: Amend 2022-2023 Operational plan to “commence” Bombala Caravan Park Upgrades and Amend 2023-2024 Operational Plan to “Complete” Bombala Caravan Park Upgrades.</p> <p>Impact: No impact on Budget. Extension of time carrying the project into 23/24</p>
<p>Delivery Program: 12.1.2 Operate and maintain Council owned public buildings</p> <p>OP Action Title: 12.1.2.11 PROJECT Caretaker Cottage at Bombala showground</p>
<p>Variation Reason: Industry supply delays on Double Glazed Windows has meant that the project was not completed with the 2022-2023 FY as planned.</p> <p>Variation: Amend the 2023-2024 Operational Plan to include the completion of the Bombala Caretakers Cottage</p> <p>Impact: No impact on Budget. Extension of time carrying the project into 23/24</p>
<p>Delivery Program: 12.4.2 Maintain high priority, high use parks, sporting facilities, trails and other grounds.</p> <p>OP Action Title: 12.4.2.17 PROJECT: Bombala Showground Upgrades</p>
<p>Variation Reason: Industry delay obtaining a fire safety system design contractor</p> <p>Variation: Amend the 2023-2024 Operational Plan to include completion of the Bombala Showground Upgrades, including electrical upgrades</p> <p>Impact: No impact on Budget. Extension of time carrying the project into 23/24</p>

<p>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</p> <p>OP Action Title: 10.3.12.15 PROJECT: Roads to Recovery – Rainbow Drive Stormwater Upgrade</p>
<p>Variation Reason: Due to the large volume of grant funded work this Financial Year the investigations for this project were delayed which has led to a delay in undertaking the works.</p> <p>Variation: Amend 2023-2024 Operational Plan to include Rainbow Drive Stormwater Upgrade with a completion date of 30/11/2023. This is Roads to Recovery Funded.</p> <p>Impact: Time only impact. Design is underway for the stormwater upgrade, with works to begin early in the calendar year.</p>
<p>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</p> <p>OP Action Title: 10.3.12.23 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Jerrara Drive, East Jindabyne</p> <p>OP Action Title: 10.3.12.24 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Street, Nimmitabel</p> <p>OP Action Title: 10.3.12.25 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Cooma North Public School, Mittagang Road, Cooma</p> <p>OP Action Title: 10.3.12.26 Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Primary & High School, Bright Street</p> <p>OP Action Title: 10.3.12.27 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Monaro High School, Mittagang Road, Cooma</p> <p>OP Action Title: 10.3.12.28 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Eucumbene Road/Kosciuszko Road, Kalkite</p>
<p>Variation Reason: Due to initial quotes coming back higher than the approved budget, secondary quotes were required to complete this project, delaying the timeline.</p> <p>Variation: Amend the 2023-2024 Operational Plan to include construction of bus shelters at:</p> <ul style="list-style-type: none">• Jerrara Drive, East Jindabyne,• Bombala Street, Nimmitabel,• Mittagang Road, Cooma North Public School,• Mittagang Road, Monaro High School, Cooma• Bright Street, Bombala• Eucumbene Road/Kosciuszko Road, Kalkite. <p>This program is grant funded.</p> <p>Impact: Time only impact, as works will be underway early in the 23/24 FY.</p>
<p>Delivery Program: 9.2.4 Operate and maintain reticulated potable water supplies</p> <p>OP Action Title: 9.2.4.9 PROJECT :Cooma Water Treatment plant raw water pump and</p>

variable speed drive upgrade
<p>Variation Reason: Project on hold until Cooma Water Security Strategy study is completed in early FY23/24</p> <p>Variation: Amend the 2023-2024 Operational Plan to include upgrade of the Cooma water treatment plant raw water pump and variable speed drive.</p> <p>Impact: Higher power consumption and delayed renewal of aging asset</p>
<p>Delivery Program: 9.2.5 Operate and maintain sewerage systems</p> <p>OP Action Title: 9.2.5.5 PROJECT: Adaminaby Sewage Treatment Plant – construction</p>
<p>Variation Reason: Project delays in waiting for section 60 approval before commissioning could begin. Section 60 approval is now received and commissioning is scheduled for 18th July with project completion forecast for September 2023</p> <p>Variation: Amend the 2023-2024 Operational Plan to include the completion of the Adaminaby Sewerage Treatment Plant.</p> <p>Impact: Environmental impact due to older technology plant still in service until cutover</p>
<p>Delivery Program: 9.2.5 Operate and maintain sewerage systems</p> <p>OP Action Title: 9.2.5.6 PROJECT Jindabyne Town Centre – Sewer Upgrade</p>
<p>Variation Reason: Sewer design 100% complete, civil design for laneway on hold for SAP project alignment and budget</p> <p>Variation: Project to be deferred and undertaken in line with SAP once this scope is clarified</p> <p>Impact: Risk of sewer spill affecting business owners until this realignment is completed</p>
<p>Delivery Program: 1.2.4: Support community groups to plan and deliver their own events, access grant funding, enable volunteerism</p> <p>OP Action Title: 1.2.4.2 Arts & Culture Strategy</p>
<p>Variation Reason: A draft Arts and Culture Strategy has been prepared for internal review. Due to impacted resourcing through a maternity leave vacancy and subsequent recruitment for a replacement, the completion of this project has not been realised within the 2022-2023 FY.</p> <p>Variation: Amend the 2023-2024 Operational Plan to include the completion of the Arts and Culture Strategy</p> <p>Impact: Minimal impact – This project is being completed as a BAU project.</p>
<p>Delivery Program: 4.1.1 Community development supports and facilitates internal and external committees, including S355 and interagency</p> <p>OP Action Title: 4.1.1.2 PROJECT: Reconciliation Action Plan</p>
<p>Variation Reason: A draft Reconciliation Action Plan (RAP) – Reflect was placed on Public Exhibition in Dec 2022. Due to impacted resourcing through a maternity leave vacancy and subsequent recruitment for a replacement, the completion of this project has not</p>

<p>been finalised within the 2022-2023 FY.</p> <p>Variation: Amend the 2023-2024 Operational Plan to include finalise Reconciliation Action Plan – Reflect stage</p> <p>Impact: Minimal Impact, however, some reputational risk may be experienced through the time lag for finalisation post exhibition and is considered BAU.</p>
<p>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</p> <p>OP Action Title: 10.3.12.29 PROJECT: Construction of new access road segment EOC Polo Flat Road, Cooma</p>
<p>Variation Reason: Planning for this project is underway, however, funding the construction was contingent on the revenue received from the sale of Council owned land at Leesville. The sale of this land has not been undertaken in the 22/23 financial year.</p> <p>Variation: Amend the 2023-2024 Operational Plan to include construction of the road segment to the new Emergency Operations Centre.</p> <p>Impact: Minimal Impact, however, some reputational risk may be experienced through the time lag for finalisation post exhibition and is considered BAU.</p>
<p>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</p> <p>OP Action Title: 10.3.12.15 PROJECT: Roads to Recovery – Eucumbene Cove Stormwater Upgrade</p>
<p>Variation Reason: Due to the large volume of grant funded work this Financial Year the investigations for this project were delayed which has led to a delay in undertaking the works.</p> <p>Variation: Amend 2023-2024 Operational Plan to include Eucumbene Cove Stormwater Upgrade with a completion date of 30/11/2023. This is Roads to Recovery Funded.</p> <p>Impact: Time only impact. Design is underway for the stormwater upgrade, with works to begin early in the calendar year.</p>
<p>Delivery Program: 12.1.2 Project: Operate and maintain Council owned public buildings</p> <p>OP Action Title: 12.1.2.13 PROJECT: Bombala Exhibition Hall, CWA Room Upgrades</p>
<p>Variation Reason: Small items to finalise, internal window trims (painting) to be complete July 2023</p> <p>Variation: Amend the 2023-2024 Operational Plan to include completion of the Bombala Exhibition Hall, CWA Room upgrades</p> <p>Impact: Minimal impact, as project will be completed in July</p>

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	High	No

9.3.3 ORGANISATIONAL PERFORMANCE REPORT - JUNE 2023

Economic Activity	Low	Low	Yes
Environmental Security	Low	Low	Yes
External Political Environment	High	High	No
Financial Sustainability	High	High	No
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Medium	Medium	No
Service Delivery	Medium	Medium	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

In accordance with Section 404 of the *Local Government Act 1993* (the Act) and the Integrated Planning and Reporting Guidelines for Local Councils in NSW 2021, the Chief Executive Officer must ensure that regular progress reports are provided to Council with respect to the principle activities detailed in the delivery program. Progress reports must be provided at a minimum every six months.

ATTACHMENTS

1. Organisational Performance Report_June 2023



Organisational Performance Report - June 2023

Snowy Monaro Regional Council (SMRC)

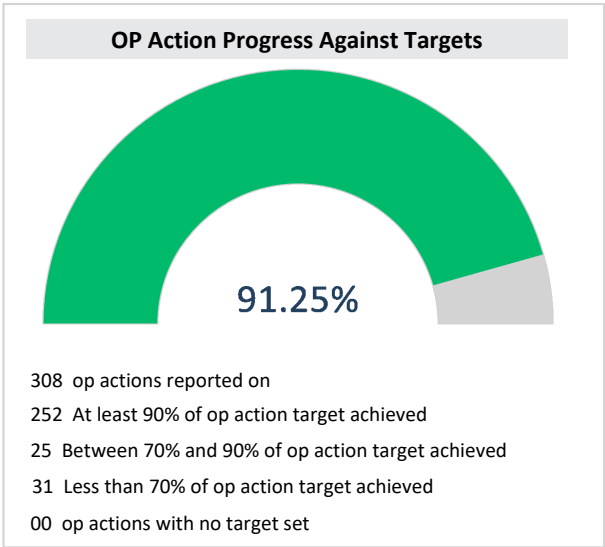
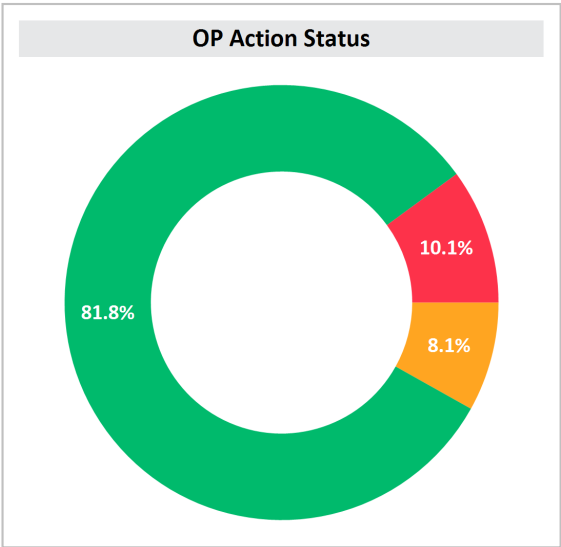
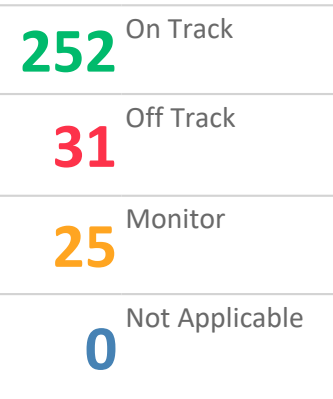
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Print Date: 12-Jul-2023

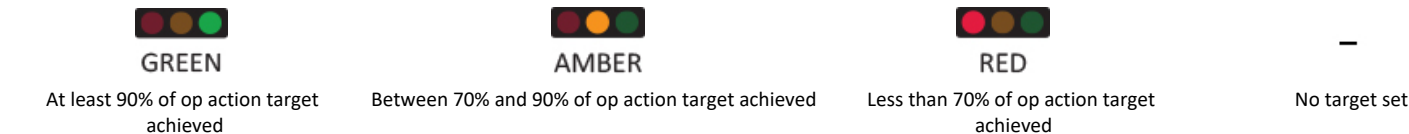
OVERVIEW

OP ACTION SUMMARY

By Performance



OP ACTION PLANS






* 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	92%	100.00%	 GREEN
<p>OP Action Progress Comments: 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>Reviewing of Enghouse data continues for team customer service monitoring.</p> <p>Common themes this month - Yallambee incident/rates/planning/roads/waste. The customer service team, had a very difficult time during the Yallambee incident due to the volume of abusive calls.</p> <p>Still no further action on the duress alarm and emergency procedures.</p> <p>Service level for May was 95.58%, which exceeds our target, great work from the Customer Service team.</p> <p><i>Last Updated: 13-Jun-2023</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	92%	100.00%	 GREEN
<p>OP Action Progress Comments: Support for departments is continuing on style guide usage along with ongoing review of documents. Comms is reviewing internal and external collateral, particularly relevant at the busy events time of the year. The awareness and usage of style guide is high across Council teams. A review is planned with the potential of small changes due to user feedback.</p> <p><i>Last Updated: 13-Jun-2023</i></p>						
OP Action Title: 14.1.1.3 PROJECT: Commence implementation of a customer request management system						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	50%	100.00%	 RED
<p>OP Action Progress Comments: This is now the Towards Excellence project. Project group has formed and has started a plan to roll out an interim system to initiate change in customer management procedures.</p> <p>The CSO team continue to monitor themes and advise manager on repeat communication issues regarding unanswered queries.</p> <p><i>Last Updated: 13-Jun-2023</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 %

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 GREEN
<p>OP Action Progress Comments: The CES report was presented to December Council meeting. The strategy was not endorsed by Council and at their request, we attended what was to be a workshop to discuss their concerns with the CES. Although we have been using the draft at the framework for all engagement activities in the first quarter of the year, this document will remain a draft framework until endorsed.</p> <p><i>Last Updated: 01-May-2023</i></p>						
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	92%	100.00%	 GREEN
<p>OP Action Progress Comments: With engaging content the eNewsletter continues to have above industry best open and click through rate.</p> <p>May open rate: 58.55% May click rate: 12.50%</p> <p>Newsletters were distributed for each fortnightly period in the reporting window.</p> <p>Top link clicks for May</p> <ol style="list-style-type: none"> 1. Snowy Monaro Business Award winners – 68 clicks 2. Federal road funding – 44 clicks 3. DSP – 40 clicks 4. Cooma Sports Hub – 30 clicks 5. Newbook launch – 22 clicks <p>Council eNewsletter subscriptions by 10% per year - July 22 to 31 May 23 has seen an increase of 45.87%.</p> <p><i>Last Updated: 13-Jun-2023</i></p>						
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	92%	100.00%	 GREEN
<p>OP Action Progress Comments: Ongoing - daily and weekly to more than 40 media outlets, within region, ACT and beyond. Media releases, public notices were disseminated in a timely manner to topic relevant stakeholders and groups. The digital platform continues to be a reliable and timely source of Council information.</p> <p>The communications team were work load escalated due to the incident at Yallambee Lodge. Council's name was in the spotlight across the globe this past month.</p> <p>Due to recent reductions in the Communications team's capacity, experience and executive level decision making capability – we were unable to handle this as well as we could have.</p>						
12-Jul-23		cammsstrategy			Page 4 of 102	


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Our messaging and regular updates through this period quickly became the standard for reliability and factuality within the media.

Last Updated: 10-Jul-2023

OP Action Title: 15.1.1.3 Connect with local residents at local Country Shows, 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	Not Started	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The Country Show season has wrapped with good attendance at the Council stand across all areas.

The Engagement team along with other relevant business units attended all local shows in the first quarter of 2023, with great engagement with community.

Positive feedback from the community on Council attendance at the local shows. They felt it gave more access to Council and a place where they could quickly access information and answers.

Last Updated: 13-Jun-2023

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	92%	100.00%	 GREEN

OP Action Progress Comments: Waste Education Action Plan developed for waste to ensure coordinated and effective implementation of the 2022 - 2024 program. This Biosecurity role has been absorbed into Biosecurity team. The Biosecurity team are engaging with communities on legislation changes and best practice in weed management. The FOGO engagement plan is developing with a range of consultation and information sessions planned.

Last Updated: 13-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Following the March Council meeting close to \$25,000 of funding has now been allocated to events under the Funding Policy. The target of minimum 50% expenditure of the fund for this year has now been met. Other upcoming events are also expecting to submit applications for funding in coming weeks.

Last Updated: 23-Mar-2023

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


OP Action Title: 14.2.7.2 Lobby for SAP Growth factor in rate peg cap

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	30-Dec-2022	15-Dec-2023	15%	5.00%	 GREEN

OP Action Progress Comments: The first step in this process is working out what the impact of the SAP will be on Council's finances based on the forecast growth projections in the SAP. Whilst a high level estimate was considered during the financial review process, this needs to be refined as the extent of new and improved infrastructure resulting from the SAP becomes better understood. This is already underway, but completion of the Jindabyne DCP and Delivery Plan (both currently in draft stage) will help fill out this picture and enable more refined estimates, along with the designs of new infrastructure (about to begin pending state government budget review outcome). Once a well evidenced financial impact is known, Council can then lobby the state government for this factor to be included in subsequent rate peg caps. The draft DCP and Delivery Plans are intended to go on public exhibition during September-October this year.

Last Updated: 11-Jul-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The final updated REDS has now been completed. Council was notified on 21/2/23 that it is available online from the Regional NSW website.

Last Updated: 22-Feb-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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. The internal Project Control Group is meeting on a monthly basis chaired by the Coordinator Economic Development. The Department of Planning are in the process of finalising the draft DCP for public exhibition, following which it will become Council's document to finalise. A draft Delivery Plan has also now been received and is under review. Both documents to be discussed in more detail with Councillors in upcoming briefings.

Last Updated: 29-Jun-2023

OP Action Title: 5.1.3.1 PROJECT: To commence development of 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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Work is continuing on an early draft of the strategy and project plan. A broad range of subjects is being assembled for the strategy to address and research is continuing to create a good evidence base on which to base future actions. Council's existing Destination Management Plan expires in 2024.

Last Updated: 29-Jun-2023

12-Jul-23

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Instagram - 9 Posts, Reach 3434, Engagement 321 for Cooma VC.
For Bombala - 11 posts on Facebook, Reach 840 and Engagement 157. Instagram - 1 posts, 303 reach, engaged 18.

Last Updated: 29-Jun-2023

OP Action Title: 5.2.1.1 Participate in the South East Forestry Hub

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Economic Development Coordinator attended a South East Forestry workshop and networking event in Bega which was very interesting and informative. Have also been in touch with Planet Ark who presented at the event regarding their wood encouragement policy.

Last Updated: 29-Jun-2023

OP Action Title: 5.2.1.2 PROJECT: To commence the development of a Investment Attraction Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Continuing to build ideas and possible focus areas for the IAS. Also awaiting outcome of government review of the SAP to determine direction needed for this aspect of the strategy.

Last Updated: 29-Jun-2023

OP Action Title: 5.2.1.3 PROJECT: To commence the development of CBD Activation Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Work on the research phase of the Bombala CBD Activation Plan continues. A community survey is currently live and the Economic Development Officer is liaising with local business to promote the survey.

Last Updated: 29-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Economic Development Officer continues to liaise with all three main business chambers. The Economic Development Coordinator attended the June meeting

12-Jul-23

cammsstrategy

Page 8 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

of the Cooma Chamber of Commerce.
Last Updated: 29-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

The final newsletter for this financial year was issued in early June and provided a review of the business awards. Next newsletter is due out in August.
Last Updated: 29-Jun-2023

OP Action Title: 6.2.1.3 Hold Business Awards

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

A successful Business Awards Gala dinner was held on 5 May. Next Business Awards will be in May 2025.
Last Updated: 19-May-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Business papers completed and published to Council webpage on 8 June 2023. Unconfirmed Minutes of Council meeting uploaded to Council webpage on 22 June 2023.
Last Updated: 23-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Unconfirmed Minutes of Council meeting uploaded to Council webpage on 22 June 2023.

12-Jul-23

cammsstrategy

Page 9 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 23-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments:

The CEO, Mayor, Councillors and Executive are supported in their day to day roles through assistance provided by the following positions and cohorts;
EA to CEO, Mayor and Councillors
Executive Support Officer
Secretary Council and Committees
Executive Assistant Cohort
Knowledge Exchange, Engagement and Networking Cohort (KEEN meetings)

June 2023 included;
* Formal ELT Meetings
* Councillor Briefings
* Budget, OP/DP Workshop
* Ordinary and Extraordinary Council Meeting
* Meetings with community on various issues
* Citizenship Ceremony
* Meeting with Ambassador of Serbia

Internal Service Survey with positive response greater than 80% for all questions.
Last Updated: 23-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments:

Registers with Council decisions are kept updated after each meeting - action completed on 22 June 2023.

Last Updated: 23-Jun-2023

OP Action Title: 15.2.1.1 Engage required resources to support project development and implementation

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	05-Jan-2023	14-Apr-2023	80%	100.00%	<div><div></div><div></div><div></div></div> AMBER

12-Jul-23

cammsstrategy

Page 10 of 102


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: Funding has been provided for in the 23/24 budget. Position description for internal resources has been drafted. Recruitment will commence shortly. Now that budget is available recruitment of external support can be commenced.

Last Updated: 30-Jun-2023

OP Action Title: 15.2.2.3 Create resource (labour & financial) estimates for all programs

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Financial Officer	In Progress	10-Apr-2023	20-May-2023	50%	100.00%	 RED

OP Action Progress Comments: Through the development of the 23/24 budget, labour resources are being reviewed to ensure there are sufficient resources to delivery the level of services identified.


Last Updated: 20-Feb-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The budgeting process for 2023/24 is now complete.

Last Updated: 22-Jun-2023

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





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

OP Action Progress Comments: The 2022/23 financial statements process has now begun. The interim audit is in progress and transactional year end requirements have been planned and communicated to staff.

Last Updated: 22-Jun-2023

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 %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	85%	100.00%	 AMBER
<p>OP Action Progress Comments: The March quarterly budget review has been completed and presented to Council. Improvements to the quality of the financial information continue to be made. A variance update will be provided to Council as part of the end of year process. This will finish off the QBRs reporting for the financial year.</p> <p><i>Last Updated: 10-Jul-2023</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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: The Fringe Benefits Tax return was completed during the month.</p> <p><i>Last Updated: 22-Jun-2023</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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Significant improvements have been made and we are now calculating the balance of restricted and hence unrestricted cash at the end of each month. The reliability of these figures is much improved but still requires further work. The next step is to work with Managers to improve the phasing of budgets for 2023/24 which will further improve the forecast of our unrestricted cash position not only at the end of the financial year but at the end of each month.</p> <p><i>Last Updated: 23-Jun-2023</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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: 1. 20/04/2023 – People who had been forwarded to Statement of Claim 7/03/23 who had not made suitable payment arrangements proceeded to Judgement – 9 people.</p> <p>2. 15/06/2023 – 88 People progressed to Statement of Claim following non-payment/arrangement of Rates Instalment 3 and Water Billing Period 2</p> <p>3. Rates Instalment 4 Reminder notice file was forwarded to the printer on 21/06/2023</p> <p><i>Last Updated: 23-Jun-2023</i></p>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	<div><div></div><div></div><div></div></div> AMBER
<p>OP Action Progress Comments: A model has been developed for the 23/24 budgets. Whilst this will need to be significantly improved next year it represents a large improvement and ensures that corporate and governance costs are attributed to the direct service delivery areas based on more reliable information. The overhead model will be updated for 2022/23 in late July once costs are finalised. This will better attribute the actual corporate and governance costs between the Funds.</p> <p><i>Last Updated: 22-Jun-2023</i></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						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	41%	100.00%	<div><div></div><div></div><div></div></div> RED
<p>OP Action Progress Comments: Currently reviewing the processes to ensure integrity of the grants register. Progress on this task has been impacted by limited resources available.</p> <p><i>Last Updated: 23-Jun-2023</i></p>						

OP Action Title: 13.2.10.9 PROJECT: Investigate and model Special Rate Variation (SRV) scenarios						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
<p>OP Action Progress Comments: SRV modelling is now complete. Council has endorsed an application for an SRV on a staged approach over 5 years. The application is to be lodged with IPART by 3 March 2023. Completed</p> <p><i>Last Updated: 02-Apr-2023</i></p>						





OP Action Title: 13.2.10.10 PROJECT: Independent Financial Audit						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
<p>OP Action Progress Comments: Financial Sustainability Review is now complete with the final report presented to FSR committee, Executive team and Councillors.</p> <p><i>Last Updated: 29-Nov-2022</i></p>						

OP Action Title: 13.2.10.11 Implement effective budget and other financial controls & implement a comprehensive and robust budget development process						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

12-Jul-23

cammsstrategy

Page 13 of 102




Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Chief Financial Officer	In Progress	02-Jan-2023	31-Dec-2023	50%	100.00%	 RED
<p>OP Action Progress Comments: Budget training for managers has begun. Finance staff are assisting managers to be more involved in developing an activity focused budget for 23/24. Assumptions used in developing the budgets are being documented and will be monitored throughout the coming financial year. Ongoing monthly finance meetings with budget managers to ensure data integrity and collate variance details for reporting purposes. These meetings will be used to determine whether budget adjustments are required.</p> <p><i>Last Updated: 23-Jun-2023</i></p>						
OP Action Title: 13.2.10.13 Develop an annual budget development process that is activity based						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Financial Officer	In Progress	02-Jan-2023	29-Feb-2024	60%	100.00%	 RED
<p>OP Action Progress Comments: A budget manual is being developed in conjunction with the development of the 23/24 budget to assist with preparing future budgets.</p> <p><i>Last Updated: 20-Feb-2023</i></p>						
OP Action Title: 13.2.10.15 Review internally restricted cash						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Financial Officer	In Progress	02-Jan-2023	30-Jun-2023	80%	100.00%	 AMBER
<p>OP Action Progress Comments: Processes are in place to ensure Council cash is monitored, reviewed and reported on in a timely manner.</p> <p><i>Last Updated: 20-Feb-2023</i></p>						
OP Action Title: 13.2.10.16 Revise Water and Wastewater long term financial plans						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Financial Officer	In Progress	02-Jan-2023	30-Jun-2023	80%	100.00%	 AMBER
<p>OP Action Progress Comments: An updated draft LTFP for both Water and Wastewater have been reviewed. This is to placed on exhibition as part of the IP&R documents for 2023/2024. Further review is required to ensure future development is appropriately funded.</p> <p><i>Last Updated: 31-Mar-2023</i></p>						

Operations Portfolio

Built & Natural Environment

Biosecurity

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

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: No State alert weeds have been identified during the reporting period. The following suspect plants have been investigated, Inkweed (<i>Phytolacca octandra</i>), Creeping buttercup (<i>Ranunculus repens</i>), Watercress (<i>Nasturtium officinale</i>), Stinking Roger (<i>Tagetes minuta</i>), Apple of Sodom (<i>Solanum Linnaeanum</i>), Hairy bittercress (<i>Cardamine hirsuta</i>), Mexican poppy (<i>Argemone mexicana</i>), Celery-leaved buttercup (<i>Ranunculus sceleratus</i>), Blue water speedwell (<i>Potamogeton tricaratus</i>), Purple prairie clover (<i>Dalea purpurea</i>), Lesser broomrape (<i>Orobancha minor</i>), Great Brome (<i>Bromus diandrus</i>), Teasel (<i>Dipsacus fullonum</i>) and New York Aster (<i>Symphyotrichum novi-belgii</i>). None of the investigated plants were 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 during the year at Khancoban, in the adjoining Snowy Valleys Regional Council area. Alligator weed, which is a State priority weed and subject to a Biosecurity zone, is prevalent in the ACT. Boneseed occurs in the adjacent Council areas of Bega Valley and Eurobodalla and is a State priority weed. It also has the potential to grow in our region and is subject to a control order. Each of these weeds is notifiable and must be destroyed if detected. Arrowhead <i>Sagittaria</i> was reported late in the season in the Murrumbidgee river, however is now dormant and undetectable. A surveillance program will commence in spring to determine the extent of this invasive water weed and then determine an appropriate course of action.</p> <p><i>Last Updated: 29-May-2023</i></p>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: No State alert weeds were identified during the reporting period, however staff are actively monitoring for their presence during inspections. Fourteen (14) Weed of the week articles focusing on Prohibited matter weeds and legislative requirements were published in local media from September 2022 to the present date. NSW Department of Primary Industries conducted Prohibited matter training at Cooma during July 2022. 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 and control for this weed occurs throughout the summer months. Of the six known sites, only one was active this season and all plants were treated using Gazon extra and Tordon. The State priority weed, Alligator weed is known to occur in the ACT and poses a high risk to the Snowy Monaro region. Two staff attended an alligator weed surveillance effort for three days during May to familiarise themselves with it.</p> <p><i>Last Updated: 29-May-2023</i></p>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: 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 surveillance groups. A Hawkweed Taskforce meeting was attended during September to update all parties on plans, actions and research around this highly invasive weed threat. During November an information sheet was mailed to over 200 landowners on the western fringe of the Snowy Monaro extending from Rocky Plain north to Yaouk to remind landowners to be vigilant and to encourage participation in the Orange Hawkweed Eradication Program. Modelling (wind patterns, habitat suitability etc) has identified areas where Hawkweed is more likely to occur along this western fringe. Landowners in these areas were contacted to advise that their properties were being targeted for surveillance this season using drones, weed detector dogs and volunteer surveillance groups. A media article was drafted during November alerting the public to the threat that Orange</p>						


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Hawkweed poses to our agricultural and environmental assets. Surveillance efforts kicked off in December. Drone surveillance captured a significant amount of data, which did not result in the identification of any new sites. A number of potential drone detections were recorded on private land. All were inspected onground and confirmed as false detections. Known sites have been inspected onground using ground surveillance and Weed Detector Dog techniques. Only one site was active. All plants at this site were treated. The 2022-23 program was completed in February.

Last Updated: 29-Mar-2023


OP Action Title: 7.2.1.1 High risk pathways inspected

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Biosecurity	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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 was completed as planned during spring and the second inspection completed by end of January. Staff will continue to monitor these pathways throughout the remainder of summer and autumn. Surveillance of waterways has recently highlighted the presence of Watercress, Creeping buttercup, Blue water speedwell and Celery leaved buttercup, each of which has proven to be invasive weeds. Weeds like Coolatai grass occur in isolated patches along the Monaro highway and are spread by vehicle and plant movements. Surveillance at known Coolatai grass sites has occurred continuously throughout the summer months with plants only having been identified and controlled at the one site 4kms north of Bredbo. Chilean needle grass occurs along some roadsides and Travelling Stock Routes. Detection at the present time is extremely difficult, however surveillance at known sites has occurred and plants are controlled when identified. Hairy bittercress was identified during spring on the highway between Cooma and Bombala during a high risk pathway inspection. It is of little concern. A second road verge boomspray was conducted during early February on highways and regional roads. While its primary purpose is maintaining line of sight, it also provides a significant benefit to Council's Biosecurity program by treating any emergent weeds which have fallen off vehicles within 2m of the trafficable lane.

Last Updated: 17-Feb-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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 and include rest areas, camp grounds, boat ramps, river crossings etc. The high risk site list was reviewed during the year and increased from 250 to 325. All sites have now been inspected this financial year. The inspections have not yet identified anything particularly unexpected.

Last Updated: 03-May-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Council's property inspection targets were exceeded in 2022-23, ensuring that Council met its Weeds Action Program commitments and continues to obtain funding from the NSW Government. The significant vegetative growth encouraged by high rainfall over the last few years is starting to recede and the extent of weed growth and spread is becoming evident. Property inspections target all areas of a property where possible, with a particular focus on stockyards, haysheds, silos, gardens, dams and creek crossings where high

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

priority weeds are more likely to have been introduced deliberately or inadvertently. 1600 property inspections per annum are required to ensure Council's Weeds Action Program targets are met. While Council's inspection program has typically focused on larger properties where Serrated tussock, African lovegrass and other widespread weeds cause problems, more recently the Weeds Action Program has placed a greater emphasis on new and emerging weeds, many of which are more likely to be found on smaller, residential and peri-urban properties. Greater inspection numbers are being achieved as a result.

Last Updated: 26-Jun-2023

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	95%	100.00%	 GREEN

OP Action Progress Comments: The South East Regional Strategic Weed Management Plan was reviewed by the South East Regional Weeds Committee during 2022. The Regional Plan has been sitting in the minister's office awaiting approval since December 2022. The Snowy Monaro Region Local Weed Management Plan 2023-2027 has been reviewed and aligned with the Draft Regional Plan. The Local Plan is currently being circulated amongst staff and Biosecurity Advisory Committee members for feedback; however cannot be submitted for Council approval or public consultation until publication of the Regional Plan. Both plans are based on a scientifically based Weed Risk Assessment model.

Last Updated: 26-Jun-2023


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	95%	100.00%	 GREEN

OP Action Progress Comments: Council's weed control program got off to a late start due to poor weather conditions and excessive vegetative growth. An early grassy weed run is typically undertaken in October/November to clean up weeds missed in the previous year; however the poor conditions seen this opportunity missed in many areas. Contractors and staff completed the Summer/Autumn woody weed run. The Autumn/Winter grassy weed run was completed with the exception of a very small number of roads, for example Kosciuszko was not completed due to snow traffic. These roads have been earmarked for treatment when Council's weed control program recommences in spring 2023. Grassy weed control has been difficult this season with little to no Flupropanate available. The small amount in stock will be utilised in spring. \$115,800 in Crown land weed control grants were received on 17 February 2023 and work is now completed.

Last Updated: 26-Jun-2023

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%	100.00%	 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


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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: 01-Dec-2022


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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 2022 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 2022 two Biosecurity Officers completed Compliance and Regulatory training. Two staff members were assigned to the Varroa mite emergency response effort during the period August-November. The emergency response was fully funded by NSW Dept of Primary Industries and provided staff with a significant training opportunity. All staff received training on the identification and control of Alligator weed during December and biological control training in February. Two staff members attended an Alligator weed surveillance effort in Griffith in May to hone their identification and control skills. With the exception of staff time and travel, all other expenses were covered by NSW DPI.

Last Updated: 26-Jun-2023

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%	100.00%	 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 %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Coordinator Building Certification	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: All applications undertaken in line with legislative requirements. 0 applications was received for Complying Developments, and a total of 4 Construction Certificates were approved. <i>Last Updated: 28-Jun-2023</i>						
OP Action Title: 1.1.1.2 Assess Building Information Certificates						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Building Certification	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: All building information certificates assessed in line with legislated requirements. 2 applications were lodged for assessment during the June reporting period. <i>Last Updated: 28-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Customer service enquiries undertaken in line with legislative requirements and as per Council's Customer Service Charter. Correspondence done via email, letter or phone <i>Last Updated: 28-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: All mandatory inspections undertaken within 48 hours of request via phone or email. Inspections undertaken at applicants convenience where booked within acceptable timeframe. <i>Last Updated: 28-Jun-2023</i>						
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 %
Coordinator 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.						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

 All internments are recorded and stored in Council's database. Council recorded 12 interments for the month of June 2023.

Last Updated: 26-Jun-2023

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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

 All reservations are recorded and stored in Council's database. Two new reservations were recorded in the month of June 2023.

Last Updated: 26-Jun-2023

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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

 We are entering the cooler months. This will reduce the growth at our cemeteries.

Last Updated: 29-Mar-2023

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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

 The last meeting for the Cemetery Advisory Committee for this financial yeas was completed on 01 May 2023.

Last Updated: 25-May-2023

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

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

12-Jul-23

cammsstrategy

Page 20 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


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. Planning work has also been undertaken to extend the life of the existing cemetery. This will open up an additional 15 years of burials.

We are hoping to commence ground works in the coming months. A draft project management plan was prepared for the works to be undertaken at the existing cemetery in Cooma.

Last Updated: 02-May-2023

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 Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: In the period 20/05/2023 to 19/06/2023 43 Development Applications were determined. Of the 43, 7 were for non-residential uses. Of the 7 only 2 (28%) were completed within 40 days which is below the 50% target for these application types. The majority of the applications were for subdivisions which due to the complexity of the applications and time taken to assess has resulted in the KPI not being met. The assessment of these applications was undertaken in accordance with required legislation.

Last Updated: 10-Jul-2023


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 Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: In the period 20/05/2023 to 19/06/2023 43 Development Applications were determined. Of the 43, 36 were for residential uses. Of these DAs, 86% were completed within 40 days which is above the 70% target for these application types. The assessment of these applications was undertaken in accordance with required legislation.

Last Updated: 27-Jun-2023

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 Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: In the period 20/05/2023 to 19/06/2023, No Property Information Requests were issued during the reporting period which exceeds 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.


The decrease in the number of PIRs is due to Council now providing written advice on the 10.7(2)&(5) certificates, this is balance by an increase in the number of these types of certificates issued. The change in how Council is providing property advice is consistent with best practice. Property Information Requests are still available to customers to request copies of development documents or view information on property files (under the provisions of the Environmental Planning and Assessment Act 1979).

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 27-Jun-2023


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 Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: All required returns are up to date. The Department of Planning and Environment have requested Local Development Performance Monitor (LDPM) Data to be submitted for the 2020/2021 financial year. This information has not been required to be submitted since 2020 due to the implementation of the NSW Planning Portal. In their email to NSW Councils DPE have stated that "The decision to collect the LDPM data for the previous financial year 2020-21 has been given careful consideration and will be done to ensure that there are no gaps within the dataset as we transition the reporting mechanism to the NSW Planning Portal." The 2020/2021 report was submitted by the due date 1/12/22.

Last Updated: 30-Jan-2023


OP Action Title: 1.1.6.1 Assess Planning Certificates

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: In the period 20/05/2023 and 19/06/2023 - 139 Property Certificates were issued. The breakdown of these certificates was as follows: 45 Drainage Diagrams, 72 Planning Certificates 10.7(2), 22 Planning Certificates 10.7(2) & (5), 10 - 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.

Last Updated: 27-Jun-2023

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 Built & Natural Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: In the period 20/05/2022 and 19/06/2023 7 s138 approvals under the Roads Act were issued. The approval was issued within 40 days upon receipt and therefore meets required timeframes. The development engineering staff have provided advice within the requirements of the customer service charter.

Last Updated: 27-Jun-2023

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

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Council's consultant Environmental Health Officer has moved through 55% of our food premises. Routine assessments will recommence in December 2022 and continue through to June 2023, excluding complaints.</p> <p>Council has recently appointed a new Environmental Health Officer. The program of inspecting Food Premises will recommence in February 2023.</p> <p>Council will be visiting all food premises to introduce the new Environmental Health Officer, hand out food hygiene information calendars and risk assess the premises.</p> <p>May 2023</p> <p>Council's Environmental Health Officer will be undertaking inspections of the food premises which only open in winter. These businesses open in early June.</p> <p>Council's new Environmental Health Officer has been undertaken food assessments. The program is on target to complete all of the initial inspections before the start of the winter ski season.</p> <p>Council's new Environmental Health Officer recommended food assessments in February which continued through March 2023. We have now reached 90% inspected which puts us in an excellent position as we enter the last quarter.</p> <p>June 2023</p> <p>Council's new Environmental Health Officer has undertake routine inspections of all of the food premises in the region.</p> <p><i>Last Updated: 26-Jun-2023</i></p>						
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 %
Coordinator Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 GREEN
<p>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.</p> <p>Council has hired an Environmental Officer (OSSM). The inspections of the onsite sewage management systems have concentrating on change of ownership and requests coming in from conveyancers for the future sale of premises.</p> <p>May 2023</p> <p>Council has appointed a new OSSM officer. They have been focusing on premises which are being sold. This has allowed them familiarise themselves with the operation of onsite sewage systems in our region. The inspection program will recommence in earnest in mid June.</p> <p>June 2023</p>						


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

The new OSSM officer has hit the ground running in an effort to catch up on lost time. In addition to pick up the down time with the inspection program the new office is updating Council's records.

Last Updated: 26-Jun-2023

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 %
Coordinator Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 GREEN

OP Action Progress Comments: Council has two vacant Liquid Trade Waste Officer positions. Both positions continue to be vacant. The positions were advertised for the fifth time in February 2023. Interviews are being held in early April. A new Backflow Prevention and Liquid Trade Waste Officer was appointed in April and will commence work with Council in 01 May 2023. The inspection program will recommence in June, with a focus on education and gathering of intelligence on the level of compliance.

May 2023

Council's new Backflow Prevention and LTW Officer has been working through all of the currently licenced devices. We are working on a new implementation program which will place the responsibility for maintenance and provision of receipts and certificates at regular intervals to Council back onto the owner of the LTW licence. This will allow Council to focus on non-compliant premises.


Council's new Backflow Prevention and LTW Officer will be accompanying Council's Environmental Health Officer during the inspection of the food premises that are only open in winter.

June 2023

Council's Backflow Prevention Officer and LTW has hit the ground running, with most the premises which have permit being assessed.

Last Updated: 26-Jun-2023

OP Action Title: 7.1.3.1 Responding to environmental complaints





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

OP Action Progress Comments: Council followed up three environmental incidents during June 2023. There is still an open investigation on a matter where Council is still receiving evidence pertaining to the alleged offences.





Last Updated: 26-Jun-2023

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 %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Council responded to one illegal dumping incident during June 2023. Upon investigation no evidence apparent for issue of infringement notices for the three matters. All matters were report on RIDonline. <i>Last Updated: 26-Jun-2023</i>						
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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Routine water samples are being undertaken on a weekly basis. No boiled water alerts were issued for the month of June 2023 <i>Last Updated: 26-Jun-2023</i>						
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 %
Coordinator Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 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. The document will be finalised in early 2023. The document will be revisited and finalised in May and June following the appointment of the Backflow Prevention and LTW Officer. May 2023 Following the appointment of a new Backflow Prevention and Liquid Trade Waste Officer they have recommenced the project of reviewing the updating Council's policy and procedures for the operation of Backflow prevention devices. The document is approaching its final draft. June 2023 The new Backflow Prevention and Liquid Trade Waste Officer has undertaken a comprehensive review of the draft policy and procedures for the backflow prevention program. The team is now looking at implementation plan. Part of this will include the circulation of the policy and procedures for consideration. <i>Last Updated: 26-Jun-2023</i>						
Rangers						
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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Rangers respond to all issues relating to stock being out. Five incidents were responded to in June 2023.						

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Last Updated: 26-Jun-2023						
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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: During the June 2023 reporting period 18 calls were received and all were responded to and recorded in Councils' after hour log.						
Last Updated: 26-Jun-2023						
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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Council's Rangers seized 5 dogs for the month of June 2023. Four of the dogs were returned to their owners. Council has a dog from May 2023 which was rehomed. One dog which declared as dangerous was euthanised.						
Last Updated: 26-Jun-2023						
OP Action Title: 13.2.7.1 Undertake routine parking patrols						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Patrols were undertaken in June with infringements and drivers spoken where possible.						
Last Updated: 26-Jun-2023						
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 %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
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						

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Public Health and Environment	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Rangers have completed ten parking fliers and are now using them as part of their regular patrols to educate the community on the parking rules. <i>Last Updated: 25-Jan-2023</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 %
Coordinator Community Facilities	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Cooma had one cattle and one sheep sale in the month of June. Overall in the last five months there has been several more sales than earlier in the year that has been productive. <i>Last Updated: 10-Jul-2023</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 %
Coordinator Community Facilities	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN
OP Action Progress Comments: Council are still exploring the best way forward for the provision of Saleyard services in the region. Due to a impending change relating to land classification in Bombala this has caused a delay in the EOI process. <i>Last Updated: 11-Jul-2023</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 %
Coordinator Community Facilities	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN
OP Action Progress Comments: Truckwashes are operational. The Truckwash Ponds in Bombala have been tested and exploring options to empty the waste from the ponds in accordance with bio-security requirements. This will progress into the next month. <i>Last Updated: 30-Jun-2023</i>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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 %
Coordinator Community Facilities	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	<div><div></div><div></div><div></div></div> AMBER
<p>OP Action Progress Comments: The Truckwash for Bombala was contained in the EOI for the Holding Yards - no responses were received for this operation, only the Holding Yards. No further updates are available at this time.</p> <p><i>Last Updated: 30-Jun-2023</i></p>						
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 %
Coordinator Community Facilities	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
<p>OP Action Progress Comments: All Pools closed by end of March 2023. The works required for the 2023/2024 season have been identified.</p> <p><i>Last Updated: 04-Apr-2023</i></p>						
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 %
Coordinator Community Facilities	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	<div><div></div><div></div><div></div></div> GREEN
<p>OP Action Progress Comments: The Tender was uploaded via Vendor Panel in June and will be live until July 21 2023. The contract is being reviewed as an addendum to the Tender.</p> <p><i>Last Updated: 11-Jul-2023</i></p>						
OP Action Title: 12.4.1.3 PROJECT: Commence Jindabyne Pool Roof and HVAC Upgrade						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
<p>OP Action Progress Comments: This is on track to be completed by 2 August for handover 2023.</p> <p><i>Last Updated: 30-Jun-2023</i></p>						
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 %
Coordinator Community Facilities	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

12-Jul-23

cammsstrategy

Action and Task Progress Report- Standard

Page 28 of 102


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: All Council Caravan Parks were open and available in June 2023. There is an electrical upgrade that is occurring in Bombala where some sites have been inaccessible during the month of June for safety reasons. This has not impacted occupancy as Cabins are the predominant booking at this time of year. Nimmitabel Caravan Park has a switchboard failure that is being investigated. The number of powered sites available to the community have been reduced by 10 while the investigation is occurring. Site availability is being managed through Newbook as a visual for community.

Last Updated: 30-Jun-2023

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 %
Coordinator Community Facilities	Completed	01-Jul-2022	30-Nov-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Policies and Procedures continue to be updated as changes occur. This project is now complete.

Last Updated: 30-Jun-2023

Community Support Program


OP Action Title: 1.2.2.1 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 %
Team Leader Youth Capacity Building	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The June Youth Advisory Committee meeting went ahead as planned. Agenda items still stand as well as projects underway being updated regularly. Discussions were around the reopening of the nomination period which closed on Sunday 25 June. Several nominations have been submitted and discussions with potential applicants from Jindabyne have been held. The topic of bringing back the SMRC Youth Awards was put on the table and will be discussed in detail at the coming meetings.

Last Updated: 30-Jun-2023

OP Action Title: 1.2.2.2 Provide Youth Services in collaboration with other providers





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Youth Capacity Building	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The Ryder Trailer is making great progress in being built. Council is actively involved in the specific design and construction to ensure that it is practical and easy to use with the aim to enhance and expand our service provision. We have just confirmed a variation to the Ryder Funding Agreement to extend the grant to end March 2026. This ensure the trailer and the ute for transportation throughout the region are funded. This also provides time to develop the program for future grant funds.

Services continue to be delivered across the region in partnership and collaboration with service providers, schools and other organisations. Council maintains an active position in community forums, events and other activities.

Last Updated: 30-Jun-2023

OP Action Title: 1.2.2.3 PROJECT: Commence the review of the Youth Strategy 2023-27

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	Not Started	01-Jul-2022	30-Jun-2023	0%	100.00%	 RED
OP Action Progress Comments: This project has commenced with the project identified in the 23/24 Operational Plan for completion. <i>Last Updated: 30-Jun-2023</i>						
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 %
Coordinator Community Support Programs	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Services continue to be delivered in accordance with our service agreement despite not met findings in the recent accreditation audit. The Plan for Continuous Improvement (PCI) is being actioned with diligence. There has been an increase in requests for home modifications recently. This is due to extra Occupational Therapists operating under Cooma Community Health. These needs are being met. There has been an enquiry regarding an expansion of options for Meals on Wheels in the Bombala township. An expression of interest will be sent out in the next Community Connections newsletter to gauge whether it is feasible to reintroduce additional options such as sandwich packs and fish and chips delivery in the future. Bombala receives hot meals Monday to Friday . Community Connections Groups staff have been attempting to contact Delegate Progress Association to arrange a meeting to discuss options for residents of Delegate to attend group activities and outings. This is in response to concerns raised by the Delegate Progress Association about a perceived lack of activities available to residents of Delegate. To date the association has not responded to phone calls or email but staff will continue to follow up. We are currently recruiting for a Bombala based Activities Officer which will help increase the options available for eligible participants in the Delegate/Bombala area. <i>Last Updated: 30-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: The next meeting is in August 2023 following the end of the reporting periods for aged care. <i>Last Updated: 30-Jun-2023</i>						
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 %
Coordinator Community Support Programs	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: We have received the Notice to Remedy Non-Compliance from the Aged Care Quality and Safety Commission. The direction given requires all tasks prescribed in the Plan for Continuous Improvement (PCI), must be completed by 13 November 2023. The Community Support Programs Team are on track to meet the deadline directive given by the						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Commission.


