



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting  
20 June 2024**

## **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](http://www.snowymonaro.nsw.gov.au)*

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

**ON THURSDAY 20 JUNE 2024  
COMMENCING AT 1:00 PM**

**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 16 May 2024
  - 7.2 Closed Session of the Ordinary Council Meeting held on 16 May 2024
- 8. PLANNING AND DEVELOPMENT APPLICATION MATTERS**  
Nil
- 9. OTHER REPORTS TO COUNCIL**
  - 9.1 OPERATIONS**
    - 9.1.1 Delegate Disadvantaged Housing - Lots 3-4 Sec 8 DP 758346 3
    - 9.1.2 EOI - Bombala Saleyards 17
    - 9.1.3 Bombala Laundromat EOI outcome 42
  - 9.2 FINANCE**
    - 9.2.1 Monthly Funds Management Report - May 2024 45
    - 9.2.2 Timing of the Sale of the Leesville Industrial Estate 49
  - 9.3 STRATEGY**
    - 9.3.1 Road Name Proposal for Stage 10 of Highview Subdivision - Jindabyne 52
    - 9.3.2 Snowy Monaro Active Transport Plan 59
    - 9.3.3 Appointment of Community Members to the Boco Rock Community Enhancement Fund Committee 70

9.3.4	Child Safe Organisations project - Framework and Policy	77
9.3.5	Delivery Program Progress Report	89
9.3.6	Update on Financial Sustainability Review Actions	155
<b>9.4</b>	<b>COMMUNICATIONS</b>	
	Nil	
<b>9.5</b>	<b>EXECUTIVE OFFICE</b>	
9.5.1	Resolution Action Sheet Updates	159
<b>9.6</b>	<b>WORKFORCE</b>	
	Nil	
<b>10.</b>	<b>REPORTS OF COMMITTEES</b>	
10.1	Minutes from Management and Advisory Committees	160
10.2	Minutes from the Local Traffic Committee Meeting - 23 April 2024	175
10.3	Minutes from the Local Traffic Committee Meeting - 30 May 2024	181
<b>11.</b>	<b>NOTICE OF MOTION</b>	
11.1	All Ability Access - Cooma Post Office	184
11.2	Installation of CCTV	190
11.3	Renewable Energy Transition	194
<b>12.</b>	<b>MAYORAL MINUTES</b>	
<b>13.</b>	<b>QUESTIONS WITH NOTICE</b>	
13.1	Monaro Rail Trail	198
13.2	Rates Debt Recovery	203
<b>14.</b>	<b>CONFIDENTIAL MATTERS .....</b>	<b>209</b>
14.1	Legal Actions and Potential Claims Against SMRC	
	<i>Item 14.1 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
14.2	Acquisition of easement for Jindabyne Shared Trail project	
	<i>Item 14.2 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	
14.3	Finalisation of Tropic Asphalts legal proceedings	
	<i>Item 14.3 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>	



**9.1.1 DELEGATE DISADVANTAGED HOUSING - LOTS 3-4 SEC 8 DP 758346**

Record No: I24/29

**OFFICER'S RECOMMENDATION**

That Council:

That Council:

- A. Support the preferred strategic direction of NSW Land and Housing Corporation (LAHC) in assigning administrative management of the five (5) Delegate Disadvantaged Houses, in William Street DELEGATE (on Lot 3-4 Sec 8 DP 758346) under a lease agreement, to their preferred Community Housing Provider (CHP).
- B. Work together with LAHC to assign, under a joint fixed term lease agreement, the management of the William Street Houses in DELEGATE (on Lot 3-4 Sec 8 DP 758346), to the nominated Community Housing Provider (CHP), with tenure period and annual rent to be negotiated. The lease terms shall provide that the CHP (in Lessee role) fulfil Council's management obligations as inferred by the founding Deed of Agreement and that the CHP oversee the tenancy of the units, undertake all routine maintenance for the houses, pay all rates & charges and in return collect and retain the rental income.
- C. Authorise the CEO to execute all documents as may be necessary to progress the lease arrangements with the nominated Community Housing Provider (CHP).

**ISSUES**

Five (5) units in William Street DELEGATE, located at Lot 3-4 Sec 8 DP 758346, are colloquially known as 'disadvantaged housing', having been purpose built for low income/social/public housing. The topic of this report relates to an operational mechanic only – there is no shift in ownership nor any change to the site's social housing purpose.

Social housing definition: Rental housing provided by not-for-profit, non-government or government organisations to assist people who are unable to access suitable accommodation in the private rental market. Social housing includes public, Aboriginal and community housing, as well as other services and products. - *extract 'Future Directions for Social Housing in NSW 2016'*

One of the units has become vacant, Land & Property commenced a review of the information on record to guide the requirements around determining tenancy eligibility. A full investigation into the tenure of the Housing Estate has revealed Council's dual status as both minority shareholder in the asset (owned in partnership with the NSW Land and Housing Corporation; tenants-in-common on the title) and having formal obligations as Lessee also. Council holds an 8% ownership share in the property (Grant ration 793/10,000), with NSW Land & Housing Corporation holding the balance as the majority 92% shareholder on title (Grant ratio 9,207/10,000).

The mutual goal of both Council and LAHC is for continued delivery of social housing and the provision of clear understanding, for both current & future tenants, as to the assessed rent along with access to other supports available under the modern regulatory framework.

Delivery of social housing, and associated services, are covered by varied policies and regulatory frameworks. To be eligible for social housing, household income must be within eligibility limits as outlined by the State, with income monitoring and the collection of personal data forming part of

the ongoing assessment requirements. Evidence is that the Community Housing Provider administration aspects (which are inferred on to Council by maintaining itself in the Lessee capacity) have not been able to be adequately or consistently delivered by Council for a number of years; with the Community Services sector appearing to have phased out from active oversight (likely an inadvertent, unintended outcome of various restructures and loss of corporate knowledge).

Council's recognition that the long term cost burden as an inherent concern is reflected in 2015:

**Bombala Council**

**Ordinary Council Meeting Agenda – 21 October 2015**

## **DRS 25/15 DELEGATE DISADVANTAGED HOUSING REFURBISHMENT**

### **ISSUES:**

The current funding model is unlikely to fully resource the long term maintenance and upgrade of the houses. The existing condition of the houses reflects very well on the tenants and management of the complex over the past two decades however refurbishments are now becoming necessary.

Council's ability to raise income is capped by the NSW Public Housing rent policy.

Land & Property have participated in several meetings with LAHC to better understand their strategic direction, and the options available to best ensure consistent ongoing delivery of social housing at the location; particularly in regards to the modern regulatory, administrative & governance demands of the tenancies. The enduring consideration at the core of all discussions has been the security & welfare of the current tenants, as well as the continuing commitment to supporting the provision of social & affordable housing within the Bombala/Delegate community.

LAHC's strategic objectives include growing and maintaining its social housing portfolio. Council is presented with options to determine the future direction of the administrative management of the houses and the associated social tenancies.

The proposed course of action offers fairness, probity and quality outcomes. The preferred option will drive effective and transparent delivery of community housing and achieve better long term outcomes for the social housing clients, present and future; whilst also lessening financial & administrative burden for Council.

Under the legacy Deed of Agreement and legacy lease arrangement (holding over since expiry in 2011), the key historic elements related to administering the Housing Estate are:

### **Deed: Between NSW Land and Housing Corporation and Council (BSC) as joint owners; Tenants-in-common:**

- Council shall appoint a committee\* in accordance with the requirements of the Local Government Act to manage the housing estate. The committee\* will ensure its proper maintenance, insurance, and utilisation in accord with the programme guidelines as set out in Schedule two of the Deed of Agreement.
  - Council shall provide the LAHC with the standard form of lease to be granted to the tenants and notify the department prior to terminating such lease.
  - Council shall furnish the LAHC with an annual audited statement of income and expenditure relative to the estate.
  - Persons listed on public housing waiting lists are to be provided with the opportunity to apply for housing and priority given to aged, disadvantaged or low income earners who meet the eligibility criteria for accommodation.
-

- Rents shall be consistent with those charged by the Department according to the Commonwealth State Housing Agreement, or as may be determined by the NSW Government.
- Any surplus revenue after payment of all outgoings shall be applied to the provision of housing in accordance with the programme. (Local Government and Community Housing Programme – being the program which facilitated the construction in the late 1980s.).
- Sale of any dwelling shall be on a cash basis at market value.
- Proceeds from any sale shall be apportioned as per schedule of ownership (grant ratio).

\*No evidence of any official committee functioning for many years, and this legacy format is not viewed as appropriate or feasible in the modern environment.

**Lease: Between NSW Land and Housing Corporation & Council as ‘Lessors’ to Council (former BSC) as ‘Lessee’ – on Holdover terms**

- Council as Lessee to pay annual rent of \$1 (payable to itself as Second Lessor).
- Council as Lessee must maintain & repair the houses and bears all costs (rates charges, Building & Public Liability insurance, building & ground maintenance, pest control etc.).
- Council as Lessee, may sublet the houses to eligible persons; thereby Council’s Community Services division stepped into the role of Community Housing Provider in terms of administration. Eligibility determination referenced as persons of low to moderate income to be assessed in the same way as the NSW Department of Housing assesses eligibility of applicants for entry to the public housing list.
- Council as Lessee must submit a statement of income and expenses annually to Lessors (Council & LAHC).
- The option is provided for LAHC & Council (being joint owners) as Lessors to, by agreement, appoint a suitable Party to assume the rights & obligations of the Lessee – thus, act as the Community Housing Provider (CHP).

**RISK ASSESSMENT**

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	Medium	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	High	Low	Yes
Reputation and Image	High	Low	Yes
Service Delivery	Medium	Low	Yes

NSW Land and Housing Corporation (LAHC) owns and manages the NSW Government’s social housing portfolio. LAHC is a Public Trading Enterprise established in 2001 under the Housing Act 2001, and operates under the portfolio and direction of the Minister for Water, Property and Housing.

Southern Cross Community Housing (SCCH) is a registered charity with the Australian Charities and Not-for-profits Commission. SCCH has maintained registration as a Tier 1 community housing provider under the National Regulatory System for Community Housing since June 2014.

Note: Tier 1 providers face the highest level of performance requirements and regulatory engagement.

## FINANCIAL IMPACTS

	Amount	Details
July 2020-May 2024 Rent Materialised - combined 5 houses	\$107,837.01	Revenue generation is subject to appropriate assessment & monitoring of total household income of eligible social housing clients.
July 2020-May 2024 Maintenance, Rates, Sewer & Water Costs Materialised – combined 5 houses	\$65,543.36	Does not include on costs, insurance or depreciation. As the sites continue to age additional maintenance response & investment will be required.
Capital refurbishment works actioned at the houses in 2015 & 2020	\$32,510.22	2015 – BSC \$20,000; 2020 SMRC Corporate Project 12,510.22
The cumulative maintenance & holding costs incurred by Council for the past 30 years are not able to be determined due to the varied data system changes etc.		

No external expenditure is anticipated to be incurred for the carriage of this matter. Council will retain its standing as a minority owner of the site (Tenant-in-common with the NSW LAHC), whilst alleviating the need for Council to shoulder greater administrative burden - inclusive of an undefined scope of regulatory responsibilities - or absorption of other costs (maintenance, rates etc.) which fall to the Lessee entity delivering in the role of Community Housing Provider.

**RESPONSIBLE OFFICER:** Coordinator Land & Property

## OPTIONS CONSIDERED

### Option 1

Council manage the Housing Estate in line with the conditions of the Deed of Agreement, via a renewed lease arrangement with LAHC & SMRC (as Lessors) to SMRC (Lessee).

Should Option 1 be chosen, it is foreseen that the Community Services arm of Council will need to resume the administrative oversight of the individual social tenancies; ongoing delivery & systems will need to align with the active regulatory framework governing the modern social/community housing realm.

This avenue delivers further ongoing administrative burden to Council - inclusive of an undefined scope of regulatory responsibilities - and provides no lessening of cost materialisation for Council. Due to the complexities of eligibility assessment, including collection of privacy data from a vulnerable cohort, combined with the ongoing requirement for household income monitoring, there is no surety that either the resourcing capacity, or the necessary expertise exist in house.

Option 1 is not recommended. Note: LAHC (majority owner of the site) has expressed a view that this option is “...not achievable moving forward so should not be considered.”

## **Option 2**

Council and LAHC lease the Housing Estate to a designated not-for-profit Community Housing Provider (CHP), with tenure period and annual rent to be negotiated. The CHP to shoulder the administrative management of the social tenancies and take full responsibility for maintenance & general holding costs for the houses. The CHP takes full carriage of the progressive rent reviews, as it has demonstrated expertise in handling of social housing tenancies, and will collect & retain the rental income.

This is the preferred option of NSW Land and Housing Corporation as stated by email from LAHC’s representative - Senior Project Officer | Community Housing Leasing | Policy and Innovation):

*“As discussed in previous correspondence and meetings, LAHC’s preference would be to allocate the management of the property at 9-17 William Street, Delegate to a Community Housing Provider (CHP), being Southern Cross Community Housing Ltd. Southern Cross are the preferred provider in the area and are well versed in change management and providing continuity. They are a Tier 1 provider, and according to the Community Housing register, they manage a total of 2,167 social and affordable housing properties across the Illawarra, Shoalhaven, Eurobodalla and Snowy Monaro LGAs.”*

This approach aligns with ‘Future Directions for Social Housing in NSW 2016’, which guides LAHC’s strategic direction: Action 1.2 to increase the capacity of Community Housing Providers and other non-governmental organisations to manage properties.

Option 2 is the recommended pathway. This option enables both LAHC and Council to retain their ownership, providing continuance of social housing provision in the area. In addition, the CHP (a well regulated, not-for-profit entity) will be better placed to adequately manage the social housing properties for the current tenant cohort; as this entity possesses the necessary expertise to review rent and align with current legislation in the social housing realm.

## **Option 3**

Council elects to divest its share (8%) in the Housing Estate - under the terms as available in the Deed of Agreement. This option would likely not be supported by the community and potentially harm Council’s reputation as a trusted community partner.

Option 3 is not recommended.

---

## IMPLEMENTATION PLANS

Should Council chose Option 2, a project implementation plan will be developed together with LAHC and the nominated Community Housing Provider (CHP) to progress the transition in a structured manner, allowing for adequate consultation with the current tenants and the local community.