The Community Services Advisory Committee meeting in June 2023 resulted in the change of the name to the Advisory Committee. Moving forward, the Advisory Committee will be called The Residential Aged Care and Community Support Programs Advisory Committee. At the next Advisory Committee meeting in August 2023, the selection criteria for committee members will be reviewed.

We are well underway with moving towards rolling out the use of new a software program to manage our client data base. Carelink Plus has the capability to support all of our management needs and will work with Council's data base CIVICA to create more streamlined processes. All levels of our Program will benefit from the comprehensive Carelink Plus system. We will soon release the test pilot of this system, using this to train the wider team in the use of this program.

The regular scheduled meetings with the Aged Care Quality and Safety Commission have been successful in providing the Commission with an update with our progression with the implementation of our Plan for Continuous Improvement. Our liaison has communicated that she is happy with the progress that we are making.


Last Updated: 30-Jun-2023

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 %
Patricia Adams - Team Leader Community Transport Bookings Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Looking to recruit more Volunteer Drivers over coming months to support the program throughout Cooma, Berridale and Jindabyne areas. We have commenced the on boarding process for five new Volunteer Drivers for the Community Transport network. Two Volunteers are from Bombala and will support servicing the Bombala area. The other Volunteers are from Cooma area, and will support servicing the Cooma and wider area. We are going to facilitate training for these new Volunteer drivers once all of the on boarding is complete and the checks have been completed. One driver is just awaiting police check result and I will be able to have induction day with him.						
<i>Last Updated: 30-Jun-2023</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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Cheryl Smith - Coordinator Library Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: We have completed all of our Tech Savvy Classes across the region for this year.						
<i>Last Updated: 19-Jun-2023</i>						

OP Action Title: 12.1.1.2 Face to Face Library Services are provided

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Cheryl Smith - Coordinator Library Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: The Regional Library Service has held a number of face to face programs across the service, new programs have included at Bombala, Bubs club, house bound						

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

services to the Bombala Hospital residents, Games Day, Tech Savy for Seniors in conjunction with the school and the new social circle along with School Holiday Programs. Cooma's new programs have included, Games Day, Book Club, Social Circle-Craft Club, Giggle and Bounce, School Holiday Programs, Tech Savy for Seniors and a number of weekend programs. We have developed new face to face programs for Jindabyne, including School holiday activities, Saturday morning storytime, Giggle and Bounce and our Tech Savy for Seniors along with the new Book Club. .

Last Updated: 30-Jun-2023

Residential Aged Care


OP Action Title: 2.1.3.1 Maintain service levels and customer satisfaction in accordance with Aged Care Quality Standards

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: We have updated our continuous improvement plan as part of our commitment to quality. Updates to this follows improvement suggestions and opportunities to self-reflect on what could be done differently. Snowy River Hostel had an assessment contact visit in June 2023 with all reports from the Commission positive.

Last Updated: 10-Jul-2023

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments: The conversation relating to divestment is continuing to occur as a means to conclude the period of engagement. A report relating to the divestment is being presented to Council at the 20 July Council meeting 2023.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 2023/03/02 -Jindabyne Foreshore investigation into remediation funding still underway with damage logged in recovery and the DRFA approached. Minor works and make safe actions carried out and more planned as the team transitions from full mowing to other works. Maintenance attention has been on showground's in readiness for events and Local shows coming up in March, the team have delivered high quality results with difficulties such as multiple mower breakdowns due to all machines pushed to the limit with such a high growth summer.

2023/03/31 - a high growth summer has seen most high priority ovals mown twice a week. Mowing has slowed to once a week at these sites with the first frosts slowing mowing even further.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


Gabba cricket pitches have been lifted out of both Bombala and Jindabyne fields, top dressed and turfed. Fertilization of Rotary oval Cooma and Jindabyne oval is been complete to help turf bounce back for winter sports after being cut short for cricket.
Emergent works along Jindabyne foreshore shared pathway to further clean up accessibility will be done next week before Easter, minor debris clean up will follow Easter. Arborist engaged to provide tree assessment for the area which will determine scope application to be funded by DRFA.
Clean up and presentation of all Towns and villages for Easter are of high priority, along with presentation for large events such as Snowy classic and Landrover event.
Corrella vandalism in Cooma Centennial park is posing a major challenge for the team .

25/05/23 - Teams have marked ovals for winter sports, Jindabyne and Rotary have fertilized to help recover after short mowing for the cricket season and to endure a predicted high impact winter sport season. recurring light outages are arising regularly, trying to find solutions with minimal cost, products are not readily available. Tree program is underway within towns and villages, some emergent work has been carried out on the foreshore. winter maintenance of playgrounds is under way with pressure cleaning, and replacement parts being sourced.

30/06/23 - Lights have been replaced at Rotary oval, Working with Jindabyne Bush Pigs for grant to upgrade Jindabyne oval lights. Public works claim for Jindabyne foreshore submitted. Increased litter pick and park inspections/ maintenance with the onslaught of winter traffic. Winter maintenance in full swing.

Last Updated: 30-Jun-2023

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%	100.00%	 RED

OP Action Progress Comments: 2023/03/02 This arrangement will now be tabled in the new year, after further discussions with trail management bodies and be guided by the trail master plan recommendations

30/06/23 - No further update except that volunteer groups are keen to discuss and formulate in the new FY

Last Updated: 30-Jun-2023

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 %
Supervisor Civic Maintenance	Deferred	01-Jul-2022	30-Jun-2023	30%	100.00%	 RED

OP Action Progress Comments: Grants are being investigated for upgrades - nothing further to report




2023/02/06 - Fees and charges have been added for commercial users and events of the MTB trails. If adopted by Council, these fees will help towards future maintenance of the trails. Other recommendations of the Trail master plan still to be investigated.

No further update

With open discussion an agreed fees and charges approach has been tabled. Further funding collaborations to be sought in the new FY and ongoing into the future

Last Updated: 30-Jun-2023

OP Action Title: 12.4.2.4 PROJECT: Investigate Highview Park Jindabyne

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: 2023/03/02 - Finance to determine exactly the amount sitting in contributions for High view t shirt park, These funds to be invested in Environmental, and Aboriginal heritage report to determine what parameters the site has. Potential stewardship site- still to be investigated. Project Management plan to be drafted by Corporate projects and Supervisor Civic maintenance. Once complete, this project will move into the Corporate Projects agenda to seek community feedback and funding for delivery.</p> <p>No further update</p> <p>Project now to move into Corporate project domain</p> <p><i>Last Updated: 30-Jun-2023</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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: 2023/03/02 - Refining processes and ordering broken materials.</p> <p>2023/03/31 no further update</p> <p>30/06/23 - Program in place and being delivered.</p> <p><i>Last Updated: 30-Jun-2023</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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: 2023/03/02 - Pump outs of Dalgety septic, scheduled and completed before Dalgety show, to ensure capability of the system for large attendee numbers. damaged occurred at the Cooms Showground "Stallions" toilets with two broken doors after the Rodeo. Maintenance staff were able to make safe and secure before The Billy Kart Derby, a full replacement on schedule to be completed before Cooma Show. As per License agreement, indirect damage to be covered by the event organisers at the time of damage. Staff and their quick response enabled only a short closure of Bredbo public toilets when a user deposited a large amount of nappies through the system, causing a blockage, toilets were out of operation for no more than two hours, with a massive clean delivered in an amazing time frame.</p> <p>2023/03/31- Pump out of septic system at Bredbo organized prior to Easter to help accommodate the Easter influx. Doors at the Cooma showground awaiting delivery and fitting. Minor repairs at Nimmitabel and Jindabyne toilets have been completed in a timely manner. Aaminaby public toilets have had some minor vandalism of door locks, however all will be rectified before the Easter busy period.</p> <p>25/05/23 - awaiting steel gates for Nijong and Nimmitabel showground toilets to restrict unauthorized use, Cleanliness status being delivered. Large influx of Mountain bike riders has impacted Mt Gladstone amenities with much larger quantities of water requiring to be delivered to the site.</p> <p>30/06/23 - Nimmitabel showground toilets were vandalised recently, also Lake Williams rest stop. Lake Williams has been cleaned and restored for passing users. Nimmitabel Showground will</p>						


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

be repaired in the new FY year. To limit more vandalism, steal gates have been installed to restrict access to both Nimmitabel Showground and Nijong old block toilets. With freezing temperatures, we are experiencing many burst pipes and taps, staff have been exceptionally quick to attend and fix these breakages to keep public toilets online for users.

Last Updated: 30-Jun-2023

OP Action Title: 4.2.1.1 PROJECT: Commence delivery of combating antisocial behaviour and activating spaces under the NSW Grafitti Management Grant

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Supervisor Civic Maintenance	Completed	16-Feb-2023	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Leadsun solar lights have been engaged with a new site review. Procurement of lights for the Jindabyne pathway is under negotiation. 12-14 lights with a spacing of 40m will allow for the pathway from the beginning of the path closest to Thredbo Terrace to Gippsland street to be installed. Delivery estimation 10-12 weeks. Awaiting final site review for speakers in Centennial park


25/5/23 - Have received delivery of cages for light footings, scheduling to have these installed, still awaiting delivery of light poles. Technical evaluation of other ideas for the speakers.

30/06/23 - Installation begun for lights on pathway, evaluating light options/ prices for stage two of lights for entrance wall Awaiting quotes for speakers. This project has been identified as a 2 year project and will be completed next financial year

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: June 2023: Progressive action and communication with the Commonwealth in place to ensure SRHC alignment with DoHA parameters.

Last Updated: 30-Jun-2023

OP Action Title: 12.1.2.2 PROJECT: Operate and maintain Council owned, public civic building Snowy River Health Centre in accordance with DoHA requirements.

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: June 2023: SRHC operations are within DoHA requirements, with regular consult and communication with DoHA representatives occurring.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 30-Jun-2023


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%	100.00%	

OP Action Progress Comments: June 2023: No budget was allocated to the 22/23 project. As part of 2023/24 OP, Land & Property intend to prepare a project plan for the streamlining of access to key public and operational sites; with other SMRC stakeholders to be identified as part of that process. The target date of December 2023 is identified.

Last Updated: 11-Jul-2023


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%	

OP Action Progress Comments: Commencement of development of policies and procedures has been achieved.

Last Updated: 30-Jun-2023


OP Action Title: 12.2.3.2 PROJECT: Develop a plan to review current processes Land and Property related policies and procedures, and commence a gap analysis 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	92%	100.00%	

OP Action Progress Comments: June 2023: Action taken - Planning commenced. Draft policies in review prior to internal document control procedure being triggered. Progressive assessment of gaps ongoing across portfolios, this will be continued as BAU.

Last Updated: 10-Jul-2023

OP Action Title: 12.2.4.1 Commence updating of legacy land ownership titles

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

OP Action Progress Comments: June 2023: Review of ownership title proprietor holding name details actioned throughout 2022/23. Over 40 titles have been updated with new proprietor SMRC; activity will continue as BAU (to enable lot consolidation &/or asset disposal etc) as both time & financial resources permit of remaining titles.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 11-Jul-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: June 2023: 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. Plans of Management are in development.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: June 2023: Land & Property continue to work with community groups - such as local Landcare groups, Nimmitabel Lions Club, Snowy Mountains Amateur Radio Club etc - to support and guide awareness of the legislation aspects related to Crown Land. 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-Jun-2023

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 %
Coordinator Land & Property	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: June 2023: Ongoing progressive response & investigation of road reserve alignment matters to triage actions and help shape solutions/treatment options.

Last Updated: 30-Jun-2023

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 %
Coordinator Land & Property	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: June 2023: SMRC has developed a draft MOU East Jindabyne Plan of Management - feedback from SHL is pending with plan documentation best viewed as a 'living' document, given that it will likely be further shaped by SAP directions in terms of format. SMRC primarily acting in facilitator role.

12-Jul-23

cammsstrategy


Page 37 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 10-Jul-2023

OP Action Title: 14.2.2.1 Land management issues are addressed


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: June 2023: 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.

Last Updated: 30-Jun-2023

Roads Infrastructure


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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Transport Infrastructure Maintenance is continually ongoing, and will continue into the next Financial Year.

Last Updated: 30-Jun-2023


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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: RMCC Maintenance and Ordered Works have been completed within TfNSW requirements.

Last Updated: 30-Jun-2023






OP Action Title: 10.3.12.2 PROJECT: Fixing Local Roads Round 3 - Commence upgrade of Mila Road

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

OP Action Progress Comments: Tender is on its way to be awarded for construction to begin early in the new FY. Project to be completed in 23/24 FY.

Last Updated: 11-Jul-2023

OP Action Title: 10.3.12.3 PROJECT: Fixing Local Roads Round 3 - Commence upgrade of Dry Plains Road

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Tender currently underway for construction works. Project to be completed in 23/24 FY. <i>Last Updated: 11-Jul-2023</i>						
OP Action Title: 10.3.12.4 PROJECT: Fixing Local Roads Round 2 - Commence upgrade of Avonside Road by sealing 6.1km's						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Construction currently underway. Project to be completed in 23/24 FY. <i>Last Updated: 11-Jul-2023</i>						
OP Action Title: 10.3.12.5 PROJECT: Fixing Local Roads Round 3 – Comence upgrade of Shannons Flat Road						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Tender currently underway for construction works. Project to be completed in 23/24 FY. <i>Last Updated: 11-Jul-2023</i>						
OP Action Title: 10.3.12.6 PROJECT: Fixing Local Roads Round 2 – Upgrade of Maffra Road - Tender and Scope						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Tender accepted and scope completed. Construction to commence in 23/24 FY. <i>Last Updated: 11-Jul-2023</i>						
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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Project Complete.						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 29-Mar-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Project Complete.

Last Updated: 29-Mar-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Road Project has been completed.

Last Updated: 05-Feb-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Project Complete.

Last Updated: 10-Jul-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Project Complete.

Last Updated: 30-Jun-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>






12-Jul-23

cammsstrategy

Page 40 of 102

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
OP Action Progress Comments: Project Complete. <i>Last Updated: 29-Mar-2023</i>						
OP Action Title: 10.3.12.13 PROJECT: Black Spot Program – Barry Way						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Project Complete. <i>Last Updated: 03-May-2023</i>						
OP Action Title: 10.3.12.14 PROJECT: Roads to Recovery – Quidong Road Re-sheeting						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Project Completed. <i>Last Updated: 30-Jun-2023</i>						
OP Action Title: 10.3.12.15 PROJECT: Roads to Recovery – Rainbow Drive Stormwater Upgrade -						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2024	60%	100.00%	<div><div></div><div></div><div></div></div> RED
OP Action Progress Comments: Project planning completed. Project to be complete prior to end of calendar year. Time variation submitted for this project. <i>Last Updated: 10-Jul-2023</i>						
OP Action Title: 10.3.12.23 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Jerrara Drive, East Jindabyne						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	<div><div></div><div></div><div></div></div> RED
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council <i>Last Updated: 11-Jul-2023</i>						


Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
OP Action Title: 10.3.12.24 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Street, Nimmitabel						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council						
Last Updated: 11-Jul-2023						
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 %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council						
Last Updated: 11-Jul-2023						
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 %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council						
Last Updated: 11-Jul-2023						
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 %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council						
Last Updated: 11-Jul-2023						
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 %

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	 RED
OP Action Progress Comments: Contractor has been selected. Works to begin early in the new FY. Time variation has been submitted to Council <i>Last Updated: 11-Jul-2023</i>						
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 %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	100.00%	 RED
OP Action Progress Comments: Planning underway for Road Construction to be completed in 23/24FY. <i>Last Updated: 11-Jul-2023</i>						
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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Council Heavy Patching Program for 22/23FY has been completed. <i>Last Updated: 30-Jun-2023</i>						
OP Action Title: 10.3.3.1 Undertake 2022/23 Gravel Resheeting						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Council's Resheeting Program for the 22/23FY has been completed. <i>Last Updated: 30-Jun-2023</i>						
OP Action Title: 10.3.5.1 Undertake Reactive Maintenance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Road Maintenance has continued, and will continue as BAU into the new Financial Year. <i>Last Updated: 30-Jun-2023</i>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


OP Action Title: 10.3.6.1 Undertake 2022/23 Footpath Renewals

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	100.00%	 RED

OP Action Progress Comments: Awaiting response from State Government relating to footpath repair for Jindabyne Foreshore, which is outside Council's ability to change. Footpath renewal program was cancelled and funding removed, as approved by Council through the March QBRs. Renewal work to continue into next Financial Year.

Last Updated: 30-Jun-2023

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 %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Kerb and Gutter improvement on Lee Ave, Jindabyne has been completed.

Last Updated: 10-Jul-2023

OP Action Title: 10.3.7.2 PROJECT: Eucumbene Cove - Stormwater Upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2024	40%	100.00%	 RED

OP Action Progress Comments: Works planned and scheduled for completion early next FY. Variation for timeline has been submitted.

Last Updated: 12-Jul-2023

OP Action Title: 10.3.8.1 Undertake 2022/23 Rural Culverts Renewals





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	100.00%	 RED

OP Action Progress Comments: There was no budget for this to take place. Infrastructure had a budget for renewal of approximately \$7.8M, which was reduced as result of lack of funds.

Culvert renewal has taken place through DRFA funding on rural roads, but only as required and approved through TfNSW.

Last Updated: 12-Jul-2023

OP Action Title: 10.3.9.1 Undertake 2022/23 Bridge Maintenance

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Infrastructure	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: This financial year, 26 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. <i>Last Updated: 30-Jun-2023</i>						
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 %
Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	100.00%	 RED
OP Action Progress Comments: Towards Excellence Program intended to begin next FY. <i>Last Updated: 30-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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. Continuing to participate in external stakeholder meetings <i>Last Updated: 15-Jun-2023</i>						
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	92%	100.00%	 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. 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) Annual Water Report for Cooma Landfill was lodged early November. Continuation of water testing occurring as required. A local contractor in Bombala has been engaged to undertake restoration works of the storm water channels at the Bombala Landfill ensuring that storm water is channeled correctly away						
12-Jul-23		cammsstrategy			Page 45 of 102	

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

from the landfill site.
Annual Water Report for Jindabyne Landfill submitted in May 2023.
Continuation of water testing is occurring as required.
Last Updated: 10-Jul-2023

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 %
Manager Resource and Waste Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

As per EPA licensing requirements the Annual WARRP report and EPA reports are now complete and have been lodged

Last Updated: 10-Jul-2023

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

commencement of draft variations for EPL's is currently underway.
Still ongoing working with the projects team to complete online request.
Currently waiting on compost facility final draft design and DA documentation to attach to licence variation submission. 7.6.2023
Have requested assistance from the EPA regarding the variation to licence 6194 increase threshold for waste to landfill, waiting on reply 7.6.2023
Report to go to Council once variation has been approved by EPA. Which will occur in 2023/2024
Last Updated: 15-Jun-2023

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	Completed	01-Jul-2022	31-Dec-2022	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Council staff and EPA staff have undertaken site visits for four of the listed legacy sites, Council has received a report from the EPA listing the required action for each of these sites. It is a very favorable report with achievable actions.
Last Updated: 02-Mar-2023





OP Action Title: 9.3.2.1 Continue to support the provision of recyclable materials for regional arts projects

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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12-Jul-23

cammsstrategy


Page 46 of 102

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Manager Resource and Waste Services	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: 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. <i>Last Updated: 15-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Official opening of Bombala Scrapmart occurred on 19 November 2022. Operational hours of Bombala Scrapmart are Saturday 1.30pm-3.30pm and Sunday 11.00am - 3.30pm Community members are very much utilizing and enjoying all of the Scrapmart facilities across the region. There has been a lot of new items being dropped off at all three Scrapmart facilities which is keeping staff busy and the customers happy 7.6.2023 <i>Last Updated: 15-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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. Collection services both domestic and commercial are continuing to be rolled out to new properties upon request <i>Last Updated: 15-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Ongoing discussions are being held and information sort from planning as to recent and future subdivisions and the impacts that these subdivisions will have on the waste collection teams across the LGA, with future planning for additional plant and staff which may be required to ensure that we are capable of meeting the kerbside collections requirements of our communities. <i>Last Updated: 02-Mar-2023</i>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments: Final report received for both Kerbside and bank of bins audit, to be submitted to Council shortly.

Last Updated: 10-Jul-2023

Water & Wastewater

Water and Wastewater


OP Action Title: 11.1.1.1 PROJECT: Prepare tender documentation for telemetry upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Tender has been awarded and project kickoff has been completed. On track for completion of this phase of the project in FY23/24.

Last Updated: 29-Jun-2023


OP Action Title: 9.2.2.1 Sewer pump station monthly maintenance program completed across the region

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Pump station maintenance program completed for the financial year.

Last Updated: 10-Jul-2023






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 %
Compliance Officer W&WW	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: On track for all annual reports. Next report that is due is for Bombala Sewerage Treatment Plant which is due in July 2023.

Last Updated: 20-Jun-2023

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

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Compliance Officer W&WW	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Potable water for the month of June 2023 met with compliance requirements. <i>Last Updated: 20-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: 3 water main breaks were recorded for the Month of June 2023. Service was returned to normal as soon as possible. <i>Last Updated: 29-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: 5 Unplanned water interruptions have been recorded in June 2023. We are on track with the required less than 50 interruptions per 1000 connections for the year. <i>Last Updated: 29-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: 17 water incidents (leaking service, faulty meters, aged assets) were reported in Cooma, Bombala and Snowy areas in June 2023. This was attended to in less than 4 hours average response time and resolved. <i>Last Updated: 29-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: There was 0 dirty water complaints received in June 2023. We are on track with the required less than 20 complaints per 1000 connections for the year.						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 29-Jun-2023

OP Action Title: 9.2.4.6 PROJECT: Development of water mains replacement program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments: Completed

Last Updated: 27-Jan-2023

OP Action Title: 9.2.4.9 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	20%	100.00%	<div><div></div><div></div><div></div></div> RED

OP Action Progress Comments: Project on hold until Cooma Water Security Strategy Project complete

Last Updated: 29-Jun-2023

OP Action Title: 9.2.4.11 PROJECT: Commence construction of Bombala and Delegate Water Treatment Plants

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments: Project has commenced for this year and is on track for completion FY23/24 for both treatment plants

Bombala WTP construction phase:
Slab for building is poured. And building structure is currently being assembled.

Delegate WTP construction phase:
design complete
section 60 approval submitted.
construction to begin when approval received.

Last Updated: 10-Jul-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

12-Jul-23

cammsstrategy

Page 50 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: All sewerage incidents at the treatment plants as well as within the networks are responded to within 4 hours.

Last Updated: 29-Jun-2023

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 %
Compliance Officer W&WW	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN

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


The following non-compliances have been reported to the EPA during the reporting period:

Adaminaby STP
Faecal Coliform exceedance of the 100th percentile limit on 24 May 2023

The Glen (Cooma) STP
Phosphorus exceedance of the 100th percentile limit on 17 May 2023 (results received June)

Last Updated: 12-Jul-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 14 incidents have been reported in June 2023 in the Cooma, Snowy and Bombala areas. We are on track with the required less than 20 repairs/chokes per 100km per year.

Last Updated: 29-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: There were 4 sewerage complaints received in June 2023. We are on track with the required less than 50 complaints per 1000 connections for the year.

12-Jul-23

cammsstrategy

Page 51 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 29-Jun-2023

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	95%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Variation to be submitted due to delays in receiving section 60 approval. Project is identified to be carried through to FY23/24 for completion in September 2023.

1. Variation: Defer completion to OP year 23/24

2. Variation Reason: Project delays in waiting for section 60 approval before commissioning could begin. Section 60 approval is now received and commissioning is scheduled for 18th July with project completion forecast for September 2023.

3. Impact: Environmental impact due to older technology plant still in service until cutover.

Last Updated: 29-Jun-2023

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	95%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Detailed design for sewer complete. Design for laneway and civil component on hold for SAP project alignment

Variation to be submitted. Project is identified to be deferred and undertaken in line with SAP once this scope is clarified.

1. Variation: Project to be deferred and undertaken in line with SAP once this scope is clarified

2. Variation Reason: Sewer design 100% complete, civil design for laneway on hold for SAP project alignment and budget.

3. Impact: risk of sewer spill affecting business owners until this realignment is completed.

Last Updated: 29-Jun-2023

OP Action Title: 9.2.5.7 PROJECT: Commence Kalkite Sewage Treatment Plant upgrade - Detailed Design

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments:

Kalkite STP Upgrade - Detailed design completed

Project is on track for completion FY23/24

Accomplishments & Completions

12-Jul-23

cammsstrategy

Page 52 of 102


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Options report has been issued in draft to DPIE with meetings scheduled for late May.
Funding for some of the works has been granted by State now.
Risks
Construction costs may be higher than anticipated due to the steepness of the terrain

Last Updated: 10-Jul-2023

OP Action Title: 9.2.5.8 PROJECT: Commence Kalkite Sewage Treatment Plant electrical upgrades - Detailed design and Approval

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The design for the electrical upgrades has been completed and is approved by Essential Energy


Last Updated: 10-Jul-2023

Strategy Portfolio

Corporate Projects

Corporate Projects

OP Action Title: 10.3.12.16 PROJECT: To commence the Adaminaby Long Vehicle and Truck Parking project

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

OP Action Progress Comments: Accomplishments & Completions:

No further update

Still awaiting final design.

Live Locates reports have been forwarded to the Engineer/Designer. Awaiting final design.

Critical Issues:

A) A Funding Agreement has not been forwarded to Council, despite initial statement from Dept of Regional NSW that it would be forwarded by July 2021.

B) A request for extra funding has been made for all BLERF projects to account for the increase in costs.

Risks:

Possible future risks could include inability to secure contractor. To mitigate this risk the Request for Tender will bundle both parking areas into the one project. This may encourage a wider selection of tenders.

Next Steps:

12-Jul-23

cammsstrategy

Page 53 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Once final design has been received, a pre-tender estimate will be obtained. This will lead to a Request for Tender via vendor Panel.

Budget Status:
Within budget

Key Items for Communications:
Establishment of Project Engagement Group

Last Updated: 15-Jun-2023

OP Action Title: 10.3.12.17 PROJECT: To commence 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	70%	100.00%	 AMBER

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.
Road Base production from the Shannon Flat Quarry under-way. DA to extend on quarry use underway. Neighbor approached and noted no concerns.
Contractor for bridge construction selected and contracted.
Contract awarded and bridge Design underway. SVC back on site.
SP-1C vegetation clearing and earthworks nearing completion.
Construction of bridge approaches to Jones Creek Bridge underway.
Placing of pavement material from Shannons Flat stockpile ongoing.
Blasting at various locations to achieve construction depth ongoing. (Now complete from Ashvale Rd to Shannons Flat Rd)
Ashvale Rd to Jones Plains Rd earthworks 80% including Jones Creek Bridge approaches.
Bridge construction programmed for this FY.
Earthworks and Drainage works from Simonds Hill to Shannons Flat underway.

Insufficient funds to complete the full scope of this project.
Focus on Ashvale Road Intersection to Shannons Flat Intersection
90% of this length at top of subgrade, i.e. -300mm from design Levels.
Jones Creek Bridge Construction commenced, currently 30%.
Placement of Pavement to Commence mid August.

Last Updated: 29-Jun-2023

OP Action Title: 10.3.12.18 PROJECT: Fixing Country Bridges Program - Cambalong Bridge, Cambalong Road Palarang - Environmental assessments determined, detailed designs approved.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN

OP Action Progress Comments: Geotechnical Investigations, survey and stakeholder consultation are underway.

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

Geotechnical Report complete.
Survey Report Complete.
Hydrology Report complete
Residents Register and notification Complete.
Initial site visit and discussions with fisheries and contractor undertaken.
Long hand placed rock, raised approach road across the floodplains identified as design issue to be considered.
Survey identifies existing bridge is outside the road reserve, and service locations have identified Telstra Service line app 13m downstream.
Proposed relocation of new bridge downstream within the 13m corridor between the existing structure, and the Telstra Cable.
RFT for D&C listed on Vendor Panel.

Proposed completion date December 2024

Last Updated: 12-Jul-2023

OP Action Title: 10.3.12.19 PROJECT: Fixing Country Bridges Program - Redcliffe Bridge, Cambalong Road, Palarang - Environmental assessments determined, detailed designs approved and construction commenced.

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


OP Action Progress Comments: Geotechnical Investigations, survey and stakeholder consultation are underway.

Geotechnical Investigations complete.
Survey Completed.
Hydrology Completed.
Temporary Bypass instillation underway.
Telstra Service relocation requested. (Telstra undertaking relocation of their assets.)
Residents Register prepared.
Bypass complete. TMP in place. Public notice via VMS boards & website operational.
D&C contract let.
Telstra Service relocation design & preparation underway.
100% Design submitted. Planned construction revised to June 2023.
Bridge Construction @ 85%. Road & G/Rail 25%.
Approach slabs under construction.
Construction ahead of DEED timeline.

Proposed completion Date Feb 2024

Last Updated: 29-Jun-2023

OP Action Title: 10.3.12.20 PROJECT: Fixing Country Bridges Program - Cambalong 2 Bridge, Cambalong Road Cambalong - Environmental assessments determined, and detailed designs.

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	20%	25.00%	 AMBER

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

OP Action Progress Comments: Geotechnical Investigations, survey and stakeholder consultation are underway.
Geotechnical Investigations complete.
Survey RFQ complete
Hydrology RFQ underway.
Residents Register and notification under development.
Costing upgrades to Palarang Bridge deck in lieu of bypass construction.
Palarang Deck upgrade completed, with approaches sealed. Guardrail booked.
D&C RFT planned May 2023, following awarding of Redcliffe D&C.
D&C Awarded. Planned completion timeline
Bridge Design 31 October 2023.
Bridge Construction Works 20 February 2024.

Project ahead of DEED timeline.

Planned completion July 2024
Last Updated: 12-Jul-2023



OP Action Title: 10.3.12.21 PROJECT: Fixing Country Bridges Program - Darbys Gully Bridge, Old Bombala Road, Nimmitabel

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

OP Action Progress Comments: 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.
Council Bridge crew to undertake construction. (planned commencement May 2023)
Part 5 assessment underway.
Project Engineer/Surveillance officer awarded.
Design complete, and start construction programmed for March 2023.
Construction commenced 07th March 2023, - Pile driving 28th March 2023
InQuik formwork placed and concrete poured. Approach slabs under construction.
Bridge Construction Completed. Approaches Sealed. Guard Rail and Signage programmed.

Planned completion Oct 2023
Last Updated: 29-Jun-2023

OP Action Title: 10.3.12.22 PROJECT: Fixing Country Bridges Program - Black Flat Bridge, Black Flat Road, Williamsdale

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
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>OP Action Progress Comments: Geotechnical Investigations, survey and stakeholder consultation are underway. Geotechnical Investigations complete. Site Survey Complete Hydrology RFQ prepared. (Advertised & closes 10/12/22) Telstra Service relocation requested. (Telstra undertaking relocation of their assets.) Residents Register and notification under development. InQuik Modules Ordered. Council Bridge crew to undertake construction. (Planned commencement Feb 2023) Part 5 assessment underway. Project Engineer/Surveillance officer awarded. Design underway. Design completed, Fisheries permit received. Construction commenced February 2023. Bridge complete with roadwork's underway. Currently proposed open to Traffic 10th April 2023.</p> <p>Approaches Sealed, Guardrail installed, Open to Traffic, traffic signage installed.</p> <p>Proposed Completion date: August 2023 Last Updated: 29-Jun-2023</p>						
OP Action Title: 10.3.9.2 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	70%	100.00%	 AMBER
<p>OP Action Progress Comments: Road design on new alignment complete. Booroomba Culvert Michelago Road completed. Project awaiting UGL approval for work in rail corridor. UGL have advised they are at Round 2 of approvals with TfNSW. No date or time expectation provided (divestment of State owned land expected to take time.) Design & Construct contract awarded. Bridge design complete. UGL still processing purchase of railway land. Offsite production of Bridge Components has been completed. Telstra relocation, road Construction, Bridge Construction, all awaiting UGL approval.</p>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 12-Jul-2023

OP Action Title: 10.3.9.3 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%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: Complete

Last Updated: 06-Feb-2023

OP Action Title: 10.3.9.4 PROJECT: Deep 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%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: 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.
Bypass track maintenance by council underway.
Touch up and sealing of approaches booked for first gap in the rain.
Sealing and site re-vegetation complete.
TfNSW project completion reports, and final grant claim to be submitted.

Last Updated: 16-Feb-2023

OP Action Title: 10.3.9.5 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%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

OP Action Progress Comments: Project completed

Last Updated: 30-Sep-2022

OP Action Title: 10.3.9.6 PROJECT: Commence Rossys Creek Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	Completed	20-Dec-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> <div>GREEN</div>

12-Jul-23

cammsstrategy


Page 58 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: Deed signed and returned with Schedule 5 simplified plan.
WO creation requested.
WO3551 created,
Survey and Geotech awarded
Site Visit with InQuik to assess suitability and cost estimate.
Survey & Geotech complete.
InQuik modular Bridge ordered and 50% payment made.
Project ahead of DEED Timeline.
Last Updated: 29-Jun-2023

OP Action Title: 10.3.9.7 PROJECT: Commence Killarney Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	Completed	20-Dec-2022	30-Jun-2023	100%	100.00%	 GREEN




OP Action Progress Comments: Deed signed and returned with Schedule 5 simplified plan.
WO creation requested.
WO3553 created.
Survey and Geotech completed.
Inquik modular formwork purchased.
Design PQR Engineer RFQ advertised.
Moving planned construction to Sept 2023.
Project ahead of DEED timeline
Last Updated: 29-Jun-2023

OP Action Title: 10.3.9.8 PROJECT: Commence Matong Creek Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	20-Dec-2022	30-Jun-2023	60%	100.00%	 RED

OP Action Progress Comments: Deed signed and returned with Schedule 5 simplified plan.
WO creation requested.
WO3552 Created.
Survey and Geotech completed.
2 Site visits has identified access issues with Kellys Bridge.
Last Updated: 29-Jun-2023

OP Action Title: 12.1.1.3 PROJECT: Jindabyne Community Library

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: <i>Last Updated: 29-Jun-2023</i>						
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 %
Manager Corporate Projects	Not Started	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Project Hold point until 2023 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 in Council workshop Updated building assessment has been undertaken on Cooma building with briefing to Councillors scheduled for July 2023 on the recommended outcomes. <i>Last Updated: 12-Jul-2023</i>						
OP Action Title: 12.1.2.5 PROJECT: To commence upgrades and improvements to Delegate School of Arts						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Accomplishments & Completions: Received DA approval. Lodged application with PWA for additional funds to meet the shortfall. Critical Issues: - Trade estimate report indicated approx. \$202k shortfall. Risks: - Unable to complete the project with the current Scope of Works. Next Steps: - pending CC approval. - pending grant top up. - tender stage Budget Status:						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


approx. \$202k short. Reduction in scope or BLERF variation/cost escalation to cover (State)

Key Items for Comms:

Bi-monthly meeting with PEG members and PCG (PWA and SMRC Project team)

Last Updated: 29-Jun-2023

OP Action Title: 12.1.2.6 PROJECT: To commence Yallambee Lodge New Section of Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Accomplishments: DA Approval granted


Critical Issues: Project continues to work around divestment requirements, cost escalation of building materials may require additional funds to reach completion

Risks: Budget availability for completion of full scope

Tender out in market - closes mid May 2023

Last Updated: 01-May-2023

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Economic Development continuing discussions to find potential lead tenant to cover ongoing running costs.

Risk: No operating model exists and building is excess to Council needs.

Reporting with PWA / DRNSW up to date.



Projects separated work to be undertaken in the amenities building (now covered entirely by SCCF2 funding) from main build.

Business Case to be developed in light of SRV - addressing ability to run and maintain.

Last Updated: 26-Feb-2023

OP Action Title: 12.1.2.8 PROJECT: Commence 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	90%	100.00%	 GREEN
<p>OP Action Progress Comments: Accomplishments & Completions:</p> <ul style="list-style-type: none"> - DA and CC lodged with Council and pending approval. - received updated trade estimate. - RFQ completed. <p>Critical Issues:</p> <ul style="list-style-type: none"> - Construction timeframe on site limited to school holidays and weekends only due to the preschool operating from Monday to Wednesday. <p>Risks:</p> <ul style="list-style-type: none"> - Limited construction timeline (will need to negotiate with successful contractor) - cost escalation <p>Next Steps:</p> <p>About to engage successful contractor for provisional works that do not require DA approval.</p> <p>Budget Status: on budget atm</p> <p>Key Items for Comms:</p> <ul style="list-style-type: none"> - Regular consultations & meetings with internal and external stakeholders (KJ from Preschool, SMRC Planning and Building team) as required. <p><i>Last Updated: 30-Jun-2023</i></p>						
OP Action Title: 12.1.2.9 PROJECT: Commence Community Halls Compliance and Upgrades (Strengthening Communities Safer Places Project)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Accomplishments & Completions:</p> <p>Davones Construction have been awarded the contract to complete the Compliance Works on 10 of the halls (Adaminaby, Bibbenluke, Bredbo, Cathcart, Craigie, Dalgety, Kybeyan, Michelago, Nimmitabel and Numeralla). They attended all 10 sites in early June works are likely to start in September with most of the steel ramps being built off site.</p> <p>We are working closely with our land and property team to ensure that we are meeting all the obligations under Crown Land to undertake works on some of the sites.</p> <p>Mila Hall – Materials have been ordered and works will be starting towards the end of July.</p> <p>Bungarby – Still working with contractors to assess the works that need to be done and what we can afford. Works will include connecting power and water to the hall and rectifying the roof.</p> <p>Bibbenluke First Aid was extremely successful with 21 community members in attendance.</p> <p>Attendee 1: Thank you so much for organising our day today. It was so worthwhile. Lunch was delicious. Alycia was a great presenter too.</p> <p>Attendee 2: I really enjoyed the workshop for first aid yesterday. Such a worthwhile skill to have and the ability to help out as a first responder if things go pear shaped.</p> <p>We are continuing to work with Councils Learning & Development Team on running the First Aid Courses. We have selected dates for the locations as follows:</p> <p>Mila: Postponed until later in the year – no one registered.</p>						
12-Jul-23		cammsstrategy			Page 62 of 102	


Snowy Monaro Regional Council (SMRC)	Action and Task Progress Report- Standard
<p>Nimmitabel: Saturday, 1 July - Currently have 17 enrolled Peak View: Saturday, 5 August Dalgety: Saturday, 2 September Adaminaby: Saturday, 7 October Cathcart: Saturday, 11 November</p>	<p>After communications with Trent Geddes – Regional Tech Hub Operations Officer we have decided to look at purchasing 4 UHF Radios for emergency distribution as required. 4 handheld UHF Radios have been purchased and also 4 portable Telstra Prepaid hotspot devices. These will go in to Communication Pack Bags to be distributed when/as required.</p> <p>Critical Issues: Budget Constraints – Some Halls having more issues then the project budget will allow for. Time Constraints – Knowing the high demand in our area for contracts at this time will need to make sure that those submitting tender responses are allowing for this and also possible down time during winter. Access to Halls – As works start on each of the Halls we will try to limit the impact of these works on bookings to the halls and the community. The contractors have advised that they will only be on site for maybe a few weeks at time. we will work closely with each Hall committee to make sure there is no negative impact.</p> <p>Risks: Community Expectations – as this project requires works to be undertaken at community maintained facilities it is crucial that there is a constant stream of communication between council and stakeholders. This will ensure that each party is kept up to date on the progress and development of the project. Going over Budget – with over 60% of the grant funds being spent on construction works it is important to obtain realistic quotes and to allow for inflation and delays during this current building environment. Delivery within Timeframe – the project is due to be delivered by 31 January 2024, we will look at getting an extension until 30 June 2024 to allow for contingency's (i.e. unable to undertake some construction works until October due to winter weather).</p> <p>Next steps: Generator Interfaces – waiting on suppliers to provide quotes for these works. Looking at adding these to 6 or 7 of the main halls that will be used as evacuation centres in the future. These will not power the whole Hall but will provide enough power for basic essentials.</p> <p>Budget status: Project is currently within budget. Have underspent on the Communication Packs so the remaining funds will go towards the compliance works. Tender responses came in a little high than expected, attended all 10 Hall sites with the contractors to reduce scope. The contractors suggested a few ideas where we could save money and were very understanding and accommodating when we advised them of our budget. Will continue to keep a close eye on the budget as the compliance works start. Have kept back a decent sum for contingency.</p> <p>Key items for Communication: We will continue to be in communication with the 355 Committees. There will be no works taking place until the appropriate members have agreed to the works and/or they have been notified to eliminate scheduling conflicts. We have added that Communication with a 355 Community Member representative will be required as part of the works. Continued communication meetings and regular updates with 355 committees regarding works. Continue Working with the Learning & Development Team on providing First Aid Course. Continued working with Councils Land and Property Team.</p>
12-Jul-23	cammsstrategy
Page 63 of 102	

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 12-Jul-2023

OP Action Title: 12.1.2.10 PROJECT: Aitchison Cottage Berridale

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments:

Risks: Continued delay of maintenance and restoration will put the building at risk

Next steps: Seek funding

Last Updated: 26-Feb-2023

OP Action Title: 12.1.2.11 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	90%	100.00%	 GREEN

OP Action Progress Comments:

Status - Refurbishment scope of works completed other than double glazed windows.

Issues - EOT submitted due to supply delay of double glazed windows. Estimated completion date mid-July, project to be carried over to 23/24

Risk - Bathroom refurbishment, internal painting & split system air-conditioning will remain on hold until additional funding is realised.


Next step - Installation of double glazed windows.

Budget - On Target.

Communications - The Project Engagement Group (PEG) have been updated, next meeting 21st June

Last Updated: 04-Jul-2023

OP Action Title: 12.1.2.12 PROJECT: Bombala Depot - Female Amenities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments:

Completed and handed over to Land & Property team.

Last Updated: 01-Aug-2022



OP Action Title: 12.1.2.13 PROJECT: Bombala Exhibition Hall, CWA Room Upgrades





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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12-Jul-23

cammsstrategy

Page 64 of 102

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	99%	100.00%	 GREEN
OP Action Progress Comments: Status - 99% completed undertaking small amount of window trim painting <i>Last Updated: 10-Jul-2023</i>						
OP Action Title: 12.1.2.14 PROJECT: Commence Jindabyne Holiday Park upgrades (Drainage)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	75%	100.00%	 AMBER
OP Action Progress Comments: Accomplishments & Completions: - Construction commenced on 13/02/2023. - New pump station for sullage installed. Critical Issues: Delay completion until after winter due combination of site condition, delay from weather and variations. Site condition – no construction during Easter Holiday and winter season as it will pose a high risk to visitors in the park. Design variations due to onsite cabin changes and relocations. Risks: Ongoing weather events and unpredictable lake levels (Snowy Hydro unable to provide long term forecast - dependent on weather and snow melt) and potential stoppages to due to lake level rises. Next Steps: Contractor will recommence construction after October long weekend. Monitor, track and evaluate project delivery status. Aim to complete before winter commence – install pump station control panel and test, connect to existing sullage lines. Contractor return to complete after winter (after October long weekend). Budget Status: Both hydrant and drainage are funded by SMRC. Initial estimated budget for both projects is approx. \$800k combined. Communications: Regular meetings with external stakeholders (NRMA reps and Snowy reps) and internal stakeholders (SMRC Community Facilities, Health, Water & Waste Water, Planning and Building teams). <i>Last Updated: 10-Jul-2023</i>						
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 %

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Standing agenda item at SMT/ELT <i>Last Updated: 30-Jun-2023</i>						
OP Action Title: 12.4.1.4 PROJECT: Commence Swimming Pool Upgrades, Stage 1 Bombala and Cooma						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	 AMBER
OP Action Progress Comments: Accomplishments & Completions: Built Environment Collective have completed comprehensive site visits of both Bombala and Cooma. The first draft designs have been delivered. A planning advice meeting is scheduled for May to determine requirements of the SMRC Planning. Critical Issues: Inclusions and exclusions within scope of work due to pricing and market fluctuations. Risks: Community perception around deliverables and political promises likely to be negative Budget status: Within funding envelope Communication: Ongoing liaison and consultation with Pool operators, working with SMRC Communications on extended briefing and media release on state of the pools, scope of works and delivery timeframe. <i>Last Updated: 01-May-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Status - Completed <i>Last Updated: 21-Jun-2023</i>						
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	In Progress	01-Jul-2022	31-Dec-2022	95%	100.00%	 GREEN
OP Action Progress Comments: All works were completed 2022 Still waiting on approval to go ahead with the below works. Have been in constant contact with them.						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Received a correspondence from Crown Lands - Showground Stimulus advising that they are extending the completion date to 30 June 2023.

We have put in a request to complete the following with the remaining funds:

1. Upgrade water Mains

Just waiting on receiving approval to go ahead.

Received correspondence from Crown Lands on 2 June 2023 advising that they were consulting with there team on the variation of works.

Completed Works:

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


Variations:

Extended hand rails around accessible entrances

Connection of new guttering to storm water system - water tanks on site.

Last Updated: 12-Jul-2023

OP Action Title: 12.4.2.8 PROJECT: To commence Lake Jindabyne Shared Trail Project

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: PWA: Property Matters

Program Snapshot:

- Stages 2.1 and 3.1 are progressing.

- Plan of acquisition of easement for shared trail & 88B needs to be prepared & registered at LRS – easement acquisition cannot be finalised without this

Snowy Monaro Regional Council (SMRC)	Action and Task Progress Report- Standard
<p>Activities Completed:</p> <ul style="list-style-type: none"> - Onsite meeting held with owners of 15 & 17 Lakeview Terrace - alignment revised. - PW requested to undertake a road closure and road opening over the land on Gaden rd. - Adjoining owners advised that the road proposed to be opened will not be fenced. Council will complete actual road as per easement plan in Hatchery section of trail to remove need to create new easement in "eco lodge" property. <p>Activities Scheduled:</p> <ul style="list-style-type: none"> - Obtain draft plan of easement over land which connects to the underpass. - Start the road closure process under the Roads Act by informing the relevant statutory authorities and adjoining land-owners. <p>Awaiting valuations</p> <p>Apex Archaeology: Archaeology Archaeology complete.</p> <p>The Environmental Factor: Environmental Reports</p> <p>JST Sections 2.1 and 3.1:</p> <p>Activities Completed:</p> <ul style="list-style-type: none"> - Hatchery Bay BDAR complete - Draft Kunama BDAR complete - Draft East Jindabyne to Kalkite BDAR complete - Draft SEE for Hatchery Bay complete - Draft SEE for Kunama complete <p>Activities Scheduled:</p> <ul style="list-style-type: none"> - Submission to the new Credit Supply Taskforce to determine credit pricing (TEF to discuss with Council/Stantec before proceeding) - Integrate results from ACHA into SEE for Kunama once report is finalised by APEX. Report will also sit as an Appendix to the SEE - Updates to BDAR and offset calcs - Next steps to be discussed with council following submission of reports and comments received <p>Project forecast:</p> <ul style="list-style-type: none"> - Changes to proposed impact area will require changes to the BDAR and offset calculations. <p>Tyrolean:</p> <p>Activities Completed:</p> <ul style="list-style-type: none"> - BDAR Complete - Tyrolean Feasibility Assessment complete <p>Activities Scheduled:</p> <ul style="list-style-type: none"> - Submission to the new Credit Supply Taskforce to determine credit pricing (pending confirmation of any changes to trail layout/widths and updates to GIS calcs and offset calculations). - Updates to BDAR and offset calcs (pending confirmation from Council on any changes to layout/width) <p>Project Forecast:</p> <ul style="list-style-type: none"> - Changes to proposed impact area will require changes to the BDAR and offset calculations. <p>Bridge/Platform Design and Construction: Wagner's:</p>	

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
<p>Current Work Status:</p> <p>Activities Completed:</p> <ul style="list-style-type: none"> - Submitted 90% design - 3 structures on hold <p>Concerns:</p> <ul style="list-style-type: none"> - Need DA dates and start dates before any other work can progress - Client to advise if material should be produced (options to hold at their depot or Councils) <p>Underpass Design: Westlake Punnett</p> <p>Activities Completed:</p> <ul style="list-style-type: none"> - Provided two concept sketches for alternative trail alignments due to land ownership issues - Council review and selection of preferred alternative trail alignment <p>Activities scheduled:</p> <ul style="list-style-type: none"> - Make updates to design based on preferred new alignment and resubmit plans for DA - Undertake QS cost estimate for revised alignment - Update all subconsultants on alignment changes <p>Concerns:</p> <ul style="list-style-type: none"> - Land ownership issues – to be resolved by SMRC <p>Car Park Design: Footprint Engineers:</p> <p>Activities Completed:</p> <ul style="list-style-type: none"> - Concept Plans completed for Creel Bay - Concept Plans completed for Rainbow Dr <p>Program Forecast:</p> <ul style="list-style-type: none"> - East Jindabyne concept to be completed <p>MOU to be drafted with National Parks</p> <p>Snowy Hydro to provide Letter of Approval as Land owner for inclusion in DA applications</p> <p>Workshop onsite with Snowy Hydro to progress Dam Wall upgrades held - positive outcomes to work towards an agreed design.</p> <p>Budget status: Project within budget</p> <p><i>Last Updated: 01-May-2023</i></p>						
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	Completed	01-Jul-2022	31-Dec-2022	100%	100.00%	<div> <div></div> <div></div> <div></div> </div> GREEN
12-Jul-23				cammsstrategy		Page 69 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: Accomplishments & Completions:

Project was completed on 31 January 2023 – Handover with the contractor was completed on Wednesday, 1 February 2023.