This is an operational mechanism, aimed at securing a transparent & compliant social housing protocol which will lessen risk & cost to SMRC; there is no shift in ownership. Land & Property will work with the LAHC and the preferred CHP to ensure a smooth implementation.

The key stakeholders are identified as being NSW Land and Housing Corporation (LAHC), Snowy Monaro Regional Council, the current tenants of the housing estate along with future eligible social housing tenants within the community, being low to moderate income earners.

Note: Southern Cross Community Housing (SCCH) as a provider continues to foster partnerships with support service providers and community based organisations to deliver positive housing and social outcomes. SCCH deliver a diverse range of related wrap around supports which will offer greater benefit to the tenancy cohort.

## EXISTING POLICY/DECISIONS

A strong and sustainable social housing sector is a key priority for the NSW Government, effectively the major shareholder in the subject social housing units.

Historically, the former Bombala Shire Council (BSC) made several resolutions relative to the social housing. In 2019 a report to Council resulted in a Council resolution that mandated that the "Facilities Department" continue to administer the site. It is noted that the 2019 report was somewhat flawed in that it assumed that Council was the sole registered proprietor in terms of any decision making.

Extract of the legacy BSC Policy Statement which was intended to guide Community Services in terms of tenant eligibility, selection criteria and means for calculating rental – PN1.6.1:

**CATEGORY:**     *1.0 Community Facilities & Services*

**REFERENCE:** 1.6.1

**POLICY NO:**     *1.6 Welfare Services*

### **DELEGATE DISADVANTAGED/AGED UNITS**

## **REASON:**

## **POLICY STATEMENT:**

### **(1) ELIGIBILITY CRITERIA**

- (a) Any persons listed on public housing eligibility lists are to be provided with the opportunity to

apply for housing under this scheme provided that in all instances priority is to be given to those aged, disadvantaged or low income earners in need who meet the eligibility criteria for accommodation or else otherwise directed by the Minister with preference to be given to people from Delegate and the Border District.

- (b) That to be eligible to occupy these residences, applicants must be able to look after themselves and to some extent the house and grounds.
- (c) That all applicants for housing under this scheme who are over seventy (70) years of age at the time of application, must obtain and submit to the Committee a Doctor's Certificate indicating their current medical position and their needs and abilities as far as looking after themselves and the house itself are concerned, before a decision is to be made on their application.
- (d) That Council use the current Department of Housing guidelines for accommodating families with children.
- (e) That where the applicant is currently residing in a dwelling owned by themselves or a member of their direct family that this be considered to be less disadvantaged in assessing eligibility.
- (f) That all new residents have the following clause inserted in their lease agreement: "That where the number of occupants in the dwelling may be better accommodated (in the opinion of Council) in another dwelling in the complex then the resident be required to move within four weeks of Council giving notice."
- (g) That the rental for the Delegate disadvantaged houses be set at the lesser of:
  - 25% of household income, or
  - Current market rent

<b>AUTHORISATION:</b>	<b>Min No:</b>	C.311/89	<b>Date:</b>	27/11/1989
<b>AMENDMENT (d, e, f)</b>	<b>Min No:</b>	30/07	<b>Date:</b>	21/02/2007
<b>AMENDMENT (g)</b>	<b>Min No:</b>	205/09	<b>Date:</b>	18/11/2009

## (2) INSPECTION OF UNITS

The Director of Regulatory & Community Services is to inspect the units six monthly.

<b>AUTHORISATION:</b>	<b>Min No:</b>	200/90	<b>Date:</b>	26/3/90
-----------------------	----------------	--------	--------------	---------

<<End Extract of BSC PN1.6.1>>

## **BACKGROUND**

In 1989 Bombala Shire Council resolved to support an initiative by the NSW Government to provide affordable housing in the region. In 1992 the former Bombala Shire Council (BSC) and the NSW Government, Department of Housing formalised by Deed, a joint venture aimed at providing affordable housing within the Delegate community.

BSC as a minority shareholder in the development, holding 8% ownership share in the property, (793/10,000) with NSW Land & Housing Corporation holding the balance as the majority 92% shareholder on title. (9,207/10,000)

Five villa style houses were delivered, to be rented to people on low to moderate income. The development comprises 3 x three bedroom and 2 x two bedroom units known as 9 (or 11A), 11, 13, 15, & 17 William Street, DELEGATE.

A Deed of Agreement was executed in September 1992 between BSC and NSW Land & Housing Corporation. Under the terms of the Deed, BSC then entered into a lease over the entire property.

The last lease agreement (registered 8277781R) expired in June 2011, currently operating on holding over. Council as Lessee has sublet the five houses to the aged and disadvantaged members of the community, being the defined eligible persons, since 1992. One of the houses is currently vacant.

The houses are in good condition as a result of ongoing preventative maintenance actioned by the Land & Property section, and provide a much needed housing option for eligible disadvantaged members of the community.

#### **ATTACHMENTS**

1. Confirmation of Registered Lease Agreement 8277781R - Bombala Shire Council and NSW Land and Housing Corporation
2. Title Search - Lot 3-4 Section 8 DP 758346



8/29/23, 2:16 PM

Searches



NEW SOUTH WALES LAND REGISTRY SERVICES - DOCUMENT INQUIRY  
-----

Document Number: 8277781

Document Type: LEASE

Document Status: REGISTERED

Document Status Date: 17/1/2002

Lodged By: 416Q N.S.W. LAND & HOUSING CORPORATION

Date Lodged: 17/1/2002

Lodging Party Ref: H DELEGATE

Lodgment Invoice: A521280H

Case: 8277781

Affected Titles: 15503-209

\*\*\* END OF SEARCH \*\*\*

SMRC-LANDP-Delegatehousing lease

PRINTED ON 29/8/2023

8/29/23, 2:16 PM

Searches

General in accordance with Section 96B(2) of the Real Property Act 1900.

Date and Time of Search: Tue Aug 29 14:17:56 2023

© Office of the Registrar-General 2018



Level 4, 122 Castlereagh Street, Sydney 2000 | DX 1078 SYDNEY | GPO Box 96, Sydney 2001  
Ph: 02 92615211 Fax: 02 92647752 | R Hazlett & Co. ABN 20 104 470 340 | [www.hazlett.com.au](http://www.hazlett.com.au)

8/29/23, 2:16 PM

Searches

8/29/23, 2:16 PM

Searches

8/29/23, 2:08 PM

Searches



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH  
-----

FOLIO: AUTO CONSOL 15503-209  
-----

SEARCH DATE	TIME	EDITION NO	DATE
-----	----	-----	----
29/8/2023	2:06 PM	3	17/1/2002

LAND  
----

LAND DESCRIBED IN SCHEDULE OF PARCELS  
AT DELEGATE  
LOCAL GOVERNMENT AREA SNOWY MONARO REGIONAL  
PARISH OF HAYDEN COUNTY OF WELLESLEY  
TITLE DIAGRAM CROWN PLAN 2.1915

FIRST SCHEDULE  
-----

NEW SOUTH WALES LAND AND HOUSING CORPORATION  
IN 9207/10000 SHARE  
THE COUNCIL OF BOMBALA  
IN 793/10000 SHARE  
AS TENANTS IN COMMON (T I792123)

SECOND SCHEDULE (2 NOTIFICATIONS)  
-----

- 1 LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND  
CONDITIONS IN FAVOUR OF THE CROWN - SEE MEMORANDUM S700000A
- 2 8277781 LEASE TO THE COUNCIL OF BOMBALA EXPIRES: 30/6/2006.  
OPTION OF RENEWAL: 5 YEARS.

NOTATIONS  
-----

UNREGISTERED DEALINGS: NIL

SCHEDULE OF PARCELS  
-----

LOTS 3-4 SEC. 8 IN DP758346.

\*\*\* END OF SEARCH \*\*\*

8/29/23, 2:08 PM

Searches

SMRC-LANDP-Delegatehousing

PRINTED ON 29/8/2023

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title.  
Warning: the information appearing under notations has not been formally recorded in the Register.  
Hazlett Information Services hereby certifies that the information contained in this document has been provided electronically by the Registrar-General  
in accordance with Section 96B(2) of the Real Property Act 1900.  
Date and Time of Search: Tue Aug 29 14:08:34 2023  
© Office of the Registrar-General 2018



Level 4, 122 Castlereagh Street, Sydney 2000 | DX 1078 SYDNEY | GPO Box 96, Sydney 2001  
Ph: 02 92615211 Fax: 02 92647752 | R Hazlett & Co. ABN 20 104 470 340 | [www.hazlett.com.au](http://www.hazlett.com.au)

## 9.1.2 EOI - BOMBALA SALEYARDS

Record No: I24/326

### OFFICER'S RECOMMENDATION

That Council:

- A. Finalise the EOI by terminating the process as outlined in the EOI invitation, and Council continue to operate the Bombala Saleyard facility as a transit yard facility, with the adopted fees and charges being applied to all users to ensure that income is generated to enable on-going maintenance of the facility; AND
- B. Staff consult with relevant agents, transport operators, and truckwash users regarding the continuing use of the facility and the need for payment of SMRC's adopted fees to generate revenue for operational and maintenance purposes; AND
- C. Chair of the Saleyard Committee to invite relevant Bombala-based agents and transport operators to the next Saleyard Committee Meeting to be in Cooma on 9 July 2024.

### ISSUES AND BACKGROUND

A meeting was convened at the Bombala Saleyards on 25 May 2022 (Copy of minutes attached) to discuss operation of the facility. Attendees included Mayor Davis, Clr Stewart, Council facilities staff, representatives from Nutrien Bombala, a local livestock transport operator, and a local landowner/facility user.

As listed in the attached minutes, the meeting covered numerous issues including:

- The facility was being used regularly but *'under the radar'* with no fees being paid to use the facility.
- Mayor Davis suggested the yards should be a *'user-pays'* system with revenue used to cover operating costs.
- Clr Stewart suggested yards should be subsidised *'a little'*.
- Attendees questioned that \$90k had been put aside by former Bombala Council and asked what happened to this money (Comment addressed later in Finance section of report).
- Currently no oversight of use – Council presently unaware of use/numbers of stock going through.
- No maintenance carried out.
- Importance of facility for local landowner (and users).
- Nutrien stated they *'were always willing to pay to use facility but other agents and users need to pay also'*.
- Nutrien undertook a risk assessment several years prior when sales were still being held and *'it was not favourable'*.
- Issues with entrance (not specifically defined).
- Nutrien not interested in purchasing, another attendee indicated they were interested in purchasing.
- Issues with truckwash.

### **Council Meeting 18 August 2022 - Item 9.1.1**

A report was subsequently put to the Council meeting of 18 August 2022 regarding the use of the Bombala Saleyards. The following extracts are provided (bold added):

*Bombala saleyards are currently underutilised. As a result, there has been a reduction in general maintenance and care, leading to a facility that is not up to standard.*

*Maintenance issues include:*

*Damaged and broken pens.*

*Safety issues for animals in the shute.*

*Driveway and access issues.*

*General issues such as rubbish being left unattended.*

*As a result of an onsite visit and discussion with stakeholders, the option of leasing the saleyards is considered a preferred option.*

***The lease of Bombala saleyards will address the strategic direction of meeting the current and future needs of the agriculture community, by improving the quality and usage of the saleyards, particularly the generation of revenue to contribute to the repair and maintenance of the facilities.***

***The key stakeholders are local farmers and transport companies. A successful lessee will maintain and present the saleyards for all stakeholders to use for transportation of cattle and sheep throughout our region.***

***There will be initial resourcing required to preparing the lease terms and conditions and to run a public process to identify a preferred lessee. A future lease will be structured to require the lessee to upgrade the saleyards to the minimum standards necessary and to undertake ongoing maintenance.***

*The options considered were*

- 1. Council continues control of operations*
- 2. Saleyards divestment*
- 3. Saleyards lease*

*Council has been unable to maintain the yards and generate adequate revenue. This will likely continue into the future. Discussion with stakeholders considered divestment however leasing was the preferred option.*

***Leasing the Bombala sale yards is likely to improve Council's financial position and at the same time ensure a better service is delivered. A future lease will be structured to require the lessee to upgrade the saleyards to the minimum standards necessary and to undertake ongoing maintenance.***

---



### **Council Resolution 209/22 – 18 August 2022**

That Council

*A. Approves proceeding to lease the Bombala saleyards; and*

*B. A report come back to the Council prior to the lease being entered into*

The following occurred following this resolution:

- Invitation to lodge EOI was advertised on 27 January 2023
- On-site inspection held 3 February 2023
- EOI lodgement by 22 February 2023
- 1 x EOI lodged
- Letter acknowledging EOI sent to the submitter dated 29 September 2023.

### **Council Meeting 21 March 2024 – Item 9.1.1**

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

*That Council approve one or more of the options as stated below:*

*A. Conduct an evaluation of the potential sale of the Bombala Livestock Yards in its current condition*

*B. Continue to maintain operations of the Bombala Livestock Yards and undertake the immediate repairs with a supporting budget in the 2023/24 financial year, while long-term option are considered*

*C. Invalidate the previous expression of interest process and response received, as specific safety assessment reports were not provided to the market by the Council at that time to allow for a full and informed market response.*

### **COUNCIL RESOLUTION 44/24 – 21 March 2024**

*That key users of the Bombala Depot Yards be engaged to a meeting in the next 5 business days to discuss and inform the users of the mitigation strategies required from the WH&S review of the facility.*

*This meeting is to include the CEO, two Saleyards Committee members and key staff.*

*The EOI received be acknowledged and the applicant be invited to negotiate in the terms/parameters of the EOI within 5 business days.*

A further site meeting was conducted following the above resolution

A further report was presented to Council in April.

---

### **Council Meeting 18 April 2024 – Item 9.1.3**

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

That Council approve one or more of the options as stated below:

*A. Conduct an evaluation of the potential sale of the Bombala Livestock Yards in its current condition*

*B. Continue to maintain operations of the Bombala Livestock Yards and undertake the immediate repairs with a supporting budget in the 2023/24 financial year, while long-term options are considered*

*C. Invalidate the previous expression of interest process and response received, as specific safety assessment reports were not provided to the market by the Council at that time to allow for a full and informed market response.*

### **COUNCIL RESOLUTION 91/24 – 18 April 2024**

That Council:

*A. Continue to maintain operations of the Bombala Livestock Yards and undertake the immediate repairs with a supporting budget in the 2023/24 financial year, while long-term options are considered.*

*B. Negotiate with the previous expression of interest for a successful lease arrangement with a report to come back with outcomes, to the May 2024 Council meeting.*

### **Steps following Council Resolution 91/24 - 18 April 2024**

Following this resolution, a/Manager Built & Natural Environment was tasked to follow up the item. Actions which followed include:

- Contacted EOI submitter 1 May to arrange on-site meeting
  - Contacted Clrs Stewart, Davis, Mitchell on 1 May to advise that discussion had been held with EOI submitter, to arrange a time to meet and discuss at the Saleyards
  - Contacted EOI submitter Friday 3 May - On-site meeting arranged for Friday 10 May
  - Email to CEO & Councillors on 3 May to advise that inspection was arranged for Friday 10 May, meaning that report cannot be brought to Council for May meeting as listed in Resolution 91/24 (reports had to be finalized by 3 May 2024).
  - Attended On-Site meeting with EOI submitter; representative from Nutrien Bombala also attended. At this meeting, advised that there are more questions than answers at this point, and it will take some time to work through.
  - Contacted Nutrien Cooma rep 21 May to discuss issues
  - Contacted another transport company rep 21 May to discuss issues including truckwash
  - Contacted Nutrien Bombala 22 May discuss issues.
  - Contacted EOI submitter 24 May to provide update.
-

- Contacted EOI submitter's representative 24 May to provide update (person who lodged EOI submission on submitter's behalf).
- Contacted Cllr Stewart 24 May to provide update and to address rumors of facility being closed.
- Contacted EOI submitter 28 May to provide update and answer queries.

#### **On-Site meeting – Bombala Saleyards – 10 May 2024**

##### Items discussed/clarified/queried

- EOI Submitter clarified that they wanted all of the yards area (not just as presented in EOI submission), including sheep yards, all loading ramps, and the larger holding yards.
  - Submitter does not want control of the truckwash. Stated the truckwash was an important aspect for their business, but wants Council to retain control and maintain.
  - It was stated that from Council's point of view, while acknowledging the importance of the truckwash, it was a liability and will be an ongoing problem to Council – being poorly located (constructed in a road reserve) with past and present issues with neighbouring properties, with potentially additional risks if effluent was to overflow and migrate from the holding ponds.
  - Advised that Council still needs to access yards at times for impounding and/or biosecurity issues, submitter advised that could be worked out. Submitter was unaware that Council has a PIC for use of the yards for impounding purposes (this aspect was not covered in the EOI invitation).
  - Submitter wants all required maintenance and improvements completed prior to taking over. As there isn't currently a complete list of items this would need to be identified, agreed, and if necessary, additional works carried out. The lack of maintenance over many years is clearly evident. Recent safety works were only carried out on the agreed portion of the yards to ensure its ongoing use.
  - Jointly went over the EOI submission document and looked at insurance implications, appears that insurers would need a map to identify which areas would be designated as being under the submitter's control.
  - Discussed that at a meeting held at Bombala Saleyards on 25 May 2022, submitter indicated an interest in buying the yards. Indicated this was still the case.
  - The EOI documentation and submission was silent on responsibilities for various items such as rates (usually landlord responsibility), water (usually lessee responsibility), power (usually lessee responsibility – but noting other assets on site), waste collection (can be a lessee responsibility in commercial leases), and did not disclose that SMRC holds a PIC for use as impounding yards etc.
  - Submitter stated they thought the truckwash was user-pays through key allocation. (Investigations have since found significant issues with this, security of this system/access is questionable. SMRC's adopted fees and charges for 2023/2024 lists an annual access fee of \$494 for each user, and water usage charge of \$4/Kl. The annual fee appears to have not been charged for some time; the water use charge is calculated at \$3.43 (even though it
-

should have increased to \$4.00 per KI from at least FY2022/2023). The majority of water use is currently through the SMRC meter, with some of the individual meters having a zero consumption reading (for November 2023-February 2024).

- Current access points from Rosemeath Road may present issues for larger vehicles. Noted that entrances appear narrow for articulated vehicles; headwalls are almost buried; pipes are mostly blocked; no guide posts etc. Use by trucks going to batch plant also creates issues. (Verbal estimate (not detailed) since provided from SMRC Engineering section is that rectification would cost \$15k - \$20k).
- Walkway quotes – received 10 May – WHS officer checking for suitability and compliance. Currently no railings along sides of loading ramps where height exceeds 900mm. (Advice since is that installation has been arranged – local manufacturer).
- At time of inspection some of the identified WHS works appeared incomplete. (WHS officer has since inspected site and works to date considered satisfactory, noting some areas are not suitable for use and are currently closed off).
- More discussion/work required to finalise list of improvement items expected by EOI submitter if EOI is to proceed.
- Discussed potential option to subdivide the yards from the sheds, pound, and residue land, EOI submitter stated they would be interested in purchase option.

Face-value assessment by MBNE;

- Asset used regularly for aggregating smaller loads onto Semi and B-Doubles.
  - SMRC Asset Register lists date of establishment as 1964.
  - The idea of paying fees is not new – former Bombala Council had fee structures in place for both annual access (for agents) and for use as transit facility. It is not known if fees were collected for transit purposes.
  - Larger holding yards appear to be in serviceable condition – little or no immediate maintenance likely – SMRC also uses these for impounding purposes.
  - Loading Ramps (cattle) – Mostly fair condition considering age, some on-going maintenance would be required, some safety items still to be rectified. Sheep ramp not so good, counterweight height adjuster was removed for safety purposes.
  - Most of the cattle yard railings in poor to fair condition but probably reasonable considering age and lack of maintenance, recent works have addressed some immediate issues. Some sheep yards appear to be not high enough to prevent sheep/lambs from jumping.
  - Rationalising number of yards by reducing areas not required for transit purposes may be advantageous (i.e. reduce maintenance burden).
  - While most of the yards appear to have original railings (some at/near end of usability) the steel posts appear to be solid and serviceable.
  - Most gates appear OK – no self-closing latches observed however this may not be necessary for 'transit' use.
-

- Last sale on record appears to be 12/5/2016. Total income for financial year 2015/16 stated as \$10,607.19. No details of FY expenses. Correspondence on file stating that the calf/store sale set for 29 March 2017 was cancelled “*due to lack of numbers (300), lack of local support, and drying seasonal conditions*” (Correspondence from Landmark (now Nutrien) Bombala 17 March 2017)
- Truckwash facility is of concern:
  - Constructed within a 20m wide road reserve – year of construction not known
  - No details of any form of approval being in place (searches of records continuing)
  - Issues with lack of capacity in holding ponds – pumped out in Jan/Feb and again in May – cost so far for 2024 is \$29,090. This included de-sludging in Jan/Feb
  - Stormwater diversion may be required to minimize freshwater runoff into ponds to avoid holding capacity being taken up by stormwater
  - Possibility of pollution incident if ponds overflow (e.g. in high use/rainfall events) and effluent migrates from site
  - Used regularly and seen as an important aspect of the facility
  - Water usage arrangements are (at present) insecure and unreliable, and billing system needs to be addressed
- Guidelines from Australian Livestock Markets Association *Code of Practice for Saleyards and Lairages (February 2018)* recommend that operating truckwashes be provided (or located within an acceptable distance) where a saleyard conducts 25 or more sales per year. It is not mandatory to have a truckwash

### **EOI Summary – items proposed by EOI Submitter**

#### **1. Public Liability Insurance needs to be arranged**

Comment: Public Liability Insurance would be the responsibility of the lessee

#### **2. Recognition that yards are needing maintenance but EOI was silent on interpreting the minimum standards required, or who would be the arbiter on those standards**

Comment: List of required improvements would need to be agreed, noting some/most WHS and animal welfare items have been addressed.

#### **3. No details of ‘driveway and access’ issues**

Comment: Current access points from Rosemeath Road may provide issues for larger articulated vehicles. Suggest they may need an extra length of pipe, headwalls are almost buried, pipes are mostly blocked, no guide posts etc. These entrances are located within the road reserve. (Indicative - estimated cost to rectify is between \$15k - \$20k).

#### **4. Submission for 3 holding paddocks; multiple smaller pens and loading ramp; truck parking area**

Comment: EOI Submitter recently stated they want ALL of the yards, not just those stated in EOI.

---

**5. Term sought is 10 years with 10 year option**

Comment: 10/10 would be subject to Council agreement. Potentially tying up the facility for 10 years to 20 years may prevent longer-term options

**6. Years 1 and 2 – no lease fee with expectation that SMRC immediately undertakes all necessary works to meet minimum standards**

Comment: No lease fee for years 1 and 2 appears unreasonable, particularly after SMRC has carried out works to upgrade facility. Cost of upgrades combined with proposed lease fee would create a very long payback period for Return on Investment

**7. Years 3-10 being payment of \$5,000p.a. with 2% annual increase**

Comment: 2% yearly increase for years 3 onwards appears unreasonable, suggest CPI increase as a minimum. \$5,000p.a. equates to less than \$100 per week – current transit fees of \$1/head for sheep/goats and \$4/head for cattle suggest this figure is well under expectation based on estimated stock movements through the facility

**8. If successful, EOI submitter would be responsible for all repairs and maintenance but only after handover from Council**

Comment: Works carried out to date have been accepted by SMRC WH&S Officer as being sufficient to address immediate personnel safety concerns and animal welfare issues due to dilapidated rails/posts/loading ramps (noting that handrail to main cattle ramp is still to be finalized, but design agreed as acceptable by WHS officer)

**9. EOI submitter will have yards available *“to all relevant persons on a user-pays basis described as a handling fee/transit fee”***

Comment: No details provided as to cost or whether this would be prohibitive for other users

**10. Truckwash – not included in EOI submission**

Comment: The truckwash is considered to be a distinct liability to SMRC due to cost of ongoing maintenance, and risk of pollution incidents to ‘downslope’ properties. Refer notes above. Income currently generated from truckwash use is insufficient to cover general operational requirements (water and power use), pump out, stormwater diversion, any EPA requirements, & addressing concerns from nearby landowners. Cost of pumpout to date for 2023/2024 is \$29,090.

Transport operators (more than one spoken to) stated that the truckwash is an important component to the operation of the yards, even for transit purposes.

It is clear that third parties do not want to assume the associated responsibilities (cost and risk) of providing/maintaining the truckwash facility. The underlying expectation appears to be that Council will continue to provide/maintain the truckwash at its expense.

While SMRC may consider leasing the yards proper, under the terms (as submitted) it forgoes any and all opportunity to generate revenue (other than the lease fee for years 3 onwards) but still has to assume all risk, and operational obligations to maintain the truckwash.

---

## RISK ASSESSMENT

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

Risk assessment does not separate the operation of yards and truckwash.

## FINANCIAL IMPACTS

Budget as at 11 June 2024 expenditure and allocation for the Bombala Saleyards (provided by Manager Community Services).

	Amount	Details
Annual Current Budget	48,660	Budget reallocation from Bombala Saleyards of an additional 14,000 to the Bombala Truckwash WO3858 (explains why the Annual Current Budget is different from April 2024 report)
Annual Expenditure Budget	40,735	Initial repairs to address Workplace Health and Animal Safety Salaries, Materials, Contractors
Funds remaining	7,925	Walkway upgrades

Unless actions are taken to implement the existing measures to capture revenue for use of the Bombala facility as transit yards, it will require direct funding/subsidisation through other general fund activities to keep the facility operating.

The Cooma saleyards generate income from yard dues collected from agents (costs passed onto vendors) for the physical sales held. For example, the 2024 weaner sales held in March/April attracted over 12,000 head of cattle. At \$14/head yard dues, income of over \$160k was generated over that 3 sale period alone. The most recent sale (24 May 2024) attracted over 1,100 head, generating an additional ~\$17k (mix of weighed and store cattle). The Cooma truckwashes run on a user-pays system (AVDATA system) which is secure, accurately captures use of the facility, and has a billing component.

While the income levels for Cooma appear to be healthy, there are also considerable operating costs, including depreciation (assumed for components of the newer parts of the facility),

maintaining the weighing system, on-going issues with truckwashes etc. The Cooma facility does not generate enough income to cover the running costs of both the Cooma and Bombala facilities.

As for Bombala, little or no income has been captured for transit stock for the Cooma facility. Again, major transit movement days are Sundays (cattle) and Wednesdays (Sheep).

To address the comment raised at the meeting on 25 May 2022 regarding funds from the former Bombala Council, the following is provided:

- Reports regarding the financial positions of each former Council at the time of the merger showed each of the former LGA's internally and externally restricted funds - reports 15 February 2018 (Council) - item 16.12; 14 August 2017 (Administrator) item 11.1.
- There was a form of arrangement made by the former Councils prior to merger, to spend such funds within the applicable former Council area.
- Past Council reports show that various un-budgeted items arose following the merger, including some unresolved items stemming back several years prior, with reserve funds being accessed to settle/address.
- The stated funds were likely included in what was described in a Council report as "*the former Bombala LGA Internally Restricted Reserve*". (Council meeting 5 April 2018, Item 22.1 (Confidential session), Resolution 116/18).
- Under Resolution 116/18, funds from the "*former Bombala LGA Internally Restricted Reserve*" were designated to address a specific historical matter.

**RESPONSIBLE OFFICER:** Manager Built and Natural Environment.

## OPTIONS CONSIDERED

The EOI invitation stated that SMRC "*reserved the right to withdraw, modify, suspend, terminate, delay the selection process...*"

There are several options available for consideration, including (but not limited to):

- 1. Not proceed to lease and Council close the facility** – not seen as an acceptable option by stakeholders (incl. landholders, agents, transport operators), but ultimately an option open to Council.
  - 2. Proceed with negotiations to lease** – suggest that considerable negotiation is required on many aspects, but there appears to be a level of good will to progress. The terms proposed under the current EOI seem overly weighted in the respondent's favour.
  - 3. Proceed with negotiations to lease – but also close truckwash.** As for 2 above but close truckwash.
  - 4. Not proceed to lease and Council continue to operate** – would need to put measures in place to collect revenue to offset operational costs, and build up funds to maintain yards. Fee structures are in place – just needs to be resourced for staffing, or enter into a commercial arrangement with Agents/Transport operators. No change to status quo, just need to collect fees. Risk and cost of truckwash remains with SMRC
-



**5. Not proceed to lease and Council continue to operate, but also close the truckwash**

As for option 4 above but close & remove the truckwash

**6. Examine on-going viability of truckwash in its current location**, including consultation with adjoining landowners and EPA. Examine option to construct a more modern truckwash in a more suitable location

**7. Examine option to subdivide and sell** – e.g. subdivide the yards and holding paddocks from the remainder of the land (which includes 2 x Council sheds, pound facility, and additional land) - investigate whether rezoning and/or S88B restriction/caveat could be applied to ensure facility is kept for use as sale/transit yards. Note also that SMRC currently has a PIC for the holding yards area for use for impounding/biosecurity events. Available records show that the land is classified as 'operational' under the Local Government Act.