Critical Issues:

Went back to site to check on site clean-up and noticed that someone has backed into the new roof and damaged the guttering. Have called the Subcontractor who did the install and they will be going out to fix it.

Risks:

Nil

Next steps:

We conduct handover to the Land and Property team on Monday, 27 February 2023.

There is some crushed granite on site which we will be removed and replaced with topsoil and grass seed.

Budget status:


Project has been completed within budget.

Key items for Communication:

We will continue to be in contact with the user groups as the site is used to keep an eye on wear and tear and any defects that may appear.

Last Updated: 21-Feb-2023

OP Action Title: 12.4.2.10 PROJECT: To commence Jindabyne Skate Park Upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Accomplishments & Completions:

Draft design 2 has been completed taking into consideration the community feedback from our Community Consultation held in March.

Still working towards starting works in September with a 12 week program.

Continued meetings with PEG and Public Works to discuss the project.

Critical Issues:

Budget – currently refining the budget to make sure we can meet the community’s expectations. Have applied for extra funding due to increasing costs of materials and contractors fees. We should hear back about the extra funding towards the end of June.

Risks:

Community Expectations – We have established a project engagement group who we will work closely with in relation to the design and included extras of the skate park.

Time Frame – keeping within the new project timeframe and completing the job by 30 June 2024.

Next steps:

Continued engagement with the successful tender applicant.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


Continued communication with the Skate Park Architect.
Media Release - Publish the successful contractor.
Second Community Engagement afternoon to be held once the landscape architect has completed a redraft of the design hoping to hold this towards the end of July/early August.
Organising a Skate Day prior to works starting – this is something that the PEG have asked for.

Budget status:
Project is currently within budget.
Reporting on time for PWA/DRNSW
Delivered under the BLER Fund.

Key items for Communication:
Will continue to meet with the Project Engagement Group and keep them up to date with the Projects Development.
Have arranged a meeting with the Project group of the new Braidwood skate park – it was very successful with great community feedback.

Last Updated: 26-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Accomplishments and Completions:
Closure report sent to Dept of Regional NSW 16.05.2023

Critical Issues: NIL.

Next Step: NIL

Budget Status: Completed within budget.

Key Items for Communication: Completion of project.

Last Updated: 17-May-2023

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
OP Action Title: 12.4.2.12 PROJECT: Cooma Regional Sports Hall						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	<div><div></div><div></div><div></div></div> AMBER
<p>OP Action Progress Comments: Accomplishments & Completions</p> <p>-Construction is underway and is 35% complete. Steel frame is complete and exterior walls/roofing has commenced Estimated construction completion is now 16 October 2023.</p> <p>- 1 site inspection occurring each week to ensuring Project Coordination site management processes are being undertaken as per the contract agreement</p> <p>- Site management process has improved and progress is running smoothly. five days delay due to wind and rain however this has been accounted for in the project contingency</p> <p>Risks</p> <p>- Project delay is still within delivery timeframe of the approved funding agreement with NSW Office of Sport</p> <p>Budget /status</p> <p>-Project is within budget</p> <p>- 15 variations are being negotiated, 5 have been approved. They include a change in structural footing due to soft ground caused by wet weather, subsoil drainage, additional storm water works. Remaining requests for variations have not been approved due to further information required from Project Coordination regarding their claim for Extension Of Time and also negotiation regarding alternate materials. The variations approved to date total approximately \$25, 000. The project has a \$1.2M contingency. there are no concerns with regard to covering variations to date.</p> <p>Key Items for communications</p> <p>- media release on project progress was approved in May. The next media release will be in October</p>						
Last Updated: 12-Jul-2023						
OP Action Title: 12.4.2.16 PROJECT: Commence Adaminaby Street Improvements						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	<div><div></div><div></div><div></div></div> AMBER
<p>OP Action Progress Comments: Accomplishments and Completions:</p> <p>Water main replaced in Lucas Street. Reconstruction of roadway completed.</p> <p>Critical Issues:</p> <p>Work on Baker Street and Un-named laneway will be put out to tender as a bundle. Once this is completed the road shaping will commence with sealing happening later in the year.</p> <p>Risks:</p> <p>Delays due to weather.</p>						

12-Jul-23

cammsstrategy

Page 72 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Next Steps:
Develop Request for Tender for Baker Street and Un-named laneway work.

Budget Status: Within budget

Key Items for Communications:
To keep community updated on progress.

Last Updated: 15-Jun-2023

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	70%	100.00%	 AMBER

OP Action Progress Comments: Status - Fire system design is underway
Issues - EOT submitted to funding body, estimated completion 30/09/2023, project to be carried over to 23/24
Risks - Nil at this stage.
Next Steps - Manage delivery
Budget - The budget is adequate to ensure the electrical systems meet code requirements
Communication - PEG updated via email next meeting 21st June

Last Updated: 04-Jul-2023



OP Action Title: 2.2.2.3 PROJECT: Commence 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	80%	100.00%	 AMBER

OP Action Progress Comments: Status: Contractors engaged to supply and install new main switchboard and to elevate the electrical room roof to a compliant height.
Budget: Budget will allow for Main Switch, Roof elevation and Fault finding.
Issue: EOT submitted to funding body, estimated completion date 30/09/2023, project carried over to 23/24
Risk: Lack of RCDs identified in risk assessment. A process to mitigate risk is being implemented by community facilities until the main switchboard is upgraded
Next Step: Essential energy approval process, construction of new switchboard.
Communications: Facilities have been regularly communicated with.

Last Updated: 12-Jul-2023

OP Action Title: 2.2.3.2 PROJECT: Cooma North Ridge (Funding: Community Place for Space Grant)

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	 AMBER
<p>OP Action Progress Comments: This project is scheduled for completion in 23/24 as per DP & OP</p> <p>Accomplishments & Completions: Crisp St and Balli PI Parking areas – completed construction and pending handover. Engaged local graphic designer and printing contractor to develop an updated tear-off brochures for visitor center. Negotiation with BCRRF to vary the delivery date and vary the project scope went well, and they are willing to support the variations provided we have supporting documents. Visited sign manufacturer workshop and reviewed prototypes, and provided approval to commence mass production of signs and printing of artworks.</p> <p>Risks: Delay from RFS fire trail will cause delay to the project as part of the fire trail forms part of the walking trail. Weather may cause delay to installation as we head into winter.</p> <p>Next Stage: New brochure design is now finalised and will commence printing soon. Installation of wayfinding signs has commenced with likely completion by end of July. Upgrade trail from Crisp St to Southern Gate (past Scout Hall) , working with RFS on the walking/fire trail however RFS will do most of the ground work. RFS have advised they are not expecting to commence in the short term.</p> <p>Budge Status: On budget</p> <p>Communications: Ongoing communications with community group and RFS. Periodic meetings with Cooma North Ridge Reserve committee reps and SMRC Civic maintenance coordinator as required.</p> <p><i>Last Updated: 29-Jun-2023</i></p>						
OP Action Title: 2.2.3.3 PROJECT: Mt Gladstone Amenities Upgrades						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<i>Last Updated: 28-Nov-2022</i>						
OP Action Title: 9.2.4.7 PROJECT: Bombala and Delegate Water Supplies						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
W&WW Project Management Consultant	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Project continues in 2023/2024 The detailed design process has been completed and the contractor is onsite doing preliminary set out. The project is tracking on time and under budget at this stage. Long Lead time procurement items have been ordered with delivery timelines meeting requirements.</p> <p>Bombala: Works completed in 2022/2023 100% design 100% procurement including contract award underground services complete building foundations and slab, water treatment building erected</p> <p>Delegate completed in 2022/2023: 85% design 100% procurement including contract award</p> <p><i>Last Updated: 30-Jun-2023</i></p>						
OP Action Title: 9.2.4.10 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	85%	100.00%	 AMBER
<p>OP Action Progress Comments: Accomplishments & Completions:</p> <ul style="list-style-type: none"> - Construction commenced on 13/02/2023. - all new hydrant and fire hose reel lines are completed. - majority of hydrant and fire hose outlets are completed. - completed emergency water services upgrade for caravan site no. 1-19 due to existing galvanised pipe blockage caused by internal corrosions. <p>Critical Issues:</p> <p>Delay completion until after winter due to combination of site condition, delay from weather. Site condition – no construction during Easter Holiday and winter season as it will pose a high risk to visitors in the park. Design variations due to onsite cabin changes and relocations.</p> <p>Risks: Weather and unpredictable lake levels (Snowy Hydro unable to provide long term forecast - dependent on weather and snow melt) and constant stoppage to due to lake level rises are the biggest challenge for the roll out of this project.</p> <p>Next Steps:</p> <p>Contractor will recommence construction after October long weekend. Monitor, track and evaluate project delivery status. Aim to complete before winter commence – install all hydrant and hose reel outlets with cabinets and lagging, temporary connection into domestic water line and pressure test. This will provide protection to the caravan park during winter season. Contractor return to complete after winter (after October long weekend).</p>						
12-Jul-23		cammsstrategy			Page 75 of 102	

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

Budget Status:
On budget includes current variations.

Communication:
Regular meetings as requested from external stakeholders (NRMA reps and Snowy Hydro Representatives) and internal stakeholders (SMRC Community Facilities, Health, Water & Waste Water, Planning and Building teams).

Last Updated: 29-Jun-2023

OP Action Title: 9.3.1.2 PROJECT: Commence Jindabyne Landfill capping, scoping and design upgrade to transfer station

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Tyron Bicknell - Project Management Consultant	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: ACCOMPLISHMENTS & COMPLETIONS: There has been no progress since last month; due to the cost of drilling additional bores and since the landfill will not be closed until the new Waste Transfer Station (WTS) is built, budget and resources are being utilised for the WTS project at this stage.

CRITICAL ISSUES: The increased depth of capping material (soil) will ideally need to be stockpiled from soil either gathered on site or delivered to site. If adequate fill can't be stockpiled it will need to be purchased.

RISKS: Budget: additional bores and additional fill for capping will increase the cost of closing the landfill site. Additionally the cost to carry out the surveying and installation of new bores exceeds \$80k.

NEXT STEPS: Due to the costs of the water monitoring bores it has been decided to put off any further progress on the capping and closing planning/design. The existing landfill can't be capped until the transfer station has been built so funding can utilised on the transfer station project.


BUDGET STATUS: There is an \$82k variation to survey and drill the new water monitoring bores (assuming water depths are as estimated and not deeper).

KEY ITEMS FOR COMMUNICATION:

1. The existing landfill will close once the new Transfer Station has been built, waste disposal services will not be interrupted.
2. Fill is to be stockpiled on site for use in capping and for new Transfer Station.
3. The capping design and water monitoring bores will not proceed for the time being due to funds needing to be utilised on the new transfer station.

Last Updated: 16-Feb-2023

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Tyron Bicknell - Project Management Consultant	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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])

ACCOMPLISHMENTS & COMPLETIONS: Work is nearly complete on the Development Application (DA) Phase of the project. As part of this a Bushfire Assessment was carried out, which was identified as a requisite for the DA during the Concept Design and Pre-DA. SMRC's project manager and the engineering consultants are working with SMRC's planners to ensure that all requirements are met in the DA package.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

CRITICAL ISSUES: There are currently no critical issues to report, however this could change during the DA Assessment pending feedback from the public.

RISKS: Schedule is still a key risk; the project schedule will be confirmed/revised following the DA approval process. It must be noted that budget is likely to become a large risk too. There is an EPA grant for consolidation of regional landfills that is due to be released in June 2023. SMRC intends to apply for this grant if the grant criteria are conducive with our community's requirements/expectations.


NEXT STEPS: DA submission.

BUDGET STATUS: The cost for the DA Documents Package and Bushfire Report is \$122,714.99 which is within the remaining project budget of \$135,780 for FY22/23

KEY ITEMS FOR COMMUNICATION: The DA Documents Package is nearly complete and submission is anticipated for July 2023. As part of the DA approval process there will be a community consultation period where the designs will be available for review and comment by the community.

Last Updated: 26-Jun-2023

OP Action Title: 9.3.1.4 PROJECT: Undertake 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	90%	100.00%	 GREEN

OP Action Progress Comments: Accomplishments & Completions:

All capping material placed and 80% of top-soil placed. Clean water drain and erosion protection in place.

Critical Issues:

NIL at this stage

Risks:

Weather caused four-day delay first week in May.

Next steps:


Revegetation with Monaro Mix grass seed. Clean-up of site to commence once seeding has finished. .

Budget status: Additional \$500,000 allocated in Council meeting to complete

Communications: Continue communications with local community on progress of works..

Last Updated: 30-Jun-2023

OP Action Title: 9.3.1.5 PROJECT: Bombala Landfill Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Not Started	01-Jul-2022	30-Jun-2023	0%	100.00%	 RED


OP Action Progress Comments: Awaiting progress on Jindabyne Landfill Project before commencement.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 30-Sep-2022

OP Action Title: 9.3.2.3 PROJECT: Commence Cooma Compost Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Tyron Bicknell - Project Management Consultant	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: A detailed aerial survey was carried out to document the site topography for the purpose of determining the overland flow path of stormwater and leachate. The results of the survey have triggered a substantial rearrangement of compost facility design based around the relocation of the leachate pond while also identifying where on site an impermeable layer (clay) will be required to ensure that any leachate is directed into the leachate pond.

CRITICAL ISSUES: The aforementioned survey requires that the existing concept design be revised to relocate the leachate pond to the natural low point of the site. This will greatly reduce the cost of earthworks during construction but has caused a delay in the design process and has incurred redesign costs.

RISK: (see above) Budget; EPA grant is for rolling out FOGO to resident's houses, not for the new compost facility.


NEXT STEPS: Awaiting Environmental Impact Statement (EIS) from the sub-consultant team. Stormwater modelling of the new layout may inform some changes, but this is not expected to be likely.

BUDGET STATUS: There is a minor cost associated with the survey (\$2,900). The cost of the redesign is \$786.50.

KEY ITEMS FOR COMMUNICATION: The design is going to be revised following the completion of an aerial survey which has identified that the natural low point of the site (i.e. where all ground and stormwater drains to) is not the location where the leachate pond was originally proposed to be. Leaving the leachate pond in its currently designed location would incur significant earthworks costs. Following this change the DA package will be updated for submission/assessment.

Last Updated: 12-Jul-2023

OP Action Title: 9.3.2.4 PROJECT: Complete weighbridge IT replacement


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Corporate Projects	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

Last Updated: 26-Feb-2023

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	95%	100.00%	 GREEN

12-Jul-23

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
OP Action Progress Comments: Identified capital replacements underway. 63 items actioned, of which 45 item received, meeting 71% of KPI target.						
<i>Last Updated: 12-Jul-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Maintenance of program underway. Distributed to management group in November for review and feedback. Feedback received and replacement program adjusted and indicative budget submitted.						
<i>Last Updated: 18-Jan-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: 63 items actioned, 45 received. 40 major plant and 47 minor plant items identified for replacement, plus 8 carry forward replacements from last FY.						
<i>Last Updated: 26-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: 42% of administration budget and 108% of operational budget expended. Operating revenue at 110%. Plant availability >99%.						
<i>Last Updated: 26-Jun-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Fleet have 2,661 finalised maintenance work orders for FY with an average repair time of 1.8hrs and average downtime of 4.7hrs. Plant availability based on available working hours is >99%. We’re currently at a scheduled vs unscheduled maintenance ratio of 69/31, industry best benchmark is 70/30.						
<i>Last Updated: 26-Jun-2023</i>						


Governance

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Governance

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 %
Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	75%	100.00%	 AMBER

OP Action Progress Comments: 26.06.2023 Organisational risk officer commenced 8 May 2023. Insurance handover in progress assessing current claims. An interim reporting schedule will be determined by 15 July 2023 based on advice from the ARIC pending development of ERMF reporting.

Last Updated: 26-Jun-2023


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 %
Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	99%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023 Policy data collected from within Council's various systems. A register of the preliminary data gathered to date will be presented to ARIC on 6 June. Further work to refine and confirm the status of each policy to continue. The project is on track for completion 30 June 2024.

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023 All policies have been renewed for 2022


Organisational Risk Management Officer appointed 8 May 2023 and will assume control of the renewal process.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06..2023

Administration and Financial support provided to RFS as required. A review of the service level agreements between Council and RFS has commenced. Completion dependent on RFS availability and participation.

Last Updated: 26-Jun-2023

OP Action Title: 13.2.14.1 Administration and support provided to LEMO


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

OP Action Progress Comments: 26.06.2023

Organisational Risk Management Officer to assume management after 8 May 2023. Assessing the roles and responsibilities with staff currently undertaking duties with a view to developing a documented procedure.

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023

Undertaken with finance - administration resource within Corporate Projects to be transferred to Governance.

Last Updated: 26-Jun-2023

OP Action Title: 13.2.18.1 Delegations register is reviewed and updated

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

OP Action Progress Comments: 26.06.2023


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

No delegation amendment or addition requests received during the period.

Last Updated: 29-Jun-2023

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 %
Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	98%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023

Work continues processing formal and informal GIPA requests. Training and handover to new Governance Support Officer in progress.

Last Updated: 26-Jun-2023

OP Action Title: 13.2.20.1 Approved funding for donations and sponsorships


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

OP Action Progress Comments: 26.06.2023

38 applicants were considered at the awarded funding at the 15 June 2023 council meeting. 36 were awarded funding.

Last Updated: 26-Jun-2023

OP Action Title: 13.2.21.1 Management of Designated Persons Returns

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

OP Action Progress Comments: 26.06.2023


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Action complete no further activity scheduled before July 2023.

Last Updated: 26-Jun-2023


OP Action Title: 13.2.22.1 Councillor induction and training opportunities

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023
There was no training held in June 2023.

Last Updated: 26-Jun-2023


OP Action Title: 13.2.23.1 Code of Conduct complaints

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

OP Action Progress Comments: 26.06.2023
No code of conduct complaints were received in the reporting period. All formal complaints processed in accordance with OLG guidelines.

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023

Presented to the 15 June Council meeting:


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Minutes of the Bombala Exhibition Ground Management Committee meeting held 14 April 2023
Minutes of the North Ridge Reserve committee meeting held
Minutes of the Biosecurity (Weeds) Advisory Committee meeting held 2 March 2023

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023

Ongoing training and support is provided to existing and new staff to manage records in accordance with council's requirements. It is not possible to accurately calculate the % of documents created that are not contained in the corporate records system (CM9). While we may know the number of documents created in and outside of CM9 it is not indicative of documents not contained within CM9 as documents are frequently created outside of the CM and final version copy saved within. The performance metric will not be contained within future reports.

Last Updated: 29-Jun-2023

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 %
Coordinator Governance	Not Started	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

Snowy Monaro Regional Council (SMRC)


Action and Task Progress Report- Standard

OP Action Progress Comments: 26.06.2023

New staff are identified through the onboarding process and training tailored to suit the requirements of the role within council. One on one training was provided for 2 new starters and one current staff member in June 2023.

Last Updated: 26-Jun-2023

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 %
Coordinator Governance	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 26.06.2023

Incoming documents are generally distributed within 48 hours of receipt. Allocation error managed by exception reports and resolved within 48 hours. Currently exploring improved systems management to enable accurate reporting of statistics.

Last Updated: 29-Jun-2023

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 %
Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	30%	100.00%	 RED

OP Action Progress Comments: 26.06.2023


An upgrade to a later version of the records management software will enable improved scanning of hard copy records to enable improved search parameters. Improved search function will ensure scanned records can be retrieved through simple word searches. The extent of the improved functionality will inform costing for digitisation of existing records. The software upgrade schedule is not yet determined. It is recommended that an assessment of the extent to which digitisation may be carried out by staff within business as usual resources is explored before costly digitisation measures are considered. The project will be deferred until after the systems upgrade. Schedule TBD.

Last Updated: 29-Jun-2023

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

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

OP Action Progress Comments: 2023 03 02 - DR Function Test completed and documented with all critical systems spun up and operational in a secure sandbox environment with functional testing completed within three hours from start of test.

2023 02 23 - Process plan completed. DR Test Report Document prepared. Non disruptive DR Function Test scheduled for 2 March 2023

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 26-Apr-2023

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)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	60%	100.00%	 RED

OP Action Progress Comments: 2023 04 26

SaaS software reviews completed. Application to be reviewed in 2024 is InfoCouncil. CAMMS and Mapinfo review in 2025.

2023 03 24

SaaS Services - InOutBoard confirmed to be surplus to requirements and has been cancelled from end of current subscription period 31 March 2023.

Mapinfo under contract until 2024. Fit for purpose review to be undertaken in 2024 financial year.

2023 02 23

SaaS Services - StoryLine360 recommend to discontinue subscription.

2023 01 19

Zoom is meeting organisation requirements for publicly attended meetings and at this stage Microsoft Teams alternative would not provide the same accessibility experience for those outside of Councils Microsoft tenancy environment. Zoom is fit for purpose

MessageMedia is meeting organisation requirements and is competitively priced. There are opportunities to integrate into council processes to provide automated alerting and information services. MessageMedia is fit for purpose.

2022 11 24

Review of SaaS services (StoryLine360) in progress.

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.

Last Updated: 11-Jul-2023

OP Action Title: 11.1.1.4 Cyber Security - Annual testing and review

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

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Progress Comments: 2023 06 28 - All testing and reporting complete. Internal PT report received 6 June. Seventeen items were reported and are being addressed. External PT identified ten items which have been eliminated or mitigated.

2023 05 26 - External Penetration Test component commenced on 9 May and completed 11 May. Internal penetration test commenced on 18 May and completed on 25 May. External PT report received 24 May. Internal PT report due early June.


2023 04 19 - RFQ evaluated and successful vendor selected. Kickoff meeting to be scheduled 1st week of May.

2023 03 27 - RFQ published to LGP VendorPanel. Closes 7 April 2023

2023 02 23 - RFQ Specification completed. RFQ publishing via LGP VendorPanel from 1 March 2023

Last Updated: 28-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 2023 06 June Performance (26/05/2023 to 30/06/2023)

Requests Acknowledged within 30 mins = 96.7% (322 out of 333 opened) (Target 90%)

Requests resolved within SLA (Target 80%+): Overall 97.9% (324 out of 331)

Total Resolved Requests = 331
Critical (2h) = NA (0 out of 0)
Urgent (6h) = NA (0 out of 0)
High (2d) = 100% (1 out of 1)
Medium(7d) = 97.6% (288 out of 295)
Minor (14d) = 100% (11 out of 11)
Low (30d) = 100% (11 out of 11)
Very Low (90d) = 100% (13 out of 13)

Open requests passed SLA date (Target <20%): 12.5% (8 out of 64)
Total Open Requests = 64


Customer Satisfaction = 99.1% from 113 responses (Target 90%+ being Good to Excellent)
Excellent = 88.5% (100 out of 112)
Good = 10.6% (12 out of 113)
Acceptable = NA (0 out of 113)
Bad = 0.9% (1 out of 113)

Last Updated: 30-Jun-2023

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Network Administration

2023 06 30 - No reportable network issues.
2023 05 26 - Town power supply was cut. UPS maintained internal systems for the period of power loss. External communications failed during power outage. Supplier to rectify UPS.
2023 04 26 - No reportable network issues.
2023 03 24 - Berridale depot performance impacts experienced due to increased user base. Speed increase initiated to support increased location usage.
2023 03 13 - Outbound call failure downtime 2.5 hours
2023 02 23 - No reportable network issues.
2022 11 24 - Network device replacement following lightning strike around Werri Nina
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

2023 06 30 - Software updating completed as scheduled
2023 05 26 - Patch 33 in TEST environment to 31 May
2023 04 26 - Preparation for Civica Authority Patch 33 testing in May.
2023 02 23 - Preparation for Civica Authority Patch 32 testing.
2023 01 05 - Corporate Information System timesheet system outage - 1 hour - caused by corrupted work pattern.
2023 01 04 - Corporate Information System outage - 2 hours - caused by payroll work pattern service failure
2022 12 14 - Voicemail email notification outage (non-critical function) - 7 days - protocol issue.
2022 11 24 - Corporate Information System latest patching test completed.
2022 10 20 - Installation of patch management solution completed to address Auditor recommendations

GIS

2023 03 14 - SSA map updates completed.
2023 02 23 - Road Name Bank public consultation postponed to mid 2023
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

2023 06 30 - Monthly server and end point device patching completed.
2023 05 26 - Monthly server and end point device patching completed.
2023 04 26 - Monthly server and end point device patching completed.
2023 03 24 - Monthly server patching completed.
2023 02 23 - Monthly server patching completed.
2023 01 08 - Upgrade Domain Controller operating system
2022 11 24 - Production server host reported device failure. Maintenance and restart has returned it to service.
Phones and computer replacement following lightning strike around Werri Nina

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

2022 10 25 - Decommission of legacy systems is progressing

Last Updated: 30-Jun-2023

OP Action Title: 11.1.6.1 PROJECT: 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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments:

2023 06 26 - Infrastructure replacement component completed. Leasing drawdown completed

2023 05 26 - Server and storage infrastructure received and installed and configuration is in progress. Investigating and resolving an issue with power supply capacity to the production server room.

2023 04 19 - Vendor engaged. Project kickoff and design workshop scheduled for 27 April.

2023 03 24 - Successful vendor chosen and evaluation report and requisition forwarded for approval.

2023 02 23 - Evaluation of four responses to RFQ in progress.

2023 01 09 - Specifications published to LGP VendorPanel. Closure date set as 31 January 2023.

2023 01 06 - RFQ specifications completed and reviewed.

2022 11 24 - Cloud Migration framework modelling conducted by Telstra Purple confirmed that the proposed on-prem refresh is the most appropriate step at this point in Councils cloud strategy as the organisation is not in a position to migrate to a public or private hosted cloud solution. Recommendation would be to undertake an application and systems review to determine what council's technology requirements are and how best to deliver those solutions cost effectively.

Specifications will now be finalised and a selective tender process initiated through local government procurement for replacement of the five year production server farm.

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: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	<div><div></div><div></div><div></div></div> GREEN

OP Action Progress Comments:

2023 06 30 - Review completed

2023 05 26 - Policy submitted for June ELT meeting due to other operational demands.

2023 02 23 - Policy to be submitted to ELT Meeting March 2023.

2023 01 17 - ICT security policy draft completed. To be submitted to document approval process.

2022 11 24 - 100% of standards reviewed and updated. ICT security policy draft in progress.

2022 10 25 - Further review and update of standards completed. Overarching network security policy to be updated and submitted to ELT for Council adoption.

12-Jul-23

cammsstrategy

Page 89 of 102

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


2022 09 19 - Reviewed and updated 25 ICT Standards to reflect current departmental and organisation structure naming conventions..

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The regular meeting were held during the year. The Chair has been working with the new committee to improve the focus of ARIC on the charter requirements.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments: Resolutions continue to be enacted as required.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: 6 traffic counts done in June, bringing annual total to 52

Last Updated: 19-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments: Works program provided to infrastructure group. Program changed due to changes in available funding. Assets role in process complete.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 10-Jul-2023


OP Action Title: 12.1.2.15 PROJECT: Revaluation of assets - Buildings and Operational Land

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Final valuation report submitted by valuation consultant. Evaluated by assets team and found to comply with requirements. Valuations ready for review by Council auditors.

Last Updated: 18-Apr-2023


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	Completed	01-Mar-2023	30-Jun-2030	100%	100.00%	 GREEN

OP Action Progress Comments: Revised Asset Management Plans complete

Last Updated: 28-Jun-2023


OP Action Title: 13.2.28.3 Explore opportunities to rationalise the land and facilities assets that are used to deliver Council's services

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	06-Mar-2023	30-Sep-2023	10%	50.00%	 RED

OP Action Progress Comments: Will request reminder to SMT as additional work required on the quarterly budget review and loss of strategic planning staff has diverted resources.

Last Updated: 30-Jun-2023

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%	100.00%	 GREEN

OP Action Progress Comments: Review complete.

Last Updated: 28-Nov-2022

Corporate Reporting

OP Action Title: 13.2.30.2 Deliver service level statements to provide transparency and accountability


Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
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. Service Statements have been reviewed and amended for the Revised 2022-2026 Delivery Program and 2023-2024 Operational Plan. Completed <i>Last Updated: 02-Apr-2023</i>						
OP Action Title: 13.2.33.4 Develop measures of productivity and efficiency						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	02-Jan-2023	30-Jun-2030	100%	100.00%	 GREEN
OP Action Progress Comments: Measures of productivity and efficiencies have been drafted as KPI's into the draft revised 2022/2026 Delivery Program. <i>Last Updated: 02-Apr-2023</i>						
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%	100.00%	 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. Completed <i>Last Updated: 02-Apr-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: The monthly performance report has been prepared for the Council meeting to be held at the May 2023 Council meeting to report on the progress up to and including June 2023. <i>Last Updated: 02-Jul-2023</i>						
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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: The Annual Report has been completed and published on Council's website. The URL has been forwarded to the Office of Local Government. Co0mpleted						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 02-Apr-2023


OP Action Title: 15.1.2.1 Co-ordinate preparation of an Operational Plan that identifies the projects and activities that will be undertaken in the following 12 months to achieve the commitments made in the Delivery Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	01-Dec-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The 2023 Operational Plan was adopted at an Extraordinary Council Meeting held on the 29 June 2023. The suite of planning documents have been uploaded to Council's website.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The annual review of the 2022-2026 Delivery Program has now been completed. The 2023 revised Delivery Program was adopted at an Extraordinary Council Meeting held on the 29 June 2023. The suite of planning documents have been uploaded to Council's website.

Last Updated: 30-Jun-2023

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 %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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 January 2023 Council has two active planning proposal. A gateway determination has been issued for 56 Hilldowns Road Kalkite and Council is working with the proponent in readiness for community consultation. Further work is required by the proponent to address concerns raised by BCD, TfNSW and Heritage NSW. Biodiversity certification of the site is being pursued and Council are working with the proponent on a DCP to address other concerns.

Last Updated: 02-Jul-2023

OP Action Title: 1.2.3.1 Assist in the delivery of related events and activities

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


OP Action Progress Comments: Delivered NAIDOC week event with the assistance of an indigenous artist in the last week of June 2023.

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

Last Updated: 02-Jul-2023


OP Action Title: 1.2.4.1 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 %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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. Support letter provided to a range of community groups to assist with grant funding applications including the Bombala Show.

Last Updated: 02-Jul-2023

OP Action Title: 1.2.4.2 PROJECT: Arts and Culture Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	 AMBER

OP Action Progress Comments: Council is working with South East Arts to develop a Arts and Culture Strategy in 2023. This will occur in conjunction with the Arts and Culture Committee. South East Arts are currently developing a draft strategy for consideration of Council and the Committee. A draft Strategy is being internally reviewed by Council staff before being provided to the committee for consideration. A workshop with key staff was held on 2 June.

Last Updated: 10-Jul-2023


OP Action Title: 10.3.10.2 PROJECT: Parking Gap Analysis for Cooma

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	75%	100.00%	 AMBER

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 year. Parking Gap Analysis report will be prepared in the 2023/24 FY. No further update.

Last Updated: 02-Jul-2023

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 %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 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: 29-Mar-2023


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


OP Action Title: 12.4.2.14 PROJECT: Recreation Strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Public exhibition has concluded, the consultation included in person drop in information sessions have been held in Bombala, Cooma and Jindabyne. A further online information session was held on 27 April. 64 pieces of written feedback were received. At the June Council meeting, Council resolved to adopt the Recreation and Open Space Strategy.</p> <p><i>Last Updated: 02-Jul-2023</i></p>						


OP Action Title: 12.4.2.15 PROJECT: Cooma and Cooma Back Creek Beautification scoping

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: Scoping has been completed, focus is now towards seeking funding opportunities. Stronger Countries Community Funding Round 5, with Rotary being the lead organisation made application for funding to beautify the Cooma Back Creek, unfortunately, the funding was not successful. An expression of interest has been lodged 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 consist of the rest of Cooma Back Creek North of the bridge from Sharp Street and Cooma Creek through the township. Successful funding recipients have not yet been announced.</p> <p><i>Last Updated: 10-Jul-2023</i></p>						

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 %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 GREEN
<p>OP Action Progress Comments: 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. An update on the Billingra Solar Farm SSD process is expected in February or March 2023. A meeting with held with concerned community members on 7 February regarding a potential wind farm south of Cooma, no draft SEARs has been received for this project to date. No further update.</p> <p><i>Last Updated: 29-Mar-2023</i></p>						

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 %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	95%	100.00%	 GREEN
<p>OP Action Progress Comments: As per the outcomes of the Jindabyne Community Safety meeting, a meeting has been held to discuss greater youth services in Jindabyne. Support has been provided to community groups to offer inclusive and child safe events. No further Update.</p> <p><i>Last Updated: 29-Mar-2023</i></p>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

OP Action Title: 15.1.1.4 Understand the likely benefits of SAP development

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	04-Jan-2023	30-Dec-2026	15%	10.00%	 GREEN

OP Action Progress Comments: SAP indicative layout plans have just been released for review by Council. Until these have been bedded down it hard to investigate and gauge full impacts at this point in time. This action to be deferred to the 2023-2024 Operational Plan

Last Updated: 02-Jul-2023


OP Action Title: 15.1.2.3 Develop a strategic service planning framework

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	02-Jan-2023	31-Aug-2023	10%	100.00%	 RED

OP Action Progress Comments: Will need to be deferred into the next operational plan as issues such as the additional budget review and developing the Towards Excellence final project plan were additional works not planned for.

Last Updated: 30-Jun-2023


OP Action Title: 15.1.2.4 Revise the resourcing strategy

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	Completed	04-Jan-2023	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: The revised resourcing strategy was adopted on January 30 2023. Continued reviews will be undertaken as required and at a minimum of each year as per IPR guidelines. Completed

Last Updated: 02-Apr-2023





OP Action Title: 15.1.3.1 PROJECT: Investigate funding opportunities for a Climate Change Resilience Strategy





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

OP Action Progress Comments: 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. At this point in time, staff is not available to run this project . Resourcing will also not be available for the 2023/2024 Operation plan year, therefore this project is to be deferred until resourcing is at full capacity. Investigations into funding is now complete.

Last Updated: 02-Apr-2023

OP Action Title: 15.1.4.1 Project: Preparation of a Infrastructure Study

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	16-Mar-2023	30-Jun-2023	80%	100.00%	 AMBER
OP Action Progress Comments: Procurement process has been undertaken in accordance with Council policy and preferred consultant selected, undertaking background research. An inception meeting was held on 21 March. Site was held on 20 April 2023. Constraints mapping has been prepared and drafting of studies has commenced. <i>Last Updated: 23-May-2023</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 %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Continuing to run various committees including interagency and Arts and Culture. Interagency had a planning day in February and will met again on 13 April 2023. Arts and Culture Committee will have their next meeting on 25 May. <i>Last Updated: 23-May-2023</i>						
OP Action Title: 4.1.1.2 PROJECT: Reconciliation Action Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN
OP Action Progress Comments: Council resolved to place the RAP on public exhibition in December, public exhibition concluded on 22 March 2023. Council staff are in the process of reviewing the feedback received. Working group will meet to consider the feedback received and advise on next steps. Reflect Plan to be finalised and deferred to the 23/24 Operational Plan. <i>Last Updated: 02-Jul-2023</i>						
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 %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	 AMBER
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. An update was provided at the October Senior Management Team (SMT) Meeting. A new self assessment has been undertaken and an organisational plan has been prepared. <i>Last Updated: 02-Jul-2023</i>						
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 %

Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	80%	100.00%	 AMBER
<p>OP Action Progress Comments: The Draft LEP concluded public exhibition on 20 February 2023, approximately 180 written submissions were received. Council staff are reviewing feedback and will brief Councillors in April. The consultation included 12 in person face to face community information sessions have been held across the LGA. Two industry information sessions have also been held along with two online community information session. Council staff attended the Nimmitabel Show to consult on draft plan. On 13 February Council staff had a workshop with Local Aboriginal Land Councils. A further meeting was held on 5 April with Bega LALC to discuss draft LEP. Due to the deferral of the Land Use Strategies, LEP progress will be delayed.</p> <p><i>Last Updated: 02-Jul-2023</i></p>						
OP Action Title: 9.2.3.3 PROJECT: Development Servicing Plans (DSPs)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<p>OP Action Progress Comments: New Development Servicing Plans were adopted by Council on 20 April 2023. The DSP have now been submitted to the Department of Planning and Environment for registrations. New charges will commence 1 July 2023.</p> <p><i>Last Updated: 23-May-2023</i></p>						
OP Action Title: 9.2.3.4 PROJECT: Disability Inclusion Action Plan (DIAP)						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	35%	100.00%	 RED
<p>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 has been completed with the finalisation of the Annual Report. A project scope is being developed. Progress has been delayed due to change in framework and staff, seeking to expedite the process with a technical consultant.</p> <p><i>Last Updated: 02-Jul-2023</i></p>						
OP Action Title: 9.2.4.8 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 %
Recreation Planner	In Progress	01-Jul-2022	30-Jun-2023	55%	100.00%	 RED
<p>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. Council staff are awaiting further information from DPE water regarding scoping document. DPE have advised to proceed with a Water Study for Bombala and Cooma as the first stage of the IWCM framework. Council staff are liaising with DPE on project scope and costings. Quotes have been sought from consultants to progress these works, however this is unlikely to progress until the 23/24 FY.</p> <p><i>Last Updated: 23-May-2023</i></p>						

Workforce Management Portfolio


Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Payroll is progressing smoothly. Good back ups in place and new officer recruited with successful handover undertaken. On going monitoring in place and EOFY being undertaken.

Last Updated: 29-Jun-2023


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%	100.00%	 GREEN

OP Action Progress Comments: Step review and implementation completed July 2022. Next major review in July 2023

Last Updated: 01-Aug-2022

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN


OP Action Progress Comments: Phase 3 Performance reviews have recently commenced with a deadline for completion of 31 July 2024.

Phase 1 - completed by 256 staff.

Phase 2 - mid year review completed by 105 staff (this was not a mandatory review).

Last Updated: 29-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: All positions are recruited for within 2 months of requisitions being approved for recruitment, however not every role is filled during this time. Different initiatives to find candidates for harder to fill roles are being attempted, including community events, different advertising options and strategies, and use of external recruitment agencies. 75% of all vacancies recruited for are filled within 2 months.

Last Updated: 11-Jul-2023

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard


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	80%	100.00%	 AMBER

OP Action Progress Comments: Corporate WHS inductions are now being done through our online ELMO platform with approximately 85% of all staff having completed the induction. 80% of new staff since 1 July 2022 have completed the induction through ELMO.

Last Updated: 30-Jun-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: A continued drive to encourage incident reporting is occurring. Whilst instances of late reporting of incidents have occurred, these have been used as a learning opportunity for staff and have resulted in increased reporting in these areas.

Last Updated: 30-Jun-2023


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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: Workplace inspections continued at a low level across the organisation throughout 2022/23, in part this may have been the result of no clear inspection targets being established for all levels within the organisation. A new Workplace Inspection Procedure has been developed and approved which establishes inspection targets for all roles with supervision responsibility. These new targets will be the focus of reporting in the 2023/24 year.

Last Updated: 30-Jun-2023

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	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN

OP Action Progress Comments: External reviews on key work areas have been undertaken. Implementation of Towards Excellence commencing.

Last Updated: 30-Jun-2023

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 %
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Snowy Monaro Regional Council (SMRC)				Action and Task Progress Report- Standard		
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	20%	100.00%	 RED
OP Action Progress Comments: This framework is delayed and will be implemented as part of the towards excellence program. Training registrations for two staff have been made with training commenced. <i>Last Updated: 30-Jun-2023</i>						
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: Findings and recommendations entered into the audit system and to be distributed for management responses. <i>Last Updated: 22-Apr-2023</i>						
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						
Work is underway to identify suitable provider for IT service review which has been identified as a priority.						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	75%	100.00%	 AMBER
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 for 2023. We are chasing a provider for this work in partnership with IT. Have the provider now and costs will be presented to ELT for commencement of review ASAP. <i>Last Updated: 20-Mar-2023</i>						
OP Action Title: 15.2.7.2 Develop and deliver frontline leadership training programs						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	Completed	07-Nov-2022	31-Dec-2023	100%	100.00%	 GREEN
OP Action Progress Comments: Pilot leadership and role clarity workshops conducted in 22/23. Further implementation to be carried out across 23/24. <i>Last Updated: 30-Jun-2023</i>						

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard



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9.3.4 UNDERTAKING AUDIT OF COUNCIL ACTIVITIES 2016-2023

Record No: I23/428

OFFICER'S RECOMMENDATION

That Council:

- A. Reduce the budget allocation for road renewals by \$415,000
- B. Allocate \$415,000 towards the first stage of undertaking the audit.
- C. Note that as no contingencies have been included it is expected that additional budget will be required.
- D. Note that the pricing is likely to vary once the appointed company has undertaken their scoping and that additional funding is highly likely to be required to fully complete the scope of works following the review stage.
- E. Award the contract for Audit to **Company 1** for a sum of \$362,695.

ISSUES

Council resolved to carry out an audit. Due to the broad nature of the resolution input was sought from the councillors on extent of the audit required. Tenders were issued based on the provided scope, which covered all activities of the Council since it was formed. The approach requested was for the tender to define the issue and allow the tenderers to advise on the approach they would take to achieve the objectives.

This has led to three companies providing tenders to carry out the works. Each company provide extensive qualifications around the scope of works and extent of works covered under the tender pricing due to the broad scope. The current pricing will not complete a full investigation onto any issues identified and may not include the full extraction and assessment of the available data. These costs will only be known after the company has extracted data and determined the extent of work required based on that data.

All tenders propose to undertake planning and discovery works, data analysis and reporting of potential areas for investigation. Only one of the tenders provided an individualised methodology that responds to the issues identified (Company 1). The other two provided more standard outlines of auditing process. Only one tender (Company 1) included undertaking deep dives, in the form of interviews, into identified non-compliance.

Company 1 will provide a report on whether any activities raise a reasonable suspicion of fraudulent and/or corrupt behaviour as well as a report on the audit findings. Full investigation into any matters will be a separate engagement. Company 2 will provide a report in on their findings and recommendations. Company 3 will provide an opinion on the matters included in the tender.

The qualifications and experience (Particularly with local government operations) of Company 1 are considered higher than the other two options. This means that while they are not the lowest cost they are assessed as providing the highest value when assessed against the outcomes being sought from the tender.

As the audit covers all councillors and staff the determination of selecting a tenderer has been referred to the governing body for determination. As the councillors are also covered by the audit additional controls have been put in place to minimize the ability for the decision makers to make

a biased decision. To ensure that the selection is made in an unbiased way the identity of the providers has not been provided to the councillors.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Medium	Medium	Yes
Financial Sustainability	Low	Low	Yes
Health and Safety	Medium	Medium	No
Legislative Governance and Compliance	Medium	Medium	Yes
Reputation and Image	Extreme	Extreme	No
Service Delivery	High	High	No

Financial sustainability risk is low if the additional expenditure is offset by other cuts to the budget. The proposed use of funds reduced the amount available for renewal of assets. This results in increased risk of asset failure that otherwise would not have occurred. While the risk profile remains unchanged the outcome is that more of the road network will fail before the Council can replace it that would otherwise have occurred.

Council has a low risk appetite for reputational risk. The Council is being closely monitored by the Office of Local Government. Undertaking a sizable investment in funds into a project that was not identified in the Council's Delivery Plans is likely to increase the likelihood that the Office of Local Government feels there is a need to appoint a financial advisor. The likelihood of interventions will increase greatly if the Council does not identify what it will not be doing to fund this new work. Such an intervention is considered a severe level of risk under the current framework.

The audit will require substantive diversion of staff resources from existing service delivery. This will initially impact the finance and information technology (IT) teams. While the diversion of the IT team resources will be managed to have the impact restricted to non-critical functions it is very likely that the same will not be able to be achieved within the finance team. It will impact on service delivery as IT issues not being resolved will impact the ability of other teams to provide services efficiently and effectively.

This audit will be occurring at the same time that the annual financial statements audit is being undertaken. This creates a high risk that the Council will need to gain approval for an extension of time for the lodgement of the financial statements. The workload is more than doubling and no additional resources are being provided to deal with that workload.

The impact of this will be increased stress and workload on staff. This increased the risk of negative impacts on the health and safety of staff.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost		
Capital Investment	\$362,695	Cost of consultant only (does not include any staff or administration)

9.3.4 UNDERTAKING AUDIT OF COUNCIL ACTIVITIES 2016-2023

	Amount	Details
Current Annualised Net Cost		
	(estimate >\$500,000)	costs). Does not include contingency.
	\$53,305	Allowance for staff time.
Capital Funding Source	(\$415,000)	Road Renewals

With the broad scope and limitations it is difficult to identify the full cost Council is likely to be incurring. The following information on costs of audits has been found:

NSW Auditor Generals Office (2023): Review of the financial management of Midcoast Council. Covered the period from 2019 to 2022. Estimated cost \$395,000

Victorian Auditor Generals Office (2019): Audit of 4 Victorian councils. The objective of this audit was to determine whether local councils' fraud and corruption controls are well designed and operating as intended. Primarily focused on expenditure and processes involving senior council staff and councillors. The testing period for the audit was July 2015 to June 2018. Estimated cost \$675,000

Ipswich Council (2023): Mayoral motion to have audit undertaken on former council covering a 5 year period. "Cr Harding said the cost of a full audit was about \$800,000 but there was no guarantee the findings could even be published due to privacy laws."

Australian National Audit Office (2023): Procurement of office furniture. Reviewed \$76mill in office furniture procurement through 58 office furniture procurements. Estimated cost of audit \$319,080

Australian National Audit Office (2022): Review the effectiveness of the decision making of the Central Land Council (Revenue \$50.2mill). Focus on the government structures and processes. Did not undertake financial analysis or forensic fraud audit. Estimated cost \$547,300

Audit Western Australian Office of the Auditor General (2022): Forensic Audit – Construction Training Fund (Revenue \$45mil). Covered one year and looked at fraud prevention processes as well as fraud detection tests using extensive data analytics and interrogated the anomalies. This was not a review of the entire fraud control system nor did it examine all of the entities activities, such as the allocation of grants or receipt of levies. This examination was limited in scope to focus on potential:

- ghost employee payments
- fraudulent supplier payments
- awarding of work to employee related suppliers
- fraudulent payment of grants and subsidies
- manipulation of bank transfers.

Cost of the audit estimated at \$403,000.

Audit Western Australian Office of the Auditor General (2022): Performance Audit - Administration of the Perth Parking Levy. Annual revenue of \$55mill with expenditure on average of \$22mill. Covered period from 2017 to 2022. Estimated cost of \$350,000.

All of these audits have a narrower scope to what has been included in the tender. As such it is logical to assume that the overall cost will exceed the above figures. The available information would indicate an indicative costs at least in the \$500,000 to \$1million range, with potential for higher costs. This is considered highly likely as there are multiple systems to be reviewed, which have different coding structures and it is known that the quality of data brought into the new council from the pre-merger councils was poor. Most of the above audits involved this complexity.

These costs do not include the staff time that will also be required to support the audit. These costs will be in the range of \$50,000 to \$100,000 for the IT team and finance team direct support. Additional staff time to provide responses to queries on what the data anomalies means is not included in the above costs as they will under most options be included in the additional works that will be required.

Company 1 has provided a quote that will be varied once they have determined the scale of works required. Company 2 has provided hourly rates with indicative costing based on their assumption of the extent of work. Company 3 provided a quote to be revised once the scale of the work was better understood.

RESPONSIBLE OFFICER: Chief Strategy Officer

OPTIONS CONSIDERED

As this was a resolution of council, no alternate options have been considered by council officers.

Options open to the Council to determine this matter are:

- 1) Accept the tender considered most advantageous,
- 2) Postpone or cancel the proposal for the contract,
- 3) Invite fresh tenders, either open or selective, based on the same or different details,
- 4) Enter into direct negotiations with any person with a view to entering into a contract in relation to the subject matter of the tender, or
- 5) Carry out the requirements of the proposed contract itself.

Where the council resolves to enter into direct negotiations the resolution must state the council's reason for declining to invite fresh tenders or applications and the reason for determining to enter into negotiations.

The funding could come from cuts to services. The indications from the majority of the councillors in the past has been to not reduce services. As this is a once off cost the service cuts would need to be done in a way that would not incur increased break costs, high costs to restart the service or simply push costs into future years (eg further delay maintenance of assets). Roads renewals have been identified as under the current budget development process the cost of providing other services is determined and the remaining available funds are what is then available for road renewal. The impact is a longer time taken for bringing the road network to an acceptable standard.

IMPLEMENTATION PLANS

It is proposed that **Company 1** be engaged to commence their program of work in August 2023, with a 23 week program to conclude in December 2023.

The program presented consistently across all respondents:

Stage 1: Planning and discovery
Stage 2: Collation and review of key evidence
Stage 3: Detailed analysis and investigations
Stage 4: interviews
Stage 5: Presentation of results

EXISTING POLICY/DECISIONS

Council resolution 69/23

Section 55, Local Government Act

BACKGROUND

Council resolution 69/23 was passed at the ordinary meeting of the Snowy Monaro Regional held on Thursday 16 March 2023.

COUNCIL RESOLUTION		69/23
That an independent audit take place before consideration of developing a business case for the demerger of Snowy Monaro Regional Council is undertaken.		
Moved Councillor Johnson	Seconded Councillor Hanna	CARRIED
Record of Voting		
Councillors For:	Councillor Frolich, Councillor Hanna, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Williamson.	
Councillors Against:	Councillor Beer, Deputy Mayor Higgins, Councillor Summers and Councillor Mitchell.	

Following this resolution, a scope was developed and provided by councillors to the executive.

ATTACHMENTS

1. Tender Evaluation Report (*Under Separate Cover*)
2. Tender (*Under Separate Cover*)
3. Tender Responses - **Confidential**
4. Risk Assessment (*Under Separate Cover*)
5. Tender Evaluation Plan (*Under Separate Cover*)
6. Consolidated Tender Evaluation (*Under Separate Cover*)
7. Consolidated Tender Evaluation Summary (*Under Separate Cover*)
8. ARIC Response to Audit Tender (*Under Separate Cover*)

9.3.5 VARIATION APPROVAL - JINDABYNE SHARED TRAIL

Record No: I23/449

OFFICER'S RECOMMENDATION

That Council approve a variation to the deliverables of the Jindabyne Shared Trail covered under Deed RNSW 1166 (2019)

- A. That Council request a variation to Restart NSW to vary Deed RNSW1166 to not proceed with construction of Section 5; East Jindabyne to Kalkite and Thredbo Valley Picnic Area to Creel Bay.
- B. That prior to the project proceeding a formal agreement be entered into with the relevant community organisations setting out the responsibilities that will be taken on by those groups.
- C. That prior to commencement of construction a financial report identifying maintenance funds, sponsorship income, potential fees and charges and depreciation cost is provided to Council.

ISSUES

At the time the initial deed with Regional NSW was signed in 2020 preliminary planning had been undertaken and with the cost of the full project unknown the grant was based on estimates only.

The completion of design, archaeology, environmental assessments, geotechnical, survey, carpark design, signage estimates, land matters and construction estimates, has identified that the cost for construction of the Thredbo Diggings-Creel Bay (estimated construction cost \$3,421,426) and East Jindabyne-Kalkite (\$6,430,250) trails are beyond the available budget (\$11,700,000).

Following discussions with stakeholders, improvements to the Dam Wall (safety and connectivity) were assessed as a higher priority for delivery than the two aforementioned stages.

Additionally, the following was considered:

- Lack of support from residents East Jindabyne – Kalkite Link (potential for project halt or compulsory easement acquisition)
- Suitability of terrain East Jindabyne – Kalkite Link (significant erosion required engineering intervention of bridges and platforms)
- Asset ownership and management post construction of Thredbo Diggings-Creel Bay as this section is entirely within Kosciuszko National Park
- Increased maintenance costs the longer the trail

At the time the project was taken on no funding was identified for the costs of providing the increased infrastructure.

The recreation S=strategy and the regional trails masterplan identify a need for a sponsorship policy and procedure to be implemented to support recreation infrastructure into the future, as well as developing potential tourism levy's and fees and charges.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Medium	Medium	No
Economic Activity	Medium	Low	Yes
Environmental Security	Medium	Low	Yes
External Political Environment	Low	Low	Yes
Financial Sustainability	High	Medium	No
Legislative Governance and Compliance	High	Low	Yes
Reputation and Image	Medium	Low	Yes

SMRC trail assets are not currently allocated a budget for maintenance. They are addressed under the broader Civic Maintenance and Infrastructure budgets and are not specific to the trails.

Major trail maintenance in Jindabyne is undertaken by the volunteer group Jindabyne Trail Stewards. The JTS fundraise to cover costs of approximately \$35,000 per annum. Fees are not charged for major events, with event organisers opting to donate sums to the volunteer groups. There are no formal agreements in place governing our relationships with the Jindabyne Trail Stewards.

The SMRC trail network is a recreational tourism attractor. However with increased competition in the region (South Coast, Canberra) improvements to the trail network are necessary to ensure the region continues to attract visitors.

The trail network provides opportunities including: Leveraging existing adventure tourism synergies; The proximity and suitability of mountain range; Supplementing existing trails in the region which do not attract visitors; Accessibility from Canberra and Melbourne; Mountain biking is a high growth industry.

The current Jindabyne Trail network was constructed on Snowy Hydro/Crown/grazing Land prior to Council taking possession. The trails were largely constructed without approval and do not meet current requirements that safeguard environmental and archaeological sites of significance.

There is high community expectation for the delivery of the upgraded trails.

Council may be required to return the current investment of the State (\$3,000,000) if the construction does not proceed.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost	0	No current budget for existing trails
Estimated Annualised Net Cost	\$169, 309 \$53,000 is expected maintenance.	A Civic Maintenance position is funded within the current structure and is not included in these figures. This figure does for include income from Sponsorship (as per recommendations of the Regional

9.3.5 VARIATION APPROVAL - JINDABYNE SHARED TRAIL

	Amount	Details
Current Annualised Net Cost	0	No current budget for existing trails
		Trails Masterplan, and Jindabyne Trail Stewards. JTS provide approximately \$35,000 per annum to trails maintenance.
	\$117,000	Annual depreciation
	\$170,000	Annual financial impact
Capital Investment	\$11,700,000	
Capital Funding Source	\$11,700,000	Restart Fund / NSW State Government

The economic value of the Jindabyne shared trail is included in the attachments.

The depreciation for the trails will commence 2024/2025 financial year on completion of construction.

RESPONSIBLE OFFICER: Manager, Corporate Projects

OPTIONS CONSIDERED

A request for additional funding was considered. However, any trail extension will increase maintenance cost for SMRC so this option was not pursued.

Cancellation of the project was considered. However, this will have significant reputational impact with the community, business engaging with the tourism market, and the State Government (Department for Regional NSW and Restart)

IMPLEMENTATION PLANS

Should the variation be approved by Council, a request for variation to the grant deed will be provided to the Restart Fund (Department for Infrastructure and the Department for Regional NSW). The variation will be submitted prior to the end of July, supported by draft minutes of Council.

Should the approval be granted a revised deed will be supplied to Council reflecting the altered scope and funding allocation across deliverable stages.

Income generation will be addressed and returned to Council for consideration prior to commencement of construction (estimated construction commencement October 2023)

EXISTING POLICY/DECISIONS

Snowy Monaro Regional Council - Snowy Monaro Regional Trails Masterplan adopted June 2022

Snowy Monaro Regional Council – Recreation Strategy adopted June 2023

Interagency Shared Trail Proposal Resolution 275/18

Memorandum of Understanding 2018 (NPWS, DPI Fisheries, SMRC)

National Parks and Wildlife Act 1974 (Office of Environment and Heritage)

Aboriginal Heritage Impact Permit C0002215

COUNCIL RESOLUTION 345/22

That Council

1. Adopt the following policy positions:

- a. That no new or increased services or infrastructure be taken on without a full business case being in place that includes at a minimum:
 - i. A comprehensive assessment of the benefits of the proposal
 - ii. Assessment of the capacity of the organisation to provide and manage the service and associated assets
 - iii. A full assessment of the lifecycle costs of the service or asset
 - iv. Identified guaranteed funding for the full lifecycle costs

BACKGROUND

Snowy Monaro Regional Council initially undertook a small grant (Stronger Country Communities Fund) to upgrade the trail connection through Tyrolean Village. This project was identified as being critical to the Go Jindabyne Plan and was superseded with the Restart funded project for the southern section of the "Around Lake Jindabyne" Trail.

A business case was developed in 2018 to support the bid for larger amounts of funding. This business case was accepted by Council.

Staff turnover and lack of resources meant the project did not get underway until late 2021.

The project is 100% funded through Restart (Department of Infrastructure)

ATTACHMENTS

- 1. 2018 Feasibility Assessment (*Under Separate Cover*)
 - 2. 2018 Business Case (*Under Separate Cover*)
 - 3. Economic Profile (2023) (*Under Separate Cover*)
 - 4. Progress Planning Report (*Under Separate Cover*) - **Confidential**
-

9.3.6 BOMBALA ARTS AND INNOVATION CENTRE

Record No: I23/450

OFFICER'S RECOMMENDATION

That Council

- A. Decline to accept the Bushfire Local Economic Recovery Fund Grant for the refurbishment of the Bombala Arts and Innovation Centre (former TAFE)
- B. Seek a variation from Stronger Country Communities Fund to utilise the remainder of the SCCF2 fund to make improvements to another suitable council asset in Bombala
- C. Seek to divest of building and land 8-12 Wellington Street Bombala as surplus to Council needs and in excess of available maintenance budget.

ISSUES

The initial business case for the 8-12 Wellington Street site did not consider operating costs or depreciation. It was based on the site being owned by a community not-for-profit group and that the users of the facility would cover the costs of the facility. The business case identified that should it be uneconomical that the intention was to then sell the site.

A primary tenant was sought during preparations for the capital improvements process. TAFE are committed to utilising their Cooma campus and the new Jindabyne campus and declined to consider using the building post renovations. Bombala Youth-booth, Dong-wha and Bombala High School were also approached, none have the ability to cover costs or requirement for the building. Council has been unable to secure a lead tenant to cover operational costs for the building.

To support the ongoing maintenance costs and to heavily subsidise any groups wishing to use the space, council would need to identify a budget or request a rate increase.

Council has a number of underutilised community buildings in Bombala that could be utilised by arts and writers groups including; Bombala Library and Community Centre, CWA Hall on the Exhibition Ground and Lavender House in Railway Park. There are also buildings owned by other community groups that are expected to have capacity and nearby halls that could be utilised.

It was identified in the financial sustainability review the Council should seek to develop a demand management approach in service planning (recommendation 3) and to explore options to rationalise the land and facilities that are used to deliver Council services (recommendation 11). Introducing a new facility when there is sufficient supply is contrary to the adopted approach of Council.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	Low	Yes
Financial Sustainability	High	Low	Yes
Reputation and Image	Medium	Medium	Yes
Service Delivery	High	Low	Yes

The primary risk for the 8-12 Wellington Street Bombala is ongoing asset management and maintenance. With limited prospects for income, the site is beyond Council's current asset maintenance capability.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost	0.00	Minimal funds spent on outdoor maintenance and termite control. Building is unable to be occupied under BCA compliance issues
Estimated Annualised Net Cost	\$250,000	Nil budget identified
Capital Investment	\$1,000,000	
Capital Funding Source		BLER + SCCF

No funding source has been identified to support the operational costs for the site.

RESPONSIBLE OFFICER: Manager, Corporate Projects

OPTIONS CONSIDERED

Council's Economic Development team approached a number of business to establish a lead tenant to offset the costs of local arts groups. It has not been possible to contract any interested parties under this arrangement.

Alternative buildings are available in Bombala for shared use. These have been identified as possibilities pending community discussion.

IMPLEMENTATION PLANS

Should the resolution be approved:

A. The Department for Regional New South Wales and the Bushfire Local Economic Recovery Fund Director will be advised that SMRC will not accept the grant for the building. This fund **cannot** be diverted to other uses and will be absorbed back into the BLER Fund.

B. Negotiations with the Grants Management Office and the Department for Regional NSW would commence to vary the SCCF2 funding. The Arts & Culture Committee would be engaged to identify an existing Council asset suitable for improvements to support user groups. (CWA Building, Lavender Cottage, Bombala Library etc)

C. Council would commence the process to divest the property either back to State Government or via sale.

EXISTING POLICY/DECISIONS

Resolution 133/18: Proposed Transfer of the Bombala Tafe Campus at 8-12 Wellington Street Bombala to Snowy Monaro Regional Council

Resolution 345/22

- a. That no new or increased services or infrastructure be taken on without a full business case being in place that includes at a minimum:
 - i. A comprehensive assessment of the benefits of the proposal
 - ii. Assessment of the capacity of the organisation to provide and manage the service and associated assets
 - iii. A full assessment of the lifecycle costs of the service or asset
 - iv. Identified guaranteed funding for the full lifecycle costs

BACKGROUND

A proposal was tabled at Council in October 2017 (attached to this report) that recognised the local heritage significance of the Bombala Infants School. The school was in use until 2018 as a TAFE campus.

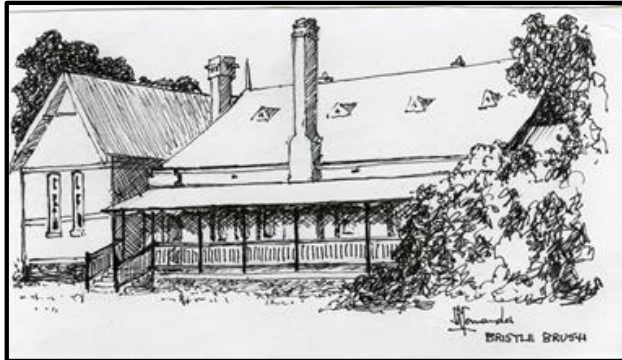
Due to building condition and falling enrolment numbers TAFE ceased operating at the site.

The building was offered to the Council and this offer was accepted by the Council.

The legislative compliance under the WHS Act and Building Code require significant upgrades to the building. Stronger Country Communities grant funding was sought and additional funds from the Bushfire Local Economic Recovery Fund applied for in 2021 towards the capital cost of building improvements.

ATTACHMENTS

1. Business Case 2017



Old Bombala Public School

For the People of our Region

Snowy Monaro Bombala Delegate Regional Arts and Cultural
Committee

Snowy Monaro Council
Caveat Street
Bombala NSW 2632

Bristle Brush Arts Inc

Manning Street
Bombala NSW 2632

Overview

Bombala Public School was established on the 9th of July 1862.

Charles Baddeley, M. McGregor, Roderick McDonald and Thomas Fox appended their signatures to an application to the National Board of Education, for the establishment of a school at Bombala.

The first teacher, James Poulton, was appointed on the 24th of August 1863 and during that month 75 children were enrolled. ¹

In 2013 Bombala public school celebrated its 150th anniversary. An article in the Bombala Times quotes the Principal Mr Adam Zanco "It is important to realise that the school has always been a public school, and in order to establish it 150 years ago, the community had to raise half of the money to pass onto the government. The figure raised was £300, an immense amount of money, and that's the level of support that we're talking about."²

Now the NSW State Government wants to sell the historic Bombala Public School buildings and grounds no longer used (as the current public school moved to the High School complex some years ago) and contribute the funds into the NSW TAFE system.

The Bombala and Delegate communities asked our local Member John Barilaro to intervene to stop this public building being sold off privately and we thank him for providing a pause for the community to gather its resources. We want the building to remain for community use as there is no appropriate building in the Bombala township which can provide a hub for arts, cultural and other community activities.

Goals

1. To return the Wellington Street Public School buildings and site to the community.
2. To provide a home for art, culture and community activities

¹ (This information has been taken from 'Bombala Hub of Southern Monaro' by Claire Schofield - Published by Bombala Shire Council in 1990). Retrieved from <http://www.bombala-p.schools.nsw.edu.au/history>

² Retrieved from <http://www.bombalatimes.com.au/story/1933040/school-celebrates-150-years/>

How will we achieve this?

Circulate a petition to gauge public concern.

Hold a public meeting to discuss with the community.

Assess the work that needs to be done to make the building and grounds fit for community aspirations.

Seek necessary endorsements and funding.

Set up a committee of management/board for the facility which represents interested groups in the region. Potentially use the Raglan Gallery, Cooma, management framework.

Business Plan Outline

The Old Bombala Public School Business Plan outline has been drafted to assist conversation revolving around how the Centre could work and what services the Centre could provide.

To do all of this, there will have to be a final Business Plan to help secure finance, define the direction of managing the business while creating to strategies to achieve goals.

Location: Wellington Street, Bombala NSW 2632

Owner(s): Snowy Monaro Council and the citizens of the Snowy Monaro region.

Target market: Citizens and residents of the Snowy Monaro region, tourists, small businesses, creative industries. Those who use a 'hub' environment

Marketing strategy: To be developed in conjunction with Snowy Monaro Council Economic and Development department.

The Future

Vision statement:

To be a hub for community activities, exhibitions, a meeting place and to grow and develop heritage and cultural tourism, including economic growth of the Snowy Monaro region.

Goals/objectives:

To develop and provide economic and lifestyle events that address agricultural diversity, value adding of products and industries, health, wellbeing and self-development.

Provide a home to community activities and to be a public gallery and meeting place.

The Finances

Seed funding needs to be sourced through entrepreneurial activities and funding applications in collaboration with Snowy Monaro Council with an aim to become a not-for-profit organisation once established.

If the community deem it uneconomical or cannot supply the resources to commit to the vision for the site; then there be communication and consultation with the community to sell the site and available funds from the sale be put back into the Bombala/Delegate communities by equally splitting the funds between the Delegate, Bombala and St Joseph's public schools, Bombala High School and Bombala and Delegate Pre Schools.

Business Products and Services

Potential events:

'Escape to the Country' Creative Country Workshops:

To access education & provide employment for, and develop & expand local businesses of, the citizens of the Bombala District, by increasing the frequency & length of visitor time by the cultural, heritage & agricultural tourism sector.

With the goals of:

Making Snowy Monaro, Australia's Mecca for workshops

To create employment

To develop & expand local businesses – the Workshops will increase cultural, heritage & agricultural tourism, encourage extended stays & increase turnovers.

To provide residents with educational & recreational activities.

To provide the local children & young people with the latter.

To supplement finance for local needs e.g. hospital, charities, parks, main street beautification etc.

Rural Diversification, Sustainability Conference and Expo:

Value adding enterprises and niche marketing:

Benefits to community, farmers & area – social, financial, educational

Benefits to individual businesses & farms – expansion & employment opportunities.

Improved local infrastructure

Investment opportunities – increased income & regular & quicker returns

Value adding & Niche markets

Increased tourism flow

Increased season length of production i.e. adverse seasons' insurance

Better use of land, labour, equipment & capital & broadening sustainability

Preserving & promoting local traditional enterprises

Promotion of inter-regional partnerships

Promotion & provision of a business environment for future entrepreneurs

Specifically it could point out the results - a few examples:

Provision of a tourism destination

Development of hospitality enterprises & accommodation

More & new businesses

Improved transport

Liaison with surrounding Councils

Business structure: 355 Committee of Snowy Monaro Council with a management board/committee and Council support.

5

Business premises

Business location: Wellington Street, Bombala NSW 2632 Australia

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9.3.7 AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT

Record No: I23/465

OFFICER'S RECOMMENDATION

That Council note the annual report from ARIC.

ISSUES

Each year ARIC is required to provide an annual report on the activities of the committee.

RESPONSIBLE OFFICER: ARIC Chair

ATTACHMENTS

1. ARIC Annual Report
-



AUDIT, RISK & IMPROVEMENT COMMITTEE ANNUAL REPORT

Introduction

The objective of the Audit, Risk and Improvement Committee as defined in the current Committee Charter last adopted by Council on 19 March 2020 (resolution 49/20) is:

The Objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to Snowy Monaro Regional Council (Council), and indirectly the community members, on risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

The purpose of this report is to provide Council with information on the operation of Council's Audit, Risk and Improvement Committee over the past twelve months in accordance with requirements of the Committee Charter

The Committee Charter currently requires a report to Council annually which includes:

- An overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council.
- A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year.
- Details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.
- A summary of Council's progress in addressing the findings and recommendations made in internal and external reports.
- A summary of the Committee's assessment of the performance of internal audit.

Details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.

The current Charter shows the voting membership of the Audit, Risk & Improvement Committee as comprising four (4) independent members, one of which is the Chair, and one Councillor member. Prior to June 2022 the Committee did not have an appointed Chair for many months. The following table shows the attendance of Members in the past twelve months.

	20/6/22	12/9/22	19/10/22	12/12/22	13/3/23	5/6/23
Michael Quirk (Chair)	✓	✓	✓	✓	✓	✓
Andrew Cox	✓	✓	✓	✓	✓	✓
Miles Pearson ₁	✓	✓	✓			
John Barbeler ₁	✓	✓	✓	✓	✓ ₂	
Cllor Lynda Summers	✓	✓	✓	✓	✓	✓
Kylie McRea					✓ ₂	✓
Shannon Buckley					✓ ₂	✓

¹ Retiring Members

² Transitioning Members

The current Charter also shows the Committee supported by non-voting members being the Chief Executive Officer, the Senior Internal Auditor, and the Organisation Risk Management Coordinator. Council no longer has a Senior Internal Auditor, and has only recently appointed a Risk Management Coordinator. Council's Chief Strategy Officer has supported the Committee in relation to outsourced audit work, and risk management matters.

A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year.

The work of the Committee is well supported by the Chief Executive Officer, the Chief Strategy officer and a range of staff in reporting, agenda and minutes management, and meetings administration.

Minutes of each Committee meeting are reported to Council showing the resolutions and recommendations of the Committee in accordance with the Charter. The Committee met on six (6) occasions in the previous twelve month and considered a wide range of reports and discussions including:

Risk Management

- Enterprise risk management framework
- General IT risk assessment

Control Framework

- CEO report
- Training on Fraud Prevention
- Listing of Policy Status
- Human resource data as provided to the Executive Leadership Team
- Status of recommendations of the committee
- Status of audit recommendations (internal and external issues)

External Accountability

- Budget review statement
- Consideration of an external independent audit (Financial Sustainability Review)
- Complaint Management
- Governance Assessment

Legislative Compliance

- Work health and safety report
- Investment policy
- Funds management report (Investments)

Internal Audit

- Internal audit - Rates management
- Internal audit – Contract management
- Internal Audit – Water Billing
- Internal Audit – Debt Recovery
- Internal audit program – progress update

External Audit

- Audit Office engagement plan 2022
- External financial audit – Project plan 2022
- Local Roads and Infrastructure Program engagement letters
- External audit – Management letter on planning phase of audit 12 September 2022
- Consideration of financial statements to be referred to audit 12 December 2022

Continuous Improvement

- Service review – Road transport/ open spaces/ water/ wastewater
- Service Reviews - Planned Activities 23/24

ARIC Framework and Operation

- Consideration of a joint ARIC
- Appointment of new Independent Members
- ARIC work plan
- ARIC Charter Review

Additionally, the Committee Chair supported Council in the following activities:

- October 2022 and June 2023 Councillor Briefing on Role, Functions & Responsibilities of ARIC
- Part of governance of Sustainability Review
- Oversight of Risk Officer Recruitment

A summary of Council's progress in addressing the findings and recommendations made in internal and external reports.

A concerted effort has been undertaken by Council officers to address a large number of outstanding recommendations from previous internal and external audit reports. At the commencement of the reporting period, the number of outstanding audit recommendations was identified at 48 with some 19 delayed in implementation. During the year an additional 32 recommendations were provided from four (4) internal audits. At the completion of the reporting period 55 internal audit recommendations were identified, 22 of which are delayed in implementation.

During the reporting period Council has completed a number of service reviews as well as a financial sustainability review. These resulted in a large number of additional recommended actions which have been incorporated into Council's strategic Towards Excellence project. The Committee has raised concerns over Council's resourcing capacity to successfully address the recommendations included in the Towards Excellence project in addition to existing and future internal audit recommendations, and recommendations from other external bodies.

A summary of the Committee's assessment of the performance of internal audit.

In the absence of a full-time Internal Auditor, Council appointed the National Audit Group an interim contract to complete a number of previously agreed audits. The Committee reviewed the following Internal Audit Reports undertaken by Council's previous Internal Audit contractor:

- Rates Management
 - Contractor Management
-

- Water Billing
- Debt Recovery

The Interim Internal Audit Program undertaken by the Internal Audit Contractor did include an audit of Asset Management which was deferred as Council's schedule of service reviews identified the need for a service review in that area. The work undertaken by the previous Internal Audit Contractor was found to be comprehensive and professionally presented in satisfying the defined scope of each audit.

During the reporting period, Council secured the internal audit services provided by the Canberra Joint Regional Organisation (CRJO). The Internal Auditor for the CRJO is in regular contact with the ARIC Chair and Council officers, and has provided a draft Internal Audit Plan. An identified challenge for the CRJO Internal Auditor will be in adequately resourcing a program of internal audits across a shared service, to required Standards, that address Council's profile of high risks.

In the absence of a current Enterprise Risk Register, the internal auditor has developed an internal audit plan covering CRJO Councils based on information provided by Council officers and generic risks.

An overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council.

During the past twelve months Council has increased its financial management capability with the appointment of Chief Financial Officer and Manager Finance following extended periods of these positions being filled on temporary basis.

Financial sustainability continues to pose a challenge for Council which was clearly reflected in the Financial Sustainability Review completed during the year. Failing to act in a timely manner on recommendations arising from the Review may significantly increase the risk of Council delivering on its responsibilities to its community. Further, close oversight of Council's position by the Office of Local Government, combined with the Auditor General qualifying their audit opinion of the 2021/2022 Financial Statements, only increases the strategic risks associated with Council's financial position.

In addition to financial risks identified, Council's Service Reviews have identified a number of control issues that require significant changes to operations and systems in order to reduce risks. Recommendations arising from the Financial Sustainability Review and the service reviews have been combined into the Towards Excellence project which is already challenged in relation to resourcing. The Committee is concerned that the scale of the Towards Excellence project may be incapable of timely delivery due to resourcing constraints.

The recruitment and retention of professional staff has been recognised as a significant issue in most non-urban councils. Snowy Monaro has a number of strong competitors for attracting highly skilled professional staff. The recently announced resignation of the Chief Executive Officer, Chief Finance Officer and the Chief Operating Officer are likely to have a significant impact on the risk profile of Council until such time as their replacements become fully effective.

Council has only recently appointed a Risk Officer after attempting to fill the position for a number of years. Risk management may be evidenced at an operational level, with limited strategic approach at

the enterprise level. With an increased focus on the Towards Excellence project, a timely recognition of enterprise risks will become critical in order to prioritise outcomes from the project.

Suggested Areas of Focus for 2023-2024

One focus area for the Committee in the next year will be in ensuring that the enterprise risk framework reaches a level of maturity that enables a more accurate strategic focus on Council risks. This will become critical to support staffing and operational changes.

The current shared Internal Audit service will need to provide a more comprehensive internal audit plan to better assure Council of its management of risk. If the CRJO is unable to resource this, Council may need to supplement the shared service with contract audits to address risk areas.

Following approval of *Guidelines for Risk Management and Internal Audit in Local Government in NSW* (Guidelines), a new Committee Charter has been drafted consistent with the Guidelines and is awaiting supporting Regulations prior to Council's consideration and adoption. Once adopted, the responsibilities and accountability of the Committee will increase significantly. The Committee will need to review its planning and reporting accordingly.

9.3.8 JINDABYNE POOL REFURBISHMENT

Record No: I23/474

OFFICER'S RECOMMENDATION

That Council confirm that \$375,000 of the LRCIP (Round 3) funding deferred to the 2023/24 period is an allocation to refurbishment of the Jindabyne pool budget within the current budget.

ISSUES

The capital works resulting from the need to rebuild the Jindabyne Pool structures were re-phased in the March 2023 quarterly budget review. This reduced the budget available for that project in the 2022/23 budget and moved them to the 2023/24 budget. Those funds have not been added into the 2023/24 original budget as adopted at this stage and are required to be included to allow for the final works required before the complex can reopen.

This will then show up in the system as a budget review in the September quarterly review. As there was a resolution to move the funding forward this is considered to be the authorisation of Council for the voting of the funds. As it is an unusual circumstance of the funding having been not included in the integrated planning documentation it is being advised to Council.

The planned works need to be undertaken before the pool can be reopened.

There is nil budget impact as it is only reallocating grant funds from one area to another.

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

As the report is advisory there is no impact on risk.

FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost		
Capital Investment	\$375,000	
Capital Funding Source	\$375,000	LRCIP (Round 3) grant funds.

Overall there is no net impact on the budget.

RESPONSIBLE OFFICER: Chief Strategy Officer

OPTIONS CONSIDERED

It was considered not to advise the councillors of the need to include this budget in the 2023/24 figures. Advising of the matter allows for councillors and the community to be aware of why there is a variation to the originally adopted budget earlier than the first quarterly review report, which will be some time away.

IMPLEMENTATION PLANS

The budget system will be adjusted and the change will be seen in the quarterly budget review statement as an adjustment to the originally adopted budget.

EXISTING POLICY/DECISIONS

The change to phasing is set out in the capital budget review statement attached to the March quarterly budget review under note 10.

Where works have an allocation in the former year that allocation continues into the new financial year and does not lapse on 30 June, based on the provisions in the regulations. This project has commenced prior to 30 June 2023.

LOCAL GOVERNMENT (GENERAL) REGULATION 2021

211 AUTHORISATION OF EXPENDITURE

- 1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subsection (2) or at a later ordinary meeting--
 - a) has approved the expenditure, and
 - b) has voted the money necessary to meet the expenditure.
- 2) A council must each year hold a meeting for the purpose of approving expenditure and voting money.
- 3) All such approvals and votes lapse at the end of a council's financial year. However, this subsection does not apply to approvals and votes relating to--
 - a) work carried out or started, or contracted to be carried out, for the council, or
 - b) any service provided, or contracted to be provided, for the council, or
 - c) goods or materials provided, or contracted to be provided, for the council, or
 - d) facilities provided or started, or contracted to be provided, for the council,
- 4) before the end of the year concerned, or to the payment of remuneration to members of the council's staff.

ATTACHMENTS

9.3.8 JINDABYNE POOL REFURBISHMENT

Nil

9.4.1 SERVICE NSW PARTNERSHIP AGREEMENT

Record No: I23/424

OFFICER'S RECOMMENDATION

That Council

- A. Delegate authority to the Chief Executive Officer to enter into an agreement with Service NSW; and
- B. Any necessary documents be authorised for execution under the Common Seal of Council.

ISSUES

One of the functions of Service NSW is to provide free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

Service NSW provide information to councils across NSW to assist them in understanding the uptake of their services within that council's local government area. To this end they have developed a Partnership Agreement to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Snowy Monaro Regional Council to engage with all services across Service NSW now and into the future.

The Partnership Agreement includes detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available and encourage Council staff to direct enquiries to these services where they can. In some instances a conversation with Service NSW, for example in relation to a potential development application for their business, can provide applicants with the skills to be better informed and researched prior to lodging any applications with the Council.

One benefit for Council is that, for example in the case of the Service NSW business concierge service, the enquiry burden on council staff can be reduced. A further benefit for Council is

that it will have access to an online dashboard providing information from Service NSW about grants, vouchers and rebates uptake and use in their local government area. This can be of assistance to Council when considering its strategic and operational actions.

RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Economic Activity	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes
Service Delivery	Low	Low	Yes

There is minimal risk associated with this action as it concerns the sharing of information regarding NSW government services in our local government area.

FINANCIAL IMPACTS

There is no cost to Council as a result of the recommendations of this report.

RESPONSIBLE OFFICER: Coordinator Economic Development

OPTIONS CONSIDERED

The alternative option is to not sign up to the Partnership Agreement. This will mean that Council will not be able to receive particular available information from Service NSW. Given that there is no cost associated with receiving this information, and that it will help increase Council's understanding of its community, this option is not recommended.

IMPLEMENTATION PLANS

Council will be provided with access for one employee to an online dashboard prepared by Service NSW with information about their services in Snowy Monaro. This employee will be the Economic Development Officer. The Economic Development Officer will share this information with relevant staff and Councillors as appropriate.

ATTACHMENTS

1. Partnership Agreement with Service NSW
-



PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the Snowy Monaro Regional Council (the '**Council**')
(the '**Parties**')

Last Updated: 27 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered;
- C. Document the responsibilities of Service NSW and the Council on the provision of Services;
- D. Provide mechanisms to manage the relationship between the Parties;
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith.

This Agreement is not legally binding.

2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('**CEO**').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) Service NSW partners with the Council to promote and deliver the services of Service NSW for Business to businesses across NSW.

29/3/21

7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the Services of Service NSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating the terms on this Agreement.

3. Guiding Principles

3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives;
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability;
- C. Ensure that each of its Personnel complies with this Agreement and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*;
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services;
- E. Work together to identify and manage shared risks;
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

4. Roles and Responsibilities

4.1. Service NSW will:

- A. Provide the Services in accordance with the terms of this Agreement, subject to any Change Request;
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services;
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement;
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues;
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the Service NSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access Service NSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program;
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries;
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program;
- (v) identify local opportunities to inform customers of the program;
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

7. Data and Data Security

- 7.1. Each party retains ownership of its Data.
- 7.2. Except as required by law, neither party must, and must ensure that its Personnel will not:
- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement; or
 - B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data. or
 - C. Make the other party's Data available to a third party including another government agency or body, other than an approved Subcontractor, and only to the extent required under this Agreement.
- 7.3 Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are is consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.
- 7.4 In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

- 8.1. The Parties must, in respect of any Confidential Information:
- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services;
 - B. Use the Confidential Information solely for the purpose of carrying out its obligations;
 - C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations;
 - D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
 - E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

9. Privacy

- 9.1 Each party and its Personnel must:
- A. Comply with Privacy Laws; and
 - B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties;
- 9.2. In particular, Service NSW acknowledges that:
- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and

- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement (**'Data Incident'**):
 - A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention;
 - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach;
 - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
 - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
 - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a **'Complaint'**), the following will apply:
 - A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct;
 - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct;
 - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation, to the other party, no later than 20 days after receipt of the original Complaint;
 - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
 - A. Their Existing Material; and
 - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
 - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council.
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

14. Governance

- 14.1 The parties agree to comply with the Governance Framework.

15. Business Continuity and Disaster Recovery

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

16. Dispute Resolution

- 16.1 In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute;
 - If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
 - If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- 16.2 Despite the existence of a dispute, each party must continue to perform its obligations.

17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

18. Miscellaneous

- 18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

- 18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

19. Execution

Council has reviewed and accepts this Agreement

Signed for and on behalf of Council by its authorised signatory	Signed for and on behalf of Service NSW by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

Schedules

Schedule 1 - Definitions

In these Partnership Agreement, except where a contrary intention appears:

Business Continuity and Disaster Recovery Plan means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs;

Change Request means the request for a change to the scope of Services in the form set out in Schedule 4;

Commencement Date means the date of start of this Agreement.

Confidential Information of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
 - a. is or becomes public knowledge other than by breach of this Agreement; or
 - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
 - c. is required to be disclosed by Law, government policy or legal process.

Contact Centre has the meaning set out in Schedule 2;

Continuous Improvement Principles have the meaning set out in Schedule 2;

Continuous Improvement Process has the meaning set out in Schedule 2;

Data means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information;

Disaster means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity;

Existing Material means any material that is developed prior to entering into a Partnership Agreement, or developed independently of a Partnership Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Partnership Agreement;

HRIP Act means the *Health Records and Information Privacy Act 2002* (NSW);

Instrument of Delegation means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

Intellectual Property Rights includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere;

Middle Office has the meaning set out in Schedule 2;

Moral Rights means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date;

New Contract Material means new data created, other than the solution or service design;

Partnership Agreement means these terms and conditions and includes Schedules 1, 2, 3 and 4.

Personal Information has the meaning given to it in the Privacy Laws, as amended from time to time;

Personnel means the person or persons employed or otherwise contracted by either party under this Agreement, as the context requires;

PIIP Act means the *Privacy and Personal Information Protection Act 1998* (NSW);

Privacy Law means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PIIP Act; and
- B. the HRIP Act.

Program means the Easy to do Business program;

Quarterly Forecast has the meaning set out in Schedule 2;

Relationship Manager means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time;

Service Act means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

Service Centre has the meaning set out in Schedule 2;

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 2;

Subcontractor means a third party to which Service NSW has subcontracted the performance or supply of any Services;

Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Partnership Agreement this section covers the standard omnichannel service inclusions.

1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

1.3. Middle Office

Inclusion	Description
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Enquiry triage	Service NSW will triage enquiries received to info@service.nsw.gov.au or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> - Resolve these enquiries or; - Refer it to the appropriate business area at the Council
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Council

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Partnership Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Partnership Agreement is deemed to be out of scope for Service NSW.

2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Council for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Council where assistance is required
Issues Management	Issues relating to existing products and services should be raised via partnerships@service.nsw.gov.au or directly with the Relationship Manager The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates
Quality control framework/ compliance	Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding The framework includes: <ul style="list-style-type: none">– Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call– Daily quality checks of transactions undertaken by the service centre– Quarterly compliance reviews and certifications provided by all service delivery channels

2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or servicedesk@service.nsw.gov.au

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Council's specific activities.

3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Council which include:

- A. Credit T+2 value for cash, cheques* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Council

Cheque payments received over \$50,000 will be remitted back to the Council once the funds clear the Service NSW remitting bank account.

4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

Definitions

Recovery Point Objectives means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.

Recovery Time Objectives means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on

whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW;
or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Council may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Council policy, system or regulatory changes is requested by Service NSW from the Council, these should be conducted within timeframes agreed between the respective Relationship Managers.

Schedule 3 – Privacy and Data Security

(a) General

- (i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:
- (ii) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

(b) Access to Agency Systems

- (i) The Parties agree that Service NSW will not have access to the Council's information system.

(c) Collection of information

- (i) Service NSW may incidentally collect Personal Information via call recordings in the course of answering queries on behalf of Council or referring customers to Council. Personal Information collected may include: full name, address, contact number or email address.
- (ii) Service NSW will take reasonable steps to ensure that the Personal or Health Information it collects on behalf of the Council is, relevant, accurate, up-to-date and complete.
- (iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.
- (iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIIP Act* in light of section 15(3) of the *Service Act*.
- (v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Council.

(d) Internal records maintained by Service NSW

- (i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Council, and
 - Other information about customers.
- (ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Council and
 - Other information about customers.

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Service NSW uses Personal Information for the purposes of assisting customers in directing queries to Council, training and quality purposes.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency,

(g) Retention

- (i). Personal Information collected via call recordings is stored in Genesys. The length of data retention will be directly related to the purpose for which it was collected and retained. Data is maintained for the minimum period required. Call recordings are available for 3 months and subsequently archived. **(h)**

(h) Data Security

- (i). Personal Information stored in Genesys follows a comprehensive User Access Matrix controlled by Government Technology Platforms Virtual Contact Centre Team. Role based access to the system is granted to users at the minimum level required to perform their duties and to protect against unauthorised access, use, modification or disclosure. Access vi SSO with dfsi.okta.com. The Genesys PureCloud environment is whitelisted and only users on the corporate network or VPN can access the platform. The User Access Matrix is reviewed monthly and a detailed review is conducted every 6 months. The User Access Matrix is a comprehensive document that shows details such as the time of last login, date the account was disabled, date of termination, date of extension, date of role review, name of the reviewer.

(i) Privacy Management plans

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

(j) Access to and amendment of Personal Information

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

(k) Privacy Officer

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

Service NSW:

Privacy Officer

Service NSW

2-24 Rawson Place, Sydney NSW 2000

Phone: 13 77 88

Email: privacy@service.nsw.gov.au

[Name of Council Privacy Officer]:

Schedule 4- Change Management

1. Change Management Process

Change is defined as any alteration to services, process, technology or product. Changes may be initiated by Service NSW or the Council. Where a change to the Services is requested by a party, set out below is the following process:

- 1.1. The party requesting the change will notify the other party's Relationship Manager as soon as possible;
- 1.2. The Relationship Managers will meet within 5 days to discuss the requested change;
- 1.3. The Relationship Managers will work collaboratively to conduct a high-level change assessment of the change, and agree and draft a Change Request, considering the following factors:
 - A. Current state and desired future state outcomes;
 - B. Impacts on customers and both parties informed by end-to-end customer journey;
 - C. Additional resource effort; potential cost and timing of implementation;
 - D. Implementation and testing requirements;
 - E. Legislation/policy that may be required;
 - F. Whether variation to the Partnership Agreement will be required; and
 - G. Continuous Improvement Principles
- 1.4. The parties will sign the Change Request, which will be incorporated into this Agreement.

Where a change relates to Service NSW's IT systems, the Council will notify Service NSW within a reasonable period to outline the proposed change and requested timeframes. Service NSW will consider the change and advise whether an increased cost to implement the change is required.

Service NSW will assess the results and implement corrective action to ensure sustainability of the change to the Services. Changes to the Services will be reported on in the monthly management meeting between Relationship Managers.

2. Change Request Template

This Change Request is created in accordance with the Partnership Agreement	
Date of Change Request	
Originator of Change Request	
Proposed Implementation Date	
Cost	<Cost>
Summary and scope:	
Service NSW responsibilities:	

Council responsibilities:
Change plan:
Change impact (Including the effect on service levels):
Assumptions and exclusions:
List of documents forming part of this change request:
Clauses affected by this change request:

9.5.1 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2023

Record No: I23/422

OFFICER'S RECOMMENDATION

That Council

- A. Authorise the Mayor to attend the Local Government NSW Annual Conference to be held on 12 – 14 November 2023.
- B. Nominate and authorise two Councillors as the remaining voting members.
- C. Determine whether Council wishes to submit any strategic motions that impact the broader local government sector.

ISSUES

The LGNSW Annual Conference provides an opportunity to share ideas, seek inspiration, and help determine Local Government NSW policy directions for the coming year.

The 2023 LGNSW Annual Conference is scheduled for 12 to 14 November 2023. As the peak body for NSW Councillors the Annual Conference provides the opportunity for Councillors across NSW to come together at Rosehill Gardens Racecourse to debate and discuss the key issues. Further details can be found on the LGNSW website <https://lgnsw.org.au/Public/Public/Events/Annual-Conferences/2023/2023-Home.aspx>.

Council-submitted motions will be debated and resolved to set LGNSW's advocacy priorities for the year ahead, while a tradeshow, workshops and training sessions will be available to support delegates and CEOs in LGNSW's efforts to effectively represent its members and the communities they represent.

Councils are required to nominate voting delegates for this meeting. SMRC is entitled to three voting delegates, the Mayor and two (2) Councillors. It is noted that the Mayoral election is required to be held in September. The officer recommendation, if adopted, will apply to whoever is Mayor at the time of the conference.

FINANCIAL IMPACTS

	Amount	Details
Estimated Cost for 3 Cr's attendance. Costs are estimated as Registration will not open until Monday 24 July 2023.	\$7,150 (approx.)	3 x registration = \$4,200 3 x formal dinner = \$750 3 x 2 nights' accommodation = \$1,200 Travel expenses = \$1,000

RESPONSIBLE OFFICER: EA to CEO, Mayor and Councillors

ATTACHMENTS

Nil

9.5.2 RESOLUTION ACTION SHEET UPDATES

Record No: I23/448

OFFICER'S RECOMMENDATION

That Council note the resolution action updates and approve the new format.

BACKGROUND

In order to provide Councillors with updates on resolutions of Council, a report has been generated with a summary of actions.

The newly formatted report eliminates the possibility of errors by removing the need to manually update a master copy with information sourced from within the Infocouncil system.

The new format reduces staff time required to produce the report, as it is now a fully automatic process.

The new format also gives updates as recent as one week prior to the Ordinary Council meeting, ensuring Councillors are given the most recent information available.

RESPONSIBLE OFFICER: Chief Strategy Officer

ATTACHMENTS


1. Action Items as at 12 July 2023
-

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
29/06/2023	146/23	Coordinator Strategy Development	Strategy	31/07/2023	

Post-Exhibition Report - Revised Delivery Program 2022-2026, OPERATIONAL Plan 2023-2024, Revenue Policy 2023-2024, Fees and Charges 2023-2024 and Revised Long-Term Financial Plan 2022-2032

COUNCIL RESOLUTION

146/23

That Council;

A. Adopt the amended 2022- 2032 Long-Term Financial Plan with the following amendments

(a)Page 29 - 7.2 Scenario 2: Include wording “The compounding effect of the proposed rate rise would result in an increase to council revenue of 68.87% over the 5 years”.

(b)Page 29 - 7.2 Scenario 2: Correct “\$8,34,136” to “\$834,136.

(c)Page 29 - 7.2 Scenario 2: Change “23/24” in the last paragraph to “2023/24”.

(d)Page 31: Correct formatting of headings to allow for new details on page 30.