**9. Combination of some of the above.**

For any option other than option 1, there is still a need to examine the viability of the truckwash, including the impacts (potential or real) on adjoining properties, and to consult with the NSW EPA. There may be an option to construct a truckwash in a more suitable location, however, this would be expensive and would likely require grant funding to achieve.

A longer-term approach, if Council accepts the need to keep an operating transit yard facility, may be to scope out a project to have as 'shovel-ready' to seek grant funding opportunities to demolish the old yards, construct new fit-for-purpose yards as transit yards only (smaller but modern facility), and construct a new truckwash in a more suitable location on-site which meets current user and environmental standards

Regarding Option 4, Council has fee structures in place aimed at generating income from transit stock movements through its facilities (both for Bombala and Cooma saleyards). Zero or very little income from transit movements is captured at the moment.

Transit stock fees are listed in SMRC's fees and charges 2023/2024 as \$1/head for sheep and goats; \$4/head for cattle.

Properly controlling the facility will require allocation of time for a staff member to attend at least on major movement days (will mostly be Wednesdays and Sundays with other days for special events such as annual weaner sales) to capture transit stock movements and invoice users in accordance with adopted fees & charges. Alternatively, an arrangement could be put in place with a third party to administer.

It should be noted that transit fees would inevitably be a cost which is passed onto the vendors – not likely to be a cost borne by agents or transporters.

While exact stock figures are not known, estimates recently provided by agents/transporters suggest that (conservatively) 50,000 sheep/lambs and 5,000 cattle transit through the yards annually. At Council's adopted fees and charges, that would represent potential gross income of up to \$70,000 p.a. If even half that amount was realised, sufficient income should be generated to maintain the yards at an acceptable standard.

---

Major movement days are primarily:

Wednesday - sheep loads to Wagga for Thursday sales;

Sunday - cattle loads to Wagga for Monday sales;

Other days for specific stock movements, for example Tuesday – cattle loads to Cooma for annual weaner sales (3-4 sales held on Wednesdays usually late March into April)

Councillors have the responsibility to determine whether the EOI as submitted is in the best, long-term interests of SMRC and the broader community, and make a judgement as to whether the EOI as submitted addresses the underlying basis/reasons to proceed to a lease as identified in the report to Council on 18 August 2022.

If users of the facility are to be charged then SMRC would be better off putting a mechanism in place to invoice users and generate income, particularly to address on-going maintenance, risks, and operational costs involved with both the yards and truckwash.

#### **Recommendation:**

NOT proceed with EOI (in accordance with EOI instructions) and for SMRC to continue to operate.

SMRC to allocate staffing to attend on major movement days (will mostly be Wednesdays and Sundays with other days for special events) to capture transit stock movements and invoice users in accordance with adopted fees & charges, or alternatively, to enter into arrangements with the relevant agents to obtain transit stock movement details to invoice users accordingly.

SMRC is to resolve the current truckwash access and usage fee issues, and if SMRC continues to provide and operate the truckwash facility, investigations should be carried out to determine the feasibility of installing an AVDATA (or similar) system.

#### **IMPLEMENTATION PLANS**

Dependant on Council decision.

#### **EXISTING POLICY/DECISIONS**

##### **COUNCIL RESOLUTION 209/22 – 18 August 2022**

That Council

*A. Approves proceeding to lease the Bombala saleyards; and*

*B. A report come back to the Council prior to the lease being entered into*

##### **COUNCIL RESOLUTION 44/24 – 21 March 2024**

*That key users of the Bombala Depot Yards be engaged to a meeting in the next 5 business days to discuss and inform the users of the mitigation strategies required from the WH&S review of the facility.*

*This meeting is to include the CEO, two Saleyards Committee members and key staff.*

---

*The EOI received be acknowledged and the applicant be invited to negotiate in the terms/parameters of the EOI within 5 business days.*

#### **COUNCIL RESOLUTION 91/24 – 18 April 2024**

That Council:

*A. Continue to maintain operations of the Bombala Livestock Yards and undertake the immediate repairs with a supporting budget in the 2023/24 financial year, while long-term options are considered.*

*B. Negotiate with the previous expression of interest for a successful lease arrangement with a report to come back with outcomes, to the May 2024 Council meeting.*

#### **SMRC Financial Sustainability Review – AEC October 2022**

In considering its options, reference should be made to the recommendations of the ARC Financial Sustainability Review as adopted by Council.

Extracts from the Recommendations section include:

*To improve the operating position Council should:*

- 1. Increase generation of revenue through:*
  - b. 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.*
- 2. Decrease operating costs through:*
  - c. Conduct a strategic review of services to assess the range and levels of service provided.*
  - d. Improve the strategic and technical asset management capability and practices to manage assets at the most optimal whole of life cost.*
- 3. Develop the demand management approach in service planning to minimise the growth in service costs and avoid increased cost of assets, including:*
  - a. Continue to undertake service reviews, particularly for discretionary services and community service obligations (services that would not be provided if based on a commercial decision)*

#### **ATTACHMENTS**

1. Minutes - meeting Bombala Saleyards 25 May 2022
  2. Invitation for EOI - Bombala Saleyards
  3. Submitted EOI - Redacted
-

# Bombala Saleyards Minutes



**Date: 25 May 2022**

**Time: 8.30 am**

**Present:**

Position	Member (Name)	Present/Apology
SMRC	Councillor Narelle Davis (Mayor)	Present
SMRC	Councillor Bob Stewart	Present
SMRC Council Staff	Keiran Spillane (Acting Community Services Manager)	Present
SMRC Council Staff	Kelly Heffernan (Coordinator Community Facilities)	Present
Nutrien Agents	Matt Green	Present
Nutrien Agents	Sam Platts	Present
Norm Talbot	Talbot Trucks	Present
John Rumph	Facility User and local landowner	Present

## 1 Opening of the Meeting

Mayor Narelle Davis, opened the meeting at 8.30am.

## 2 Apologies

Jeff Morgan Chief Operations Officer

## 3 Adoption of Previous Minutes

N/A

## 4 Business Arising from Previous Minutes

Nil

## 5 Correspondence

Nil

## 6 Business Arising from Correspondence

Nil

## 7 Work Health and Safety Issues and Hazard Reporting

Nil

## 8 Other Business

### 8.1 Open discussion around the Bombala Saleyards moving into the future

Narelle facilitated an open discussion about the current state of the yards and the use of them. It was agreed that the yards are being used regularly under the radar of Council, no fees are being paid for this facility.

Narelle advised that she had a visit with Sam from Nutrien a couple of weeks ago to get an idea of the numbers that are going through the facility weekly.

Narelle believes that the yards should be a user pays system meaning any use should completely cover the cost of using the facility and contribute to ongoing maintenance. Bob disagreed saying that he believes the yards should be subsidised a little.

There is no oversight on the yard currently, with Council being completely unaware of what is currently going through.

There has been no maintenance, nor has there been a budget for maintenance for some years. There needs to be an agreement on the maintenance that needs to happen. Also there is no collection of revenue for use of the facility so there is no budget or money from revenue allocated to this facility.

John advised the meeting that he, as a landowner, needs to use this facility for his stock. To get a b-double into his property he would need to do roughly \$15-20,00 worth of works. By using the saleyards he drops his stock in and the b-doubles collect from there.

John also advised that there were maintenance issues that have the potential to injure animals and they need attending to immediately.

Attendees at the meeting asked Narelle and Bob what happened to the money, about \$90,000 was suggested, put aside from the former Bombala Council.

Narelle asked the meeting for suggestions on how to fund maintenance to the yards.

Nutrien advised that they have always been willing to pay to use the facility but that other agents and users need to pay also. It was advised that Elders, Riverina Livestock Agency (RLA) and Sharp Fullgrabe are all regular users of the facility.

There are also issues with the entry road, there used to be a load of gravel left out there for users to undertake smaller maintenance tasks. This area is all barricaded off at present also with a water pipe exposed that was discovered following the meeting.

Nutrien had a risk assessment of the yards undertaken some years ago when the sales were still held at Bombala and it was not favourable.

Narelle asked Nutrien if they were interested in leasing the yards, they are not.

Narelle asked Norm if he was still interested in purchasing the yards, as she had heard this was the case some years ago. Norm indicated that he still was interested in this as an option. Norm advised that he needs the yards for his business, it is absolutely essential.

The busiest days are Wednesdays with sheep going to Wagga for sales on Thursdays, and Sundays with cattle going to Wagga for sales on Mondays.

There is some maintenance that needs to happen as soon as possible prior to looking at selling/leasing the yards.

**9 Action Sheet**

Reference	Date	Action	Assignee	Completed	Notes
May 2022	25.5.22	Council to work with Norm Talbot on lease with the potential to purchase the yards. Community Facilities to work with Land and Property in ascertaining the type of land (crown or council etc) and talk to planning about this process.	Council		
May 2022	25.5.22	Plan to move forward with maintenance.  Following the meeting Kelly Heffernan, Sam Platts and Norm Talbot walked through the yards to look at the issues with fencing. The Cooma Saleyards Assistant will possibly work in Bombala for a few days next month to deal with the immediate issues with gates and timber.	Council		
May 2022	25.5.22	Immediate maintenance on ramps and rails	Council		Jim White has been sent a request to line the sheep loading ramp on the inside with rubber to eliminate sharp edges.
May 2022	25.5.22	Garbage Bins – Norm mentioned that there did used to be about 3 bins out at the yards, they used to empty them.	Council		
May 2022	25.5.22	Entrance road needs to be graded with the exposed pipe near the sheep ramp fixed also	Council		Council roads team has been contact. Council needs to find budget to pay for this in Community Facilities Budget

May 2022	25.5.22	Bombala Saleyards used to be a designated parking area by the former Bombala Council. Need to find out the implications of this and if this can be rescinded prior to any arrangement with Norm.	Council		
05/22	5.4.22	Report on new truck wash – including water usage, maintenance items (taps to be installed)	Jeff Morgan, Keiran Spillane, Kelly Heffernan		
05/22	05.4.22	Draft Fees & Charges to be sent to all Committee Members for comment to align with the exhibition period – comments are encouraged.	Kelly Heffernan		
05/22	5.4.22	What are other similar size yards doing for transit stock.	Kelly Heffernan		

## 10 Date of next Meeting

TBA

## 11 Close of Meeting

There being no further business the meeting concluded at 9am.



# Bombala Livestock Yards

Expression of Interest | Rosemeath Road, Bombala



SNOWY MONARO REGIONAL COUNCIL

Bombala Livestock Yards | EOI

Contents

<b>1</b>	<b>Background</b>	<b>3</b>
1.1	Maintenance	3
<b>2</b>	<b>EOI Process</b>	<b>3</b>
<b>3</b>	<b>Submission Requirements</b>	<b>4</b>
<b>4</b>	<b>Expression of Interest Terms and Conditions</b>	<b>4</b>
4.1	General Conditions	4
4.1.1	Reservations	4
4.1.2	Use and Ownership of Responses	5
4.1.3	Disclosure	6

SNOWY MONARO REGIONAL COUNCIL

Bombala Livestock Yards | EOI

## 1 Background

Snowy Monaro Regional Council (SMRC) is seeking expressions of interest from interested parties that have the capacity and capability to enter a lease to operate the Bombala livestock yards (the yards) and associated infrastructure.

The yards are located at Rosemeath Road, Bombala and have been operating for more than 30 years as a livestock sale facility and livestock holding yards.

The yards constitute the following:

- Situated on 5.8 hectares
- Three holding paddocks and multiple smaller pens capable of holding sheep and cattle
- Loading ramps
- Truck wash
- Truck parking
- Public amenities – attached to the Council operated pound
- One shed split into three sheds - Rotary, Lions and motorcycle clubs
- A detached shed and small grassed area belonging to Council's Maintenance team
- Council operated pound

### 1.1 Maintenance

The yards are currently underutilised. As a result, there has been a reduction in general maintenance and care, leading to a facility that is not up to standard.

Maintenance issues include:

- Damaged and broken pens
- Safety issues for animals in the chute
- Driveway and access issues
- General issues such as rubbish being left unattended

SMRC considers that the lease of the yards will address the strategic direction of meeting the current and future needs of the agricultural community, by improving the quality and usage of the yards, particularly the generation of revenue to contribute to the repair and maintenance of the yards and associated infrastructure.

Key stakeholders include local farmers and transport companies. A successful lessee will be expected to maintain and operate the yards for all stakeholders to use for transportation of cattle and sheep throughout our region.

A lease will be structured to require the lessee to upgrade the saleyards to the minimum standards necessary and to undertake ongoing maintenance.

## 2 EOI Process

- EOI advertised on **Friday 27 January 2023**
- Interested parties to register via email to [Simone.Ward@snowymonaro.nsw.gov.au](mailto:Simone.Ward@snowymonaro.nsw.gov.au) to obtain a copy of EOI document
- On-site inspection to be held at **9am Friday 3 February 2023**  
Attendance to be registered by email to [Simone.Ward@snowymonaro.nsw.gov.au](mailto:Simone.Ward@snowymonaro.nsw.gov.au) no later than **9am Thursday 2 February 2023**
- Questions of clarification to be submitted no later than **4pm Friday 10 February 2023**

SNOWY MONARO REGIONAL COUNCIL

Bombala Livestock Yards | EOI

- Questions of clarification to be answered no later than **4pm Wednesday 15 February 2023**
- EOI responses to be submitted prior to **12pm Wednesday 22 February 2023** to [Simone.Ward@snowymonaro.nsw.gov.au](mailto:Simone.Ward@snowymonaro.nsw.gov.au)

### 3 Submission Requirements

SMRC invites experienced parties to submit a response to this EOI.

Responses must address each of the following criteria.

1. Describing the operational model that you are proposing that would best deliver services to the Bombala community and surrounds as well as providing the opportunity for you to run a business.
  - a. The yards must stay open to stakeholders for the duration of the lease agreement.
2. Whether you express an interest to include operation of the truck wash in the lease agreement. A condition of this is that existing users will retain access to the truck wash.
3. Any upgrades that will be undertaken and commitment to undertake ongoing maintenance.
4. Indicative, non-binding financial offer.