(e)Page 30 - 7.2.1 Special Variation for Snowy Monaro Regional Council: Insert new section:

7.2.1 Special Variation for Snowy Monaro Regional Council for 2023/24 to 2026/27

IPART has assessed Council’s special rate variation application and has determined under section 508A of the Act that:

1. The percentage by which Snowy Monaro Regional Council may increase its general income for the period from year 2023/24 to year 2026/27 (inclusive) is 52.48% consisting of annual increases as set out in the table below:

Year	Annual increase in general income	Cumulative increase in general income
2023/24	12.25%	12.25%
2024/25	10.75%	24.32%
2025/26	10.75%	37.68%
2026/27	10.75%	52.48%

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>2. The percentage increase set out in clause 1 is subject to the following conditions:</p> <ul style="list-style-type: none">a. The Council use the additional Income for the purpose of funding the proposed program.b. The Council report in its annual report for each year from year 2023-24 to year 2027-28 (inclusive):<ul style="list-style-type: none">i. The program of expenditure that was actually funded by the additional income, and any differences between this program and the proposed program;ii. any significant differences between the Council's actual revenues, expenses and operating balance and the projected revenues, expenses and operating balance as outlined in its long-term financial plan, and the reasons for those differences;iii. the outcomes achieved as a result of the additional income;iv. the productivity savings and cost containment measures the Council has in place, the annual savings achieved through these measures, and what these savings equate to as a proportion of the Council's total annual expenditure; andv. whether or not the Council has implemented the productivity improvements identified in its application, and if not, the rationale for not implementing them. <p>The outcome of this assessment is a reduction of rating revenue of \$14.4m over the 10-year period from 2023/24 compared to the additional revenue identified in scenario 2. This will impact the level of investment in asset renewal over the 10 year period.</p> <p>Council will need to consider whether to apply again (for a special rate variation) in four years' time for a fifth year of variation as outlined in Scenario 2, or to modify the long term financial plan to take into account the reduced revenue from the fifth year onwards.</p> <p>B. Adopt the 2023-24 Revenue Policy with the following amendments:</p> <ul style="list-style-type: none">(a) Page 2 - Ordinary Rates: Change wording "Council is not seeking an increase" to "Council is seeking an increase".(b) Page 2 - Ordinary Rates: Change wording "If approved, this will allow" to "The application would allow".(c) Page 2 - Ordinary Rates: Change wording "55.25% stepped" to "55.25% (a total of 5 annual increases) stepped".(d) Page 2 - Ordinary Rates: Include wording "The compounding effect of the proposed rate rise would result in an increase to council revenue of 68.87% over the 5 years".(e) Page 14: Amend on-site sewage management charge fee from \$25.00 to \$26.00. <p>C. Adopt the Draft Revised 2022-2026 Delivery Program, with the following amendments to the Draft:</p> <ul style="list-style-type: none">(a) Page 7: Remove paragraph 4 and add:		

Date From: 1/01/2018
Date To: 12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee: Ordinary Council



IPART has assessed Council's special rate variation application and has determined under section 508A of the Act that:


3. The percentage by which Snowy Monaro Regional Council may increase its general income for the period from year 2023/24 to Year 2026/27 (inclusive) is 52.48% consisting of annual increases as set out in the table below:

Year	Annual increase in general income	Cumulative increase in general income
2023/24	12.25%	12.25%
2024/25	10.75%	24.32%
2025/26	10.75%	37.68%
2026/27	10.75%	52.48%

4. The percentage increase set out in clause 1 is subject to the following conditions:
- The Council use the additional income for the purpose of funding the proposed program.
 - The Council report in its annual report for each year from year 2023-24 to year 2027-28 (inclusive):
 - The program of expenditure that was actually funded by the additional income, and any differences between this program and the proposed program;
 - any significant differences between the Council's actual revenues, expenses and operating balance and the projected revenues, expenses and operating balance as outlined in its long-term financial plan, and the reasons for those differences;
 - the outcomes achieved as a result of the additional income;
 - the productivity savings and cost containment measures the Council has in place, the annual savings achieved through these measures, and what these savings equate to as a proportion of the Council's total annual expenditure; and
 - whether or not the Council has implemented the productivity improvements identified in its application, and if not, the rationale for not implementing them.

The outcome of this assessment is a reduction of rating revenue of \$14.4m over the 10-year period from 2023/24 compared to the additional revenue identified in Scenario 2. This will impact the level of investment in asset renewal over the 10 year period.

Council will need to consider whether to apply again (for a special rate variation) in four years' time for a fifth year of variation as outlined in Scenario 2, or to modify the long term financial plan to take into account the reduced revenue from the fifth year onwards.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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D. Adopt the 2023-24 Operational Plan including the budget, with the following amendments to the Draft:

(a) Page 7: Delete paragraph 4 and insert:

IPART has assessed Council's special rate variation application and has determined under section 508A of the Act that:

5. The percentage by which Snowy Monaro Regional Council may increase its general income for the period from year 2023/24 to Year 2026/27 (inclusive) is 52.48% consisting of annual increases as set out in the table below:

Year	Annual increase in general income	Cumulative increase in general income
2023/24	12.25%	12.25%

The outcome of this assessment is a reduction of rating revenue of \$14.4m over the 10-year period from 2023/24 compared to the additional revenue identified in Scenario 2. This will impact the level of investment in asset renewal over the 10 year period.

E. Adopt the 2023-2024 Schedule of Fees and Charges, in accordance with section 608 of the *Local Government Act 1993*, as placed on exhibition, with the following amendments to the Draft:

(a) That the proposed 2023/24 fees and charges for sport and recreation not proceed

(b) The 2022/23 fees and charges for sport and recreation be indexed by 4% (and rounded) and be the adopted fees and charges for 2023/24

(c) That the 2022/23 fees and charges for cattle per head remain the same for the 2023/24 year

(d) That the current 2022/23 fees and charges be set as the 2023/24 fees and charges for Delegate School of Arts

(e) That the current 2022/23 hall hire fees be set as the 2023/24 fees and charges for Dalgety Hall

(f) Amend the Delegate Sports Hall fees to the following:

(i) Supper room/hall proposed to reduce by \$32.15

(ii) Kitchen/hall proposed fee increase of \$33.00

Moved Councillor Hanna**Seconded Deputy Mayor Higgins****CARRIED**

Record of Voting

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Councillors For: Councillor Beer, Mayor Davis, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell.	Councillors Against: Councillor Frolich and Councillor Williamson.
Notes 02 Jul 2023 All documents to be published on Council's webpage within 28 days of Council resolution.	

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
29/06/2023	145/23	Finance Accountant	Finance	31/07/2023	Y

Making of the 2023-2024 Annual Rates and Charges

COUNCIL RESOLUTION

145/23

That Council approves the making of the rates and charges separately for each category and sub-category as follows;

Making of the Levy of Ordinary Rates for Snowy Monaro Regional Council

- A. For the year 2023/2024, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.00172065** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$496.87** per assessment being 5.38% of the total amount payable on all rateable land categorised as Business. This rate is to be named **Business**.
- B. For the year 2023/2024, in accordance with Section 518 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.00430414** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$1,242.17** per assessment being 1.67% of the total amount payable on all rateable land categorised as Business Electricity Generation. This rate is to be named **Business Electricity Generation**.
- C. For the year 2023/2024, in accordance with Section 515 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.00172065** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$496.87** per assessment being 32.24% of the total amount payable on all rateable land categorised as Farmland. This rate is to be named **Farmland**.
- D. For the year 2023/2024, in accordance with Section 517 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.00430414** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$1,242.17** per assessment being 0% of the total amount payable on all rateable land categorised as Mining. This rate is to be named **Mining**.
- E. For the year 2023/2024, in accordance with Section 516 of the *Local Government Act 1993*, Council make an Ordinary Rate of **0.00172065** rate in the dollar on the land value. In accordance with Section 499 of the *Local Government Act 1993*, Council make a **base amount** of **\$496.87** per assessment being 60.71% of the total amount payable on all rateable land categorised as Residential. This rate is to be named **Residential**.


Levy of Rates

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

F. That the rates as made be levied for the 2023/2024 year by service of a Rates and Charges Notice pursuant to section 546 of the *Local Government Act 1993*.

Interest

G. In accordance with section 566(3) of the Local Government Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2023 to 30 June 2024 (inclusive) will be **9.0% per annum**.

Waste Management

That in accordance with Section 496, Section 501 and Section 502 of the *Local Government Act 1993*, Council make an Annual Charge for Waste Management Services.


Waste Management Charge	\$133.90
Domestic Waste Collection Service	\$280.65
Domestic Waste Collection – Upsize to 240L Bin from 120L Bin	\$168.18
Domestic Recycling Collection Service	\$183.39
Domestic Food and Garden Organic Collection Charge (Cooma-Monaro Region ONLY)	\$67.60
Domestic Waste Vacant Land Charge	\$21.00
Change over Domestic Bin Charge (per event)	\$37.49
Bank of Bins Charge	\$267.80
Wheel Out/Wheel In Service	\$951.23
Commercial Waste Management	
Adaminaby/Bredbo/Bombala/Delegate/Nimmitabel/ Michelago Areas (If Kerbside Collection Services are provided)	
240L Bin	\$494.89
360L Bin	\$739.13
All other areas	Per fees & charges
Commercial Recycling Management	
Adaminaby/Bredbo/Bombala/Delegate/Nimmitabel/ Michelago Areas (If Kerbside Collection Services are provided)	\$331.21
All other areas	Per fees & charges
Commercial Food and Garden Organic Management	
Cooma-Monaro Region	\$155.32
All other areas	N/A

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

Liquid Trade Waste

That in accordance with Section 501 of the *Local Government Act 1993*, Council make an annual Liquid Trade Waste Charge per annum for where the program exists.

Classification “A” Charging Category 1 – Low Risk	\$250.00
Classification “B” Charging Category 1 – Low Risk	\$280.00
Classification “A” Charging Category 2 – Medium Risk	\$960.00
Classification “B” Charging Category 2 – Medium Risk	\$960.00
Classification “S” Charging Category 2 - Dischargers of Chemical Toilet Waste	\$110.00
Classification “B” Charging Category 1 – High Risk/Industrial	\$1,900.00

Stormwater management

In accordance with Section 496A of the *Local Government Act 1993*, Council levy an annual Stormwater Management Charge of \$20 per annum for each parcel of rateable (occupied) land for which the service is available within the former Bombala Council area.

Onsite Sewer Management System

This renewal fee will apply to all onsite sewage management systems and will be charged on the annual rates notice. The 2023/2024 fee will be \$30.00.

Residential Water and Sewer

That in accordance with section 501 and 502 of the *Local Government Act 1993*, Council make an annual Residential Water Access Charge of \$288.00 per annum, connected or unconnected.

Water

Residential and Non-Residential Usage Charge of \$3.43 per Kilolitre, per annum.

Sewer

That in accordance with Section 501 and 502 of the *Local Government Act 1993*, Council make an annual Residential Sewer Access Charge of \$1,008.00 per annum, connected or unconnected.

Water and Sewer

With reference to Best Practice Management of Water Supply and Sewerage, Council make an annual Water Access Charge for properties based on meter size.


Water Annual Access Charge					
Meter Size	Vacant	20mm	25mm	32mm	40mm
2023-24	\$288.00	\$288.00	\$450.00	\$735.00	\$1,149.00

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Water Annual Access Charge – Continued					
50mm	65mm	75mm	80mm	100mm	150mm
\$1,794.00	\$3,033.00	\$4,038.00	\$4,593.00	\$7,176.00	\$16,146.00

With reference to Best Practice Management of Water Supply and Sewerage, Council make an annual Sewer Access Charge for properties based on meter size.

Sewer Annual Access Charge					
Meter Size	Vacant	20mm	25mm	32mm	40mm
2023-24	\$1,008.00	\$1,008.00	\$1,575.00	\$2,580.00	\$4,032.00

50mm	65mm	75mm	80mm	100mm	150mm
\$6,300.00	\$10,644.00	\$14,172.00	\$16,124.00	\$25,194.00	\$56,686.00

Sewer Usage Charge – Non Residential

Non-Residential Usage Charge of \$1.13 per kilolitre with discharge factor of 0.6 based on water meter readings multiplied by the discharge factor. Where the reading is taken directly from a Sewer Flow Meter, the discharge factor shall not apply.

Pipes, Rails and Structures

That in accordance with the provisions of Section 611 of the *Local Government Act 1993*, Council may make an Annual Charge for any rail, pipe, wire, pole, cable, tunnel or structure laid, erected, suspended, constructed or placed on, under or over a public place.

The annual charge for 2023-24 shall be:

A. Under a public place \$742 per kilometre

B. On or over a public place \$154 per pole or structure

Moved Councillor Mitchell

Seconded Deputy Mayor Higgins

CARRIED

Record of Voting

Councillors For: Councillor Beer, Mayor Davis, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell.

Councillors Against: Councillor Frolich and Councillor Williamson.

Notes

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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30 Jun 2023
145/23 - Action is complete.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	141/23	Chief Workforce Officer	Workforce	17/07/2023	
Recruitment Process for CEO COUNCIL RESOLUTION 141/23 That Council A. Engage the external agency McArthur to undertake recruitment for the Chief Executive Officer (performing the role of General Manager). B. Appoint all Councillors to the interview panel for the recruitment of the Chief Executive Officer, and a representative appointed by the recruitment agency. Moved Councillor Hanna Seconded Councillor Johnson CARRIED Record of Voting <i>Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Williamson.</i> <i>Councillors Against: Councillor Summers and Councillor Mitchell.</i>					
Notes					


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	140/23	Executive Assistant to CEO, Mayor, and Councillors	Executive Office	17/07/2023	Y
Resolution Action Sheet Updates COUNCIL RESOLUTION 140/23 That Council request staff review the resolution action sheet for accuracy and where items seem to have stalled, provide advice on progression of items on the resolution action updates. Record of Voting					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell. Councillors Against: Nil. Moved Councillor Hanna	Seconded Councillor Johnson	CARRIED
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Notes 04 Jul 2023 The Executive Office staff have reviewed the Actions and Resolutions sheet for accuracy in conjunction with appropriate staff. A large number of the outstanding items are related to land matters. Approximately half of the land matters are considered 'legacy matters' that SMRC regularly request updates from external sources on. There is a report to the 20 July 2023 meeting requesting that Councillors approve the new actions and resolutions format which eliminates the possibility of errors by removing the need to manually update a master copy with information sourced from within the Infocouncil system. The new format reduces staff time required to produce the report, as it is now a fully automatic process. Item to be closed.
--

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	139/23	Project Specialist	Strategy	17/07/2023	
Budget Adjustment - Delegate Landfill Remediation COUNCIL RESOLUTION 139/23 That Council allocates an additional \$500,000 towards the rehabilitation of Delegate's former landfill site to allow for the increased capping costs with the funding to come from the reserves held in the waste fund. Moved Councillor Summers Seconded Deputy Mayor Higgins CARRIED Record of Voting Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell. Councillors Against: Nil.					
Notes 22 Jun 2023 Awaiting funds to show in BIS before requesting purchase order. 22 Jun 2023					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

Action reassigned to Hope, Graham by Rawlings, David - For finalisation once in budget.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	138/23	Senior Project Manager	Strategy	17/07/2023	
Bombala Caravan Park Upgrades Project COUNCIL RESOLUTION 138/23 That Council allocate an additional \$15,000 towards the Bombala Caravan Park upgrade project from the Crown lands reserve funds. Record of Voting <i>Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Summers, Councillor Williamson and Councillor Mitchell.</i> <i>Councillors Absent: Councillor Stewart</i> Moved Councillor Hanna Seconded Deputy Mayor Higgins CARRIED					
Notes 06 Jul 2023 Contractor assigned, works underway 22 Jun 2023 Action reassigned to McNair, Cherie by Rawlings, David - For redirection					

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	137/23	GIS Administrator	Strategy	17/07/2023	
Three Rivers Estate - Constellation Theme Road Naming Proposal COUNCIL RESOLUTION 137/23 That Council approve the Three Rivers Estate constellation theme road naming proposal to go to the Geographical Names Board for gazettal. Moved Councillor Stewart Seconded Councillor Summers CARRIED Record of Voting					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Councillors For:	Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.
Councillors Against:	Nil.

Notes 05 Jul 2023 No action required until a subdivision certificate is issued. 05 Jul 2023 Can you please provide a brief update to this action by COB today. ,,
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	136/23	Governance Support Officer	Strategy	17/07/2023	Y

Donations and Sponsorships 2023 Applications COUNCIL RESOLUTION <div>136/23</div> That Council determine successful applications and award funding for the 2023/2024 Donations and Sponsorship program.					
ORGANISATION	REQUEST SUMMARY	AMOUNT ALLOCATED			
Cooma Monaro Railway Inc	Funds to purchase defibrillator machine to be located within the public accessible area of the station	\$2,854.00			
Hearing Voices Self-Help Support Group	The support group meets monthly in Cooma Library and is seeking funds to contribute towards supporting the group	\$1,000.00			
LAOKO - Looking After Our Kosciuszko Orphans	Seeking reimbursement for tip fees associated with the clean up from the triage during the bushfires	\$360.54			


Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Nimmitabel Advancement Group	Seeking reimbursement for rates, water rates and waste fees that were overlooked in the BOCO funding in 2023	\$2,055.70	
Bombala Motocross Club - Marden Ride Park Inc	Donation to help cover the cost of winter maintenance on the two ride park tracks	\$2,000.00	
Monaro Committee for Cancer Research (mcCr)	Donation to assist with the cost of hall hire fees and waste fees for two planned MCCR events.	\$1,000.00	
Lions Club of Jindabyne	The annual Easter event is a display of local, state and interstate artworks. It is an opportunity for local artists to display and sell their artwork	\$2,000.00	
LATE APPLICATION Monaro Family Support Services	Donation to support bolstering resources for the Toy Library and Playgroups	\$2,000.00	
Nimmitabel Public School	Seeking reimbursement for waste and recycling fees	\$0.00	
Delegate Presbyterian Community Church	Seeking reimbursement for water and sewer rates for 2023/2024	\$600.00	
Cooma Cats Football Club	Donation towards purchasing equipment, insurance costs and hire fees of Snowy Oval	\$1,000.00	

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Cooma Rugby Union Football Club	Snow Ball 2023	\$1,000.00	
Michelago Pony Club	Donation to partly fund the annual Michelago Pony Club Second Chance Sporting Gymkhana	\$1,100.00	
Adaminaby Golf Club	Donation to reimburse the water and sewer invoice dated 1/4/2022	\$1,000.00	
Snow Australia (Rob Kneller Youth Foundation)	Jindabyne Snow sale annual fundraiser for Action Sports Training. All monies raised at the Snow Sale are used to subsidise K-2 students at Jindabyne Central and Snowy Grammar Schools.	\$1,500.00	
The Shepherd Centre	Support for one Snowy Monaro family providing early Intervention for children with hearing loss	\$1,292.00	
Nimmitabel Advancement Group	Donation to assist cover costs for the monthly run Seniors Bingo	\$1,500.00	
Bredbo Men's Shed	Funds to purchase a brush cutter and blower to assist with maintenance of the Bredbo Centennial Park and Bredbo Recreation Ground	\$1,108.00	

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Monaro Community Radio Inc (2MNO)	Seeking reimbursment for land, water and sewer rates for 2023/2024	\$1,000.00	
Berridale Tennis Club Inc	Seeking reimbursment for land, water and sewer rates for 2023/2024	\$1,000.00	
Snowy Mountains Care & Early Learning Centre	Donation to fund an Intergenerational Program "Expect Joy" which will engage 8 preschool children to travel to Snowy River Hostel with 3 educators	\$2,000.00	
Rosie O'Sullivan School of Dance	Donation to assist with the cost of hall hire fees to hold the annual dance concert	\$500.00	
Snowy Monaro Arts Council Inc SMAC	Donation to assist with running costs of the concert "Arcadia Winds"	\$1,000.00	
We Will Remember Them Monaro Association	Donation for the collection and disposal of waste from memorial parks	\$500.00	
Michelago Region Community Association	Donation to cover cost of licence with Transport NSW, various running costs and installation of solar lights	\$1,500.00	
Cooma Monaro Railway Inc	Reimbursment of fees paid to Council for waste disposal and banner hire	\$500.00	

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Lake Jindabyne Sailing Club	Donation towards the purchase of sailing training rigs for teens and beginners	\$1,000.00	
Mitchell Power Memorial Quick Shear	Donation towards the event "Memorial Quick Shear" which raise money, awareness and support around mental health in rural areas	\$2,500.00	
The Salvation Army Cooma	Donation to reimburse the cost of fees associated with hiring Council sites to place banners advertising the Red Sheild Appeal	\$500.00	
Rotary Club of Cooma	Donation to partly fund the 6th Cooma Country, Roots and Blues Music Festival	\$1,000.00	
Bombala Chamber of Commerce	Donation to partly fund the Bombala Christmas Street Carnival	\$1,000.00	
Snowy Mountains BMX Club	Seeking reimbursment for Development Application fees and other council costs during construction	\$1,000.00	
Delegate RSL Sub-Branch	Donation to assist with maintenance of the hall, including electrical work, painting, some structural repairs and tiling	\$3,000.00	
Michelago Memorial Hall & Tennis Courts 355 Committee	Funds to purchase and install a dishwasher at the Michelago Memorial Hall	\$1,500.00	

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Marine Rescue Alpine Lakes	Donation to assist with solar power installation on the new off the grid storage facility for rescue vessels and training	\$2,200.00	
Jindabyne Cycling Club Inc	Funds to purchase timing equipment for Jindabyne Spring Gravity Enduro Series	\$1,000.00	
JW Myotherapy	Funds to purchase a cold laser therapy device to provide the Snowy Region with an alternative treatment to provide a greater quality of life	\$0.00	
Nimmitabel School of Arts	Donation to the printing of a book "Among the Poplars - The Story of the Bredbo, Colinton and Jerangle District"	\$1,650.00	

Moved Councillor Hopkins

Seconded Councillor Hanna

CARRIED

Record of Voting

Councillors For:

Mayor Davis, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell.

Councillors Against:

Councillor Frolich and Councillor Williamson.

Notes

30 Jun 2023

All applicants have been notified of Councils decision. Successful applicants have been sent Funding Agreements. Payments will be made upon the return of signed Funding Agreements.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	135/23	Governance Officer	Strategy	17/07/2023	Y
Update to Donations and Sponsorship Policy COUNCIL RESOLUTION 135/23 That Council change the amount showing in section 8 (Unspent grants) of the donations and sponsorship policy from \$200 to \$50. Moved Councillor Stewart Seconded Councillor Summers CARRIED Record of Voting <i>Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.</i> <i>Councillors Against: Nil.</i>					
Notes 30 Jun 2023 The policy has been uploaded to council website. Item complete.					


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	134/23	Recreation Planner	Strategy	17/07/2023	Y
Post Exhibition - Recreation and Open Space Strategy COUNCIL RESOLUTION 134/23 That Council A. Receive and note the feedback received during the exhibition period; and B. Adopt the recreation and open space strategy with the recommended changes. Moved Councillor Stewart Seconded Councillor Summers CARRIED Record of Voting					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Councillors For:Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against:Nil.

Notes

04 Jul 2023

Action complete

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	133/23	GIS Administrator	Strategy	17/07/2023	

Locality Boundary Adjustment - Bibbenluke and Ando

COUNCIL RESOLUTION133/23

That Council

A. Endorse the proposed Ando-Bibbenluke locality boundary adjustment for a public notification period of 28 days.

B. Endorse creation of a proposal with the Geographical Names Board for the proposed Ando-Bibbenluke locality boundary adjustment and progress to stage of pre-approval.

Moved Councillor StewartSeconded Councillor SummersCARRIED

Record of Voting

Councillors For:Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against:Nil.

Notes


30 Jun 2023

No further action at this point. The proposal will go to the Monaro Post for 28 days of public notification shortly.

Date From:1/01/2018Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	132/23	Coordinator Strategy Development	Strategy	17/07/2023	Y
Organisational Performance Report - May 2023					
COUNCIL RESOLUTION			132/23		
That Council:					
<div>A. Amend 22/23 Operational Plan to “Commence” the review of the youth strategy.</div> <div>B. Amend 22/23 Operational Plan to “Commence” the development of a SMRC tourism strategy.</div> <div>C. Amend 22/23 Operational Plan to “Commence” the development of an investment attraction strategy.</div> <div>D. Amend 22/23 Operational Plan to “Commence” the development of CBD activation plans.</div> <div>E. Amend 22/23 Operational Plan to “Commence” the Adaminaby long vehicle and truck parking project.</div> <div>F. Amend the 22/23 Operational Plan to “Commence” the Jindabyne Holiday Park upgrades.</div> <div>G. Include in the 23/24 Operational Plan the Jindabyne Holiday Park upgrades.</div> <div>H. Remove ‘Develop a Pool Strategy for the region’ from the 22/23 Operational Plan.</div>					
Moved Councillor Stewart		Seconded Councillor Summers		CARRIED	
Record of Voting					
Councillors For:		Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.			
Councillors Against:		Nil.			
Notes					
02 Jul 2023					
Operational plan updated - action completed					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	131/23	Governance Officer	Strategy	17/07/2023	Y
Nomination of Delegates to the District Liaison Committee COUNCIL RESOLUTION 131/23 That Council appoint Councillor Hanna and Councillor Davis as delegates to the District Liaison Committee. Moved Deputy Mayor Higgins Seconded Councillor Frolich CARRIED Record of Voting Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell. Councillors Against: Nil.					
Notes 06 Jul 2023 RFS Inspector Marks has been advised of the two council delegates. The delegated Councillors have also received an email advising of their appointment and provided with Inspector Marks contact details. No further action required. Action complete.					

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	130/23	Manager Finance	Finance	17/07/2023	Y
RMCC Works Program budget adjustment COUNCIL RESOLUTION 130/23 That Council approve the variations to the 2022/23 budget noted within regarding the RMCC works program. Moved Councillor Stewart Seconded Councillor Summers CARRIED					
Notes 06 Jul 2023 To be closed.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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05 Jul 2023

RMCC works program budgets have now been adjusted per resolution.

05 Jul 2023


Action reassigned to Dunn, Patrick by Sligar, Tracy - Reallocated to A/CFO

05 Jul 2023

Can you please provide a brief update to this action by COB today.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	129/23	Manager Finance	Finance	17/07/2023	
Financial Review Committee COUNCIL RESOLUTION 129/23 That Council establish a finance working group as detailed within the report, commencing 23/24 financial year. Moved Councillor Summers Seconded Deputy Mayor Higgins CARRIED Record of Voting <i>Councillors For: Mayor Davis, Deputy Mayor Higgins, Councillor Hopkins, Councillor Summers and Councillor Mitchell.</i> <i>Councillors Against: Councillor Frolich, Councillor Hanna, Councillor Johnson, Councillor Stewart and Councillor Williamson.</i>					
Notes 05 Jul 2023 Action reassigned to Dunn, Patrick by Sligar, Tracy - Reallocated to A/CFO 22 Jun 2023 Agenda item included for councillor briefing session on 6 July to discuss the timing of the workshops					

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023		Manager Resource & Waste Services	Operations	17/07/2023	
Procurement framework for Waste Services Provision That Council note the approach and timeline being followed for the procurement of a broader range of waste collection services.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Moved Councillor Summers Record of Voting <i>Councillors For:</i> Mayor Davis, Deputy Mayor Higgins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell. <i>Councillors Against:</i> Councillor Frolich, Councillor Hanna, Councillor Hopkins and Councillor Williamson.	Seconded Councillor Stewart Notes 04 Jul 2023 Currently working on procurement framework for provision of waste services contract, will put report forward when all aspects of this have been undertaken	CARRIED
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/06/2023	124/23	Manager Built & Natural Environment	Operations	17/07/2023	
DEVELOPMENT APPLICATION 10.2022.227.1 - SIX-LOT SUBDIVISION AT KARINYA PLAINS ROAD MICHELAGO COUNCIL RESOLUTION 124/23 That pursuant to section 4.16 of the <i>Environmental Planning and Assessment Act 1979 (as amended)</i> it is recommended that Council grants consent to DA 10.2022.227.1 for a 6 Lot subdivision on Lot 1 DP 713198, Karinya Plains Road, Michelago NSW 2620 subject to conditions of consent attached to this report Moved Councillor Hopkins Seconded Councillor Mitchell CARRIED Record of Voting <i>Councillors For:</i> Mayor Davis, Councillor Hanna, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell. <i>Councillors Against:</i> Councillor Frolich, Deputy Mayor Higgins and Councillor Williamson.					
Notes Determination issued with approved conditions of consent.					

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
18/05/2023	109/23	Coordinator Strategy Development	Strategy	19/06/2023	
Post Exhibition Report - Land Use Strategies COUNCIL RESOLUTION 109/23					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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That:

- A. Item 9.3.3 Post Exhibition Report - Land Use Strategies be deferred pending further consultation with the community; and
- B. Provide costing for scenic overlay study.

Moved Deputy Mayor Higgins

Seconded Councillor Hopkins

CARRIED

Record of Voting

Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against: Councillor Stewart.

Notes

02 Jul 2023

No further update.

29 May 2023

No further consultation can commence until vacant Strategic Planning positions have been filled. Costings for a scenic landscape assessment have not yet been sought.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
18/05/2023	113/23	Supervisor Civic Maintenance	Operations	19/06/2023	
Establishment of an s.355 Advisory Committee for Open Spaces and Recreational Facilities COUNCIL RESOLUTION 113/23 That Council establish an s.355 advisory committee for open spaces and recreational facilities with effect from 1 July 2023. Moved Councillor Hopkins Seconded Councillor Johnson CARRIED Record of Voting <i>Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Summers and Councillor Mitchell.</i> <i>Councillors Against: Councillor Williamson.</i>					
Notes 06 Jul 2023 Action reassigned to Hawkins, Jean-Monique by Donnelly, Erin - Reassigned to area responsible for the subject of the committee.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
11/05/2023	97/23	Coordinator Strategy Development	Strategy	12/06/2023	Y

Snowy Monaro Regional Council's Draft Suite of Integrated Planning and Reporting Documents to be Placed on Public Exhibition

COUNCIL RESOLUTION

97/23

That Council:

- A. Place the Draft Revised 2022-2026 Delivery Program, 2023-2024 Operational Plan, Draft Revised Long Term Financial Plan 2022-2032, Draft Revenue Policy 2023-2024 and Draft Fees and Charges 2023/2024 on public exhibition from 15 May to 12 June 2023.
- B. Undertake a range of community consultation and engagement activities within the public exhibition period.
- C. Receive a further report to consider submissions, and adoption of the final documents.
- D. Reschedule the Extraordinary Meeting scheduled for 1pm 22 June 2023 to 1pm 29 June 2023.
- E. Acknowledge the work of staff in developing the documents.

Moved Councillor Summers

Seconded Councillor Mitchell

CARRIED

Record of Voting

Councillors For: Mayor Davis, Deputy Mayor Higgins, Councillor Johnson, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against: Councillor Frolich, Councillor Hanna, Councillor Hopkins and Councillor Stewart.

Notes

02 Jul 2023

Action completed 12 June 2023

29 May 2023

Public Exhibition is still underway until 12 June 2023

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/04/2023	94/23	Chief Workforce Officer	Workforce	22/05/2023	

Consideration of the reappointment of the CEO - CARRIED

COUNCIL RESOLUTION

94/23

That Council

- A. Support the current CEO to the conclusion of his contract; and
- B. Commence the process of recruitment of a new Chief Executive Officer (Performing the role of General Manager)

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Moved Councillor Hanna Record of Voting <i>Councillors For: Mayor Davis, Councillor Frolich, Councillor Hanna, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Williamson and Councillor Mitchell.</i> <i>Councillors Against: Councillor Beer, Deputy Mayor Higgins and Councillor Summers.</i>	Seconded Councillor Hopkins	CARRIED
Notes 31 May 2023 Draft Position Description and KPI's received by Mayor/Councillors. Recruitment proposals have been received by six external agencies, with all Councillors currently reviewing the proposals against selection criteria for short-listing and final selection. 01 May 2023 Position description, General Manager contract and CEO key performance indicators have been supplied to councillors for review and considered changes and updates., Feedback sought from six NSW councils who have undertaken executive recruitment within the past 2 years for their preferred recruitment providers. , Three external executive recruitment agencies identified for shortlist as potentially suitable for recruitment of the CEO for Council.		

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/04/2023	81/23	Economic Development Officer	Communications	22/05/2023	
Polo Flat Master Plan and Industry Study					
COUNCIL RESOLUTION			81/23		
That Council					
A. Accept the funding amount of \$227,272.68 (ex GST) under the NSW Government’s Business Case and Strategy Fund; and					
B. Allocate \$60,000 to the 2022/23 budget and the remaining \$167,272.68 to the 2023/24 budget.					
Moved Councillor Mitchell		Seconded Councillor Johnson	CARRIED		
Record of Voting					
Councillors For:		Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.			
Councillors Against:		Nil.			
Notes					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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30 Jun 2023

Extension to funding deed granted. New completion date 30 March 2024. Contracts to be issued in July 2023.

31 May 2023

Funding deed executed and initial meeting with Consultancy underway.

28 Apr 2023

Awaiting funding agreement from funding agency.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/04/2023	79/23	GIS Administrator	Strategy	22/05/2023	

Three Rivers Estate - Alternate Road Naming Proposal

COUNCIL RESOLUTION

79/23

That Council endorse the proposed road names Constellation Drive, Orion Close, Canis Close and Crux Circle to:

- A. be publicly advertised for a period of 28 days.
- B. go to the Geographical Names Board for pre-approval.

Moved Councillor Mitchell

Seconded Councillor Johnson

CARRIED

Record of Voting

Councillors For: Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against: Nil.

Notes

30 Jun 2023

Complete. The public advertisement and Geographical Names Board pre-approval has been finalised.

31 May 2023

The Constellation road naming proposal is approved by Council and the Geographical Names Board and will be progressed to formalisation by the Geographical Names Board when a subdivision certificate is issued for Three Rivers Estate.

28 Apr 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

The road naming proposal has been submitted for public notification and will appear in the Monaro Post for 28 days starting May 3rd., The road naming proposal has not gone to the Geographical Names Board for pre-approval. It will wait for the end of the public notification period when a decision is made on whether to proceed with the proposal.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/03/2023	69/23	Chief Executive Officer	Executive Office	17/04/2023	

11.1 - Foreshadowed Motion - Independent Audit

COUNCIL RESOLUTION

69/23

That an independent audit take place before consideration of developing a business case for the demerger of Snowy Monaro Regional Council is undertaken.

Moved Councillor Johnson

Seconded Councillor Hanna

CARRIED

Record of Voting

Councillors For: Councillor Frolich, Councillor Hanna, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Williamson.

Councillors Against: Councillor Beer, Deputy Mayor Higgins, Councillor Summers and Councillor Mitchell.

Notes

05 Jul 2023

Councillors will be briefed on the 6 July at Councillor Briefing Session. Full report put to Council for consultation at 20 July Ordinary Meeting.

26 May 2023

A scope was prepared and the request for tender was released Monday 15 May and closes 12 June.

01 May 2023

No further update from staff.

03 Apr 2023

The CEO was advised on Friday 31 March that the councillors had considered the scope of the proposed audit at a workshop on Thursday 30 March.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/03/2023	63/23	Supervisor Civic Maintenance	Operations	17/04/2023	

Minutes from Management and Advisory Committees

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

COUNCIL RESOLUTION63/23

That Council receive the minutes of the:

A. Cooma North Ridge Reserve Advisory Committee meeting held 23 November 2022 and ensure that SMRC share the following documents with the Cooma North Ridge Committee:

☐ Master trail plan

☐ Dirt Art MTB Trail Master Plan – Cooma – 2016

☐ Plan for the reconstruction of a second water tank

☐ Rehabilitation of the sourced area after tank spill.

B. Bombala Exhibition Ground Management Committee meeting held 14 December 2022.

Moved Councillor WilliamsonSeconded Councillor MitchellCARRIED

Record of Voting

Councillors For:Councillor Beer, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against:Nil.

Notes

05 Jul 2023

Have forwarded trail masterplan to CNNR, awaiting water tank info from WWW

05 Jul 2023

Can you please provide an update by COB today. „If nothing has changed since the last update please write ‘No further update’.

01 Jun 2023

No further update.

02 May 2023

No further update.

03 Apr 2023

No update.

03 Apr 2023

Action reassigned to Hawkins, Jean-Monique by Donnelly, Erin - Items to be forwarded by civic maintenance

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/03/2023	51/23	Coordinator Land & Property	Operations	17/04/2023	
Wombat Way Jindabyne- Transfer of a portion of Crown Road Reserve (unformed) to Council - Placement of underground Water & Sewer infrastructure to enable development COUNCIL RESOLUTION 51/23 That Council make application to the Department of Environment (Crown Lands) for the transfer of part of the Crown road reserve (unformed) known as Wombat Way, located in Leesville area of Jindabyne – being the portion of Wombat Way extending from the Barry Way through to alignment with the western boundary line of Lee Avenue (reference image located within report body). Moved Councillor Johnson Seconded Councillor Stewart CARRIED Record of Voting <i>Councillors For: Councillor Beer, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.</i> <i>Councillors Against: Nil.</i>					
Notes 29 Jun 2023 Awaiting response from Crown Lands 31 May 2023 No response to the tabled transfer request received as yet from Crown Lands. 28 Apr 2023 A formal letter was issued to Crown Lands, requesting transfer of the initial section of the Crown Road known as Wombat Way to Council (context image included). 31 Mar 2023 The action will be initiated by Land & Property.					


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/02/2023	27/23	GIS Administrator	Strategy	20/03/2023	Y
Road Naming Proposal for Three Rivers Estate subdivision COUNCIL RESOLUTION 27/23					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

That Council endorse the proposed road names Matruk Close, Warragang Close and Bungadhung Way to:

A. be publicly advertised for a period of 28 days in the Monaro Post.

B. go to the Geographical Names Board for pre-approval.

Moved Councillor Frolich

Seconded Councillor Mitchell

CARRIED

Record of Voting

Councillors For:Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Councillor Hopkins, Councillor Johnson, Councillor Summers and Councillor Mitchell.

Councillors Against:Deputy Mayor Higgins, Councillor Stewart and Councillor Williamson.

Notes

30 Jun 2023

Complete. The Ngarigo words road naming proposal will not progress any further as the alternate Three Rivers Estate road naming proposal has been selected and approved.

31 May 2023

The Ngarigo words road naming proposal public advertisement period ends COB 31 May 2023. No objections have been received with one submission supporting the Ngarigo words road naming proposal.

28 Apr 2023

The road naming proposal has been submitted for public notification and will appear in the Monaro Post for 28 days starting May 3rd., The road naming proposal has not gone to the Geographical Names Board for pre-approval. It will wait for the end of the public notification period when a decision is made on whether to proceed with the proposal.

31 Mar 2023

An alternate road naming proposal has been put forward by the developer of the Three Rivers Estate. This proposal has been added to the April ordinary council meeting agenda. If approved by authorisers for inclusion in the meeting, it will be recommended to Council that the new proposal be publicly notified in parallel with the previously endorsed Ngarigo words naming proposal (for three of the estates four roads) with the intent being to use submissions to guide which proposal goes forward to the Geographical Names Board.

01 Mar 2023

No update.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
30/01/2023	4/23	Coordinator Strategy Development	Strategy	1/03/2023	

6.1.1 - Resourcing Strategy Documents - AMENDMENT

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

AMENDMENT

4/23

That Council

A. Adopt the following resourcing strategy documents:

Asset Management Strategy

Workforce Strategy

Long Term Financial Plan

B. Develop an appendix to the assets management strategy identifying the buildings to be included in the capital improvements.

Moved Councillor Williamson

Seconded Councillor Stewart

CARRIED

Record of Voting

Councillors For:

Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.

Councillors Against:

Nil.

Notes

02 Jul 2023

Updated Asset Management Plans have now been completed.

29 May 2023

Appendix for Asset Strategy is still being developed - buildings have been inspected to undertake a condition assessment, which will inform the priority renewals. When financials of the revised LTFP become available, the revised Asset Management Plans can be completed.

28 Apr 2023

Appendix for Asset Strategy is still being developed - buildings have been inspected to undertake a condition assessment, which will inform the priority renewals. When financials of the revised LTFP become available the revised Asset Management Plans can be completed.

31 Mar 2023


Appendix for Asset Strategy is still being developed - buildings are currently being inspected to undertake a condition assessment which will inform the priority renewals

27 Feb 2023

Appendix for Asset Strategy is still being developed - buildings are currently being inspected to undertake a condition assessment which will inform the priority renewals

01 Feb 2023

Resourcing Strategy documents published on Council's webpage. Additional appendix to be added to identifying buildings for capital renewals.

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT			
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/12/2022	361/22	Manager Community Services	Operations	16/01/2023	
Residential aged care update on divestment process and budget requirement for remainder of financial year COUNCIL RESOLUTION 361/22 That Council: A. Extend the residential aged care divestment due diligence period with Sapphire Coast Community Aged Care Services until 30 June 2023; B. Increase the Residential Aged Care operating budget by \$1,028,793 to cover the period January – June 2023, to be funded from Council's unrestricted cash and recouped over the next 2 financial years from asset renewal budgets; and C. Continue to lobby the federal government to provide funding support for operating deficit and capital improvements while working toward a regional solution that ensures the long term viability of residential aged care services in the Snowy Monaro. Moved Deputy Mayor Higgins Seconded Councillor Mitchell CARRIED Record of Voting <i>Councillors For: Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers, Councillor Williamson and Councillor Mitchell.</i> <i>Councillors Against: Nil.</i>					
Notes 05 Jul 2023 A. Report is going to the 20 July Council meeting, B. Completed, C. This will be discussed further following the outcome of the 20 July Council meeting 01 Jun 2023 A - No further update. B - Completed. C - No further update. 01 May 2023 A - Councillors were provided with an update 6 April 2023 and yet to finalise the divestment, B - Closed, C - Had a meeting with the Department of Health regarding this matter and are continuing to look at options moving forward 31 Mar 2023 A - Councillors will be provided with an update at an upcoming Councillor Workshop, B - Closed, C - No further update 02 Mar 2023 No further update. 20 Feb 2023 Action reassigned to Padbury, Bianca by Biki, Liana - Action item being reassigned from Keiran to Bianca.					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONAROREGIONAL COUNCIL

01 Feb 2023

No further update.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/11/2022	322/22	Coordinator Land & Property	Operations	19/12/2022	

Water and Wastewater Land Acquisitions - Bombala STP Upgrade - Change of Physical Position Needs

COUNCIL RESOLUTION322/22

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 256.9m2;

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.

Moved Councillor Mitchell

Seconded Deputy Mayor Higgins

CARRIED

Record of Voting

Councillors For:Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Williamson and Councillor Mitchell.

Councillors Against:Nil.

Notes

30 Jun 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Awaiting OLG approval to proceed. Background - Delay is due to the fact that the original Aboriginal Land Claim search response was received more than 12 months prior to the OLG application being assessed. Thus, updated advice was required and this was provided. , This week the OLG notified that the application is making its way through their assessment process; informal advice from OLG is that approval should come though sometime in July 2023.

29 Jun 2023

No further update

31 May 2023

Amended scope of acquisition item needs finalised. Resolution of ALC aspects underway.

28 Apr 2023

No further update at this point.

30 Mar 2023

No further update at this time

01 Mar 2023

No further update at this point in time.


29 Jan 2023

PWA have all documentation required to submit the OLG application as per the LAJTC Act; including the confirmed Minutes of the 17/11/22 Council meeting.

29 Nov 2022

Supersedes item D of Resolution 254/20 to enable Compulsory Acquisition prescribed process to move forward.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/11/2022	315/22	Senior Strategic Land Use Planner	Strategy	19/12/2022	
Planning Proposal - Draft Comprehensive Snowy Monaro Regional Local Environmental Plan COUNCIL RESOLUTION 315/22 That Council A. Undertake a minimum of 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. Moved Deputy Mayor Higgins Seconded Councillor Mitchell CARRIED Record of Voting					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		
Councillors For: Councillor Beer, Mayor Davis, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson and Councillor Mitchell. Councillors Against: Councillor Frolich, Councillor Stewart and Councillor Williamson.		
Notes 06 Jul 2023 A. No further update. 05 Jul 2023 Action reassigned to Chandra, Vishal by Wearn, Grace - Alex Adkins no longer works for Council. 30 May 2023 A. Completed - public exhibition concluded on 20 February 2023. , B. Completed, awaiting response from DPE. Met with DPE on 14 February to discuss draft LEP, planning proposal and process. , C. Noted and will action once a Gateway determination is received., Land Use Strategies were reported to Council on 18 May, the deferral of these strategies is likely to lead to a delay in progressing the LEP. A meeting with DPE was held on 26 May to discuss these implications and delays. 26 Apr 2023 A. Completed - public exhibition concluded on 20 February 2023. , B. Completed, awaiting response from DPE. Met with DPE on 14 February to discuss draft LEP, planning proposal and process. , C. Noted and will action once a Gateway determination is received., A Councillor briefing will be held with Councillors on 27 April 2023 to provide an overview of feedback received and recommended changes, no further update. 31 Mar 2023 A. Completed - public exhibition concluded on 20 February 2023. , B. Completed, awaiting response from DPE. Met with DPE on 14 February to discuss draft LEP, planning proposal and process. , C. Noted and will action once a Gateway determination is received., A Councillor briefing will be held with Councillors on 27 April 2023 to provide an overview of feedback received and recommended changes. 01 Mar 2023 Action reassigned to Adkins, Alexandra by Biki, Liana - Request for change of officer responsibility. 23 Feb 2023 A. Completed - public exhibition concluded on 20 February 2023. , B. Completed, awaiting response from DPE. Met with DPE on 14 February to discuss draft LEP, planning proposal and process. , C. Noted and will action once a Gateway determination is received. 01 Feb 2023 A. Completed all face to face and online consultation (with the exception of Nimmitabel Show on 4th Feb), with the public exhibition period open until 20 Feb. , B. Meeting scheduled Tuesday 7 Feb with DPE, with Gateway Determination expected at the end of Feb. 20 Dec 2022 A. Public exhibition is proceeding, ten in person community information sessions have been held along with two stakeholder workshops. Over 100 people have participated in the consultation sessions so far in the process. , B. In consultation with DPE this is expected to occur in early 2023., C. Will occur once B is completed.		

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

28 Nov 2022

A. Community consultation commenced on 21 November, due to a delay in mailing letters the consultation period will extend to 20 February 2022 , B. Liaising with DPE and will submit planning proposal via the NSW Planning Portal., C. Noted, will await Gateway determination from DPE once B is completed.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/10/2022	294/22	Coordinator Economic Development	Communications	21/11/2022	

Future use of the Cooma to Bombala Rail Corridor

COUNCIL RESOLUTION

294/22

That Council

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);

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;

C. Not undertake to fund the cost of relocating the MRT if point B (above) eventuates;

D. Resolve to continue to work with all parties on continuing investigations of potential shared use 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.

Moved Councillor Stewart

Seconded Councillor Hanna

CARRIED

Record of Voting

Councillors For:

Councillor Beer, Mayor Davis, Deputy Mayor Higgins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Williamson.

Councillors Against:

Councillor Frolich, Councillor Hanna and Councillor Hopkins.

Notes

30 Jun 2023

A - Ongoing, new legislation has not been released. BCSD grant is funding continued planning for the Queanbeyan to Cooma section. Continuing to liaise with TfNSW regarding potential lease. Working with MRT Inc and BCSD funded consultants to strengthen business case. , B - Complete. , C - Complete. , D - Ongoing. E - Complete.

31 May 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

A - Ongoing, new legislation has not been released. BCSD grant is funding continued planning for the Queanbeyan to Cooma section. Continuing to liaise with TfNSW regarding potential lease. , B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
01 May 2023
A - Ongoing, new legislation that is due around March has not been released as yet. BCSD grant is funding continued planning for the Queanbeyan to Cooma section. , B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
30 Mar 2023
A - Ongoing, new legislation that is due around March has not been released as yet. BCSD grant is funding continued planning for the Queanbeyan to Cooma section. , B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
28 Feb 2023
A - Ongoing, with new legislation is due around March that will contain a framework regarding lease arrangements., B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
24 Jan 2023
A - Ongoing, with new legislation is due around March that will contain a framework regarding lease arrangements., B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
21 Dec 2022
A - Continuing to work on the business case with MRT Inc. Initial meeting held with TfNSW who advised a new legislation is due around March that will contain a framework regarding lease arrangements., B - Complete. , C - Complete. , D - Ongoing. , E - Complete.
29 Nov 2022
A - Continuing to work on the business case with MRT Inc and beginning discussions with TfNSW regarding the lease. B - Complete. C - Complete. D - Ongoing. E - Complete.
31 Oct 2022
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.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/09/2022	259/22	Coordinator Economic Development	Communications	17/10/2022	
MRT - Potential Construction Funding Grant Application - Foreshadowed Motion					
COUNCIL RESOLUTION			259/22		
That Council					
A. Continue to provide in principle support to Monaro Rail Trail Inc;					
B. Request a comprehensive briefing from Cooma Monaro Rail Group to Council;					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO
REGIONAL COUNCIL

C. Continue to work on the development of Queanbeyan to Cooma segment of the proposed rail trail and;

D. That a report come back to Council to the next meeting.

Moved Councillor Stewart

Seconded Councillor Frolich

CARRIED

Record of Voting

Councillors For:Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.

Councillors Against:Councillor Williamson.

Notes

30 Jun 2023

A - Ongoing, with regular meetings with MRT Inc being undertaken., B - Complete. , C - BCSD grant is funding the further development of the Queanbeyan to Cooma segment. Consultants now engaged to prepare the stage 2 Trail Development Plan. , D - Complete.