### 4 Expression of Interest Terms and Conditions

#### 4.1 General Conditions

1. Responses must comply with the requirements set out in this EOI and the conditions set out below. Responses which do not comply with the requirements of this EOI may be considered or set aside at SMRC's sole discretion.
2. In submitting a response, Respondents are deemed to have:
  - Examined the EOI and any other information made available to the Respondents for the purpose of registering a response
  - Examined all information relevant to risks, contingencies and other matters affecting or potentially affecting their response and which is obtainable by making reasonable enquiries
  - Examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting their response
  - Satisfied themselves as to the correctness and sufficiency of their response.
3. In their responses, Respondents must provide proof of their legal status.

#### 4.1.1 Reservations

1. This EOI has been prepared for information purposes only. It does not constitute an offer. Other than the Respondent's acceptance of these terms, it does not, nor is it intended to, create any legal rights or obligations.
2. This document does not, and does not purport to contain all of the information that a Respondent requires to consider the assets and decide to submit a response. Each recipient of this document acknowledges and agrees that it should make its own enquiries and seek its own advice in connection with the Assets and this EOI opportunity.

SNOWY MONARO REGIONAL COUNCIL

Bombala Livestock Yards | EOI

3. SMRC reserves the right to withdraw, modify, suspend, terminate, delay or accelerate at any time, the selection process and/or Terms and Conditions set out in this EOI, to issue addenda, or to elect not to proceed with a lease agreement. SMRC will not be liable for any loss suffered by any Respondent as a result of such withdrawal, modification, suspension, termination, delay or acceleration.
4. SMRC is not bound to accept or select any responses. SMRC reserves the right to accept responses in relation to some and not all of the scope of activity described, or appoint to the Shortlist one, more than one or no organisation on the basis of the responses received in its absolute discretion. SMRC reserves the right to consider any response regardless of whether it conforms with this EOI, to advertise further EOIs, and to negotiate with any party outside this EOI.
5. SMRC reserves the right to invite any other interested parties to submit responses for consideration, shortlist any number of interested parties which it deems appropriate, deal with different parties on different bases; deal exclusively with one or more interested parties at any time and negotiate with any one or more parties at any one time.
6. SMRC reserves the right to engage a third party to assess a Respondent's financial, technical, planning and other resource capability.
7. SMRC reserves the right to seek clarification or further information in relation to any response.
8. To the extent permitted by law, neither SMRC nor its employees or consultants shall be liable to any Respondent or any other person under the law of contract, tort (including negligence), the principles of restitution or unjust enrichment or otherwise for any loss, expense, damage or other liability which may arise from or be incurred or suffered as a result of or anything contained in (or omitted from) the information provided in this EOI.
9. SMRC makes no representation or warranty as to the significance, adequacy, accuracy, currency, reliability or completeness of any information provided in this EOI.
10. SMRC will not be liable under any circumstances to pay or reimburse any costs or expenses incurred by any Respondent in preparing and submitting a response or in negotiating with SMRC in relation to their response.

#### 4.1.2 Use and Ownership of Responses

##### Ownership of Responses

1. All responses and any accompanying documentation submitted in response to this EOI, and all intellectual property in those materials, become the property of SMRC. If a response includes or incorporates pre-existing material in which the Respondent or a third party owns the intellectual property, the Respondent grants a licence to SMRC to use such intellectual property.

##### Ownership of Information

1. All information, reports or data provided to Respondents by SMRC is owned by SMRC. Respondents shall not, without written approval of SMRC, use the information other than in the development of their EOI response.

##### Use of Responses

1. In submitting a response to this EOI, each Respondent acknowledges and agrees that SMRC may use the response for the following purposes:
  - To assess all responses that are received by SMRC, in accordance with this EOI;

SNOWY MONARO REGIONAL COUNCIL

Bombala Livestock Yards|EOI

- To prepare an invitation for selected Respondents to make a proposal in relation to the matters outlined in this EOI, including on the basis of more detailed specifications or criteria, and/or;
- To seek further information or clarification from a Respondent as to any particular matter addressed in the Respondent's response.

#### 4.1.3 Disclosure

1. SMRC reserves the right to publish or disclose the names of successful and/or unsuccessful Respondents and to publish or disclose the terms of any contract entered into, subject to any information SMRC agrees to keep confidential.
2. Each Respondent by submission of their response is deemed to have licensed SMRC to reproduce the whole, or any portion, of their response for the purposes of enabling SMRC to review the response, and determining SMRC's final requirements for any future procurement process.

Responses will be treated as confidential by SMRC. SMRC will not disclose response contents and information, except:

- As required by law
- For the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction
- To external consultants and advisors of SMRC engaged to assist with the project
- To other government departments or agencies in connection with the subject matter of the responses
- General information from Respondents required to be disclosed by government policy.



Our Ref: [REDACTED]

13 February 2023

Snowy Monaro Regional Council  
81 Commissioner Street  
COOMA NSW 2630

Attention Simone Ward

By email [simoneward@snowymonaro.nsw.gov.au](mailto:simoneward@snowymonaro.nsw.gov.au)

Dear Simone,

Expression of Interest  
re Bombala Livestock Yards  
Rosemeath Road, Bombala

I act for [REDACTED] in his capacity as sole director of [REDACTED]  
[REDACTED] trading as [REDACTED] (refer attached).

I have been instructed to prepare and lodge an Expression of Interest (EOI) for the Bombala Livestock Yards as advertised on Friday 27 January 2023.

The EOI document consists of six pages and in particular I refer to Para 3 headed Submission Requirements.

Please note the following matters that should be read in conjunction with my clients EOI.

1. Public Liability Insurance (PLI)

Information to hand and from enquires made of numerous insurance brokers that PLI will not be available for the entire area owing to:

- (a) Risks associated with the truck wash and
- (b) Multiple usage of the site.

A possible variant to the above is that an insurer may provide PLI cover for the yards and the paddock area separately if the other activities were covered by separate PLI.

2. Maintenance

My client who is a long term user of the yards recognises that the yards and the loading ramp are in need of maintenance and the yards complex are an important asset to the agricultural community.

However the EOI is silent on the interpretation on the minimum maintenance standards required to be met and who will be the final arbiter on this standard.



Liability limited by a scheme approved under Professional Standards Legislation

**E-MAILED**  
14/2/2023  
@ 11:30 AM

3. Driveway and access issues

My client has sought further and better particulars from Council since the 2 February 2023 and at the date of this letter my client has not received any details as to what are the driveway and access issues.

Submission Requirements

1. It is my clients intention if successful to operate the sale yards under the banner of his current corporate structure [REDACTED] which has operated successfully since [REDACTED]
2. My client is only interested in leasing as described:-
  - a. Three holding paddocks, multiple smaller pens and the loading ramp.
  - b. Truck parking.

Proposed Lease

1. Term of Lease 10 years with a 10 year option.
2. Years 1 and 2 inclusive no lease fee with the expectation that Snowy Monaro Regional Council (the Shire) immediately undertake the necessary maintenance of the yards, loading ramp, road/access issues in order to meet the minimum standards.
3. Years 3 – 10 inclusive being a payment of \$5,000 p:a with 2% annual increases.

If my client is successful then he will be responsible for all ongoing repairs and maintenance of the leased areas after handover from the Shire.

It will be my clients intention that the yards will be available to all relevant persons on a user payer basis described as a handling fee/transit fee.

I am aware that this EOI comes with a number of caveats however I believe that all issues can be resolved.

Yours sincerely

[REDACTED]

### 9.1.3 BOMBALA LAUNDROMAT EOI OUTCOME

Record No: I24/336

#### OFFICER'S RECOMMENDATION

That Council

- A. Proceed with a new Expression of Interest for the operation or lease of the Bombala Laundromat under a short term licence of up to 12 months under section 2.20 of the Crown Land Management Act; and
- B. Receive a further report upon conclusion of the Expression of Interest process with recommendations and licence terms and condition for determination.

#### ISSUES

No expression of interest (EOI) to operate a laundromat out of the Bombala location were received that met the EOI criteria. One non-conforming EOI was received. Among other requirements the main non-conforming item was for the respondent to provide all of the capital equipment required for the facility.

Negotiations have been held with the one respondent who has advised that they no longer wish to continue with their EOI submission and the EOI process has now concluded.

Council has lodged a draft Plan of Management for the site with Department of Crown Lands for their review and adoption. To date no advice has been received to the status of this review. It is anticipated that the adoption of a Plan of Management will be concluded within the next 12 months.

#### 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	Medium	Low	Yes
Service Delivery	Medium	Medium	Yes

The absence of working washing machines is leading to negative feedback from users. Key stakeholders include locals, tourists and accommodation businesses. As the service is not being provided in full, the service delivery risk is maintained at medium. While this report may not immediately resolve the issue, the recommendations contained within will help address this problem in the near future.



## FINANCIAL IMPACTS

The process of finalising the EOI will be undertaken within the existing budgets.

**RESPONSIBLE OFFICER:** Acting Chief Operating Officer

## OPTIONS CONSIDERED

1. Negotiate with the respondent who lodged an EOI.
2. Finalise the EOI process and call for new EOI's.
3. Finalise the EOI and not proceed with EOI's.

It was considered that Council should give the person who lodged an EOI the opportunity to negotiate towards a compliant EOI. This process has been undertaken and confirmation has been received from the submitter that they no longer wish to proceed with their EOI. As such this EOI process has now concluded and formal advice back to the submitter is to be provided and new EOI process to be instigated.

## IMPLEMENTATION PLANS

The proposed implementation plan was agreed to is as follows:

**Action 1:** Contact the EOI respondent by the end of May 2024 to discuss their submission further.

Response: This has been undertaken.

**Action 2:** If agreement is reached, a report with a recommendation on the terms and conditions of the licence will be presented to Council for approval.

Response: No agreement reached.

**Action 3:** If an agreement is not reached, advise the respondent of the outcome of the EOI process and develop a plan of management to allow for longer term leases and proceed with a new EOI.

Response: The respondent has advised that they do not wish to continue with their EOI. This EOI process is now concluded and respondent advised accordingly. A new EOI process to now commence and a report to come back to Council upon conclusion of the EOI process and with recommendations and licence terms and condition for determination.

## EXISTING POLICY/DECISIONS

The EOI for the Bombala Laundromat was discussed at the Council meeting of 16 May 2024. The specifics of the resolution are provided below:

---

---

### 9.1.3 BOMBALA LAUNDROMAT UPDATE

Record No: I24/274

#### COUNCIL RESOLUTION

132/24

That Council note the approach to be taken and a report be brought back to the June 2024 Ordinary Council meeting to continue the process.

Moved Councillor Stewart

Seconded Councillor Davis

CARRIED

#### Record of Voting

*Councillors For: Councillor Beer, Councillor Davis, Mayor Hanna, Deputy Mayor Higgins, Councillor Johnson, Councillor Stewart, Councillor Summers and Councillor Mitchell.*

*Councillors Against: Councillor Frolich and Councillor Williamson.*

### BACKGROUND

The Bombala Laundromat opened in November 2013. Over several years, the infrastructure has failed requiring periods of closure while awaiting repairs and maintenance. In December 2022, Council resolved to go out for and Expression of Interest for the future use and operation of the facility. The EOI was advertised on Wednesday 8 February 2023 with one response received.

### ATTACHMENTS

Nil

---

## 9.2.1 MONTHLY FUNDS MANAGEMENT REPORT - MAY 2024

Record No: I24/319

### OFFICER'S RECOMMENDATION

That Council:

- A. Receive the report indicating Council's cash and investments position as at 31 May 2024;  
and
- B. Receive the certificate of the Responsible Accounting Officer.

### ISSUES

The effective management of Council funds in accordance with Council's Investment Policy and regulatory requirements. To assist financial sustainability and the intangible expectations of the community.

### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Financial Sustainability	Low	Low	Yes

The risk is above is only associated with funds management. 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.

**RESPONSIBLE OFFICER:** Acting Chief Financial Officer.

### CERTIFICATION:

I, Simon Rennie, 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.

### **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. 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 31 May 2024:

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	2,622,129	Tiered	n/a
n/a	National Australia Bank - At Call	A1+	AA-	At Call	13,577,736	1.75%	At Call
17-Mar-20	ING Bank	A1	A	TD	1,000,000	1.63%	17-Mar-25
20-Mar-20	Bank of Queensland	A2	A-	TD	1,000,000	1.85%	19-Mar-25
22-Jun-22	National Australia Bank	A1+	AA-	TD	4,000,000	4.30%	26-Jun-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
31-Jul-23	National Australia Bank	A1+	AA-	TD	5,000,000	5.30%	30-Jul-24
31-Jul-23	AMP Bank	A2	BBB+	TD	2,000,000	5.50%	30-Jul-24
29-Aug-23	National Australia Bank	A1+	AA-	TD	5,000,000	5.15%	28-Aug-24
31-Aug-23	National Australia Bank	A1+	AA-	TD	7,000,000	5.10%	26-Sep-24
19-Sep-23	National Australia Bank	A1+	AA-	TD	1,000,000	5.20%	18-Sep-24
28-Sep-23	ING Bank	A1	A	TD	5,000,000	5.35%	25-Sep-25
30-Oct-23	ING Bank	A1	A	TD	5,000,000	5.47%	29-Oct-24
06-Nov-23	ING Bank	A1	A	TD	5,000,000	5.70%	06-Nov-28
07-Dec-23	AMP Bank	A2	BBB+	TD	1,000,000	5.25%	05-Dec-24
07-Dec-23	Bank of Queensland	A2	A-	TD	2,000,000	5.20%	05-Dec-24
14-Dec-23	ING Bank	A1	A	TD	5,000,000	5.30%	13-Jan-25
28-Mar-24	Bank of Queensland	A2	A-	TD	2,000,000	5.00%	28-Nov-24
24-Apr-24	ING Bank	A1	A	TD	2,500,000	5.21%	24-Apr-25
07-May-24	Judo Bank	A2	BBB	TD	5,000,000	5.15%	04-Nov-24
					<b>83,699,865</b>		