31 May 2023

A - Ongoing, with regular meetings with MRT Inc being undertaken., B - Complete. , C - BCSD grant is funding the further development of the Queanbeyan to Cooma segment. , D - Complete.

01 May 2023

A - Ongoing, with regular meetings with MRT Inc being undertaken., B - Complete. , C - BCSD grant is funding the further development of the Queanbeyan to Cooma segment. , D - Complete.

30 Mar 2023

A - Ongoing, with regular meetings with MRT Inc being undertaken., B - Complete. , C – BCSD grant is funding the further development of the Queanbeyan to Cooma segment. . , D - Complete.

28 Feb 2023

A - Ongoing, with regular meetings with MRT Inc being undertaken., B - Complete. , C - Complete. , D - Ongoing. , E - Complete.

24 Jan 2023

A - Ongoing. , B - Complete. , C - Ongoing. , D - Complete.

21 Dec 2022

A - Ongoing. , B - Complete. , C - BCSD grant application successful. , D - Complete.

29 Nov 2022

A - Ongoing. B - Complete. C - Still awaiting outcome of BCSD grant fund application. D - Complete.

31 Oct 2022

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 with QPRC and TfNSW on corridor leasing arrangements. D - Complete. Report provided to October meeting.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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05 Oct 2022

A - Noted. B - Briefing to Councillors organised for 6 October. C - Noted. D - Report to be provided to October meeting.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/09/2022	241/22	Senior Strategic Land Use Planner	Strategy	17/10/2022	
Planning Proposal - 56 Hilldowns Road, Kalkite COUNCIL RESOLUTION 241/22 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. <div style="display: flex; justify-content: space-between;"> Moved Councillor Frolich Seconded Councillor Johnson CARRIED </div> Record of Voting <i>Councillors For: Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Williamson.</i> <i>Councillors Against: Nil.</i>					
Notes 06 Jul 2023 A. Completed and Gateway determination received. B. Completed and authorisation granted. C. Gateway issued, consultation to begin Monday 10 July 2023 and conclude 21 August 2023. 05 Jul 2023 Action reassigned to Chandra, Vishal by Wearn, Grace - Alex Adkins no longer works for Council. 30 May 2023					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

A. Completed and a Gateway determination has been received., B. Completed and this request was granted by DPE., C. Currently undertaking agency consultation on the planning proposal as per the Gateway determination and awaiting the proponents to prepare further studies requested, Council staff have requested preparation of DCP for this site is undertaken by the proponent to support this planning proposal. Additional information has been requested from the proponent to address traffic concerns raised by Council and TfNSW. A meeting was held with the proponent on 17 May to discuss options to address Council and agency concerns.

26 Apr 2023

A. Completed and a Gateway determination has been received., B. Completed and this request was granted by DPE., C. Currently undertaking agency consultation on the planning proposal as per the Gateway determination and awaiting the proponents to prepare further studies requested, Council staff have requested preparation of DCP for this site is undertaken by the proponent to support this planning proposal. Additional information has been requested from the proponent to address traffic concerns raised by Council and TfNSW.

31 Mar 2023

A. Completed and a Gateway determination has been received., B. Completed and this request was granted by DPE., C. Currently undertaking agency consultation on the planning proposal as per the Gateway determination and awaiting the proponents to prepare further studies requested, Council staff have requested preparation of DCP for this site is undertaken by the proponent to support this planning proposal.

23 Feb 2023

A. Completed and a Gateway determination has been received., B. Completed and this request was granted by DPE., C. Currently undertaking agency consultation on the planning proposal as per the Gateway determination and awaiting the proponents to prepare further studies requested.

31 Jan 2023

A Gateway Determination has been issued by the Department of Planning. A meeting was held on 12 January with the proponent to discuss next steps. Agency consultation is currently underway.

20 Dec 2022

A Gateway Determination has been issued by the Department of Planning. Council staff are liaising with the proponent on next steps. Agency consultation is expected to occur in early 2023.

28 Nov 2022


No further update.


31 Oct 2022

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 Sep 2022

A. Completed, B. Completed , C. Awaiting outcome of Gateway determination from DPE and will action conditions as required.

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL	
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
18/08/2022	217/22	Coordinator Land & Property	Operations	19/09/2022	
Construction of NSW Rural Fire Service emergency operations centre in Cooma - land acquisition and access construction					
COUNCIL RESOLUTION			217/22		
That Council					
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:					
i) Council to secure the land required to achieve legal & 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);					
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);					
iii) Council to action the development approval process in relation to the specified access road segment;					
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).					
B. Proceed with the subdivision (boundary adjustment) actions as necessary in order to deliver the new access road segment as identified in A ii);					
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 <i>the Local Government Act 1993</i> ;					
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;					
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);					
F. Note that the other costs associated with the development and construction of the EOC will be borne by the NSW Rural Fire Service.					
Moved Councillor Beer		Seconded Councillor Summers		CARRIED	
Record of Voting					
Councillors For:		Councillor Beer, Mayor Davis, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.			
Councillors Against:		Councillor Frolich.			
Notes					
30 Jun 2023					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

Meeting between RFS (Darren Hession & Joshua Torrens), SHL and Council officers scheduled for Monday 3/7/23.

31 May 2023

Meeting scheduled for 6/6/23 between PWA, RFS & Council specific to realistic timeline aims and sharing of reports ie Ecologist and survey plus bushfire aspects.

28 Apr 2023

Collaboration with SHL, neighbouring landowner, RFS and others is progressive. Various elements continue to be refined.

30 Mar 2023

As before - Awaiting feedback from landowner of Lot 2 DP 832813 as to in principle agreement to action 'land swap' (of approximately 85-90m2) for boundary adjustment proposal, to enable new public access road., Note: Endorsement of final concept design for intended new RFS/EOC building in progress (PWA on behalf of RFS).

01 Mar 2023

Awaiting feedback from landowner of Lot 2 DP 832813 as to in principle agreement to action 'land swap' (of approximately 85-90m2) for boundary adjustment proposal, to enable new public access road., Note: Endorsement of final concept design for intended new RFS/EOC building in progress (PWA on behalf of RFS).

29 Jan 2023

Next Project Control Group stakeholder meeting scheduled for 7/2/22.

29 Nov 2022

No further update at this point.

31 Oct 2022

Initial site meeting held on 17/10/22 with SHL and PWA.

03 Oct 2022

Project Control Group for EOC/Cooma Fire Control Centre (FCC) project initiated with RFS.

31 Aug 2022

A - D & F will be initiated. E - Completed.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/07/2022	190/22	Coordinator Land & Property	Operations	22/08/2022	
Sewer Easement Request - Council Owned Lot 2 DP 748500 in Leesville area Jindabyne - Related to Subdivision Works Certificate 11.2000.3000067.1					
COUNCIL RESOLUTION			190/22		
That Council					
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:					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

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.

Moved Councillor Beer

Seconded Councillor Johnson

CARRIED

Record of Voting

Councillors For:Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.

Councillors Against:Nil.

Notes

29 Jun 2023

No further update

31 May 2023

No further update at this point in time.

28 Apr 2023

Reiterate: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.

30 Mar 2023

No further update at this time

01 Mar 2023

No further update at this point.

29 Jan 2023

No further update at this point.

29 Nov 2022

No further update at this point.

31 Oct 2022

No further update at this point.

03 Oct 2022

No further update at this point.

31 Aug 2022

A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.

02 Aug 2022

The resolution actions will be initiated.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/07/2022	189/22	Coordinator Land & Property	Operations	22/08/2022	
Sewer Easement Request - Council Owned Lot 18 DP 255651 in Nettin Circuit area Jindabyne - Related to Subdivision Works Certificate 25.2021.220.1 COUNCIL RESOLUTION 189/22 That Council 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; 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. Moved Councillor Beer Seconded Councillor Johnson CARRIED Record of Voting <i>Councillors For: Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.</i> <i>Councillors Against: Nil.</i>					
Notes 29 Jun 2023 No further update 31 May 2023 No further update at this point. 28 Apr 2023 Reiterate: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time. 30 Mar 2023 No further update at this time 01 Mar 2023 No further update at this point. 29 Jan 2023 No further update at this point.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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29 Nov 2022

No further update at this point.

31 Oct 2022

No further update at this point.

03 Oct 2022

No further update at this point.

31 Aug 2022

A - Completed - applicant advised. B - In progress by applicant; CEO will execute required documentation at appropriate time.

02 Aug 2022

The resolution actions will be initiated.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/07/2022	180/22	Project Specialist	Strategy	22/08/2022	
Transfer of Grant Funding from Eucumbene Boat Ramp Project. COUNCIL RESOLUTION 180/22 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. <div style="display: flex; justify-content: space-between;"> Moved Councillor Beer Seconded Councillor Johnson CARRIED </div> Record of Voting <i>Councillors For:</i> Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers. <i>Councillors Against:</i> Nil.					
Notes 22 Jun 2023 No further update. 26 May 2023 Awaiting Work Order to be created. Purchase order for restoration work on Big Trout to be first action to be done. 27 Apr 2023 Approval from Dept of Regional NSW received. Purchase orders to be raised ASAP.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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23 Mar 2023

No further update.

01 Mar 2023

All required additional documentation forwarded to Grant Management Office. Awaiting approval.

01 Feb 2023

Budget and project plan submitted to Grant Management Office for approval.

23 Nov 2022

Request for Financial Information has been sent to Council staff. Awaiting response.

28 Oct 2022

Still awaiting formal response from Grants Management Office.


21 Sep 2022

Variation request submitted to Grants Management Office.

04 Aug 2022

Quotes underway, variation request to Stronger Country Communities Fund to be submitted before progressing.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/06/2022	161/22	Chief Operating Officer	Operations	30/09/2023	
Support for Jindabyne COUNCIL RESOLUTION 161/22 That Council 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 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 C. Work with Snowy Mountains Liquor Accord to gain further advice on what else council can do to assist the community from a local government level <div> Moved Councillor Frolich Seconded Councillor Stewart CARRIED </div> Record of Voting					


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council			
Councillors For:	<i>Councillor Beer, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.</i>		
Councillors Against:	<i>Nil.</i>		
Notes			
05 Jul 2023			
Action Completed. A. 14 additional lights distributed along the pathway between Thredbo Terrace to Gippsland street, covering approximately 579 metres are being installed. Footings have been installed and we are now awaiting solar panel delivery for installation. Lights at the town entrance wall are still in the planning stage., B. Completed., C. Snowy Mountains Liquor Accord have been written to with an offer of assistance from Council. Support from Council has not been requested.			
26 May 2023			
Final quotes for light installation to be sought in June.			
01 May 2023			
No further update.			
29 Mar 2023			
Target date changed by Biki, Liana from 18 July 2022 to 30 September 2023 - Will be completed then.			
29 Mar 2023			
Project planning for installation of streetlights in Jindabyne commenced. Contact made with Snowy Mountains Liquor Accord ahead of upcoming snow season to seek advice on further actions Council may undertake.			
01 Mar 2023			
Grant funding has been secured for additional street lights.			
22 Feb 2023			
Graffiti Management grant secured to enable installation of solar street lights in Jindabyne. Report to February meeting of Council to accept grant.			
02 Dec 2022			
No further update.			
03 Nov 2022			
Awaiting cost estimates from Essential Energy for additional street lighting.			
07 Oct 2022			
Inspection for street lighting undertaken. Confirming budget implications with Essential Energy.			
06 Sep 2022			
Arranging inspection of streets to identify preferred locations for additional street lighting.			
03 Aug 2022			
Contact made with Essential Energy to confirm process for additional street lighting once identified. Letter of support for CCTV received from NSW Police.			

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONAROREGIONAL COUNCIL

06 Jul 2022

Community safety meeting held with key stakeholders on 5 July 2022. Key actions identified to be worked on before reporting back to stakeholders.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/05/2022	129/22	Manager Water & Wastewater Operations	Operations	20/06/2022	

Cooma Weir Construction - Tender Evaluation Panel Recommendation

COUNCIL RESOLUTION

129/22

That Council

A. Cancel tender 066-2021 Construction of Cooma Weir and Fishway Replacement due to the high risk of the current environmental and economic conditions.

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.

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.

D. Actively seek additional funding streams for the project to be constructed.

Moved Deputy Mayor Higgins

Seconded Councillor Beer

CARRIED

Record of Voting

Councillors For:Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Last, Councillor Stewart and Councillor Summers.

Councillors Against:Nil.

Notes

22 Jun 2023

No further update.

31 May 2023

No further update.

27 Apr 2023

Cooma Weir Construction is schedule for FY23/24. Further funding and council approval is required.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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20 Mar 2023

No further update.

02 Mar 2023

No further update

01 Feb 2023

SECI has been finalised. Report has been issued and is now with ELT.

30 Nov 2022

No further update.

02 Nov 2022

No further updates.

07 Oct 2022

No further updates.

06 Sep 2022

No further updates.

03 Aug 2022

No further updates.

19 Jul 2022

Action reassigned to Witney, Chris by Harvey, Grace - Due to Jessica leaving Council. Chris acting in position.

07 Jul 2022

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.

27 May 2022

Meeting held with Leed to establish SECI working arrangement. Contractual arrangements being finalised currently.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/04/2022	95/22	Coordinator Land & Property	Operations	30/06/2024	
Land Acquisition for Road Reserve Alignment - Micalago Road & Ryrie Street Extension, Michelago COUNCIL RESOLUTION <div>95/22</div> <p>That Council</p> <p>A. Approve and proceed with the acquisition of land described as part of Lot 1 DP 1158327 & 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>					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

B. Where necessary, make an application to the Minister and the Governor for approval to acquire part of Lot 1 DP 1158327 & Lot 5405 DP 1244970 by compulsory process under Section 186(1) of the *Local Government Act 1993* and in accordance with the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*; and

C. Classify the land acquired as operational land in accordance with the *Local Government Act 1993*.

Moved Councillor Summers

Seconded Councillor Hanna

CARRIED

Record of Voting

Councillors For: Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Stewart and Councillor Summers.

Councillors Against: Councillor Last.

Notes

30 Jun 2023

Meeting with PWA scheduled in week beginning Monday 3/7/23 to discuss compulsory acquisition pathway next steps.

27 Jun 2023

Public Works Advisory awaiting response from Surveyor for adjustments to the plan.

31 May 2023

No further update at this point.

04 May 2023

Draft plan sent on 27/04/2023 by PWA to TfNSW for initial review. TfNSW will provide preliminary comments (if any) before issuing their in-principal consent. If preliminary comments are received, PWA will forward those comments to Surveyor. When the in-principal consent is received, PWA will send the plan back to Surveyor to have the ‘draft’ stamps removed... then send the final plan back to TfNSW for stamping and issuance of consent letter. Will probably take a couple of weeks.

20 Apr 2023

13/04/2023 - Draft Survey plan received and sent on to PWA and Council Engineering

30 Mar 2023

Surveyor, Jack Atkinson, attending to the survey works over the next few weeks

01 Mar 2023

No further update at this point.

01 Feb 2023

Surveyor to finalise survey report.

29 Nov 2022

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Contractor engagement finalised in order for the survey plan of acquisition to be completed.

31 Oct 2022

No further update at this point.

03 Oct 2022

A - In progress, land acquisition process sequenced by PWA. B - To be actioned at the appropriate time. C - Completed.

31 Aug 2022

PWA engagement active to deliver matter.

02 Aug 2022

Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.

26 Jul 2022

Matter sitting with PWA for delivery - No further updates.

05 Jul 2022

Matter sitting with PWA for delivery - No further updates.

30 May 2022

Engagement email sent to PWA - estimated delivery time from PWA 18-24 months.


10 May 2022

Target date changed by Paterson, Teena from 23 May 2022 to 30 June 2024 - Estimated duration for completion as referenced in the report.

04 May 2022

A to C - Matter to be referred to PWA for execution

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/03/2022	55/22	Coordinator Land & Property	Operations	31/10/2022	
Bombala Showground Lot Consolidation COUNCIL RESOLUTION 55/22 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. <div> Moved Councillor Summers Seconded Deputy Mayor Higgins CARRIED </div> Record of Voting					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council			
Councillors For:	<i>Councillor Beer, Councillor Castellari, Mayor Davis, Councillor Frolich, Councillor Hanna, Deputy Mayor Higgins, Councillor Hopkins, Councillor Johnson, Councillor Last, Councillor Stewart and Councillor Summers.</i>		
Councillors Against:	<i>Nil.</i>		
Notes			
27 Jun 2023			
Preliminary discussion had with deceased property owner's heir. Efforts are underway to meet with them and execute plan of consolidation, according to LRS requisition			
31 May 2023			
No further update at this point.			
04 May 2023			
Signature of adjoining landholder is being sought to confirm survey.			
28 Apr 2023			
No further update at this point.			
28 Mar 2023			
Copy of Proposed Plan requires signature by owner of 49 Caveat St to confirm agreement to boundary as shown on plan. (due to old system title entitlement to occupied land / 200mm beyond fence line) This will fulfil part of the LRS requisition. It has been established that the current owner on title has passed away. Further investigation to find executor underway.			
01 Mar 2023			
Surveyor addressing LRS requisition aspects.			
29 Jan 2023			
Surveyor update on LRS registration of Lot 15 DP 1285587 pending. Note: LRS Requisition Due Date currently listing as 17/3/2023.			
29 Nov 2022			
Surveyor responding to LRS requisition requests.			
01 Nov 2022			
Awaiting LRS registration of the plan of consolidation.			
03 Oct 2022			
No further update at this point.			
31 Aug 2022			
No further update at this point.			
02 Aug 2022			
Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.			
26 Jul 2022			
Plans & administration sheet lodged with LRS awaiting registration.			

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

05 Jul 2022

Survey work completed, administration sheet signed and returned to surveyor for lodgement.

30 May 2022

Survey works delayed due to internal competing priorities. Estimated delivery time June 2022.

10 May 2022

Target date changed by Paterson, Teena from 18 April 2022 to 31 October 2022 - Estimated timeline for completion.


29 Apr 2022

Title name change complete, awaiting consolidation plan from surveyor to progress the matter further.

01 Apr 2022

Resolution 55/22 - Title name change initiated with BMR & Surveyor engaged to undertake works. ETA of Consolidation Plan is early May 2022.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
18/11/2021	284/21	Coordinator Land & Property	Operations	30/11/2022	Y
Road Reserve Closure & Disposal - Dry Plains Road - Lot 6 & 7 DP 1018626					
COUNCIL RESOLUTION			284/21		
That Council					
A. Approve proposal to finalise closure of Lot 6 & 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;					
B. Approve transfer of ownership of the closed road reserve known as Lot 6 & 7 DP 1018626 to adjoining landholder, being the applicant of Development Application 38/96, in Accordance with the Roads Act 1993, with associated fees and charges to be covered by the relevant adjoining landholder;					
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.					
Moved Councillor Rooney		Seconded Councillor Castellari		CARRIED	
Record of Voting					
Councillors For:		Councillor Corbett, Deputy Mayor Miners, Councillor Castellari, Councillor Maslin, Councillor Haslingden, Councillor Old, Councillor Last, Councillor Ewart and Councillor Rooney.			
Councillors Against:		Nil.			
Notes					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>27 Jun 2023 Item to be closed. Matter concluded. Land transfer complete, funds received by Council.</p> <p>31 May 2023 No further update at this point.</p> <p>20 Apr 2023 Easement is now registered & Solicitors are proceeding with the transfer of Lots 6 & 7 to the adjoining landholder with the cost recovery amount set.</p> <p>30 Mar 2023 Awaiting registration of the easement for power lines. Lodged by surveyor, with LRS in Jan 2023, No further update at this time.</p> <p>01 Mar 2023 Requisition from LRS received by surveyor.</p> <p>29 Jan 2023 Executed 88B and Admin Sheet for Dry Plains Rd easement provided to surveyor on 22/12/22. Surveyor instructed that the 'Advice that Easement Has Been Created' confirmation form needs to be submitted back to EE once registered with LRS.</p> <p>29 Nov 2022 No further update at this point.</p> <p>31 Oct 2022 Advice received from Essential Energy that the easement matter has been allocated a project number to progress. Pending processing by EE.</p> <p>03 Oct 2022 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> <p>31 Aug 2022 Confirmation received that public road reserve element has been removed from title of both Lot 6 & 7 DP 1018626. B & C now able to progress.</p> <p>02 Aug 2022 Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.</p> <p>26 Jul 2022 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>05 Jul 2022 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 May 2022 Response from DPIE received able to progress with road reserve closure. Awaiting S88B Instrument for power line easement.</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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10 May 2022

Target date changed by Paterson, Teena from 20 December 2021 to 30 November 2022 - Estimated timeline for completion.

29 Apr 2022

No further update, still awaiting response from latest correspondence to DPIE.

01 Apr 2022

A - Response being drafted to DPIE addressing their concerns regarding connectivity of road reserve issue. Once this matter is cleared closure can proceed. B - Dependant on A being finalised. C - No further negotiations required at this stage, finalisation is dependent on Res A being completed.

02 Mar 2022

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 & 7 DP 1018626. B - Dependant on A being finalised. C - Ongoing negotiations conducted due to easement creation, agreeance from land holder received.


24 Jan 2022


A - Awaiting response to Statement of Title Particulars lodged with LRS. Feedback from notifiable Authorities received and review being conducted. B - Dependant on part A being finished. C - Written agreement received from landholder., Res C: Written agreement received from landholder.


16 Dec 2021


A - SOTP Lodged with LRS, notification sent to notifiable authorities & notice to be advertised in Monaro Post 05/01/2021. B - Dependant on Res A being finished. C - Written agreement received from landholder.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
26/08/2021	187/21	Coordinator Land & Property	Operations	30/06/2024	
Cooma Compost Facility and Crown Road					
COUNCIL RESOLUTION			187/21		
That Council					
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					
B. That the land be dedicated as operational land in accordance with the Local Government Act 1993					
C. That this acquisition is not for the purpose of resale or compensation					
D. That the necessary application be made to the Minister for Local Government and the Governor					
E. Authorise the Chief Executive Officer to execute all required documentation					
Moved Councillor Stewart		Seconded Deputy Mayor Miners		CARRIED	

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT		
		Committee: Ordinary Council		
Record of Voting				
Councillors For:		<i>Mayor Beer, Councillor Corbett, Councillor Stewart, Deputy Mayor Miners, Councillor Castellari, Councillor Maslin, Councillor Haslingden, Councillor Last, Councillor Ewart and Councillor Rooney.</i>		
Councillors Against:		<i>Nil.</i>		
Notes				
29 Jun 2023				
Application submitted to OLG to obtain Minister/Governor consent to acquisition and gazettal – awaiting OLG approval to issue PANs				
01 Jun 2023				
The acquisition process for the subject land, an area of approximately 7900sqm located on the eastern boundary of the Cooma Landfill site, continues.				
28 Apr 2023				
No further update at this point.				
30 Mar 2023				
Confirmation from PWA that no ALC nor Native title claim on the subject land.				
01 Mar 2023				
No further update at this point.				
29 Jan 2023				
No further update at this point.				
29 Nov 2022				
Land search report received from Crown Lands’ Aboriginal Land Claim Assessment Team (ALCAT), which indicates that no ALC impacts the land. National Native Title Tribunal (NNTT) register search confirms that no Native Title claim exists. Office of the Registrar for the Aboriginal Land Rights Act (ORALRA) search result is pending.				
31 Oct 2022				
Engagement of PWA confirmed (28/10/22) in order to progress this matter.				
03 Oct 2022				
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.				
31 Aug 2022				
Awaiting Waste budget confirmation for this project piece, thus PWA engagement and commencement of acquisition process delayed.				
02 Aug 2022				
Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.				
26 Jul 2022				

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>No further update.</p> <p>05 Jul 2022 No further update.</p> <p>30 May 2022 No further update.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 30 June 2022 to 30 June 2024 - Adjusted task duration due to Waste budget confirmation advice delay, thus PWA engagement and commencement of acquisition process delayed.</p> <p>29 Apr 2022 No further update.</p> <p>01 Apr 2022 No further update.</p> <p>02 Mar 2022 No further update - Awaiting budget advice for further progression.</p> <p>24 Jan 2022 No further update.</p> <p>17 Dec 2021 Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Item hand over to Land & Property for follow up in October 2021. Land & Property Officer will progress.</p> <p>16 Dec 2021 A - PWA Proposal received and being reviewed for approval. B - No action required. C - No action required. D - Dependant on 'A'. E - Dependant on 'A'.</p> <p>25 Nov 2021 A - 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 - Dependant on 'A'. E - Dependant on 'A'.</p> <p>14 Oct 2021 Contact made with PWA to initiate process.</p> <p>12 Oct 2021 Action reassigned to Paterson, Teena by Rawlings, David - Reallocated for land transfer actions to be undertaken.</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 27 September 2021 to 30 June 2022 - Process will take some time.</p>		

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT			
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/07/2021	160A/21	Coordinator Economic Development	Communications	16/08/2021	
How can Council best leverage the State Government's recently announced policy on temporary supportive accommodation COUNCIL RESOLUTION 160A/21 That Council A. Continue to work with the NSW Government to identify any current opportunities. 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. Moved Councillor Stewart Seconded Councillor Corbett CARRIED Record of Voting <i>Councillors For: Mayor Beer, Councillor Castellari, Councillor Corbett, Councillor Haslingden, Councillor Last, Councillor Maslin, Deputy Mayor Miners, Councillor Rooney and Councillor Stewart.</i> <i>Councillors Against: Nil.</i>					
Notes 30 Jun 2023 No further update at this point. 31 May 2023 A - Ongoing., B - Discussion paper not yet released. 01 May 2023 A - Ongoing., B - Discussion paper not yet released. 30 Mar 2023 A - Ongoing., B - Discussion paper not yet released. 28 Feb 2023 A - Ongoing., B - Discussion paper not yet released. 24 Jan 2023 A - Ongoing., B - Discussion paper not yet released. 21 Dec 2022 A - DRNSW draft Regional Housing Delivery Plan received and feedback completed., B - Discussion paper not yet released.					


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>29 Nov 2022 A - Council will soon be receiving from DRNSW a draft Regional Housing Delivery Plan for review and feedback. B - Discussion paper not yet released.</p> <p>31 Oct 2022 No further update. Still awaiting release of a discussion paper on temporary supportive accommodation from the NSW state government.</p> <p>05 Oct 2022 Nothing further to report.</p> <p>30 Aug 2022 Same as previous update – in progress.</p> <p>25 Jul 2022 No further update.</p> <p>05 Jul 2022 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>31 May 2022 Same as previous update.</p> <p>05 May 2022 Same as previous update. Nil further update.</p> <p>05 Apr 2022 A - Coordinator Economic Development met with Land and Housing Corporation representatives to discuss economic development and market issues around Cooma. Continuing to work together regarding the state government pilot project subdivision at Cooma East. B: Discussion paper still not released.</p> <p>03 Mar 2022 A concept is currently being developed and will be presented to Councillors for review when ready.</p> <p>24 Jan 2022 No further update pending release of discussion paper.</p> <p>24 Dec 2021 Nil further update.</p> <p>03 Nov 2021 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>12 Oct 2021 Discussion paper not yet released by the State Government. Continuing to support the State Government's research for development opportunities in Cooma., Same as previous update. Nil further update., Same as previous update. Nil further update.</p>		

Date From:1/01/2018

Date To:12/07/2023


IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO
REGIONAL COUNCIL

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/06/2021	154/21	Coordinator Land & Property	Operations	30/06/2023	
Leesville Civil Works Progression to Enable Sale of Subdivision Section 3D (4 Lots) - Sale of Industrial Land					
COUNCIL RESOLUTION154/21					
That Council					
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;					
B. Approve Lots 17, 18, 19 & 20 in Stage 3D at Leesville Industrial Estate to be sold by public auction, once civil works are completed;					
C. Authorise the Chief Executive Officer to establish the reserve price for Lots 17, 18, 19 & 20 at Leesville Industrial Estate ahead of the auction, and to negotiate with the highest bidder should any property fail to meet the reserve;					
D. Authorise the Chief Executive Officer to undertake all negotiations for the sale of Lots 17, 18, 19 & 20 at Leesville Industrial Estate, including real estate agent engagement; and					
E. Authorise the Chief Executive Officer to execute all legal documents and contracts for the sale of Lots 17, 18, 19 & 20 Leesville Industrial Estate.					
Moved Councillor Stewart		Seconded Councillor Rooney			
Notes					
29 Jun 2023					
Civil works planning is underway. Land and Property investigating options of local Real Estate Agents to conduct land sale at the relevant time.					
26 May 2023					
A. In progress, with Roads/Infrastructure helming civil works delivery arrangements. B, C, D & E: To be actioned by Land & Property upon completion of civil works.					
28 Apr 2023					
A. In progress, with Roads/Infrastructure helming civil works delivery arrangements. B, C, D & E: To be actioned by Land & Property upon completion of civil works.					
30 Mar 2023					
No further update					
01 Mar 2023					
No further update at this point.					
29 Jan 2023					
No further update at this point.					
29 Nov 2022					
Notice of Arrangement finalised with Essential Energy - a requirement of the DA/conditions of consent to allow the subdivision registration to proceed.					
31 Oct 2022					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>No further update at this point.</p> <p>03 Oct 2022 No further update at this point in time.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 No further update at this point.</p> <p>06 Jul 2022 No further update at this point.</p> <p>01 Jun 2022 No further update at this point.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 30 April 2022 to 30 June 2023 - Finalisation of expanded civil works delayed, which impacts timing of registration of subdivision Stage 3D.</p> <p>03 May 2022 No further update at present.</p> <p>01 Mar 2022 No further update at this point.</p> <p>31 Jan 2022 No further update at this point in time.</p> <p>02 Nov 2021 No further update at this point.</p> <p>04 Oct 2021 No further update at this point.</p> <p>05 Sep 2021 A. In progress, with Coordinator Project & Technical Support helming civil works delivery. B, C, D & E: To be actioned by Land & Property upon completion of civil works.</p> <p>04 Aug 2021 Coordinator Projects & Technical Support progressing delivery arrangements for the expanded civil works.</p> <p>04 Jul 2021 Target date changed by Paterson, Teena from 31 January 2022 to 30 April 2022</p> <p>04 Jul 2021 Target date changed by Paterson, Teena from 19 July 2021 to 31 January 2022 - Reflects the likely staged delivery timeline.</p>		

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO

REGIONAL COUNCIL

04 Jul 2021

The resolution actions will be initiated.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/06/2021	140/21	Manager Water & Wastewater Operations	Operations	30/06/2022	

Delegate Water Treatment Plant Reservoir & Pump Station - Acquisition of Part Lot 1 DP 348134 Delegate - Acquisition of Easements - Application for Crown Licence

COUNCIL RESOLUTION140/21

That Council

A. Authorise the CEO to:

i. Negotiate the purchase under private treaty of part of Lot 1 DP 348134 Delegate or, if required;

ii. Proceed with the Compulsory Acquisition of the land described as part of Lot 1 DP 348134 Delegate and having an area of approximately 507m² 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.

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 507m², by compulsory process under section 186(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;

B. That the land being acquired within Lot 1 DP 348134, having an area of approximately 507m², is to be classified as operational land;

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;

D. Application be made for a Licence from Department of Planning, Industry & Environment, Crown Lands for purpose of town water supply infrastructure on the Delegate River adjacent to Lot 8 DP 1167423;

E. Authorise the CEO to sign any documentation required for the acquisition processes defined.

Moved Councillor Stewart


Seconded Councillor Rooney


Notes

22 Jun 2023

Nu further updates

31 May 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		
No further update.		
27 Apr 2023		
No further update		
20 Mar 2023		
No further update		
02 Mar 2023		
No further update		
01 Feb 2023		
No further update		
30 Nov 2022		
No further update		
02 Nov 2022		
No further update		
07 Oct 2022		
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.		
06 Sep 2022		
No further update.		
03 Aug 2022		
No further updates.		
19 Jul 2022		
Action reassigned to Witney, Chris by Harvey, Grace - Due to Jessica leaving Council. Chris acting in position.		
07 Jul 2022		
No further updates		
27 May 2022		
No further updates		
25 Mar 2022		
No further updates		
20 Jan 2022		
No further updates		
03 Nov 2021		
No further updates		
12 Oct 2021		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

Target date changed by Rawlings, David from 19 July 2021 to 30 June 2022 - As advised.

28 Sep 2021

No further updates

30 Aug 2021

Valuation of land has been received. Lawyers amending license following comments from Snowy Forests and SMRC

02 Aug 2021

Valuation done on land required and agreement and license being drawn up by BMR Lawyers

29 Jun 2021

Action Officer changed from Janine Hudson to Jessica Dunstan (Land and Property to Water & Wastewater)

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/06/2021	153/21	Coordinator Land & Property	Operations	30/11/2022	

Request to close part of Mittagang Road Reserve - Boundary Adjustment followed by Land Sale to Owner of Lot 2 DP 815248

COUNCIL RESOLUTION

153/21

That Council

- A. Approve to proceed partial road closure of Mittagang Road, being approximately 773m2, at the specified location, in accordance with the Roads Act 1993;
- B. Authorise the Chief Executive Officer to execute all necessary documents for the partial road closure and boundary adjustment;
- 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;
- D. Obtain an independent valuation of the 773m2 land area that is the subject of the boundary adjustment to guide sale price setting;
- 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
- F. Authorise the Chief Executive Officer to negotiate the sale price and execute any documentation required to complete the sale, at the appropriate time.

Moved Councillor Stewart


Seconded Councillor Rooney

Notes

27 Jun 2023

Matter rests with adjoining landholder's planning consultants - Land & Property have confirmed that relevant Plan & 88B instrument to create the new lot (Lot 21 DP 1288427) and also the necessary sewer easement (to benefit Council) has been lodged with LRS. Registration pending.

31 May 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

No further update at this point.
28 Apr 2023
No further update at this point.
30 Mar 2023
88B instrument uploaded to planning portal for easement creation in favour of SMRC for infrastructure.
01 Mar 2023
No further update at this point.
29 Jan 2023
Purchaser's representative confirmed that the 88B instrument (to provide easement to benefit Council's public infrastructure needs) was uploaded to the Planning Portal on 13/12/23.
29 Nov 2022
Purchasing solicitor drawing up 88B instrument for easement creation (which will benefit Council's public infrastructure needs).
31 Oct 2022
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.
03 Oct 2022
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 & 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. E - Pending - To be completed at the appropriate time. F - Pending - To be completed at the appropriate time.
31 Aug 2022
No further update at this point.
02 Aug 2022
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 & 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. E - Pending - To be completed at the appropriate time. F - Pending - To be completed at the appropriate time.
06 Jul 2022
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 & 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 - In progress. E - Pending - To be completed at the appropriate time. F - Pending - To be completed at the appropriate time.
01 Jun 2022

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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No further update at this point.

10 May 2022

Target date changed by Paterson, Teena from 30 April 2022 to 30 November 2022 - Estimate completion timeline.

03 May 2022

No further update at this point.

01 Mar 2022

A - The partial road closure of the relevant section of the Mittagang Road reserve is queued for processing. B to F - Cost and administrative arrangements to be finalised with Vision TPC (linked to owner of Lot 2 DP 815248) to deliver clarity for both parties involved.

31 Jan 2022

No further update at this point in time.

02 Nov 2021

No further update at this point.

04 Oct 2021

No further update at this point.

05 Sep 2021

No further update at this point.

04 Aug 2021

Land & Property is in contact with the Landowner's Representative to progress mechanics and administration arrangements.

04 Jul 2021

Target date changed by Paterson, Teena from 19 July 2021 to 30 April 2022

04 Jul 2021

The resolution actions will be initiated.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/05/2021	120/21	Coordinator Economic Development	Communications	21/06/2021	
Motion to get a report on a bed tax COUNCIL RESOLUTION 120/21 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. Moved Councillor Maslin Seconded Deputy Mayor Miners CARRIED					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

Record of Voting

Councillors For:Mayor Beer, Councillor Castellari, Councillor Corbett, Councillor Haslingden, Councillor Last, Councillor Maslin, Deputy Mayor Miners, Councillor Old, Councillor Rooney and Councillor Stewart.

Councillors Against:Nil.

Notes

30 Jun 2023

Nil further update. OP action for next year.

31 May 2023

Nil further update. OP action for next year.

01 May 2023

Nil further update. OP action for next year.

30 Mar 2023

Nil further update. OP action for next year.

28 Feb 2023

Nil further update. Discussion paper still under preparation. Looking to incorporate this as an OP action for next year.

24 Jan 2023

Nil further update. Discussion paper still under preparation.

21 Dec 2022

Nil further update. Discussion paper still under preparation.

29 Nov 2022

Discussion paper still under preparation.

31 Oct 2022

No further update.

05 Oct 2022

Nothing further to report.

30 Aug 2022

Same as previous update. Nil further update.

10 Aug 2022

Report underway.

25 Jul 2022

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Coordinator Economic Development is working on a discussion paper regarding this issue, and aims to complete the paper later in the year.

05 Jul 2022

Same as previous update.

31 May 2022

Same as previous update.

05 May 2022

A discussion paper is being prepared on this subject to be presented to the Council in due course.

05 Apr 2022

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.

03 Mar 2022

As above.

24 Jan 2022

No further update – can discuss with new Council but reviews of other region's not showing benefit or buy-in to date.

24 Dec 2021

Nil further update.

03 Nov 2021

No further update.

01 Oct 2021

No further update.


02 Sep 2021


A report will be provided in due course once ideas presented in the Council briefing have been developed further.

09 Aug 2021

Action reassigned to Adams, Mark by Biki, Liana - Done to Clr.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/04/2021	85/21	Coordinator Fleet & Plant	Strategy	31/01/2022	
Council's Transition to Electric Vehicles and Low Greenhouse Gas Emissions Fleet					
COUNCIL RESOLUTION			85/21		
That Council					

<div>Date From:1/01/2018 Date To:12/07/2023</div>	<div>IN-PROGRESS ACTIONS REPORT</div> <div>Committee:Ordinary Council</div>		<div>SNOWY MONARO REGIONAL COUNCIL</div>
<div><div>A. Develop a project plan for the transition to EV or alternative fuel uses that reduce the emissions of Council.</div><div>B. Write to the Premier seeking the NSW Government not implement taxes on environmentally friendly vehicles as this will create a disincentive to uptake.</div><div>C. Write to LGNSW asking them to lobby the State government not to implement taxes on environmentally friendly vehicles as per B above.</div><div>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.</div><div>E. Contact the Electric Vehicle Council to discuss becoming a site host for ESV chargers.</div></div>			
<div>Moved Councillor Castellari</div>	<div>Seconded Councillor Stewart</div>	<div>CARRIED</div>	
<div>Notes</div> <div><div>26 Jun 2023</div><div>Actions A & D - No further updates.</div></div> <div><div>29 May 2023</div><div>No further updates.</div></div> <div><div>28 Apr 2023</div><div>No further updates.</div></div> <div><div>20 Mar 2023</div><div>No further updates.</div></div> <div><div>20 Feb 2023</div><div>No further updates.</div></div> <div><div>01 Feb 2023</div><div>No further update.</div></div> <div><div>23 Nov 2022</div><div>Action A and D - no further updates.</div></div> <div><div>01 Nov 2022</div><div>Action A and D - no further updates.</div></div> <div><div>06 Oct 2022</div><div>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</div></div> <div><div>03 Aug 2022</div></div>			

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

No further update.

06 Jul 2022

No further updates.

24 May 2022

No further update.

10 May 2022

No further update.

29 Apr 2022

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.

01 Dec 2021

No further update.

12 Oct 2021

Target date changed by Rawlings, David from 17 May 2021 to 31 January 2022 - time taken to collate information, develop letters and gain response.

12 Oct 2021

10/10/21 - 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 government agencies is not included in the programs. Continuing to gather information to allow for the various letters to be sent to cover the issues before Council in transitioning to electric vehicles., In the interim there are more hybrid vehicles entering the fleet, with these vehicles generally using about half the fuel of traditional combustion vehicles.

30 Sep 2021

No further update.

05 Aug 2021

No further update.

30 Jun 2021


No further update.


07 Jun 2021

No further update.

06 May 2021

Action A and D - No further update.

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT			
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
15/04/2021	79/21	Coordinator Land & Property	Operations	30/09/2022	
Little Paupong Road COUNCIL RESOLUTION 79/21 That Council <ul style="list-style-type: none"> 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. 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. C. Matter be brought back to Council for approval. Moved Councillor Last Seconded Deputy Mayor Miners CARRIED					
Notes 27 Jun 2023 Resolution Part A - Subdivision certificate approved. Administration sheet fully executed and returned with stamped plan to Surveyor for lodgement with LRS., Resolution Part Ba - *Complete* 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., Resolution Part Bb - *Reconsidered* With Council to then subsequently approve the road closing of these segments in accordance with the Roads Act 1993./ Discussions underway with Landholders to agree on method and amount of compensation., Resolution Part C - Further Council Report required on whether to close Council road corridor or not and confirm a mandate on the mechanics and amount of landholder compensation payable. 26 May 2023 No further update at this point. 04 May 2023 17 May 2023 - Survey plan and Admin sheet received - Finalised signatures of Surveyor and Land Owners. Subdivision Certificate application lodged in planning portal. Still require signature of Bendigo Bank as mortgagee. 28 Apr 2023 On 26/4/23 the surveyor advised that the relevant survey plan was in final stage of completion. 30 Mar 2023 Surveyor completed on ground works. Waiting for plan compilation and lodgement with LRS					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>01 Mar 2023 No further update at this point.</p> <p>29 Jan 2023 Surveyor completion of survey plan is imminent, in order to create road corridor over the subject section of the constructed road formally.</p> <p>29 Nov 2022 No further update at this point.</p> <p>31 Oct 2022 No further update at this point.</p> <p>03 Oct 2022 No further update at this point.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.</p> <p>26 Jul 2022 Reso A&B: Surveyor has been engaged to undertake works other Council works have been prioritised, Reso B & C: No further update at this point</p> <p>05 Jul 2022 No Further Update</p> <p>30 May 2022 Reso A&B: Surveyor has been engaged to undertake works - Estimated delivery time is June (Other Council works have been prioritised). , Reso B & C: Draft for July Meeting started. (Delayed due to Infocouncil glitch)</p> <p>10 May 2022 Target date changed by Paterson, Teena from 30 December 2021 to 30 September 2022 - Adjusted timeline for completion.</p> <p>29 Apr 2022 Reso A&B: Surveyor has been engaged to undertake works - Estimated delivery time is June (Other Council works have been prioritised). , Reso B & C: Draft for June Meeting started.</p> <p>01 Apr 2022 Reso A&B: Crown application approved and Gazette Notice published, surveyor can now be engaged for the creation of road reserve aligned with constructed section of Little Paupong Road., Reso B & C: Report to be drafted for June Council meeting, requesting approval to close Crown road reserves.</p> <p>02 Mar 2022 Reso A & B: Application sent to Crown Lands for transfer of road reserve to Council, Crown advised intention to publish Gazette Notice in March., Reso C: Once application is approved matter can be returned to Council</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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31 Jan 2022

Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Land & Property Officer will take carriage of follow up for this item.

31 Jan 2022

No further update at this point in time.

16 Dec 2021

No further update

02 Nov 2021

No further update at this point.

04 Oct 2021

Awaiting response from Crown Lands in relation to the application lodged by Council on 10/8/21.

17 Aug 2021

Application lodged 10/08 with Crown for transfer of Crown Road.

04 Aug 2021

No further update at this point.

04 Jul 2021

Arrangements to progress matter are being formatted by Land & Property.

06 Jun 2021

No further update at this point,


10 May 2021

Target date changed by Tagliapietra, Gaby from 17 May 2021 to 30 December 2021 - To allow time for the resolution actions to be initiated.

05 May 2021


The resolution actions will be initiated.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/12/2020	254/20	Coordinator Land & Property	Operations	18/01/2022	
Water and Wastewater Easement Acquisitions - Adaminaby and Bombala COUNCIL RESOLUTION					
That Council:					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council			

<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 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 & 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>			
Moved Councillor Stewart	Seconded Councillor Corbett	CARRIED	

Notes
29 Jun 2023 Confirmation of ALC withdrawing claim to the portions of land required for Council acquisition. Public Works Advisory will now progress our application to the Office of Local Government for consent to the acquisition.
26 May 2023 Amended scope of acquisition item needs finalised. Resolution of ALC aspects underway.
28 Apr 2023 W&WW Project Management Consultant working through with PWA to ensure all required parcels & interests in land are captured as part of the compulsory acquisition processing.
30 Mar 2023 No further update
01 Mar 2023 No further update at this point.
29 Jan 2023

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>As foreshadowed - PWA have provided a Project Change Request (Variation) due to significant scope creep (i.e. additional acquisition areas – due to various sections at Council which have different interests in the land) resulting in expanded service provision of the initial PWA engagement by W&WW. Review of these aspects is underway. , Note: The mandated acquisition elements will likely require alteration (via resolution) to accurately reflect the true needs of Council's public infrastructure.</p> <p>29 Nov 2022 Item D of Resolution 254/20 suspended by Resolution 322/22. PWA advice as to any material changes which impact the acquisition scope related to Adaminaby aspects is pending.</p> <p>31 Oct 2022 No further update at this point.</p> <p>03 Oct 2022 Due to positional changes as to the exact land sections being acquired (both easement & freehold), to meet Bombala Wastewater (sewerage) needs, a refined resolution mandate will be required. Conferring with PWA prior to a further report to Council being initiated.</p> <p>06 Sep 2022 No further update.</p> <p>06 Sep 2022 Action reassigned to Paterson, Teena by Biki, Liana - As per Jeff Morgan's request.</p> <p>03 Aug 2022 No further updates.</p> <p>19 Jul 2022 Action reassigned to Witney, Chris by Harvey, Grace - Due to Jessica leaving Council. Chris acting in position.</p> <p>07 Jul 2022 No further updates</p> <p>27 May 2022 No further updates</p> <p>25 Mar 2022 No further update</p> <p>20 Jan 2022 No further updates</p> <p>03 Nov 2021 No further updates</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 18 January 2021 to 18 January 2022 - As advised.</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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28 Sep 2021

No further updates

30 Aug 2021

No further updates

02 Aug 2021

No further updates

09 Jun 2021

No further updates

04 May 2021

No further updates

30 Mar 2021

No further updates

02 Mar 2021

Acquisition of easements has commenced. PWA procured to undertake this acquisition.

24 Feb 2021

Action Item - Water and Wastewater Easement Acquisitions - Adaminaby and Bombala


02 Feb 2021


Process has commenced. PWA engaged to assist SMRC with the applications.