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

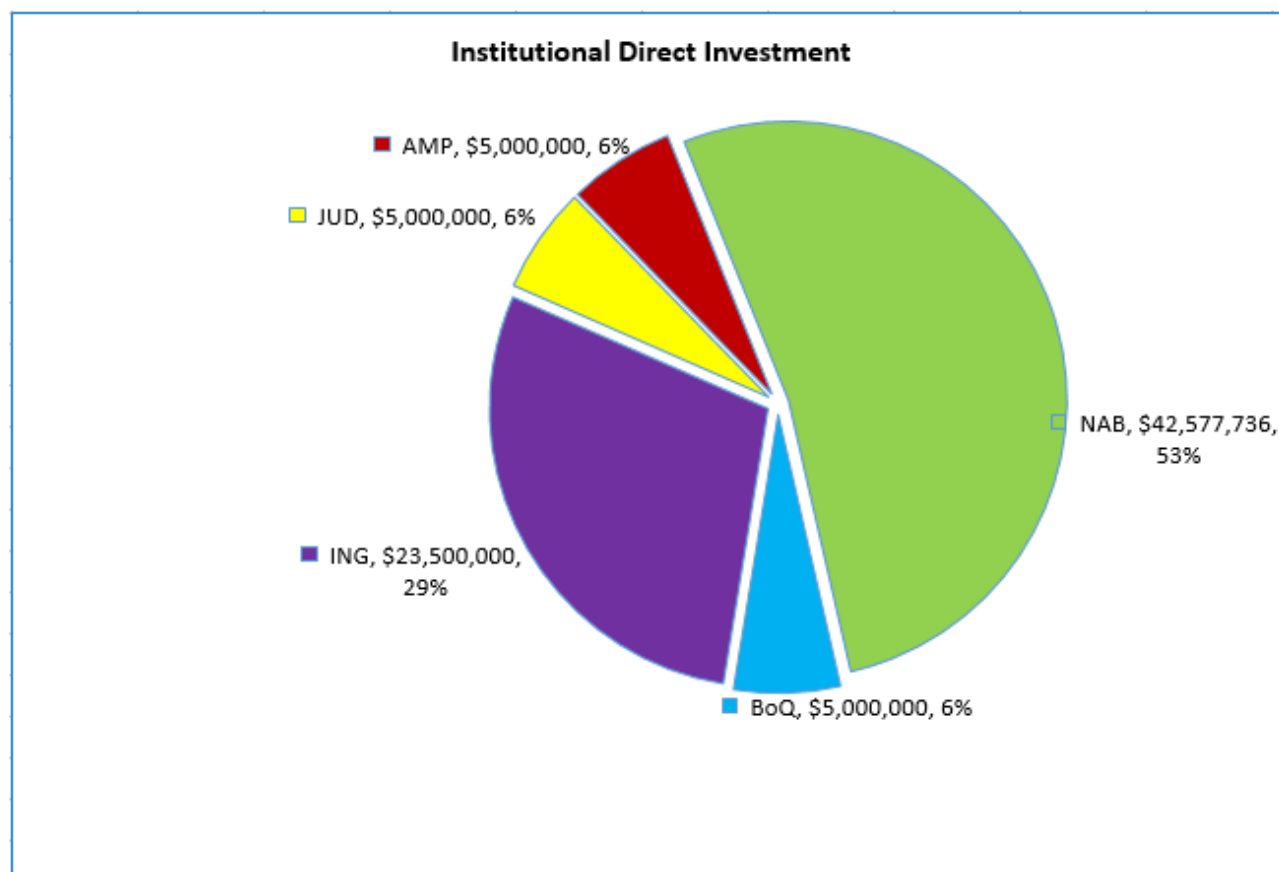
### Investment Portfolio Return:

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.

9.2.1 MONTHLY FUNDS MANAGEMENT REPORT - MAY 2024

Month	YTD Annualised Return	Monthly Average Interest Return	90 Day Bank Bill*	Margin
May	4.72%	4.62%	4.34%	0.27%
April	4.73%	4.75%	4.41%	0.34%
March	4.71%	4.52%	4.34%	0.17%
February	4.72%	4.60%	4.34%	0.26%
January	4.73%	4.73%	4.34%	0.38%
December	4.71%	4.71%	4.36%	0.35%
November	4.70%	4.49%	4.37%	0.12%
October	4.80%	5.19%	4.35%	0.83%
September	4.59%	4.58%	4.14%	0.44%
August	4.52%	4.27%	4.13%	0.14%
July (2023)	4.74%	4.74%	4.26%	0.48%

*\*The Australian Financial Market Association (AFMA)*



**ATTACHMENTS**

Nil

## 9.2.2 TIMING OF THE SALE OF THE LEESVILLE INDUSTRIAL ESTATE

Record No: I24/365

### OFFICER'S RECOMMENDATION

That Council approve the temporary utilisation of Waste Management internal reserves to meet the budgeted financial commitments of June 30 2024, due to a delay in the Leesville subdivision project from 2023/24 financial year until the 2024/25 financial year.

### ISSUES

The Leesville subdivision was an approved project for the 2023/24 financial year adopted by Council in June 2023 and then in an amendment in the July Ordinary Council Meetings 2023, Item 9.1.3.

Council's end of year forecast for 2023/24 was predicated on the basis that this approved project would be completed and revenues realised in the current financial year.

The industrial subdivision for the registered lots was intended to go for auction in May or June 2024.

While on ground construction of the road and other services fell within timelines, we are now expecting some delays in the following areas:

- o Delays of over a month due to availability of electrical substation for installation.
- o Delays of a month due to de-energising and re-energising of the electrical network to connect new electrical lines.

These led to delays in receiving Notice of Arrangement (NOA) from Essential Energy.

Once the NOA is received, the subdivision certificate can be applied for and once the subdivision certificate is received, lots can be registered. It is clear that these delays will not be overcome this month.

To effect the sale and also maximise the sale price it is recommended to delay the sale until early in the 2024/25 financial year.

The effect of delaying the sale into a different financial year will effect the current budget negatively and next year's budget positively. This is only a timing issue and the net effect between the two years is expected to be zero.

To negate the effect on the balance of unrestricted cash in the current financial year, an internal reserve will be utilised until the sale is completed. If an internal reserve is not utilised the unrestricted cash balance will also be effected negatively.

Once the sale is complete the internal reserve will be replenished in full and any additional revenues above forecast sale price will be directed to the unrestricted cash balance as originally planned.

9.2.2 TIMING OF THE SALE OF THE LEESVILLE INDUSTRIAL ESTATE

---

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Low	Low	Yes
Economic Activity	Low	Low	Yes
Financial Sustainability	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Medium	Medium	Yes
Service Delivery	Low	Low	Yes

If a lot is sold unregistered and without a NOA it increases the uncertainties for any prospective buyer who will factor those risks into the offer price. Advice from the selling agents have strongly recommended that the blocks be sold as registered blocks to remove any uncertainties from the marketing and remove potential risks of a lower sale price.

**FINANCIAL IMPACTS**

The delay of the land subdivision sale budgeted for the 2023/24 financial year will have a negative effect on the operating result and revenue in the general fund for the current year. Conversely, once the sale occurs in the 2024/25 financial year, it will have a positive impact on the operating result and revenue in the general fund.

This is a timing issue and is not expected to impact the budgeted revenue over the two financial years. In the short term, an internal reserve will be utilised to safeguard unrestricted cash until the sale is finalised.

The waste management internal reserve will be utilised until such a time as the sale takes place. Once the sale is complete the internal reserve will be replenished to the full amount and any additional money from the forecast sale price will be directed to the unrestricted cash balance as planned.

**RESPONSIBLE OFFICER:** Chief Financial Officer

**OPTIONS CONSIDERED**

Option 1 – Go to auction with the property in the current financial year without completing the required works, subdivision certificate or notice of arrangement. The auction sale price has a high probability of being negatively affected due to the lots being sold as unregistered lots, and the budgeted sale price may not be reached. If a lot is sold unregistered and without a NOA it may increase the uncertainties for any prospective buyer who will factor those risks into the price. This option is not recommended.

---



9.2.2 TIMING OF THE SALE OF THE LEESVILLE INDUSTRIAL ESTATE

---

Option 2 – Delay the sale until all works are completed and notice of arrangement has been received. This will maximise the sale price. An internal reserve is recommended to be utilised, in order to balance unrestricted cash, and there will be a negative impact on the current operating result. However, the next financial year will benefit by increased revenue and a better operating result. This option is recommended.

**IMPLEMENTATION PLANS**

If the officer's recommendation is passed then the waste management internal reserve will be utilised till such a time as the sale takes place. Once the sale is complete the internal reserve will be replenished to the full amount and any additional money from the forecast sale price will be directed to the unrestricted cash balance as planned.

The final steps are expected to be completed within 4 weeks and sale undertaken with 4 weeks of that time.

**ATTACHMENTS**

Nil

---

**9.3.1 ROAD NAME PROPOSAL FOR STAGE 10 OF HIGHVIEW SUBDIVISION - JINDABYNE**

Record No: I24/253

**OFFICER'S RECOMMENDATION**

That for the road proposed to be created as Stage 10 of Jindabyne's Highview Estate, Council

- A. Endorse the name Anderson Street for public advertisement in the Monaro Post for a period of 28 days; and
- B. Endorse an online road naming proposal be setup with the Geographical Names Board and be advanced to pre-approval stage.

**ISSUES**

Development application 010.2007.03000079.020 will require a new road as part of the multistage Highview subdivision in southern Jindabyne. This report proposes a name for this new road being Anderson Street.

**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 associated with this road naming are considered acceptable.

**FINANCIAL IMPACTS**

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

This work can be carried out with existing resources and budgets.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

## **OPTIONS CONSIDERED**

No other options were considered as there is an established theme of road naming in Highview estate that this road name proposal continues with.

## **IMPLEMENTATION PLANS**

The action will be implemented by:

- Creating a road name proposal within the Geographical Names Board road naming online portal and progressing it to pre-approval stage
- Publicly advertising the road name proposal in the Monaro Post for 28 days.

## **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](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

## **BACKGROUND**

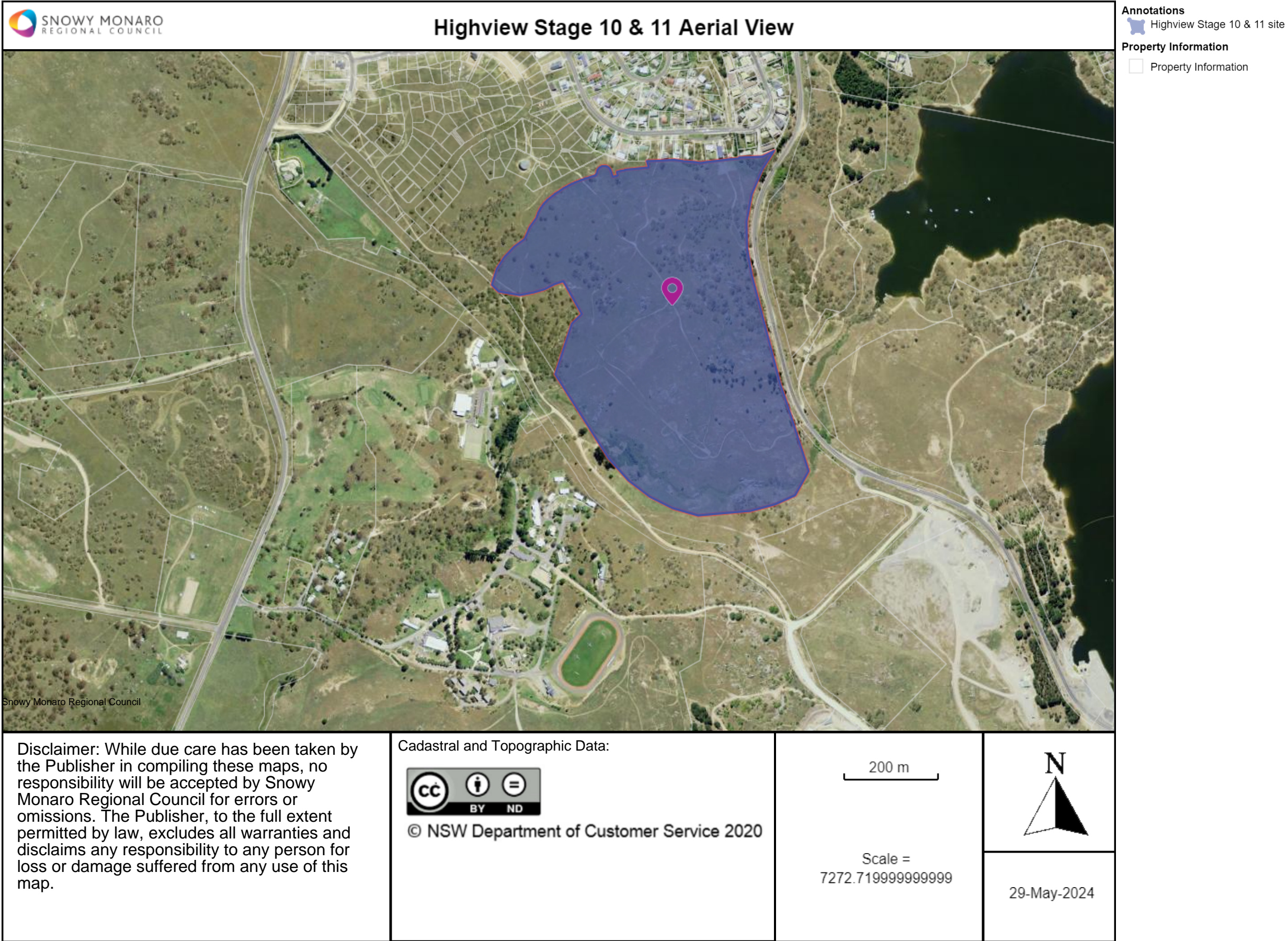
Highview is a multistage subdivision in the southern part of Jindabyne. Recently a development application was submitted for amendment to Stage 10 and 11 of the subdivision, DA010.2007.03000079.020. With the approval of this amendment the subdivision will soon look to begin construction of Stage 10 including a new road.

A road naming proposal is required for the new road. The chosen name is Anderson Street. This name is in keeping with the road naming theme for Highview estate of using geographical and mountain features within nearby Kosciuszko National Park for road names in Jindabyne. Anderson refers to Mount Anderson on the NSW Main Range of the Snowy Mountains.

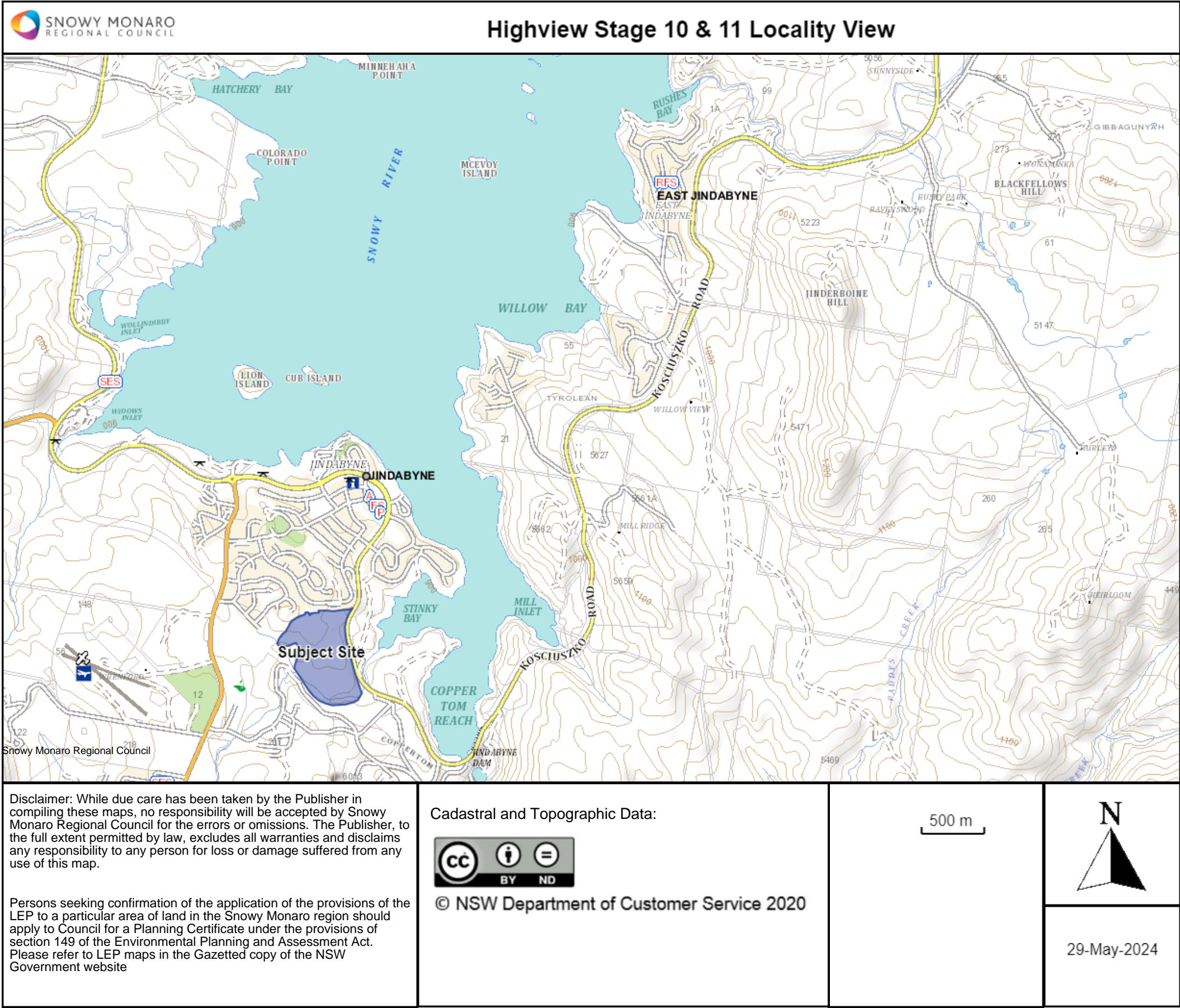
## **ATTACHMENTS**

1. Highview Stage 10 & 11 Aerial View
  2. Highview Stage 10 & 11 Locality View
  3. Highview Stage 10 Approved Plans
-

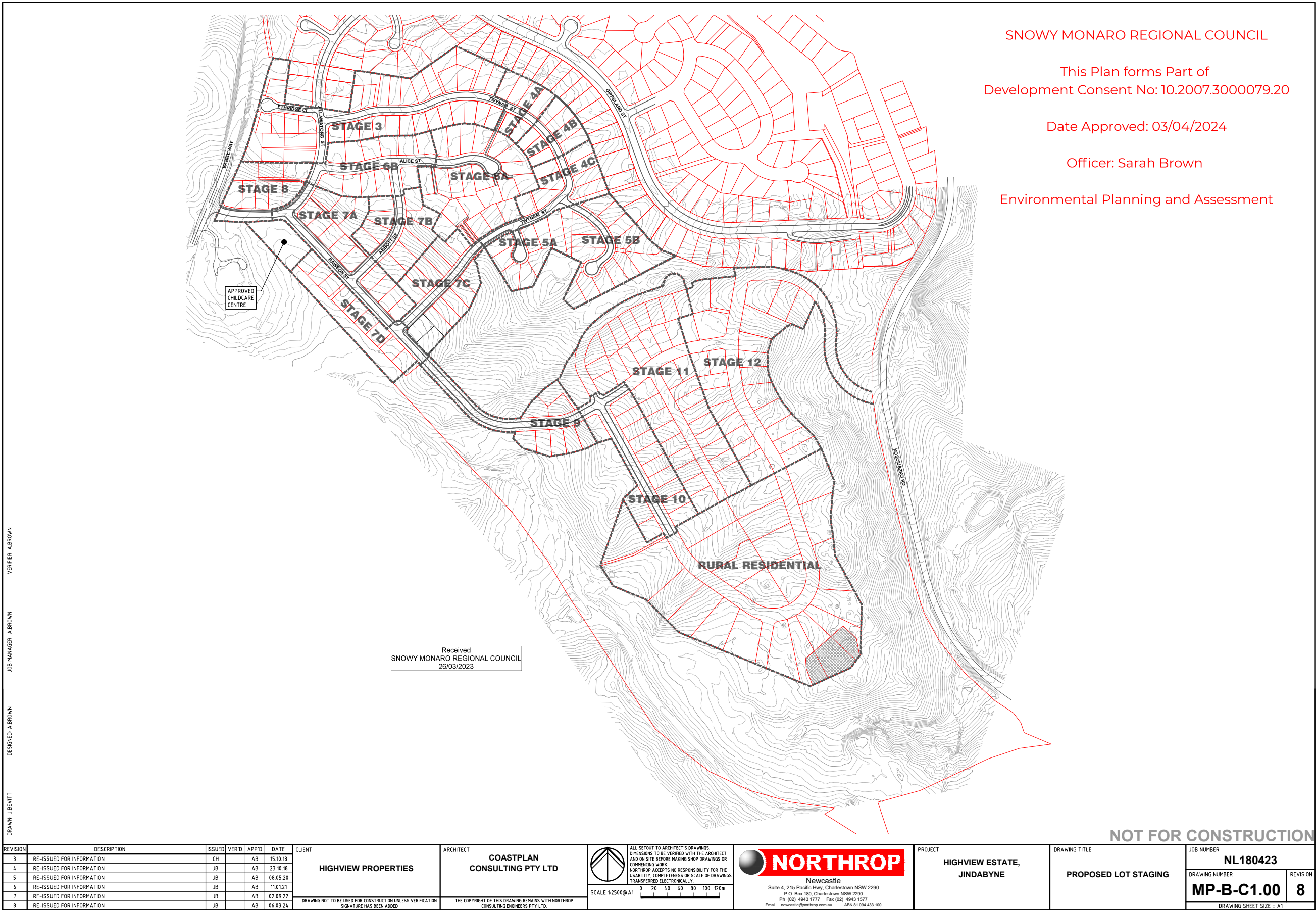




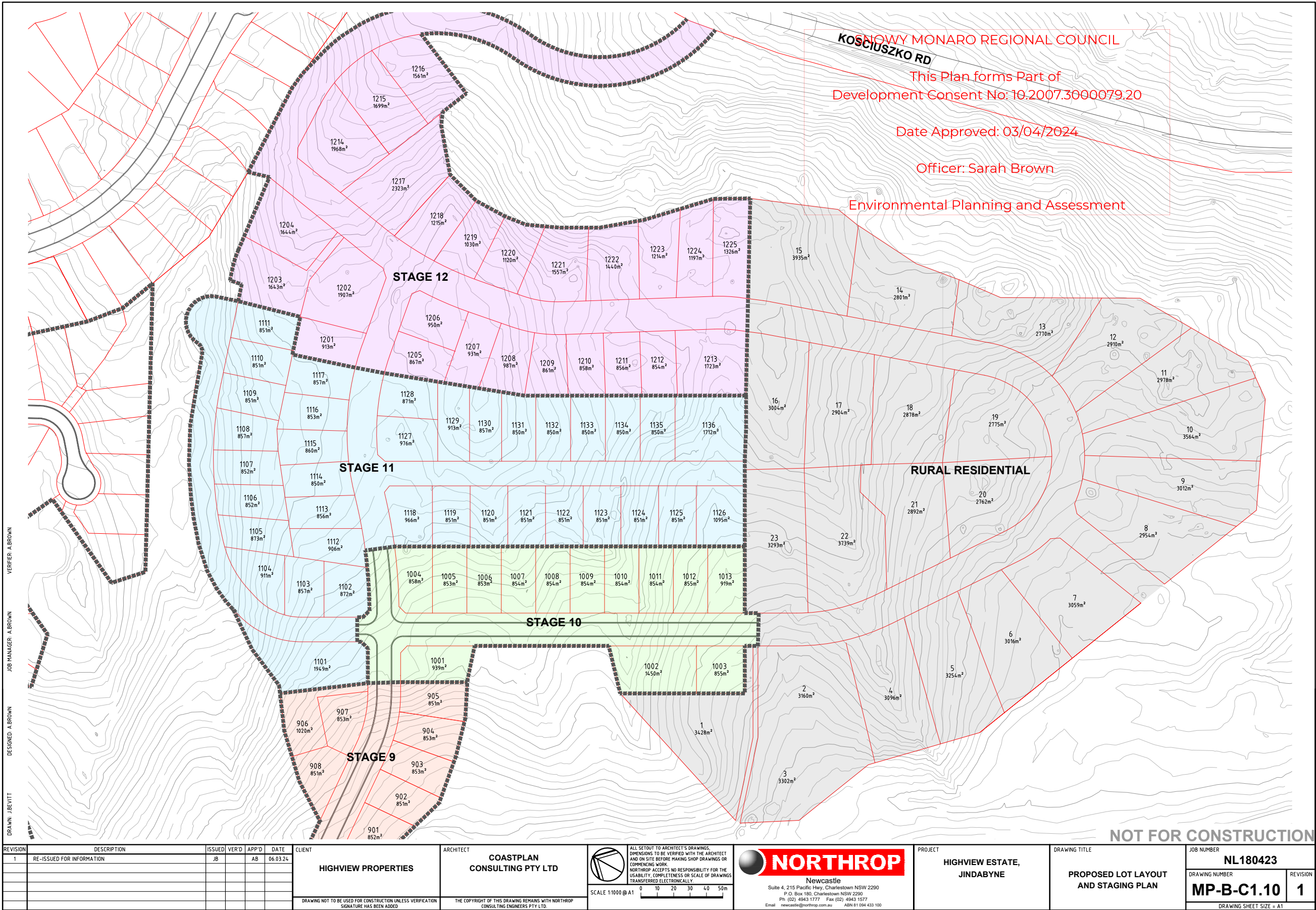


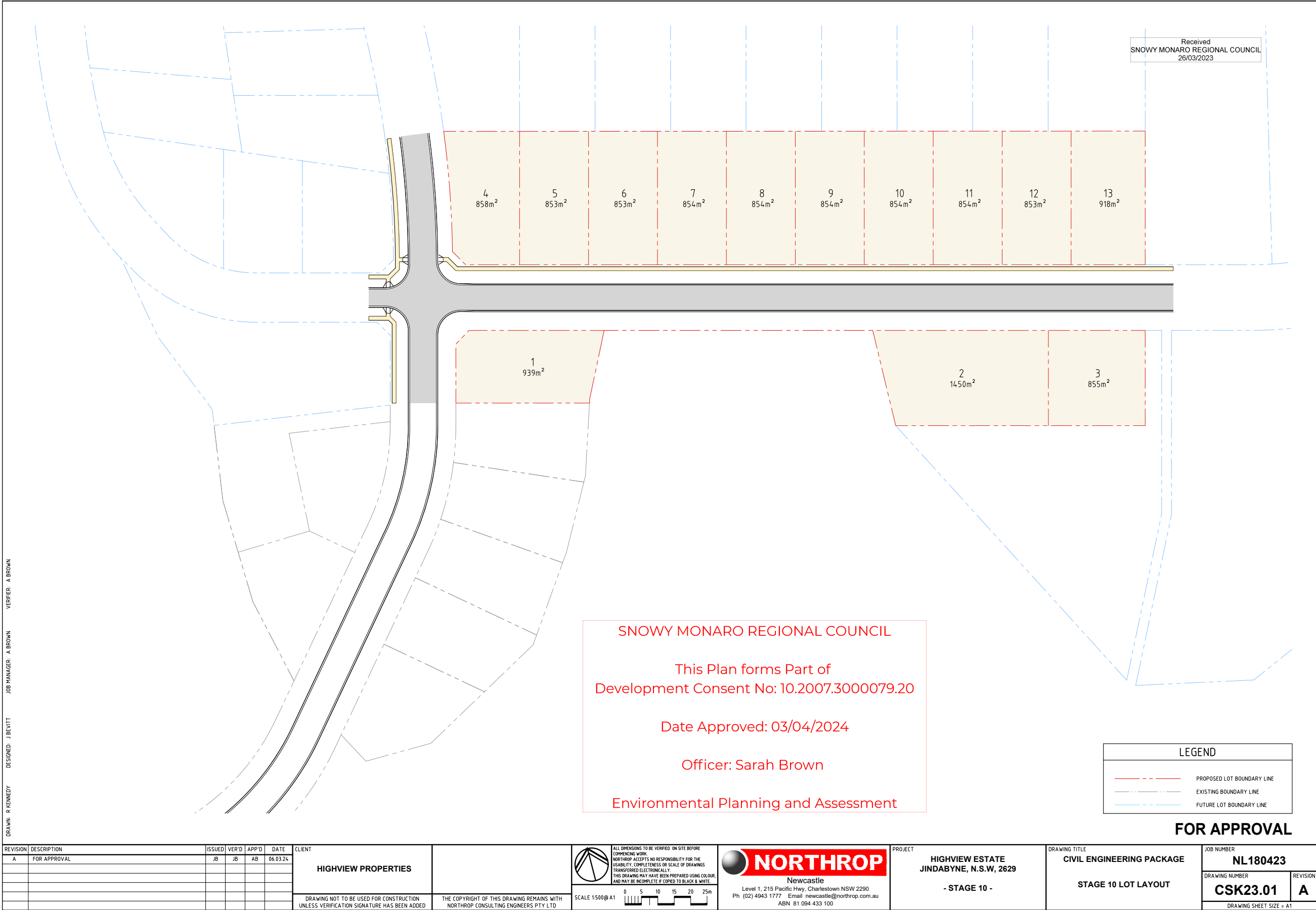














### 9.3.2 SNOWY MONARO ACTIVE TRANSPORT PLAN

Record No: I24/260

#### OFFICER'S RECOMMENDATION

That Council;

- A. Receive and note the feedback received during the exhibition period,
- B. Adopt the Active Transport Plan with the recommended changes; and
- C. Include provision for a special rate variation to fund the increased service levels desired by the community in the delivery plan and long term financial plan.