12 Jan 2021


Hi Jessica,, It was recommended I send this action on through to you. Please let me know if you need me to send it elsewhere., Thanks!, Amanda


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/12/2020	259/20	Manager Water & Wastewater Operations	Operations	30/04/2022	
Bombala Sewerage Infrastructure Project - Relocation of Mahratta Street Pump Station and Bombala STP and Sewerage Infrastructure Budget Summary COUNCIL RESOLUTION 259/20 That Council: A. Approve installation of the Mahratta Street Pump Station at the option 2 site being north east of the skate park; B. Approve an additional budget of \$230,000 from the water and sewer reserve; and					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council		
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.			
Moved Councillor Stewart	Seconded Councillor Haslingden	CARRIED	
Notes			
22 Jun 2023 Agreement in principal received from UGL which allows us to go out to tender for this pump station.			
31 May 2023 No further update.			
27 Apr 2023 Received correspondence from UGL reference construction licence. Licence to be issued in the near future which will allow the project to go to tender phase.			
20 Mar 2023 No further update			
02 Mar 2023 No further update			
01 Feb 2023 In discussions with UGL.			
30 Nov 2022 No further update			
02 Nov 2022 No further update			
07 Oct 2022 No further update.			
06 Sep 2022 No further update.			
03 Aug 2022 No further updates.			
19 Jul 2022 Action reassigned to Witney, Chris by Harvey, Grace - Due to Jessica leaving Council. Chris acting in position.			
07 Jul 2022 Heritage approval is causing a delay however GHD are continuing to push this and get the approval completed			
27 May 2022			

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>GHD appointed to assist with approval processes required for the pump station construction</p> <p>25 Mar 2022 No further update</p> <p>20 Jan 2022 Updated REF for the project is nearing completion</p> <p>03 Nov 2021 Approval in Principal received on 28/10/2021</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 18 January 2021 to 30 April 2022 - As advised.</p> <p>28 Sep 2021 No further updates</p> <p>30 Aug 2021 No further updates from JHG</p> <p>02 Aug 2021 John Holland Group advised they will respond to us in the near future</p> <p>09 Jun 2021 No further updates</p> <p>04 May 2021 Application submitted to John Holland Group for construction approval and owners consent on heritage application</p> <p>30 Mar 2021 Heritage advisor currently progressing with the Heritage exemption application</p> <p>02 Mar 2021 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>24 Feb 2021 Action Item - Bombala Sewerage Infrastructure Project - Relocation of Mahratta Street Pump Station and Bombala STP and Sewerage Infrastructure Budget Summary</p> <p>02 Feb 2021 A - Council approved new location. Design work for new location has commenced. B - Complete. C - Complete.</p>		

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL	
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/11/2020	225/20	Coordinator Land & Property	Operations	31/08/2022	
Peak View Hall COUNCIL RESOLUTION 225/20 That Council, in order to facilitate the Peak View community's access to Lions International funding to upgrade the Peak View Community hall: A. Support the proposal to relinquish care and control of Crown Reserve 56109 with care and control being transferred to an appropriate community based incorporated association such as the proposed Peak View Progress Association Inc; 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. Moved Councillor Haslingden Seconded Councillor Corbett CARRIED					
Notes 29 Jun 2023 Awaiting response from Crown Lands 26 May 2023 No further update at this point. The level of communication from Crown Lands on this matter remains underwhelming. 28 Apr 2023 No further update at this point. The level of communication from Crown Lands on this matter remains underwhelming. 30 Mar 2023 Further prompt sent again to Crown Lands on 6 March 2023 - no response to date 01 Mar 2023 Further prompt to Crown Lands sent on 8/2/23 seeking outcome advice. 29 Jan 2023 No further update at this point. 29 Nov 2022 No further update at this point. 31 Oct 2022 31/10/22 -TP: Further prompt for "urgent" update on processing tabled to Crown Lands on 18/10/22. 03 Oct 2022 30/9/22 - No further update at this point. 31 Aug 2022					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>30/8/22 - No further update at this point - awaiting advice from Crown Lands.</p> <p>02 Aug 2022 02/8/22 - No further update at this point.</p> <p>06 Jul 2022 Crown Lands update on 24/6/22: "It is still within the system for the changeover to take place." Process completion timeline is uncertain.</p> <p>01 Jun 2022 Peak View Volunteer Bushfire Brigade Association provided their formal letter of request to the State to become the CLM for Reserve 56109 on 8/5/22. Crown Lands to advise when process has been formalised from their side.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 21 December 2020 to 31 August 2022 - Adjusted completion timeline - Community group tabled formal request to Crown Lands to assume CLM status for R56109 in May 2022.</p> <p>03 May 2022 Crown Land reviewing Council's wish to relinquish the role of Crown Land Manager for Reserve 56109 – Peak View Memorial Hall. The Peak View Volunteer Bushfire Brigade Association Incorporated (INC2101407) wish to assume the role of CLM.</p> <p>01 Mar 2022 Item A & B: Land & Property are endeavouring to negotiate 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. Council has received some conflicting advice from Crown Lands in terms of the smoothest way to progress - Further consult is in action.</p> <p>31 Jan 2022 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 & 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>25 Nov 2021 Action reassigned to Paterson, Teena by Harvey, Grace - As per last month's update.</p> <p>12 Nov 2021 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. Teena Paterson had recent chats with both Chris Reeks (Lions Club) & 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 Nov 2021 Action now sits with Land and Property. Item to be transferred to Teena Paterson</p> <p>28 Sep 2021</p>		


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>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>28 Sep 2021 Action reassigned to Brinkman, Jacinta by Biki, Liana - Was to Jessica.</p> <p>09 Aug 2021 No further update.</p> <p>02 Jul 2021 No further update.</p> <p>09 Jun 2021 No further update.</p> <p>03 May 2021 Chris Reeks of Lions Club Cooma advised that there has been no further update regarding this funding.</p> <p>28 Apr 2021 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 Feb 2021 SMRC is waiting on advice from the Lions Club regarding their success in the grant before proceeding.</p> <p>24 Feb 2021 Action Item - Peak View Hall</p> <p>24 Feb 2021 Action reassigned to Buttriss, Jessica by McKinnon, Amanda</p> <p>24 Feb 2021 Action Item - Peak View Hall</p> <p>04 Feb 2021 Action completed by McKinnon, Amanda</p> <p>02 Feb 2021 A. Completed, B. Discussions in progress</p> <p>28 Jan 2021 Discussions are in progress.</p>		

Date From:1/01/2018

Date To:12/07/2023


IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council



SNOWY MONARO
REGIONAL COUNCIL


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/11/2020	240/20	Coordinator Strategy Development	Strategy	15/12/2022	
Bicentennial Garden/ Parks - Bombala					
COUNCIL RESOLUTION			240/20		
That Council:					
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;					
B. Acknowledge that the Bombala Bicentennial Garden is significant to the community; and					
C. Assess the Bombala Bicentennial Garden by a heritage expert for inclusion on Council’s Heritage Listing.					
Moved Councillor Haslingden		Seconded Councillor Maslin		CARRIED	
Notes					
05 Jul 2023					
Council resolved not to adopt the land use strategies informing the LEP, therefore, no further progress towards the new LEP.					
29 May 2023					
Council resolved not to adopt the land use strategies informing the LEP, therefore, no further progress towards the new LEP.					
28 Apr 2023					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP completed and public exhibition closed on 20 February 2023, Council is waiting gateway approval from NSW Planning.					
31 Mar 2023					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP completed public exhibition on 20 February 2023, Council is waiting gateway Approval from NSW Planning.					
27 Feb 2023					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP completed public exhibition on 20 February 2023.					
27 Jan 2023					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP is on public exhibition until 20 February 2023.					
22 Dec 2022					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP is on public exhibition until 6 February 2023.					
22 Nov 2022					
Has been added to the draft LEP heritage listings within SMRC LGA. Planning Proposal for new draft LEP is on public exhibition until 6 February 2023.					


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>28 Oct 2022 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 Sep 2022 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 Aug 2022 Gina McConkey - To be added to the draft LEP.</p> <p>03 Aug 2022 No further update.</p> <p>24 Jun 2022 To be included within the draft LEP by December 2022.</p> <p>24 May 2022 To be included in draft LEP by December 2022.</p> <p>10 May 2022 Target date changed by Harvey, Grace from 21 December 2020 to 15 December 2022 - Changed as per Gina Mc advice.</p> <p>29 Apr 2022 Process for heritage listing to be finalised through LEP process.</p> <p>25 Mar 2022 Process for heritage Listing to be finalised through the LEP process and Heritage NSW.</p> <p>24 Feb 2022 Process for heritage Listing to be finalised through the LEP process and Heritage NSW.</p> <p>29 Oct 2021 No further update - Process for heritage listing to be finalised.</p> <p>30 Sep 2021 No further update - Process for heritage listing to be finalised.</p> <p>30 Aug 2021 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> <p>02 Jul 2021 No further update - Process for heritage listing to be finalised.</p> <p>01 Jun 2021 No further update - Process for heritage listing to be finalised.</p> <p>04 May 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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<p>C - Council's Heritage Advisor has prepared a report recommending the trees within the Park are heritage listed.</p> <p>07 Apr 2021 Action reassigned to McConkey, Gina by Tagliapietra, Gaby - Jeff Morgan requested this should now transfer to Gina McConkey as the resolution part C is with her team and is the only outstanding part of the resolution.</p> <p>07 Apr 2021 No further update.</p> <p>03 Mar 2021 C - Assessment completed, currently being reviewed by Council's Strategic Planning team.</p> <p>25 Feb 2021 Action reassigned to Morgan, Jeff by Mathias, Joyleen - Deb has requested it be assigned to you.</p> <p>02 Feb 2021 C - Assessment completed, currently being reviewed by Council's Strategic Planning team.</p> <p>29 Jan 2021 A - To be incorporated into draft the Plans of Management which will go out for community consultation planned for early March 2021. B - Completed. C - A request has been sent to Council's Heritage consultant to consider this item for heritage listing.</p>
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/11/2020	228/20	Senior Project Manager	Strategy	31/03/2022	
Strategy Review - Vale Street Land COUNCIL RESOLUTION 228/20 That Council defer the report to a later date following a councillor workshop. Moved Councillor Castellari Seconded Councillor Last CARRIED					
Notes 06 Jul 2023 As per above - workshop 6 July and paper to Council meeting 20 July 2023. 26 May 2023 Councillor Workshop Booked for 6 July 2023 02 May 2023 Cooma office building reports due end of May - delays in subcontractors being available to inspect the building. Full reports will be provided to Councillors at workshop to be scheduled in June.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>31 Mar 2023 Cooma office building investigations are underway to prepare comparable quote including safety upgrades for inclusion in the business case. Site inspections underway 31 March 2023. , Proposal for discussion following ELT presentation May 2023 and settlement of audit and FSR considerations.</p> <p>01 Mar 2023 A building assessor and QS has been appointed for the current building.</p> <p>16 Jan 2023 No change as per previous update</p> <p>30 Nov 2022 Report to Council early 2023 as per previous update. , Corporate Projects undertaking full quotation on existing building compliance upgrades as alternate option.</p> <p>02 Nov 2022 Additional meeting held with Colliers International with CEO, CSO and Mgr Corporate Projects 26th October 2022. Scope of works now complete. , Due to FSR, SRV and financial reporting this report and briefing will be presented to Council in early 2023.</p> <p>22 Sep 2022 Draft provided to CSO and CEO for review. Council briefing expected November 2022.</p> <p>24 Aug 2022 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> <p>04 Aug 2022 Report due mid-August.</p> <p>06 Jul 2022 Colliers International and Cox Architects (ACT) reports due mid-July for review.</p> <p>01 Jun 2022 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>29 Mar 2022 Action reassigned to McNair, Cherie by Rawlings, David - Office in charge of project.</p> <p>24 Jan 2022 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 Dec 2021 No further update.</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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30 Nov 2021

Two new staff commenced this week. This will allow tasks to be reassigned and allow this project to proceed.

29 Nov 2021

Waiting on staff vacancies to be filled before strategy review to be undertaken.

12 Oct 2021

Target date changed by Rawlings, David from 30 June 2021 to 31 March 2022 - Defer for consideration by the new council.

01 Jul 2021

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.

06 May 2021

The closing date for expressions of interest to review options for the future use of the site have not yet closed.

01 Apr 2021

Quotations are being sought to undertake a review of the options for development of offices on the Vale Street property. This will be critical in determining whether the site should be retained.

01 Apr 2021

Target date changed by Rawlings, David from 21 December 2020 to 30 June 2021 - To undertake more detailed investigation into options and this will be needed to determine the direction forward.

02 Mar 2021

Briefing completed in the Councillor Briefing Session on 04/02/21 with a Vale Street Property Workshop.

24 Feb 2021

Action Item - Strategy Review - Vale Street Land

24 Feb 2021

Action Item - Strategy Review - Vale Street Land


02 Feb 2021


Time has been scheduled in an upcoming Councillor Briefing Session for Councillors to discuss this issue.

28 Jan 2021

27 Nov 2020, Time will be arranged for a fuller discussion on the options for the Council offices.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/09/2020	167/20	Coordinator Land & Property	Operations	19/10/2020	
Acquisition - Easement for Access Adaminaby Sewage Treatment Plant and Town Water Supply					
COUNCIL RESOLUTION			167/20		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council			
<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 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>Moved Councillor Rooney </p>			

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>As foreshadowed - PWA have provided a Project Change Request (Variation) due to significant scope creep (i.e. additional acquisition areas – due to various sections at Council which have different interests in the land) resulting in expanded service provision of the initial PWA engagement by W&WW. Review of these aspects is underway. , Note: The mandated acquisition elements will likely require alteration (via resolution) to accurately reflect the true needs of Council's public infrastructure.</p>		
29 Nov 2022 PWA advice as to any material changes which impact the acquisition scope is pending.		
31 Oct 2022 No further update.		
03 Oct 2022 No further update at this point.		
06 Sep 2022 No further update		
06 Sep 2022 Action reassigned to Paterson, Teena by Biki, Liana - As per Jeff Morgan's request.		
03 Aug 2022 No further updates.		
19 Jul 2022 Action reassigned to Witney, Chris by Harvey, Grace - Due to Jessica leaving Council. Chris acting in position.		
07 Jul 2022 No further updates		
27 May 2022 No further updates		
25 Mar 2022 No further update		
20 Jan 2022 No further updates		
03 Nov 2021 No further updates		
28 Sep 2021 No further updates		
30 Aug 2021 No further updates		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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02 Aug 2021

No further updates

09 Jun 2021

No further updates

04 May 2021

No further updates

30 Mar 2021

No further updates

02 Mar 2021

Acquisition currently underway

24 Feb 2021

Action Item - Acquisition - Easement for Access Adaminaby Sewage Treatment Plant and Town Water Supply

24 Feb 2021

Action reassigned to Dunstan, Jessica by McKinnon, Amanda

24 Feb 2021

Action Item - Acquisition - Easement for Access Adaminaby Sewage Treatment Plant and Town Water Supply

02 Feb 2021


No further update.

28 Jan 2021

Dec 2020, No further update., Nov 2020, A-D. Acquisition process underway and being managed by the Water/Wastewater Team., A. This will take place when required., Oct 2020, A-D. Acquisition process underway., E. This will take place when required., Sept 2020, 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.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/09/2020	176/20	Coordinator Land & Property	Operations	30/09/2022	
Request for Easement Over Council Land in Cooma COUNCIL RESOLUTION <div>176/20</div> <p>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>					

Snowy Monaro Regional Council

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>10 May 2022 Target date changed by Paterson, Teena from 31 December 2021 to 30 September 2022 - Adjusted timeline estimate.</p> <p>03 May 2022 No further update at this point.</p> <p>01 Mar 2022 No further update at this point.</p> <p>31 Jan 2022 Applicant initiated lodgement of easement creation documentation with SMRC's Planning Team. The owners consent & Administration Sheet were signed by CEO. Update has been sought from Planning as to the application's progression.</p> <p>02 Nov 2021 No further update at this point in time.</p> <p>04 Oct 2021 No further update at this point.</p> <p>05 Sep 2021 Target date changed by Paterson, Teena from 19 October 2020 to 31 December 2021 - Awaiting advice from landowner in regards to survey etc.</p> <p>05 Sep 2021 Email sent to the relevant landowner seeking an update on the survey aspects in order to progress easement registration.</p> <p>04 Aug 2021 Water licence reference number 40AL418298 is confirmed as held by the Landowner. Land & Property await further advice from the Landowner as to easement survey aspects.</p> <p>04 Jul 2021 No further update at this point.</p> <p>06 Jun 2021 Follow up with the landowner benefiting from the easement as to the licence status required,</p> <p>05 May 2021 No further update at this point.</p> <p>31 Mar 2021 No further update.</p> <p>01 Mar 2021 No further update.</p> <p>24 Feb 2021 Action Item - Request for Easement Over Council Land in Cooma</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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24 Feb 2021

Action reassigned to Paterson, Teena by McKinnon, Amanda - Lyn B no longer at Council. Please let me know if I need to assign this elsewhere.


02 Feb 2021

Jan 2020:, A. 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.

28 Jan 2021

Nov 2020, A&B. 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., Oct 2020, A. Landowner has been notified and is proceeding with the plan., B. Landowner is aware that he needs a licence to pump water from Cooma Creek prior to Council signing off on the plan for easement., Sept 2020, A. The landowner will be notified of the Council resolution including the conditions of approval so that he can arrange for a surveyor to do a plan for the easement and an 88B for the terms of the easement., B. 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.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
20/08/2020	146/20	Governance Officer	Strategy	1/09/2022	
Endorsement of SMRC Section 355 Manual					
COUNCIL RESOLUTION			146/20		
That Council send out a draft s355 manual to Committees for review and defer item until a Council workshop can be held.					
Moved Councillor Corbett		Seconded Councillor Maslin		CARRIED	
Notes					
30 Jun 2023					
The draft committee manual has been sent to the senior and executive management teams for comment. Comments have been request by 7 July, to be considered and included prior to the draft manual being workshopped with councillors.					
23 May 2023					
The draft committee manual will be presented to SMT and ELT in June as part of the final consolation with internal stakeholders. Following this it is planned to hold a workshop with councillors in August prior to consultation with external stakeholders.					
01 May 2023					
Review of the draft document is currently underway, this includes consultation with relevant departments to provide their information to support of the committees.					
03 Apr 2023					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>No further update.</p> <p>02 Mar 2023 No further update.</p> <p>01 Feb 2023 No further progress - date to be advised.</p> <p>20 Dec 2022 No further update. A date for the manual to be sent to council will be determined in the new year.</p> <p>24 Nov 2022 The manual is scheduled to be sent to council, with a date to be determined, in the new year.</p> <p>02 Nov 2022 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 Oct 2022 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 the strategy to councillors at a workshop scheduled for November 2022.</p> <p>06 Sep 2022 No further progress since 04/08/2022.</p> <p>04 Aug 2022 Work has resumed updating the manual applying new style guide and updating GST management following discussion with finance staff.</p> <p>12 Jul 2022 No further update.</p> <p>03 Jun 2022 Target date changed by Harvey, Grace from 30 June 2022 to 01 September 2022 - Delayed due to ongoing vacancy in Governance team.</p> <p>02 Jun 2022 Process delayed due to ongoing vacancy in Governance team. Target date expected 1 September 2022.</p> <p>10 May 2022 Target date changed by Harvey, Grace from 28 February 2022 to 30 June 2022 - Process delayed due to vacancy in Governance team.</p> <p>10 May 2022 Revision and consultation delayed due to vacancy in Governance team. Revised schedule to be provided following recruitment.</p> <p>09 Mar 2022</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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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.

12 Oct 2021

Target date changed by Rawlings, David from 21 September 2020 to 28 February 2022 - Defer to allow new councillors to be informed and agree to the approach.

01 Apr 2021

No further update.


24 Feb 2021


Action Item - Endorsement of SMRC Section 355 Manual


08 Feb 2021


19 Jan 2021, No further progress., 26 Nov 2020, 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. , 02 Nov 2020, A webinar was held on 29 October 2020 with all section 355 committees. A workshop will be conducted with councillors on 3 December 2020., 25 Sep 2020, Documentation has been subjected to a final review and proof read prior to being sent out., 31 Aug 2020, 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.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
16/07/2020	107/20	Facilities Officer	Operations	30/11/2022	
Health One Facility, Jindabyne COUNCIL RESOLUTION 107/20 That Council A. Authorise the Chief Executive Officer to execute the Building Management Statement and take steps to finalise and sign the land sale agreement; and B. Approve the establishment of a Building Management Committee to oversee obligations of the Building Management Statement. Moved Councillor Corbett Seconded Councillor Ewart CARRIED					
Notes 22 Jun 2023 Holding further discussions with HealthOne as to appropriate contacts for Building Management Committee. Surveyor to undertake final review before lodgement of subdivision. 01 Jun 2023 Discussions being held with HealthOne as to creation of Management Group Committee for finalisation and lodgement of subdivision.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		
<div><div><div>01 May 2023 Waiting on Surveyor to send final documents off for subdivision</div><div>27 Mar 2023 Surveyor has received documents from Essential Energy</div><div>23 Feb 2023 Final documents sent to Essential Energy for sign off</div><div>24 Jan 2023 Agreement reached with Essential Energy as to inclusions required to show power easement. Awaiting updated plan from surveyor.</div><div>23 Nov 2022 Discussions continuing with Essential Energy as to requirements for easement. Surveyor considering disclaimer with 4m easement to cover the exact cable location. Work progressing with new Practice Manager of JMP as to formation of Building Management Committee once subdivision finalised.</div><div>31 Oct 2022 Further request from Essential Energy for easement location. Discussions ongoing with surveyor to finalise.</div><div>27 Sep 2022 Essential Energy have requested further detail for electricity easement on survey plan. Sent to surveyor for further discussion and update.</div><div>06 Sep 2022 Uncompleted by Biki, Liana</div><div>06 Sep 2022 No further update.</div><div>30 Aug 2022 Completed by Wong, Nicholine (action officer) on 30 August 2022 at 3:05:23 PM - Awaiting response</div><div>30 Aug 2022 Updated 88B sent to Essential Energy for sign off. Awaiting response.</div><div>26 Jul 2022 Awaiting updated 88B Instrument from lawyers.</div><div>08 Jul 2022 Uncompleted by Harvey, Grace</div><div>05 Jul 2022 Completed by Wong, Nicholine (action officer) on 05 July 2022 at 1:53:35 PM - Awaiting updated Section 88B instrument from lawyers prior to Planning staff issuing stratum subdivision.</div><div>01 Jun 2022 A. Complete, B. Pending: Awaiting internal response from Planning Department as to issue of subdivision certificate.</div></div></div>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>10 May 2022 Target date changed by Paterson, Teena from 30 November 2021 to 30 November 2022 - Adjusted timeline estimate.</p> <p>04 May 2022 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 Mar 2022 A. Building Management Statement signed by CEO., B. Finalising Plan of Subdivision prior to establishment of Building Management Committee.</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 17 August 2020 to 30 November 2021 - As advised.</p> <p>06 Sep 2021 Follow up query to Planning as to status of subdivision approval.</p> <p>27 Apr 2021 Waiting on Subdivision Certificate approval.</p> <p>25 Mar 2021 Subdivision Certificate and Modifications now lodged by Dabyne Planning.</p> <p>02 Mar 2021 Discussions ongoing between Dabyne Planning and Kleven Spain Surveyors. Subdivision application forms submitted to CEO for signature.</p> <p>24 Feb 2021 Action Item - Health One Facility, Jindabyne</p> <p>02 Feb 2021 A. Surveyor provided plans although further information still required. Waiting on information to be forwarded.</p> <p>28 Jan 2021 27 Nov 2020, No further update, 27 Oct 2020, 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., 24 Sept 2020, 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., 26 Aug 2020, 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., 22 July 2020, A. Building Management Statement sent to Chief Executive Office for signing. , B. Will work on creation of Building Management Committee once BMS signed.</p>		

Date From: 1/01/2018 Date To: 12/07/2023		IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL	
		Committee: Ordinary Council			
Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
18/06/2020	80/20	Coordinator Land & Property	Operations	31/03/2022	
Acquisition of Land - RFS Shed Michelago COUNCIL RESOLUTION 80/20 That Council 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 ² for the purpose of Rural Fire Shed in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> ; 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 ² by compulsory process under section 186(1) of the Local Government Act 1993; C. Classify the land as operational land in accordance with the Local Government Act 1993; D. Note that this acquisition is not for the purpose of resale; and E. Authorise CEO to sign any documentation required for this Acquisition process. Moved Deputy Mayor Miners Seconded Councillor Corbett CARRIED					
Notes 29 Jun 2023 Compensation offer made to TfNSW. Offer disputed/rejected by TfNSW – awaiting further response and/or counter offer. Terms within s29 Agreement under negotiation – Public Works Advisory are awaiting TfNSW response. 26 May 2023 Disappointingly TAHE are now seeking to both step away from the joint independent valuation & to elevate the acquisition base price by around 260% (\$11500 inc GST to \$41250 inc GST). A teleconference between both Valuers has been convened to discuss the contents of each report with a view to reaching an agreed outcome. 20 Apr 2023 January 2023 PWA sent to TAHE - Section 29 Agreement - RE: Railway land disposal at Michelago 30 Mar 2023 PWA authorised to proceed with agreement and on an agreed amount of \$11 500 to TfNSW in compensation for land. Awaiting Plan of Acquisition from Surveyor. 01 Mar 2023 No further update this this point. 29 Jan 2023					

Date From: Date To:	1/01/2018 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee:		Ordinary Council	
<p>A - In progress. TfNSW have indicated that they will accept the valuation provided, accepting that this was a joint valuation instruction from SMRC & TfNSW. Formal letter of offer to be tabled by SMRC, as Acquiring Authority, to TfNSW in regards to compensation, per LAJTC Act. B - Pending completion of negotiations related to A. C - No action needed. D - No action needed. E - Ongoing as the acquisition process progresses.</p>			
29 Nov 2022			
<p>Meeting held with TfNSW/TAHE 25/11/22 to address the TfNSW concern that the independent valuation (\$11,500) figure is too low. Council's position is that the valuation methodology has been applied correctly in line with the statutory public purpose aspects as required by the Just Terms Act. TfNSW to review further, with their response pending.</p>			
31 Oct 2022			
<p>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>			
03 Oct 2022			
<p>Valuation feedback received and in review.</p>			
31 Aug 2022			
<p>Valuation actioned and payment for this service aspect approved. PWA progressing the matter.</p>			
02 Aug 2022			
<p>Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of Land & Property Officer.</p>			
26 Jul 2022			
<p>A - Plans of Acquisition have been registered with LRS, valuation still to be completed. B - Dependant on A. C - No action needed.</p>			
05 Jul 2022			
<p>A - No further update, PWA still awaiting valuation. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p>			
30 May 2022			
<p>A - No further updates. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p>			
10 May 2022			
<p>Target date changed by Paterson, Teena from 20 July 2020 to 31 March 2022 - Revised completion timeline.</p>			
04 May 2022			
<p>A - Awaiting valuation results, email sent to PWA requesting update for this matter. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p>			
01 Apr 2022			
<p>A - Awaiting valuation to be complete. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p>			
02 Mar 2022			
<p>B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p>			
24 Jan 2022			


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>A - SMRC reviewing PWA recommendation for valuation. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p> <p>16 Dec 2021 A - PWA reviewing valuation service quotes. B - Awaiting completion of A. C - No action required. D - No action required. E - As required.</p> <p>15 Sep 2021 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 Aug 2021 PWA advise project is still on track for deliver before end of year. PWA waiting for response from UGL Regional Linx.</p> <p>04 Aug 2021 Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Land & Property Officer now has general carriage of item.</p> <p>02 Aug 2021 Advice received from UGL Regional Linx takeover of John Holland. PWA advised acquisition should be complete before Jan 2022 take over.</p> <p>04 Jul 2021 No further update at this point.</p> <p>06 Jun 2021 No further update at this point.</p> <p>27 May 2021 Action reassigned to Paterson, Teena by Tagliapietra, Gaby - Janine Hudson has moved into another role.</p> <p>27 Apr 2021 No further updated at this stage.</p> <p>23 Mar 2021 The survey plan has been prepared by PWA to enable the acquisition process to continue.</p> <p>02 Mar 2021 No further update.</p> <p>02 Feb 2021 No further update.</p> <p>28 Jan 2021 Nov 2020 A to C - This process will take approximately 18 months., Oct 2020 A to C - Acquisition process underway. D&E - Will be adhered to throughout this process., Sept 2020 A to C - Survey Plan Quote to be received shortly., Aug 2020 A to C - Acquisition process underway. Research has to take place to find gazette notices, survey plans to be prepared etc. D&E - Will be adhered to throughout this process., Jul 2020 A to C - Acquisition process underway. D&E - Will be adhered to throughout this process., Jun 2020 A to C - The Acquisition process will begin, this is a lengthy process as all items take place under strict timelines. D&E - Complete.</p>		

Date From:1/01/2018


Date To:12/07/2023


IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/03/2020	44/20	Coordinator Land & Property	Operations	31/12/2022	
Acquisition by Possessory Title - Lot 16 Section 1 DP 1242 - Berridale Memorial Park					
COUNCIL RESOLUTION			44/20		
That Council					
A. Apply for possessory title over lot 16 Section 1 DP 1242 (Berridale Memorial Park)					
B. Classify lot 16 Section 1 DP 1242 as community land upon acquisition.					
Moved Councillor Rooney		Seconded Councillor Corbett	CARRIED		
Notes					
27 Jun 2023					
Claim for Possessory Title does not seem possible due to insufficient evidence. Public Works Advisory recommend that compulsory acquisition would be the best pathway and most likely successful, due to the presence of significant town drainage infrastructure on the land.					
26 May 2023					
No further update at this point.					
28 Apr 2023					
Further investigation as to historic use of the park (substantiation of memorial construction background), along with effort to source historic "sketch with papers Roads 1900:564/29" referenced in parish map.					
30 Mar 2023					
Exploring new information from historic Gazette notice, gazetting that portion of land as severed land (Crown Land) for public recreation and water supply. Email sent to Crown Lands with historic document extracts - 30 March 2023					
01 Mar 2023					
No further update at this point.					
29 Jan 2023					
No further update at this point.					
29 Nov 2022					
LRS requires further investigation as to historic use of the park (substantiation of memorial construction background; additional disinterested witness declarations etc) to support any online lodgement of possessory transfer claim.					
31 Oct 2022					
No further update at this point.					
03 Oct 2022					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>No further update at this point.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 No further update at this point.</p> <p>06 Jul 2022 No further update at this point.</p> <p>01 Jun 2022 No further update at this point.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 28 February 2022 to 31 December 2022 - Change in LRS protocol impacting estimated timeline for completion.</p> <p>03 May 2022 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 Mar 2022 No further update at this point.</p> <p>31 Jan 2022 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 & Property as to existence of any further historic evidence of dealings in relation to monument construction and primary use of site.</p> <p>02 Nov 2021 No further update at this point in time.</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 20 April 2020 to 28 February 2022 - As advised.</p> <p>04 Oct 2021 No further update at this point.</p> <p>05 Sep 2021 No further update at this point.</p> <p>04 Aug 2021 No further update at this point.</p> <p>04 Jul 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>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 Jun 2021 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 May 2021 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 Mar 2021 LRS requested details of two disinterested persons willing to provide Statutory Declarations related to prior treatment & use of land in question; details of such provided (with permission) to Solicitors.</p> <p>01 Mar 2021 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>24 Feb 2021 Action reassigned to Paterson, Teena by McKinnon, Amanda - Lyn B no longer at Council. Please let me know if I need to assign this elsewhere.</p> <p>02 Feb 2021 A&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>28 Jan 2021 Dec 2020 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., Nov 2020 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., Oct 2020 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., Sept 2020 Requisition on Title has requested an old title search which is currently being carried out by Crown Lands., Aug 2020 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., Jul 2020 The CEO has executed the documents., Jun 2020 Application is proceeding., May 2020 Documentation is being prepared to lodge an application for Possessory Title., Apr 2020 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., Mar 2020 Council's solicitor has been requested to prepare the documentation.</p>		

Date From:

1/01/2018


Date To:

12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:

Ordinary Council



SNOWY MONARO

REGIONAL COUNCIL

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/03/2020	55/20	Manager Infrastructure	Operations	30/12/2021	

Proposed Acquisition of Easement for Access to Middlingbank Quarry

COUNCIL RESOLUTION

55/20

That Council

A. Enter into negotiations with the owner of lot 1 DP 1022898 for a right of way for access across his land.

B. Engage the services of a surveyor to create a plan for registration of a right of way across lot 1 DP 1022898.

C. Council to be responsible for all costs for creation and registration of the plan for the right of way.

D. Authorise the Chief Executive Officer to negotiate the compensation for the easement.

E. Authorise the Chief Executive Officer to sign all necessary documents to give effect to the above.

Moved Councillor Rooney

Seconded Councillor Corbett

CARRIED

Notes

30 Jun 2023

No further update. With the recent sale of an adjacent lot, conversation to recommence for access early in the new financial year.

01 Jun 2023

No further update.

01 May 2023

No further update.

03 Apr 2023

No further update.

02 Mar 2023

No further update.

04 Jan 2023

After a desktop investigation of the proposed access site for purchase, it was noted that there is no obvious access to the Middlingbank Quarry from this site.

30 Nov 2022

Comment has been raised to the Infrastructure Team about a property that may be for sale which could allow access to the Middlingbank Quarry. This will be investigated.

02 Nov 2022

No further updates.


02 Nov 2022

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

Action reassigned to Crombie-Brown, Zachary by Biki, Liana - Position change

07 Oct 2022
No further update.

06 Sep 2022
No further update.

03 Aug 2022
No further update.

07 Jul 2022
No further action.

07 Jun 2022
No further update.

11 May 2022
No further update.

08 Feb 2022
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 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.

12 Oct 2021
Target date changed by Rawlings, David from 20 April 2020 to 30 December 2021 - As advised.

29 Sep 2021
This action will be subject to a Council report for consideration in November 2021.


05 Jul 2021
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.

04 Jul 2021
Action reassigned to Shakespeare, Gary by Paterson, Teena - GS is knowledge pillar on this negotiation piece.

04 Jul 2021
No further update at this point.

06 Jun 2021
No further update at this point.

05 May 2021

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

No further update at this point.

31 Mar 2021

No further update.

01 Mar 2021

A - Negotiations continue with Manager Infrastructure spearheading discussions. B - Draft plan for right of access pending results of A. C to E - These actions will take place at the appropriate time.

24 Feb 2021

Action reassigned to Paterson, Teena by McKinnon, Amanda - Lyn B no longer at Council. Please let me know if I need to assign this elsewhere.


02 Feb 2021


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 finalised as soon as negotiations are completed.


28 Jan 2021

04 Dec 2020 A - Completed. B - Discussions are ongoing to decide the best approach for a permanent access., 23 Oct 2020 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. C - These actions will take place at the appropriate time., 24 Sept 2020 A - The agreement has been executed by both parties and Council is planning dates for access to the quarry to extract material., 26 Aug 2020 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., 28 Jul 2020 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., 26 Jun 2020 A - Negotiations with landowners are ongoing. B - Requests for quotations for survey have been advertised., 28 May 2020 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., 24 Apr 2020 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., 26 Mar 2020 Negotiations have commenced with the landowner.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/11/2019	422/19	Coordinator Strategy Development	Strategy	23/12/2019	
Managing Heavy Vehicles in Bombala Town Centre - Community Consultation					
COUNCIL RESOLUTION			422/19		
That the matter be deferred for further consultation with the public including correspondence from the Bombala Chamber of Commerce.					


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT		 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council			
Moved Councillor Stewart	Seconded Councillor Maslin	CARRIED	
Notes			
02 Jul 2023 No further action at this point.			
29 May 2023 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
28 Apr 2023 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
31 Mar 2023 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
27 Feb 2023 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
27 Jan 2023 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
22 Dec 2022 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
22 Nov 2022 On-site discussions with Mayor and staff have taken place. No further action at this point. Project is not identified within the 2022-2023 Operational Plan.			
28 Oct 2022 On-site discussions with Mayor and staff have taken place. No further action at this point.			
27 Sep 2022 On-site discussions with Mayor and staff have taken place. No further action at this point.			
26 Aug 2022 Some on-site discussions with staff and Mayor undertaken.			
03 Aug 2022 No further update.			
24 Jun 2022 This consultation work has not been planned for the 2022-2023 FY.			
24 May 2022 This consultation work has not been planned for 22/22 financial year.			
29 Apr 2022			


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>This consultation work has not been planned for 22/22 financial year.</p> <p>25 Mar 2022 This consultation work has not been planned for the 2021/2022 Financial Year within the Strategy Team. Consideration for this action to occur for the 2022-2026 Delivery Program.</p> <p>24 Feb 2022 This consultation work has not been planned for the 2021/2022 Financial Year within the Strategy Team. Consideration for this action to occur for the 2022-2026 Delivery Program.</p> <p>29 Oct 2021 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 Sep 2021 No further update - Strategic Planning Team to seek additional information from Councillors.</p> <p>30 Aug 2021 No further update - Strategic Planning to seek additional information.</p> <p>02 Jul 2021 No further update.</p> <p>01 Jun 2021 No further update.</p> <p>04 May 2021 No further update - Strategic Planning to seek further information.</p> <p>01 Apr 2021 No further update - Strategic Planning to seek additional information.</p> <p>03 Mar 2021 No further action at this stage.</p> <p>02 Mar 2021 Action reassigned to McConkey, Gina by Hines, Glen</p> <p>24 Feb 2021 Action Item - Managing Heavy Vehicles in Bombala Town Centre - Community Consultation.</p> <p>24 Feb 2021 Action reassigned to Hines, Glen by McKinnon, Amanda - Linda no longer at Council. Please let me know if I need to assign this elsewhere.</p> <p>09 Feb 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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25 Jan 2021, An informal meeting was held between Bombala based councillors and relevant staff. The outcome of the meeting is to proceed with further community consultation., 27 Nov 2020, 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., 05 Nov 2020, No further update., 25 Sep 2020, No further update., 03 Sep 2020, No further update., 01 Jul 2020, No further update. Consultation occurred from September 2019 to October 2019. , 01 Jun 2020, Communication distribution proposed re Bombala Town Centre Community Consultation: •Noticeboards – IGA and Newsagency, •Bombala Times and Monaro Post •Facebook – Bombala Noticeboard •Facebook – SMRC page •Facebook – SMRC Business Forum Group •Radio – capital network and 2MNO •Notice at SMRC office •Info sent to SMRC customer service for any enquiries •SMRC website, 27 Apr 2020, Working with Chief Communications Officer to establish a strategy for community consultation during the COVID-19 restrictions., 24 Mar 2020, No further update., 28 Feb 2020, Ongoing., 03 Feb 2020, Ongoing.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/10/2019	389/19	Coordinator Land & Property	Operations	31/08/2022	
Proposed Acquisition of Part Lot 6 DP 218752 for the Purpose of Road COUNCIL RESOLUTION 389/19 That Council, consistent with the guidelines contained within with the body of report, A. Authorise the General Manager to negotiate the purchase of 0.2542ha of lot 6 DP 218752; B. That Council be responsible for any additional costs including survey, legal fees, fencing; C. Authorise the General Manager to execute all necessary documents and affix Council's Seal if required; and D. Approach the plantation owners for a contribution towards the works prior to commencing the project. Moved Councillor Stewart Seconded Councillor Rooney CARRIED					
Notes 27 Jun 2023 Council is waiting on the surveyor to attend the site for final survey. Anticipate conclusion of the matter, being registration of the plan and payment of compensation to the landholder, towards the end of July 2023 26 May 2023 No further update at this point. 04 May 2023 Awaiting surveyor to attend site and finalise survey plan. Expected this month. (May 2023) 28 Apr 2023 No further update at this point.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>30 Mar 2023 No further update</p> <p>01 Mar 2023 Registration of the boundary adjustment is anticipated to occur in the next few weeks. Landowner has been advised of status.</p> <p>29 Jan 2023 Awaiting details from surveyor as to status.</p> <p>29 Nov 2022 Follow up prompt to surveyor as to status of plan registration actioned on 11/11/22.</p> <p>31 Oct 2022 No further update at this point.</p> <p>03 Oct 2022 No further update at this point.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of Land & Property Officer.</p> <p>26 Jul 2022 Awaiting communication from surveyor regarding Certificate of currency for requisition.</p> <p>05 Jul 2022 No further updates - Surveyor to assess site on Friday 08/07/2022.</p> <p>30 May 2022 No further updates - Followed up with surveyor awaiting response.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 30 December 2021 to 31 August 2022 - LRS requisition on plan to be resolved to enable land ownership transfer to occur.</p> <p>04 May 2022 A - LRS requisition received, awaiting surveyor to address requisition. B - Council will pay engaged surveyor and solicitor. C - To date all required documents have been executed. D - As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid, complete.</p> <p>01 Apr 2022 No further update.</p> <p>02 Mar 2022 A - Awaiting LRS registration of plans to allow for land ownership to be transferred. B - Council will pay engaged surveyor and solicitor. C - To date all required documents have been executed. D - As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid, complete.</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>24 Jan 2022 Subdivision Application (DA) approved. Plans to be registered with LRS.</p> <p>15 Dec 2021 Awaiting Subdivision Application approval.</p> <p>14 Oct 2021 Subdivision Application lodged with Planning.</p> <p>12 Oct 2021 Target date changed by Rawlings, David from 18 November 2019 to 30 December 2021 - As advised.</p> <p>28 Sep 2021 Signed admin sheet and subdivision application received in Berridale office, admin sheet to be returned to surveyor and sub division application to be lodged.</p> <p>17 Aug 2021 Subdivision application and administration sheet awaiting signature from landholder, once received subdivision application to be lodged with SMRC.</p> <p>04 Aug 2021 Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Land & Property Officer now has general carriage of item.</p> <p>02 Aug 2021 Mortgage has been released from lot as per title search, admin sheet and subdivision certificate application awaiting signature from landholder to proceed.</p> <p>04 Jul 2021 A to C - Pending bank interest in the lot to be acquired being discharged (Lot 6 DP 218752) confirmation from landholder pending. D - Completed.</p> <p>06 Jun 2021 No further update at this point.</p> <p>05 May 2021 No further update at this point.</p> <p>31 Mar 2021 No further update.</p> <p>01 Mar 2021 Discharge authority received from Landowner (due to Landowner having made error in initial document) and forwarded to bank to progress necessary mortgage discharge.</p> <p>24 Feb 2021 Action reassigned to Paterson, Teena by McKinnon, Amanda</p> <p>02 Feb 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	


A to 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.


28 Jan 2021

Nov 2020 A to 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. D - Letter has been sent to Plantation Owners., Oct 2020 A to 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. D - Letter is being prepared for the plantation owners requesting that they contribute to the works., Sept 2020 A to 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 for a subdivision certificate to be signed by the owner of the property. D - Nearby plantation owners to be approached in writing seeking contribution to the purchase., Aug 2020 A to 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. A - Council has paid for survey and legal fees will be paid upon receipt of invoice. B - Documents will be signed by the CEO when appropriate. C - Plantation owners are not affected and therefore will not be asked for a contribution., Jul 2020 Council is currently waiting on the subdivision certificate so that the plan can be registered prior to settlement., Jun 2020 Council's solicitor has been asked to produce the contracts. Application for subdivision certificate has been submitted. A - Purchase price has been negotiated and agreed by both parties. B - This acquisition does not affect the plantation owners., May 2020 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., Apr 2020 Council's solicitor is organising the contract and it is anticipated that exchange will take effect within the next month., Mar 2020 MOU has been returned to Council and Council's solicitor has been asked to arrange a contract., Feb 2020 MOU with property owner, waiting return of same., Jan 2020 Staff have spoken to land owner and are waiting for a written response.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
19/09/2019	343/19	Coordinator Land & Property	Operations	30/11/2023	
Proposed Compulsory Acquisition of Part Lot 7002 DP 1028529 Crown Land Travelling Stock Reserve					
COUNCIL RESOLUTION			343/19		
That Council					
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:					

Snowy Monaro Regional Council


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>Survey Plan has been completed. Plan has been registered with LRS (DP 1285419). Application to Crown Lands for 'No Objection to PAN' to be submitted, as part of the prescribed Compulsory Acquisition process.</p> <p>31 Oct 2022 Surveyor has an impasse with LRS registering the plan. Surveyor following up as priority. PWA aware of the circumstances.</p> <p>03 Oct 2022 No further update.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of Land & Property Officer.</p> <p>26 Jul 2022 No further update.</p> <p>05 Jul 2022 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 'A'.</p> <p>30 May 2022 No further update.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 21 October 2019 to 30 November 2023 - Estimate duration for acquisition completion.</p> <p>04 May 2022 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'. E - Awaiting delivery of 'A'.</p> <p>01 Apr 2022 No further update.</p> <p>02 Mar 2022 No further update.</p> <p>24 Jan 2022 No further update.</p> <p>16 Dec 2021 No further update.</p> <p>15 Nov 2021</p>		


Date From: Date To:	1/01/2018 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee:		Ordinary Council	
<p>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>20 Oct 2021 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 matter towards Office of Local Government application. C - Waiting on 'B'. D - Waiting on 'C'. E - Waiting on 'D'.</p> <p>17 Aug 2021 Native Title Search Received & email stating no objection to acquisition process from Bega LALC, request for adjustment to land claim sent to ORALRA by ALC.</p> <p>04 Aug 2021 Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Land & Property Officer now has general carriage of item.</p> <p>04 Aug 2021 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>04 Jul 2021 No further update at this point.</p> <p>06 Jun 2021 No further update at this point.</p> <p>27 May 2021 Action reassigned to Paterson, Teena by Tagliapietra, Gaby - Janine Hudson has moved into another role.</p> <p>27 Apr 2021 Draft plans have been produced and are being reviewed by relevant staff and key delivery consultants.</p> <p>25 Mar 2021 Survey Plan being prepared with the aim for Deposited Plan Administration Sheet for signing early April.</p> <p>04 Mar 2021 Action reassigned to Hudson, Janine by Tagliapietra, Gaby</p> <p>04 Mar 2021 No further update at this point in time.</p> <p>28 Jan 2021</p>			

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

Nov 2020 A to 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., Oct 2020 A to 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., Sept 2020 A to G - Currently waiting on a reply from the NSW Aboriginal Land Council., Aug 2020 A to G - This acquisition has been placed on hold while further investigations through Local Land Services and Aboriginal Land Council are carried out. , Jul 2020 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., Jun 2020 Surveyor is presently carrying out the work., May 2020 Surveyor advised that he will commence the survey in the next week., Apr 2020 Surveyor has been engaged and expects to commence the survey in the immediate future., Mar 2020 The NSW ALC has requested a survey plan be provided prior to proceeding. Quotations are currently being sought for the survey., Feb 2020 The NSW Aboriginal Land Council has given consent in principal and is waiting on a survey plan. , Jan 2020 Currently waiting on survey plan. A - Quotation for Public Works Advisory has been approved and PWA has been asked to proceed.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
17/04/2019	151/19	Property Officer	Operations	28/02/2023	
Consolidation of Reserve no. 530002 Centennial Park and Lot 6 DP 758280 Cooma Visitors Centre as one Crown Reserve for General Community Use					
COUNCIL RESOLUTION			151/19		
That Council					
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.					
B. Relinquish Licence LI 453017 for the use of the Cooma Visitors Centre when Lot 6 DP 758280 is added to Reserve 530002.					
Moved Councillor Beer		Seconded Councillor Stewart		CARRIED	
Notes					
05 Jul 2023					
No further update.					
25 May 2023					
No further update.					
26 Apr 2023					
No further update.					
23 Mar 2023					


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		
No further update.		
28 Feb 2023		
No further update.		
30 Jan 2023		
No further update.		
23 Nov 2022		
No further update.		
01 Nov 2022		
No further update.		
26 Sep 2022		
No further update.		
23 Aug 2022		
No further update.		
01 Aug 2022		
No further update.		
28 Jun 2022		
No further update.		
31 May 2022		
No further update.		
10 May 2022		
Target date changed by Paterson, Teena from 28 February 2022 to 28 February 2023 - Crown Lands unable to provide timeline for completion - Application is with Minister for assessment/approval		
02 May 2022		
No further update.		
04 Apr 2022		
No further update.		
23 Feb 2022		
No further update.		
13 Dec 2021		
No further update		
15 Nov 2021		
No further update.		


Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>19 Oct 2021 No further update.</p> <p>28 Sep 2021 No further update.</p> <p>01 Sep 2021 No further update.</p> <p>05 Aug 2021 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 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 Aug 2021 Action reassigned to Tagliapietra, Gaby by Paterson, Teena - Property Officer now has general carriage of this item.</p> <p>04 Aug 2021 Followed up with Crown Lands. Awaiting a response.</p> <p>04 Jul 2021 No further update at this point.</p> <p>06 Jun 2021 No further update at this point.</p> <p>05 May 2021 No further update at this point.</p> <p>31 Mar 2021 Further prompts to Crown Land actioned. No further update.</p> <p>01 Mar 2021 No further update at this point in time.</p> <p>24 Feb 2021 Action reassigned to Paterson, Teena by McKinnon, Amanda - Lyn B no longer at Council. Please let me know if I need to assign this elsewhere.</p> <p>02 Feb 2021 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>28 Jan 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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04 Dec 2020 A - Crown Lands are waiting on a native title assessment to be completed internally prior to approval and gazettal. , 26 Oct 2020 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., 24 Sep 2020 A - An email has been sent to Crown Lands asking for an update on the progress of this matter., 26 Aug 2020 A - Crown Lands has assured the Land and Property Officer that the documentation recommending the amendment to both reserves has gone before the Minister. B - The licence will be relinquished when Crown Lands has completed their processes., 29 Jul 2020 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., 26 Jun 2020 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. A - Crown Lands is presently preparing the documentation for transfer to Council as Crown Land Manager. B - The licence will be relinquished in conjunction with transfer to Council Management., 28 May 2020 Reminder was sent to Crown Lands last week. This matter will take some time to resolve at the Crown Lands level., 24 Apr 2020 Crown Lands has advised that due to the COVID-19 Pandemic this process may suffer some delays., 26 Mar 2020 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., 02 Mar 2020 Negotiations with the Crown are ongoing. It is likely that the Crown would prefer lot 6 to be placed under Council management and that the lease be rescinded. We are currently waiting on a reply., 20 Jan 2020 This matter has been escalated at Crown Lands to achieve a decision on the way forward.

Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
21/03/2019	127/19	Coordinator Land & Property	Operations	31/03/2023	Y
Delegate Disadvantaged Housing COUNCIL RESOLUTION 127/19 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. Moved Councillor Stewart Seconded Councillor Haslingden CARRIED					
Notes 30 Jun 2023 Item to be closed. Any future report should involve integrated planning with the Housing and Social Services Committee. 29 Jun 2023 No further update at this stage 26 May 2023 No further update at this point. 28 Apr 2023 No further update at this point.					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>30 Mar 2023 No further update</p> <p>01 Mar 2023 No further update at this point.</p> <p>29 Jan 2023 No further update at this point.</p> <p>29 Nov 2022 No further update at this point.</p> <p>31 Oct 2022 No further update at this point.</p> <p>03 Oct 2022 No further update at this point.</p> <p>31 Aug 2022 No further update at this point.</p> <p>02 Aug 2022 No further update at this point.</p> <p>06 Jul 2022 No further update at this point. Note: Any further report should involve integrated planning with the Housing and Social Services Committee.</p> <p>01 Jun 2022 No further update at this point.</p> <p>10 May 2022 Target date changed by Paterson, Teena from 28 February 2022 to 31 March 2023 - Any report requires a holistic approach to integrate forward planning with the recently initiated Housing and Social Services Committee.</p> <p>03 May 2022 No further update at this point.</p> <p>01 Mar 2022 No further update at this point.</p> <p>31 Jan 2022 SMRC continue to manage and own the properties in question. Future treatment of these land holdings as disadvantaged housing to be reviewed in the context of the broader housing & 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>02 Nov 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

No further update at this point in time.

04 Oct 2021

No further update at this point.

05 Sep 2021

Target date changed by Paterson, Teena from 22 April 2019 to 28 February 2022 - To reflect current timeline.

05 Sep 2021

No further update. SMRC continue to manage & own the properties in question.

04 Aug 2021

No further update at this point.

04 Jul 2021

No further update at this point.

06 Jun 2021

No further update at this point.

05 May 2021

Updated option details being sought from Southern Cross Housing to enable accurate analysis in the present housing needs environment. Council continuing to manage properties.

31 Mar 2021

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.

01 Mar 2021

Forward advice and notice the community to occur in March 2021. Profile flagging the general topic AND basic elements of consideration.

24 Feb 2021

Action reassigned to Paterson, Teena by McKinnon, Amanda

02 Feb 2021


No further update.

28 Jan 2021

Nov 2020 No further update., Oct 2020 Design of consultation mechanics pending, with input from former Facilities staff to be included. , Sep 2020 It is anticipated that community consultation will be initiated in first quarter of 2021 calendar year., Aug 2020 Council continuing to manage properties. Review of the background and full context relating to this item required by Land & Property unit., Jul 2020 This area is now under the Land & Property Portfolio. 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., Jun 2020 There is no further update as there has been too much occurring with bushfires and COVID., May 2020 No further update. , Apr 2020 No further update., Mar 2020 No further update., Feb 2020 Mail out to the community at Delegate seeking their feedback to be arranged asap to gauge thoughts.

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
7/05/2018	162/18	Coordinator Land & Property	Operations	30/11/2023	
Proposal to Realign the Barry Way Jindabyne and to Address Issues with the Intersections of Barry Way with Eagle View Lane and Bungarra Lane COUNCIL RESOLUTION 162/18 That Council 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. B. Approve the proposal to apply to the Crown to transfer those sections of The Barry Way which are Crown reserve road to Council. 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. 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. 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. F. Authorise the General Manager to execute any documents necessary to complete the project. 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). <div> Moved Councillor Castellari Seconded Councillor Beer CARRIED </div>					
Notes 29 Jun 2023 No further update. 26 May 2023 Progress requires budget certainty, which remains pending. Note: The active resolution does not mandate any aspects specific to Eagle View Lane or Bungarra Lane. 28 Apr 2023 Progress requires budget certainty, which remains pending. Note: The active resolution does not mandate any aspects specific to Eagle View Lane or Bungarra Lane. 30 Mar 2023 No further update. 01 Mar 2023 No further update at this point. 29 Jan 2023					

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
	Committee: Ordinary Council	

No further update at this point.

29 Nov 2022

No further update at this point.

31 Oct 2022

Progress requires budget certainty, which remains pending. Note: The active resolution does not mandate any aspects specific to Eagle View Lane or Bungarra Lane.

03 Oct 2022

No further update at this point in time.

31 Aug 2022

Confirmation of budget availability sought internally.

02 Aug 2022

Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.

26 Jul 2022

No further update.

05 Jul 2022

No further update.

30 May 2022

No further update.

10 May 2022

Target date changed by Paterson, Teena from 31 December 2019 to 30 November 2023 - Complex task which requires funding surety - SAP implications may need to be considered.

04 May 2022

No further update.

01 Apr 2022

No further update.

02 Mar 2022

C - Site inspection successful, reached agreeance with both parties. G - Funding source to be investigated further. A, B, D, E, F - No further updates.


24 Jan 2022


C - Site inspection successful, reached agreeance with Barry party, awaiting response from Stevens Party. G - Funding source to be investigated further. A, B, D, E, F - No further updates.

16 Dec 2021

Site Meeting Scheduled for 16/12/2012.

25 Nov 2021

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<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 Sep 2021 Awaiting response from Eagleview Lane landholder addressing negotiated terms of land transfer (fencing request).</p> <p>07 Sep 2021 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>04 Aug 2021 Action reassigned to Robinson, Sammy-Jo by Paterson, Teena - Land & Property Officer now has general carriage of item.</p> <p>02 Aug 2021 Planning has responded to Land & Property Team. Land & Property Officer will make contact with landholder to advise outcome and how to move forward.</p> <p>04 Jul 2021 Follow up tabled to the Coordinator Development in relation to landholder queries which are linked the progression of this matter.</p> <p>06 Jun 2021 No further update at this point.</p> <p>05 May 2021 No further update at this point.</p> <p>31 Mar 2021 No further update at this point.</p> <p>01 Mar 2021 A&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 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>24 Feb 2021 Action reassigned to Paterson, Teena by McKinnon, Amanda - Lyn B no longer at Council. Please let me know if I need to assign this elsewhere.</p> <p>02 Feb 2021 A&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>28 Jan 2021</p>		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council	<p>Nov 2020 A&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., Oct 2020 A&B - Surveyor has provided necessary information which has now been provided to the land owner. Provision of this information will now allow 'C' to be completed., Sept 2020 A&B - Surveyor has addressed questions relating to the plan at the intersection of 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. 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. D - This project has been divided into sections so that the surveyor completes the survey work as Council is ready to address each section. 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., Aug 2020 A&B - Surveyor has notified Council that due to workload this plan may take a little longer. C - Landowner has been notified that there is a delay involved in obtaining the information that they have requested. E to G - Ongoing., Jul 2020 A&B - Surveyor has been requested to provide the plan for the second section which will involve Eagle View Lane. C - Landowners have been notified that Council is waiting on plan. E to G - Ongoing., Jun 2020 The draft plan may be expected. The landowner is waiting on this information before proceeding. 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. F&G Ongoing., May 2020 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., Apr 2020 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 both areas so that an accurate answer can be provided., Mar 2020 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., Feb 2020 The Land and Property Officer met with the landowner and he said he will respond after consultation with his wife., Jan 2020 Waiting on response from landowner on Eagle View Road. He resides in Tasmania.</p>	
03 Oct 2018 Kleven Spain engaged to carry out survey.		
27 Aug 2018 Surveyor selected and work to progress shortly.		
07 Aug 2018 Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2019 To: 31 Dec 2019		
02 Aug 2018 Call for expressions of interest from local land surveyors. Submissions currently being considered.		
23 Jul 2018 No EOI's received by due date. All surveyors were contacted and were given an extension of time to submit their EOI. Closing date is 27/7.		
11 Jul 2018 Specification sent to three surveyors requesting that they submit expressions of interest. Due by cob 13/7.		

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
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21 Jun 2018 Revised Target Date changed by: Lyn Bottrill From: 06 Jun 2018 To: 06 Jun 2019 21 Jun 2018 Draft specification with Group Manager Transport and Infrastructure for approval. 04 Jun 2018 The specification is currently been developed for the work to be carried out by the surveyor. Council will call for expressions of interest to carry out the work. 23 May 2018 Specification being developed to seek quotations from suitably qualified land surveyors.


Meeting Date	Res No	R/Officer	Section	Estimated Comp Date	Completed Y/N
5/04/2018	118/18,119/18	Coordinator Land & Property	Operations	30/11/2022	
Proposed Road Closure & Sale of old Lions Park at Bombala COUNCIL RESOLUTION 118/18 That Council; 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; B. Engage the services of a land surveyor to provide a plan for the boundary adjustment; C. Authorise the General Manager to execute any documents necessary to complete the boundary adjustment and sale of the property; 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. Moved Councillor Stewart Seconded Councillor Ewart CARRIED					
COUNCIL RESOLUTION 119/18 That Council; A. Thank Mr Alcock and Mr Jardine for their dedication to preserving this heritage building and its contents; and B. Regretfully reject the offer to transfer Lot 6 Section 42 DP 758776 to Council. Moved Councillor Beer Seconded Councillor Ewart CARRIED					
Notes 30 Jun 2023 Review of suitability of original resolution to be undertaken (Item D & E) in terms of best result for Council, given the present economic and housing needs environment.					

Date From:1/01/2018

Date To:12/07/2023

IN-PROGRESS ACTIONS REPORT

Committee:Ordinary Council

SNOWY MONARO
REGIONAL COUNCIL

29 Jun 2023

No further update at this stage

26 May 2023

No further update at this point.

28 Apr 2023

Review of suitability of original resolution to be undertaken (Item D & E) in terms of best result for current needs of Council

30 Mar 2023

Title search received - Now Lot 1 DP 1267506 - Road restriction removed - lot established - ready to proceed., COUNCIL RESOLUTION 118/18, That Council;, 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; - COMPLETE, B. Engage the services of a land surveyor to provide a plan for the boundary adjustment; - COMPLETE - PLAN REGISTERED - ROAD RESTRICTION REMOVED, C. Authorise the General Manager to execute any documents necessary to complete the boundary adjustment and sale of the property;; 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.

01 Mar 2023

No further update at this point.

29 Jan 2023

No further update at this point.

29 Nov 2022

No further update at this point.

31 Oct 2022

No further update at this point.

03 Oct 2022

No further update at this point.

31 Aug 2022

A to C - Complete, road closure complete. D&E - Review of suitability of the final element to be undertaken.

02 Aug 2022

Action reassigned to Paterson, Teena by Paterson, Teena - Re-assignment due to departure of L&P Officer.


26 Jul 2022

No further update.

05 Jul 2022

Road closure complete, review of suitability of original resolution to be undertaken.

30 May 2022

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
Committee: Ordinary Council		

No further update.

10 May 2022
Target date changed by Paterson, Teena from 30 June 2021 to 30 November 2022 - Revised timeline of legacy matter - Review pending.

04 May 2022
A - Complete. B - Complete. C - Boundary Adjustment Complete. D - Pre-sale assessment to be completed May 2022. E - Awaiting full completion of ‘A to E’.

01 Apr 2022
No further update.

02 Mar 2022
No further update.

24 Jan 2022
A&B - Completed. C - Completed. D&E - ‘A’ & ‘B’ now complete, process of sale will be initiated in a timely manner.

15 Dec 2021
A&B - Surveyor advised plans have been registered with LRS, awaiting title advice from solicitor. C – Completed. D&E - Dependant on ‘A’ being completed.

12 Nov 2021
A - All requisitions from LRS have been resolved, final plans for road closure are awaiting LRS registration. B - Surveyor will advise when plans have been registered. C - Boundary adjustment paperwork complete, sale of property is dependent on ‘A’ being completed. D&E - Dependant on ‘A’ being completed.

28 Sep 2021
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.

16 Sep 2021
Action reassigned to Robinson, Sammy-Jo by Tagliapietra, Gaby - Handing action to Land & Property Officer in preparation for property disposal process.


01 Sep 2021
No further update.

04 Aug 2021
Action reassigned to Tagliapietra, Gaby by Paterson, Teena - Property Officer now has general carriage of item.

29 Jul 2021
Followed up with surveyor John Kleven and was advised he was sending updated plan to LRS and he will advise once plan has been registered with LRS.

04 Jul 2021
LRS advice is that as due to Lot 9 DP 995614 being a limited title the compiled plan does not comply with current compiled plan guidelines thus a plan of survey is required; being progressed.

27 May 2021
Action reassigned to Paterson, Teena by Tagliapietra, Gaby - Janine Hudson has moved into another role.

Date From: Date To:	1/01/2018 12/07/2023	IN-PROGRESS ACTIONS REPORT	 SNOWY MONARO REGIONAL COUNCIL
		Committee: Ordinary Council	

05 May 2021
Target date changed by Paterson, Teena from 30 September 2018 to 30 June 2021 - To reflect current timeline.

03 May 2021
No further update at this point.

23 Mar 2021
No further update on this item due to waiting for reply from LRS.


24 Feb 2021
Target date now 30 June 2021, Waiting for return of lodged documents from LRS.

02 Feb 2021
No further update.

28 Jan 2021
Nov 2020 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., Oct 2020 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', Sep 2020 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., Aug 2020 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', Jul 2020 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', Jun 2020 E - Finalised. F - Finalised. C to E - Still waiting finalised consolidation plans from surveyor for this item to be completed. Have sent numerous email requests to Surveyor., May 2020 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., Apr 2020 Email sent to Surveyor requesting a definite date for plan to be registered. Surveyor advised he will review the current draft of this consolidation plan this week and submit for Registration., Mar 2020 Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place., Feb 2020 Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place., 15 Jan 2020 The Surveyor has advised that he is hoping to have the consolidation plan ready for the end of January 2020.

05 Oct 2018
Letters have been sent to adjoining landowners with notification of the proposed closure and notification letters to the authorities are being prepared. The advertisement has been placed in the Monaro Post for 11 October and 25 October. The 28 day period for submissions ends on 8 November. Submissions will be reviewed and the correct process followed.

03 Oct 2018
Action reassigned to Janine Hudson by: Janine Hudson

Date From: 1/01/2018 Date To: 12/07/2023	IN-PROGRESS ACTIONS REPORT Committee: Ordinary Council	 SNOWY MONARO REGIONAL COUNCIL
<p>03 Oct 2018 Notifications sent out to commence road closing.</p> <p>27 Aug 2018 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 Aug 2018 Spoke to surveyor this week and he has promised to get the plan to me within the week.</p> <p>23 May 2018 Waiting on plan.</p> <p>23 Apr 2018 Revised Target Date changed by: Lyn Bottrill From: 16 Apr 2018 To: 30 Jun 2018</p> <p>23 Apr 2018 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>		

10.1 MINUTES FROM JUNE 2023 AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING

Record No: I23/473

OFFICER'S RECOMMENDATION

That Council note the minutes from the 5 June 2023 Audit, Risk and Improvement Committee meeting.

This is an information only report.

EXECUTIVE SUMMARY

N/A

RESPONSIBLE OFFICER: Chief Executive Officer

ATTACHMENTS

1. ARIC Meeting Minutes_5 June 2023
-



Minutes

Audit Risk And Improvement Committee Meeting

5 June 2023

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD IN COMMITTEE ROOM, 81 COMMISSIONER STREET, COOMA NSW 2628
ON MONDAY 5 JUNE 2023**

MINUTES

1.	OPENING OF THE MEETING	4
2.	APOLOGIES	4
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	4
4.	ADOPTION OF MINUTES OF PREVIOUS MEETING	4
4.1	Audit Risk And Improvement Committee Meeting 13 March 2023	4
5.	BUSINESS ARISING.....	4
5.1	ARIC Resolution Updates	4
5.2	Audit Recommendation Updates.....	4
5.3	Training on Fraud Prevention	5
5.4	Listing of Policy Status	6
5.5	Annual ARIC Assessment	6
5.6	Annual Plan and Audit Plan	6
6.	PRESENTATIONS.....	7
7.	STANDARD AGENDA ITEMS.....	7
7.1	STANDARD REPORTS.....	7
7.1.1	Risk Update	7
7.1.2	Chief Executive Officer Report.....	8
7.1.3	WHS Report March - May 2023	9
7.2	FINANCE REPORTS.....	10
7.2.1	Monthly Funds Management Report - April 2023	10
7.2.2	Quarterly Budget Review Statement (QBRs) to 31 March 2023	10
8.	SPECIAL AGENDA ITEMS	11
8.1	AUDIT REPORTS.....	11
8.2	OTHER REPORTS.....	11
8.2.1	Audit Resolution by Council.....	11
8.2.2	Annual Report	12

8.2.3	Service Reviews - Planned Activities 23/24	12
8.2.4	Complaint Management.....	12
8.2.5	Governance	13
8.2.6	Terms of Reference - ARIC	13
9.	GENERAL BUSINESS	14
10.	NEXT MEETING	14

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL
COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 3

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD IN COMMITTEE ROOM, 81 COMMISSIONER STREET, COOMA NSW 2628**

**ON MONDAY, 5 JUNE 2023
COMMENCING AT 10AM**

PRESENT:

Voting Attendees:

Michael Quirk, Independent Member (*Chair*)
Andrew Cox, Independent Member
Shannon Buckley, Independent Member
Kylie McRae, Independent Member
Councillor Lynda Summers, Council Member

Non-Voting Attendees:

Councillor Tricia Hopkins, Alternate Council Member
Peter Bascomb, Chief Executive Officer

Guests:

David Rawlings, Chief Strategy Officer
Tracy Sligar, Chief Financial Officer
Paul Fitzsimmons, Internal Audit Manager - CRJO
Sandy Robinson, Risk Officer
Luke O'Sullivan, Coordinator Governance
Paul Edwards, Manager Workforce Operations
Jessica Buttriss, EA to CEO, Mayor and Councillors (*Secretariat*)

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 4

1. OPENING OF THE MEETING

The Chair opened the meeting at 10.05am.

2. APOLOGIES

Nil.

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Committee Chair Michael Quirk declared that since the last ARIC meeting, he has become a member of the Bathurst Regional Council's ARMC, and Camden Council's ARIC.

Committee member Kylie McRae declared that she is a member of the Lithgow City Council's ARIC, and Oberon Council's ARIC.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 13 MARCH 2023

COMMITTEE RECOMMENDATION

ARIC22/23

That the minutes of the Audit Risk And Improvement Committee meeting held on 13 March 2023 are confirmed as a true and accurate record of proceedings.

Moved Mr Barbeler

Seconded Councillor Summers

CARRIED

5. BUSINESS ARISING

5.1 ARIC RESOLUTION UPDATES

COMMITTEE RECOMMENDATION

ARIC23/23

That the Audit, Risk and Improvement Committee note the information in the ARIC Resolution Updates report.

Moved Mr Buckley

Seconded Ms McRae

CARRIED

CEO left the meeting.

5.2 AUDIT RECOMMENDATION UPDATES

Committee Comments

- Action Item ARIC14/23 is missing from the Action item register.
- Suggests that Council review older items and either implement or accept risk as have been doing anyway. Possibility to roll into other projects for finalisation.
- Resourcing addressing major items may be an issues. Towards Excellence may take a toll on resources.
- Suggested a list under the Risk Management Officer for items on hold, to come back to ARIC once completed.
- Risk Management Framework to be reviewed from a risk basis, needs to be completed once risk management process is available.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL

HELD ON MONDAY 5 JUNE 2023

Page 5

- Questioned completeness of evacuation drills.
- Page 38, change item to 'not completed'.
- Page 39 – WHS – also not closed at the moment.
- Page 60 – Asset management service review – no updates.

Chief Strategy Officer Comments

- Have received that feedback previously, have trimmed it back – these particular items were held in the system to ensure captured as staff & internal auditor come onboard. Can probably move on from some of them. A number of these items are on ELT radar, and also being considered in the next budget.
- WHS to be included in audit plan, as review of priorities will happen under new internal auditor. For inclusion on agenda on annual basis.
- Asset Management audit was completed but not in the system, resources have not been adequate to give update prior to agenda creation.

COMMITTEE RECOMMENDATION

ARIC24/23

That the Audit, Risk and Improvement Committee

- A Note the information in the ARIC resolution updates report.
- B Note the extension of time for disaster recovery process to allow for the new systems to be incorporated.

Moved Mr Quirk

Seconded Councillor Summers

5.3 TRAINING ON FRAUD PREVENTION

Committee Comments

- Concerned that fraud and corruption procedures states that training will be completed, and is yet to be completed. A number of sources for training suggested.
- Procedure follows the standards and needs further action to impact the shift in culture in the organisation.

Governance Coordinator Comments

- Will be prioritised now that Risk Officer is on-board. Public interest disclosures legislation change guidance to be published shortly which will influence this training.

Chief Strategy Officer Comments

- Training statistics cover a 2 year period.
- Consider progressing this item with limited governance resources, risk tolerances are higher than we can achieve with current funds. Feedback will be provided on funding of this.

COMMITTEE RECOMMENDATION

ARIC25/23

That the Audit Risk and Improvement Committee note the information on fraud related training.

Moved Ms McRae

Seconded Mr Cox

CARRIED

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL
COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 6

5.4 LISTING OF POLICY STATUS

Committee Comments

- Raised questions regarding source of policies, and process for review and future management.
- Look at it from risk base perspective, a process regarding need for review and revision dates.

Chief Strategy Officer Comments

- Confirmed that listed policies are Council level, as opposed to protocols, and are mostly attributable to the former Councils. Some previous council policies were not reflected in policy documents, however these are not expected to be a significant number.
- While resourcing will be a challenge, will use mechanisms available to find all policies we can.
- No significant issues with the outstanding policies that he has looked at, need to be reviewed and signed off on. Will do a report to list current policies and rescinded anything not found.

Governance Coordinator Comments

- Represents what known after having a good look at the electronic document system.
- Operational Plan looks at completion date of June 2024. Legislation is the first issue to be resolved, then risk impacts priorities. Operational policies to be reviewed by ELT wherever appropriate.

COMMITTEE RECOMMENDATION

ARIC26/23

That the Audit Risk and Improvement Committee note the Listing of Policy Status.

Moved Mr Quirk

Seconded Councillor Summers

CARRIED

5.5 ANNUAL ARIC ASSESSMENT

COMMITTEE RECOMMENDATION

ARIC27/23

That the Audit Risk and Improvement Committee continue to work on the annual evaluation, with a view to it being circulated out of session and proceeding to the next available Council meeting for adoption.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

5.6 ANNUAL PLAN AND AUDIT PLAN

Committee Comments

- Chief Strategy Officer has done work to plan out the coming year.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL

HELD ON MONDAY 5 JUNE 2023

Page 7

- Needs to be clearer about who is doing what – ‘how’ column. Who is undertaking review, who is providing the reports and who is responsible for approving them?
- How’ column states internal audit, need to discuss/review these with Internal Auditor.
- CFO completing QBRS – request these are to be loaded to the Bigtincan for review between ARIC meetings.
- Project management activity needs to be hands on, not only a result of internal audit. Possible high level dashboard type report for ARIC’s information. Periodic briefing, every quarter, on projects would be beneficial.
- Asset management and replacements, and Special purpose financial items and sustainability should be considered for coverage?
- Aged care risk is high priority going into next financial year. Need an update on this.

Chief Strategy Officer Comments

- Timeframes should be lined up with budget development work – December meetings possibly. Additional item to be added to ARIC agendas– ‘Budget management and sustainability’.
- Asset strategy and framework still rather immature.
- Business enterprises – water, sewer and waste, possibly captured in budget management.

COMMITTEE RECOMMENDATION

ARIC28/23

The draft annual plan 23/24, be updated as discussed and circulated out of session to members, to be formally adopted at the next meeting.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

6. PRESENTATIONS

7. STANDARD AGENDA ITEMS

7.1 STANDARD REPORTS

7.1.1 RISK UPDATE

Committee Comments

- The Committee welcomed the Risk Officer to her new role.
- Requested an update on OLG watching brief on Council.
- Asset maintenance underspend is known.

Chief Strategy Officer Comments

- A further detailed risk update will be provided to the next ARIC meeting once the new Risk Officer is settled in the role.
- LTFP – turning around Council finances over time. Finance move into surplus long term and is reliant on SRV. Road pavements being depreciated over 25 year life cycle, if this returns to 15 year this will have a significant impact on bottom line. Clarification will come after review of roads by assets engineer.
- Financial sustainability review – based around financial statements, amount spent on maintaining assets is less than we need to, this creates a potential black hole.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL

HELD ON MONDAY 5 JUNE 2023

Page 8

- Large deficit, overheads change has shifted problem areas and needs for funds, water, sewer and waste.
- Residential aged care – Working with Sapphire Coast Community Aged Care. Sir William Hudson Memorial Centre went through a divestment process as well, resulting in Respect Aged Care taking on the facility. Respect plans to undertake renovations and master planning to expand. Sapphire Coast Community Aged Care have since formally withdrawn from the divestment due to a combination of reasons including viability and likely expansion by Respect Aged Care. Sapphire's view is the best regional solution for the elderly is for SMRC to approach Respect to enable one large provider in the region. Forward plan has 6 months to work on this issue, however there is risk here due to the financial loss. LTFP already reflects increase in depreciation – although Aged care is not currently reflected past next year.
- \$11M deficit concerned councillors – Extraordinary Council meeting occurred. Deficit was reduced to \$7.2M.
- OLG are working closely with Council and are due in region this week. They have been watching the Towards Excellence project. OLG are happy with the adopted approach, but need to be sure that Council will continue to make decisions as required.
- Fraud investigation and demerger meant that we are still 'on watch'.
- The Risk Officer has personally reached out to neighbouring Councils and is mentored by Chief Strategy Officer. Formal training programs and development plan to be put into place. Risk Officer background includes working in Corporate Projects, insurance and RFS. There is a good relationship established with MutualRisk. Working closely with ARIC is also a priority.

COMMITTEE RECOMMENDATION

ARIC29/23

That the Audit Risk and Improvement Committee note the Risk Update.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

TS joined the meeting

7.1.2 CHIEF EXECUTIVE OFFICER REPORT

Chief Strategy Officer Report

- Previously touched on Aged Care, and CEO contract not being renewed.
- Meeting this week to select consultants to undertake recruitment.
- Assuming report will go to July Council meeting.
- Towards Excellence on hold awaiting budget, however SMT have taken on CRM aspect and are progressing on this. Project management resource to be engaged, possibly internal resource.

COMMITTEE RECOMMENDATION

ARIC30/23

That the Audit Risk and Improvement Committee receive and note the information in the CEO's report.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL
COUNCIL

HELD ON MONDAY 5 JUNE 2023

Page 9

INTERNAL AUDIT UPDATE: NEW REPORT

- Internal Auditor provided verbal update.
- Standard audit plan, 2 year audit plan, – put on backburner spending a lot of time at SMRC investigating accusations of payroll fraud. Lots of rumour from outside, hard data is not supporting the rumours. Agreed to provide a written report to ARIC by end of June.
- Project management audit has been delayed due to the above.
- Presentation to councillors on what audit is was given last week at the June councillor briefing session.
Audit on payroll fraud not on plan. The Internal Auditor found out about accusations and requested to investigate it. Normally such investigation would be formally be approved by ARIC.
- The internal audit is now at a point where it can not be stopped. Nothing has started as yet on the council resolved audit/review/investigation, and tender is at very early stage. Internal Audit is only looking at process improvements in payroll. Tender covers the whole organisation.
- Investigations commenced prior to tender being approved by councillors and Councillors may be unaware of internal investigation.
- There are no findings at this stage that ARIC should be aware of.

Manager Workforce Operations joined the meeting

7.1.3 WHS REPORT MARCH - MAY 2023

- Manager Workforce Operations provided detailed verbal report.
- StateCover self-audit actions on track to be completed by due date. Will enable wellbeing incentive payment.
- StateCover implementing new ways for psychological injuries to return to work sooner – briefing sessions in the coming weeks.
- The Vault system has actions that are assigned to a specific person, which can be monitored and closed once completed.
- WorkCover recommendations and improvements notices to be come to ARIC for information.
- No monitoring requirements of Covid unless aged care. Flu vaccination uptake was good – an estimation that half of the staffing body participated.
- SafeWork gave a notice to provide information on the reservoir collapse. SafeWork found there were no issues with information provided.

COMMITTEE RECOMMENDATION

ARIC31/23

That the Audit Risk and Improvement Committee receive and note the information in the Work Health & Safety Report March – May 2023.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

Manager Workforce Operations left the meeting

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 10

7.2 FINANCE REPORTS

7.2.1 MONTHLY FUNDS MANAGEMENT REPORT - APRIL 2023

Chief Financial Officer's Comments

- Funds management perspective, review of investment policy, chasing higher interest rates has paid off and seeing increase in interest revenue.
- Funds management report – Reserve balances and cash flow projections –encouraged to see this in monthly reporting to Council.

COMMITTEE RECOMMENDATION

ARIC32/23

That the Audit, Risk and Improvement Committee note the Monthly Funds Management Report indicating Council's cash and investments position as at 30 April 2023.

Moved Mr Cox

Seconded Mr Quirk

CARRIED

7.2.2 QUARTERLY BUDGET REVIEW STATEMENT (QBRs) TO 31 MARCH 2023

Chief Financial Officer's Comments

- QBRs sent to Council on 18 May 2023. This report was not adopted by Council, they requested identification of further savings.
- Budget managers reviewed service areas and identified whether budget would be expended and options for income. Identified a number of cost savings and additional income. Next year's budget is now considered more realistic.
- \$1M increase identified in interest rate income.
- Salaries and wages and employee benefits reviewed. Vacant positions were able to achieve reduction in employee benefits of approximately \$1M across Council as a whole.
- Second report that went to Council identified savings and income. User charges and fees were also looked into. Billing cycles and aged care fees are expecting to be on track. RMCC program of works not progressing as initially planned – reduction in income in \$2.7M, however also not incurring costs to that amount.

Committee Comments

- Questioned timing of reporting to ARIC. Requested copy of future financial reports be made available "out of session" using Bigtincan or similar.

COMMITTEE RECOMMENDATION

ARIC33/23

That the Audit, Risk and Improvement Committee note the Quarterly Budget Review Statement for the quarter ended 31 March 2023.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

Chief Financial Officer left the meeting

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 11

8. SPECIAL AGENDA ITEMS

8.1 AUDIT REPORTS

8.2 OTHER REPORTS

8.2.1 AUDIT RESOLUTION BY COUNCIL

Committee Comments

- The scope of the review is considered far too broad. The scope of the review should have been considered by the ARIC prior to tender. Should this go ahead, it would be treated as any other report that goes through this committee. ARIC cannot manage this audit, this is up to Council.
- Budget for this audit/review investigation is inadequate. \$2M to \$2.5M would be a more realistic figure for this, in addition to the Payroll review happening at the moment.
- If this review/investigation is to replicate the last 6 years of reporting, has the Auditor General provided feedback?
- If fraud or corruption is uncovered, ARIC is second in-line, with principle responsibility for action being with the CEO.
- Raised issues regarding tender procurement responsibilities and procurement legislation within local government regulations.
- Questioned the initial driver for such a review.
- ARIC can put a report to Council outlining concerns?

Chief Strategy Officer Comments

- ARIC charter lists involvement in audits, therefore the report below has been provided to this meeting to meet that requirement.
- The Auditor General is aware of this proposal and have not provided direct feedback as yet.
- It would be beneficial for ARIC to explain the grounds around why this is not seen as the best way forward. Understand that budget for this tender is also challenging – anticipating the dollar issue will stop movement until a future Council meeting.

COMMITTEE RECOMMENDATION

ARIC34/23

That the Audit Risk and Improvement Committee

- A. Do not support the scope statements of the review investigation as financial impact on Council would be too significant.
- B. Resolve to provide a brief issues/options paper as ARIC sees this issue.
- C. ARIC review any report arising from the review investigation in-line with any other report within ARIC Charter.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 12

8.2.2 ANNUAL REPORT

COMMITTEE RECOMMENDATION

ARIC35/23

That Audit, Risk and Improvement Committee determine the contents of the annual report.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

8.2.3 SERVICE REVIEWS - PLANNED ACTIVITIES 23/24

Committee Comments

- This is the focus of service reviews, and we are already behind the original project dates that FF4 came up with, and are now prioritising CRM – how viable is Towards Excellence in our current economic environment.
- How does SMRC maximise low hanging fruit in this?

Chief Strategy Officer Comments

- Service reviews planned are to be reported on to ARIC. Towards Excellence is an expansive program, there will be service reviews within this program. Technology will be a separate review. Towards Excellence will take a large portion of resources.
- Towards Excellence is already built into budget with a 30% contingency. Three ways of looking at savings, from \$700K to \$3.5M efficiency. Better use of resources, not traditional payback in cash terms. Payback period of roughly a 2 year period. On a financial basis it is viable. Implementation and resourcing are the risk. Large change in operation coming, organisation resistant to change, creates real risk. Executive and management levels will have to be very supportive. This will involve disruptions to service. Big risk is also political during this change through community complaints. 18 month timeframe dictated by change needing to be a quick one that doesn't drag on. High risk type situation, but the risk of doing nothing is worse.
- The CRM system is a current system and seen by the senior management team as a quick win they can undertake. Driven by councillors stating that things have to change and feedback from the community.
- Council have had correspondence from OLG, aware that this needs to be supported.

COMMITTEE RECOMMENDATION

ARIC36/23

That the Audit, Risk and Improvement Committee note the planned improvement activities.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

8.2.4 COMPLAINT MANAGEMENT

Chief Strategy Officer Comments

- There is a system that does complaints and requests for service in the one system. Missing delivery interface. Couple of attempts at integration have been made, but no resources or backing have stalled approach. Once CRM is set up and operating properly, separating

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL

HELD ON MONDAY 5 JUNE 2023

Page 13

complaints out, it will be beneficial. Engaged additional resource in Roads team (soon in open spaces) – to return customer interactions to get responses back to the community as interim measure.

- Once CRM is able to separate requests from complaints, the data it provides will feed into reports and policies etc.

Committee Comments

- Discussed public interests disclosures and the CRM and the current records management system.

COMMITTEE RECOMMENDATION

ARIC37/23

That the Audit, Risk and Improvement Committee note the information on complaint management and customer interaction.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

8.2.5 GOVERNANCE

Chief Strategy Officer Comments

- Purpose of assessment is to cover an area that ARIC needs assurance on – to bring information to the Committee as a starting point for their gaining assurance.
- Primarily focus has been on 'compliance Governance', rather than 'good governance' as highlighted in service reviews. A lot of work to do in regards to Governance culture.

Committee Comments

- Acknowledged assessment is a very good summary against an industry standard.
- Principal 10 – recognise that in addition to elections, valuation of "board performance" is also in IP&R reporting.

COMMITTEE RECOMMENDATION

ARIC38/23

That Audit, Risk and Improvement Committee note the information on governance and the assessment of Council on the IRCD, and request Management come back to ARIC on way forward on a number of assessments.

Moved Mr Quirk

Seconded Mr Buckley

CARRIED

8.2.6 TERMS OF REFERENCE – ARIC

Chief Strategy Officer Comments

- Opportunity to have this ready until regulations are passed and this can then go to Council for approval. Confirmed Councillor member moves from voting member to non-voting member.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 5 JUNE 2023

Page 14

COMMITTEE RECOMMENDATION

ARIC39/23

That once the required legislative measures are in place that the attached terms of reference be recommended to Council for adoption.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

9. GENERAL BUSINESS

Chair Comment

Mr John Barbeler assisted in transition of ARIC from previous members to new members. Written appreciation for John's input and support of the ARIC activities, particularly in the period prior to the new Chair, including leadership responsibilities that he and Mr Miles Pearson picked up, to be recorded. Council to make acknowledgement known to John. Certificate to be provided.

10. NEXT MEETING

Monday, 11 September 2023

There being no further business the Chair declared the meeting closed at 1:17pm.

CHAIRPERSON

The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 5 June 2023 were confirmed by Committee at a duly convened meeting on 11 September 2023 at which meeting the signature hereon was subscribed.

11.1 IMPLEMENTATION OF THE RECOMMENDATION OF THE FINANCIAL SUSTAINABILITY REVIEW

Record No: I23/419

Responsible Officer:	Chief Executive Officer
Author:	Councillor Tricia Hopkins
Attachments:	1. Notice of Motion
	2. FSR Mapping

Councillor Tricia Hopkins has given notice that at the Ordinary Meeting of Council on 20 July 2023, she will move the following motion.

MOTION

That Council receive a quarterly report on the implementation of the recommendations of the Financial Sustainability Review, for consideration at an Ordinary Council meeting, commencing from July 2023.

BACKGROUND

CHIEF EXECUTIVE OFFICER'S RESPONSE

The revised delivery plan includes the financial sustainability review as a strategy as part of the integrated reporting suite (Page 75). Based on the strategy having been undertaken a number of the recommendations were included in the operational plan to be undertaken in the coming financial year. To assist in making this clear the items added that relate to the financial sustainability review were marked. These included:

- Undertake consultation to determine service level for the transport network
- Identify opportunities for Council to grow own source revenue streams through SAP implementation and report findings to Council
- Develop a plan to identify and measure increased employment opportunities from the SAP
- Review of budget methodology with move towards activity based budgeting
- Assess where infrastructure renewal and upgrade is to occur in relation to the SAP to determine financial benefit to Council and the Community
- Conduct a strategic review of services and service levels
- Develop peer support mechanisms including a Coaching Program, Mentorship Program and identify mentors

Under the existing reporting framework developed by the Office of Local Government Council should develop a delivery plan that includes all of the major activities it is planning to undertake and progress on those should be reported back at least on a quarterly basis. As the actions

11.1 IMPLEMENTATION OF THE RECOMMENDATION OF THE FINANCIAL SUSTAINABILITY REVIEW

planned to be undertaken are part of the delivery plan they will need to be reported back on under that process as well as being duplicated in the proposed report. While this can be done the value in achieving this, seeing as it will contain the same information is difficult to determine.

Work is being undertaken to move from the current reporting, which is at an operational plan level, to a focus on key performance indicators and reporting against the delivery plan. This is what is required by the legislation, even though very few Councils do this. It should create a clearer strategic level review of what progress the Council is making.

A listing of the recommendations, how they are currently reported and status is attached.



Form |

Notice of Motion Executive Office

Submitted for the Meeting of
(Council or name of Committee) **Extraordinary Council Meeting 29 June**

Date of Meeting **29 June 2023**

Submitted by (Councillor Name) **Tricia Hopkins**

Signature

A handwritten signature in blue ink, appearing to read 'THopkins', written over a horizontal line.

Date

13 June 2023

Motion

A report on the implementation of the recommendations of the Financial Sustainability Review be provided to councillors on quarterly basis, for consideration at an Ordinary Council meeting, commencing from July 2023

The report to include, at a minimum:

- the status of implementation for each recommendation
- the progress that has been made since the last report
- the actions proposed to be taken in the next three months
- any matters that require a decision of the elected council.

Background

Council's Code of Meeting Practice provides as follows:

- 3.9 A Councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ten (10) full business days before the meeting is to be held.
- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Full details of the Code of Meeting Practice can be found on Council's website:

<https://www.snowymonaro.nsw.gov.au/Council/Meetings>

File Note

Subject: Financial Sustainability Review

Date: 23 June 2023

Time:

File:

1. Financial Sustainability Review – Implementation of Recommendations

Bold numbers are the recommendation numbers from the AEC report.

Recommendation	How currently reported	Intended changes	Status
To improve the operating position			
To increase generation of revenue			
Submit a Special Rate Variation (SRV) Application based on increasing General Fund rates revenue by \$19.4 million over the next 10 years. This can be achieved through a 43% increase above the rate peg in 2023/24 or a staged increase over a number of years. (1(a))	Already included in current monthly reporting.	None.	Completed.
Review the pricing for fees and charges and ensure they reflect full cost price for services, as far as it is practical to do so, without impacting significantly on access to services by the community. (1(b))	Included in current monthly reporting.	Include in future operational plan.	Cannot be fully undertaken until the services are better mapped and work undertaken to determine the full cost of services. This mapping will occur as part of the Towards Excellence program.
Refine and strengthen the nature of engagement and advocacy with the NSW Government regarding the impact of the SAP development and contributed assets, including consideration of the additional	Already included in monthly reporting.	Include in next year operational plan.	Needs to be included in next year's operational plan as not yet achieved.??

Recommendation	How currently reported	Intended changes	Status
growth factor in the rate peg applied to Council in future years to fund the increase in depreciation and other whole of life costs. (1(c))			
To decrease operating costs			
Continuing with the divestment of Residential Aged Care facilities. (2(a))	Already included in monthly reporting.	None.	Divestment process is continuing.
Establish a productivity and efficiency target of \$1.0 million to be achieved through implementing the strategies outlined below in the focus area of Enhanced Productivity and Efficiency of Services. (2(b))		Included in the delivery plan KPIs. Will be in monthly reporting from 1 July.	
Conduct a strategic review of services to assess the range and levels of service provided. (2(c))	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Project not yet commenced.
Improve the strategic and technical asset management capability and practices to manage assets at the most optimal whole of life cost. (2(d))	<p>Two actions included in the operational plan:</p> <ul style="list-style-type: none"> • Establish an Assets Advisory Group • Develop a program to improve the quality of asset condition data <p>In addition the funding allows for the inclusion of an additional technical position in the asset management team.</p>	Will be in next financial year's monthly performance reporting.	<p>Initial steps in development of the advisory group undertaken.</p> <p>Initial works on developing a strategy for changes to asset management undertaken.</p>
To develop a demand management approach to service provision			
Continue to undertake service reviews (3(a))	No service reviews planned for next twelve months as Towards Excellence program is on large	Will be reporting on the towards excellence program.	Waiting on budget approval.

Recommendation	How currently reported	Intended changes	Status
	service review across the organisation.		
Implement a framework for grant applications and acceptance (3(b))	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Policy adopted.
To improve governance and financial controls.			
Maintain integration of the Annual Budget and Long-Term Financial Plan with the Delivery Program, Operational Plan, Asset Management Plans, Workforce Strategy and other adopted plans. (4(a))			Ongoing review of documents as part of the development process. There is no actions that will be able to be reported back on.
Implement effective budget and other financial controls. (4(b))			Will be an ongoing development process and will not have a lot of discrete actions to report back on. Project over two years to achieve.
Develop an annual budget development process that is activity based. (4(c))	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	
To improve the availability of cash			
Council should budget for and maintain, at least in the short term, an unconstrained cash reserve of at least \$5.0 million as a contingency for unplanned asset renewals/replacements due to asset failure or other unknown asset risks. (5)	Adopted as Council policy.		Complete.
Review internally restricted cash to ensure alignment with intended purpose of the reserves and that the reserves are adequate for the purpose. (6)	Reserves policy established.		Complete.

Recommendation	How currently reported	Intended changes	Status
Implement a monthly reconciliation and reporting process for all external restrictions. (7)			
Consider a borrowings program to invest in required upgrades and enhancements to the water and sewer networks, as well as potential investments to leverage from the SAP development. Pricing for water and sewer services would need to be reviewed to fund the borrowing costs. (8)	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Initial work on determining the future needs being undertaken.
To improve investment in assets			
Enhance the capability and effectiveness of asset management			
Prepare an asset management strategy that provides guidance and direction to improve Council's asset management approach. (9(a))	Undertaken and adopted by Council.		Completed.
Develop the strategic asset management capability to better predict, prioritise and plan for asset renewal programs based on known risks, criticality, condition and performance of each asset class. (9(b))			Funding included to employ a staff member.
Review asset plans for each asset class to determine and direct the optimal life cycle approach for each asset class. (9(c))	Included in operational plan to gather information to undertake this with the road infrastructure. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Funding in budget to employ additional technical resources. Required to review the plans each year as part of usual business. Larger reviews will be reported back on in the year they are occurring.

Recommendation	How currently reported	Intended changes	Status
Establish systems and practices that enhances and realises the value of asset management across the organisation. (9(d))	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Asset reference group being established to guide this process.
Improve processes for asset data collection, standardisation and componentisation (9(e))	Establishment of co-ordination group in the operational plan	Will be in next financial year's monthly performance reporting.	Asset reference group being established.
Implement a condition inspection program. (9(f))			
Prepare a pavement management system. (9(g))	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Next financial year project.
Improve the integration of asset planning with the strategic service planning. (10)			Will be an ongoing development process there will not be much in the way of specific actions to report back on.
Explore opportunities to rationalise the land and facilitates assets that are used to deliver Council's services (11)			Gathering data on uses of various buildings.
Undertake community engagement to establish and agree on service levels (12)		Include in future year operational plans.	No action in this period as will require the work undertaken within the towards Excellence program to identify what we currently do and the costs involved in that service level as well as what costs would look like for changed service levels.
To enhance the strategic service planning			
Develop a strategic service planning framework to guide and inform the development of the Delivery		Include in operational plan.	Work has been started on developing this strategy. It was hoped to have been completed before the end of the financial

Recommendation	How currently reported	Intended changes	Status
Program and Resourcing Strategies. (13)			year, but has been delayed.
Review the efficiency and effectiveness of current corporate overhead functions. (14)	Incorporated as part of Towards Excellence project in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	The Towards Excellence program will include looking at the corporate functions carried out and their value. Governance has already been reviewed.
Develop measures of productivity and efficiency when developing the Annual Budget and reporting to assist trend analysis and benchmarking with partner councils. (15)	Incorporated as part of Towards Excellence project in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Started - Indicators put into the revised delivery plan. Developing this information will be part of the Towards Excellence project.
Implement and fund productivity and efficiency improvement initiatives previously identified. (16)	Incorporated as part of Towards Excellence project in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Funding is determined annually in the budget. The only significant improvement project is the Towards Excellence program.
Report to Council on a quarterly basis the progress in achieving the efficiencies and implement process to track the achievement of the productivity and efficiencies target. (17)		KPI to be added to delivery program and then be included as monthly reporting.	KPI needs to be added.
To invest in growth and economic development			
Investigate the likely benefits of the SAP development to the Council and more broadly the local community. (18)	Included in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Next financial year project.
Implement and fund productivity and efficiency improvement initiatives previously identified. (16)	Incorporated as part of Towards Excellence project in operational plan. Will be in monthly reporting.	Will be in next financial year's monthly performance reporting.	Funding is determined annually in the budget. The only significant improvement project is the Towards Excellence program.
To enhance governance, prioritisation and decision-making			

Recommendation	How currently reported	Intended changes	Status
Revise the Resourcing Strategy including the Long-Term Financial Plan informed by funding requirements from strategic asset management, workforce planning and strategic service planning. (20)			Review undertaken. Further reviews will be part of the regular development of the integrated planning and reporting process.
Implement a comprehensive and robust budget development process with oversight by the Chief Financial Officer and the Executive Team. (21)			Part of BAU. No specific actions to report back on.
Implement oversight and control of the funded organisation chart by the Chief Workforce Officer. (22)			Completed.
Implement a Project Management Framework, including appropriate gateways for project selection, planning, execution and closure, and enforce the project management governance for all potential projects. (23)			Completed. Framework in place and will be enhanced as improvements identified. Policy adopted by Council 24/11 not to approve projects that are not developed through the framework.
Develop the organisational financial management governance and financial acumen of management. (24)			Training provided. Will be ongoing development, which will not be specific actions that can be reported back on.

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:

14.1 108 Commissioner Street Water Connection

Item 14.1 is confidential in accordance with s10(A)(2)(g) of the Local Government Act because it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

14.2 Legal Actions and Potential Claims Against SMRC

Item 14.2 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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.

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- | | |
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| 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. |
|----|--|