#### ISSUES

The completion of the Snowy Monaro Active Transport Plan (ATP) is identified as an action in the 2023-24 Operational Plan and 2022-2026 Delivery Program. This project is a high priority in the Recreation and Open Space Strategy and Regional Trails Masterplan. The Draft ATP identifies the gaps in our shared path network and priorities for new footpath and cycleway projects.

During the development of the ATP, the community was consulted via an online survey, a series of workshops, and stakeholder engagement. A total of 144 community surveys were completed, and 28 participants participated in a workshop. The results provided great insight into the existing active transport network.

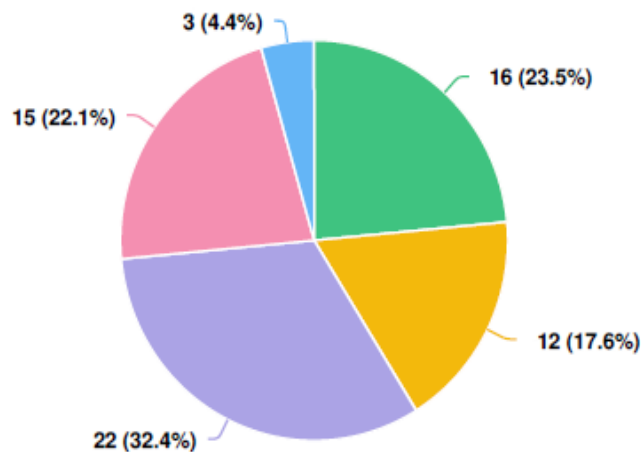
At the Council meeting held on 21 March 2024, Council agreed to place the Draft ATP on public exhibition for 28 days.

A total of **73 submissions** were received. Approximately **32%** of respondents selected Neutral regarding their overall satisfaction of the Draft ATP. **26%** were either very happy or happy, **17.6%** unhappy, **23%** very unhappy (refer to figure 1 below). Most submissions from residents who selected unhappy were related to the quality of the existing active transport network. This includes width of existing pathways, road crossings and gaps in the network.

## Feedback Form

Visitors <b>80</b>	Contributors <b>64</b>	CONTRIBUTIONS <b>68</b>
--------------------	------------------------	-------------------------

**After reviewing the draft Active Transport (ATP) what is your overall satisfaction?**



### Question options

● Very unhappy
 ● Unhappy
 ● Neutral
 ● Happy
 ● Very happy

The table below highlights the key issues raised during the exhibition period. There are also some recommended changes. Attachment A- Draft ATP Submissions Table provides further detail on the submissions, responses and recommended changes.

ADAMINABY	
<b>ERROR MADE WITH REFERENCE TO JINDABYNE ON PROJECT PLAN #1, PAGE 143.</b>	Remove incorrect reference to Jindabyne on page 6 of the Snowy Monaro Active Transport Plan.
<b>Adaminaby would greatly benefit from a bike path between Adaminaby and Old Adaminaby.</b>  <b>Walkways being proposed in Projects 1 and 2 also need to include places to sit. The town is bisected by a dangerous road. Can a crossing be installed that is positioned well so that it links to an additional town walk that can include Scenic Drive.</b>	The Regional Trails Masterplan identifies the bike path connection along the Eucumbene River. This particular recreational trail is considered to be outside of the scope of the ATP, which largely focuses on achieving a comprehensive active transport networks in urban areas.  It is agreed that seating is needed, particularly along the Alpine Park shared path proposed in Project # 2.

	Adaminaby project # 6 proposes a pedestrian refuge installation, linking the Big Trout and Snowy Scheme Museum visitor attractions.
<b>BERRIDALE</b>	
<b>There is no ‘existing bridge’ at Short Street where it comes off Myack Street. It’s completely inaccessible for pedestrians.</b>	<p>There is a small pedestrian bridge crossing a drainage area within Lions Park adjoining Myack Street, as shown on the audit map.</p> <p>Berridale Project # 1 – Lions Park Shared Path makes provision for the replacement of the existing pedestrian bridge with a new bridge.</p>
<b>BREDBO</b>	
<p><b>ERROR ON MAP THAT SHOWS POST OFFICE, WHICH DOES NOT EXIST.</b></p> <p><b>CONCERN WITH THE PROPOSED PROJECT TO CONSTRUCT A SHARED PATH ALONG COOMA STREET WHICH MAY IMPACT PARKING AT THE SHOPS AND WOULD BE DANGEROUS FOR PEDESTRIANS.</b></p>	<p>The incorrect post office reference will be corrected.</p> <p>An additional project sheet has been created to show shared path treatments along the western side of Cooma Street.</p>
<p><b>SOME SUBMISSIONS SUPPORT THE COOMA STREET PATH PROJECT WHILST OTHER OPPOSE.</b></p> <p><b>THOSE OPPOSING SUGGESTED THE PATH WAS NOT NECESSARY.</b></p>	In relation to opposition to Bredbo Project # 3, the audit work clearly identified worn paths created by walking activity along the western side of Cooma Street. This is also evident in aerial photography and Sixmaps (NSW Government mapping app).
<b>Council does not maintain the road verge in front of businesses where cars park.</b>	A customer action request has been logged with Council’s Transport Infrastructure Services department to investigate/ repair potholes along the road verge in Bredbo.
<b>A crossing of Cooma Street at the southern end would be dangerous and there should be an underpass.</b>	The Cooma Street crossing project is clearly shown as a blister installation in Section 12 of the ATP with feature trees and connections to proposed shared path installations. It is not proposed to install a pedestrian crossing or lights as part of this project.

Bombala	
<b>The footpaths are not wide enough to allow for all users. This includes elderly people on scooters.</b>	The suggestion of widened pathways in Bombala to minimum 2m paths is supported. It is proposed that the specifications in Bombala project plans / sheets involving footpaths be widened to minimum 2m wide paths (where practical) instead of 1.5m paths as originally proposed.
<b>The pathway in Maybe Street from Forbes Street to Burton Street is not wide enough and needs repair. This should be considered for replacement.</b>	The existing paths were not identified as priority projects requiring complete replacement, given there are areas in Bombala and the wider Snowy Monaro region that have no paths and higher rates of walking and cycling activity.
Cooma	
<b>Cooma Monaro Avenue / Yareen Road is not connected with suitable walkways. Crossing the railway line on Yareen Road is incredibly dangerous.</b>	Supported. Project #16 has been updated to include addition footpath.
<b>We need footpaths on Soho Street (prison end)</b>	Supported. Project #15 has been updated to include addition footpath on Soho Street.
<b>There are only minor references to the Monaro Rail Trail.</b>	<p>The strategy applies to the LGA and is focused on identifying priority projects according to the criteria listed in Section 10.</p> <p>The ATP references the Monaro Rail Trail however recreational trails are not part of the ATP Scope.</p>
<b>The draft ATP doesn't acknowledge the importance / issues around cycling in Cooma as required in the NSW Active Transport Plan.</b>	<p>The primary aim of the ATP is to provide a program of work that can prioritised in 4-Year delivery programs and 1-Year operational plans. The project scope therefore requires consideration of a broad cross section of active transport over a large regional area.</p> <p>Section 4: strategic led framework provides details on the NSW State ATP.</p>

Delegate	
<p><b>Support for project #1 upgrade of Federation walk.</b></p> <p><b>Proposed connection to tennis court and showground is incorrect.</b></p> <p><b>Connection along the river to Bill Jeffery's Park presents many obstacles. Prefer to look at alternate route to Settlers Hut via Corrowong road.</b></p>	<p>Project # 4 showing connection to tennis court and showground has been corrected and updated.</p> <p>Connection to Settlers Hut was considered as part of the Regional Trails Masterplan. This route also presents many obstacles. Recreational trail is not part of the ATP scope.</p>
Jindabyne	
<p><b>The path on Barry Way should be extended to incorporate the Station Resort and residential areas at High Country and Lakewood.</b></p>	<p>An extension of Jindabyne Project # 1: Barry Way shared path continuing further South was considered and discounted in the scope due to the expense of this option. There are 20 projects identified for Jindabyne that are considered higher priority.</p>
<p><b>A footpath along Bogong Street would be desirable.</b></p>	<p>Supported. Include an additional project for Jindabyne; being Project # 20: Bogong Street footpath.</p>
<p><b>Concern with regard to the shared path along the Barry Way and impacts to privacy for existing residential properties.</b></p>	<p>Jindabyne Project # 1: Barry Way shared pathway is proposed, as it provides the most direct route between Jindabyne and the school precinct. Detailed design of this project would address peripheral issues raised, including consultation with neighbouring landowners to discuss impacts, separation, screening, fencing and the like.</p>
<p><b>East Jindabyne has some of the least safe roads in Jindabyne with their narrow width and lack of kerbside and yet has largely been ignored.</b></p>	<p>Jindabyne Project # 19: Baronga Street and Jerrara Drive footpath installation is located in East Jindabyne. This project would provide a central footpath for residents to access Kosciuszko Road.</p>
Michelago	
<p><b>The Michelago section completely fails to mention the Michelago Masterplan.</b></p>	<p>Reference to the Michelago Masterplan 2021 will be provided in the Section 7.9 of the Snowy Monaro Active Transport Plan.</p> <p>The recommendations in the Michelago Masterplan</p>

	2021 remain valid for due consideration by Council, community groups and individuals into the future. Not all actions detailed in the Michelago Masterplan have been considered for inclusion. The ATP applies to the whole of the LGA and has a broader focus to identify priority projects according to the criteria listed in Section 10.
<b>Ryrie Street needs a pedestrian crossing outside the school, and also near the store.</b>	This was considered as part of the audit inspection. A school crossing of Ryrie Street and General store was not considered necessary following observations of road conditions.
<b>There are already serious problems with speeding cars in the village.</b>	Concerns about vehicle speed have been referred to the Snowy Monaro Local Traffic Committee and the Local Area Commander of the NSW Police Force.
<b>Nimmitabel</b>	
<b>There should be a crossing / refuge to allow pedestrians to safely cross the highway opposite Lake Williams.</b>	Supported. Project #6 has been updated to include Bombala St Southern crossing.

The Draft ATP has been updated to include all recommended changes highlighted in the submissions report. The proposed final plan is included as Attachment B- Snowy Monaro Active Transport Plan- Post Exhibition Final.

## RISK ASSESSMENT

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

### Asset Management

The Draft ATP includes a priority matrix and planning principles for consideration of new infrastructure that will improve our existing active transport network. The purpose of the strategy is to ensure that Council does not end up with infrastructure that will be surplus to our needs and resourcing.

### Economic Activity

The proposed priority projects include infrastructure that will benefit not only our community but also visitors to town. Tourism is a key economic driver for the Snowy Monaro. The active transport network includes infrastructure that will support our local businesses through ease of access and less reliance on parking facilities.

### Financial Sustainability

The ATP includes four guiding principles, including setting achievable targets. Council has limited funds and therefore needs to focus on specific actions that are achievable. The ATP does not support excessive expenditure. The ATP has a 10-20 year implementation period.

### Health and Safety

Safe and accessible are key objectives of the ATP. Priority projects focus on the areas of the highest importance. This includes key areas that have a poor safety record. The purpose of the ATP is to identify projects that need to be completed to encourage more people to take up walking and cycling. These projects include a curb/ramp review, signage, road crossings and completing gaps in the existing shared/footpath network.

### Legislative Governance and Compliance

The Draft ATP includes design standards that align with National, State and Local policies and guidelines.

### Reputation and Image

Completing the ATP aims to enhance the liveability of our local community. The ATP will equip Council with key priorities to ensure the best outcome for the region. This will have a positive impact on our reputation and image.

### Service Delivery

The ATP provides a detailed delivery program for 10-20 years. The recommendations have carefully considered council resources and ongoing management.

## **FINANCIAL IMPACTS**

The preparation of the ATP cost \$84,000 (inc GST). This includes the professional expertise of a planning consultant, road traffic engineer and mapping services. Funds have been allocated from the Strategic Planning team budget as identified in the delivery program.

Cost estimates have been provided in the Draft ATP for the top twenty one projects across the LGA.

Construction estimates consider recent industry standards, drainage, road crossings, drainage and rehabilitation, end of trip facilities, planning and traffic control. The top priority projects result in

---

approximately 6 km of new pathways with an estimated capital cost of \$7,140,980. The average rate for pathway construction includes;

1. 1.5m wide concrete footpath \$300 per lineal metre (lm)
2. 1.2m wide concrete footpath \$270/lm
3. 3.0m wide concrete shared path \$475/lm
4. 3.0m wide gravel surface shared path \$150 (lm)

Table 1 below displays lifecycle costs associated with the priority projects.

Proposed Asset:	Footpaths - various, associated with <b>Active Transport Plan</b>		
	<b>Capital Cost</b>	<b>Annual Service Cost</b>	<b>Comments</b>
<b>Capital Cost</b>	\$7,140,980		Will need to be grant funding.
<b>Annual Service Cost</b>			
Cost of Capital		\$313,569	Ave Long Term Government Bond rate x LG Price index @ 4.9%
Depreciation		\$119,016	60 year useful life
Operations		\$92,833	Estimated at 1.3% of replacement cost
Maintenance		\$92,833	Estimated at 1.3% of replacement cost
<b>Total</b>	<b>\$7,140,980</b>	<b>\$618,251</b>	

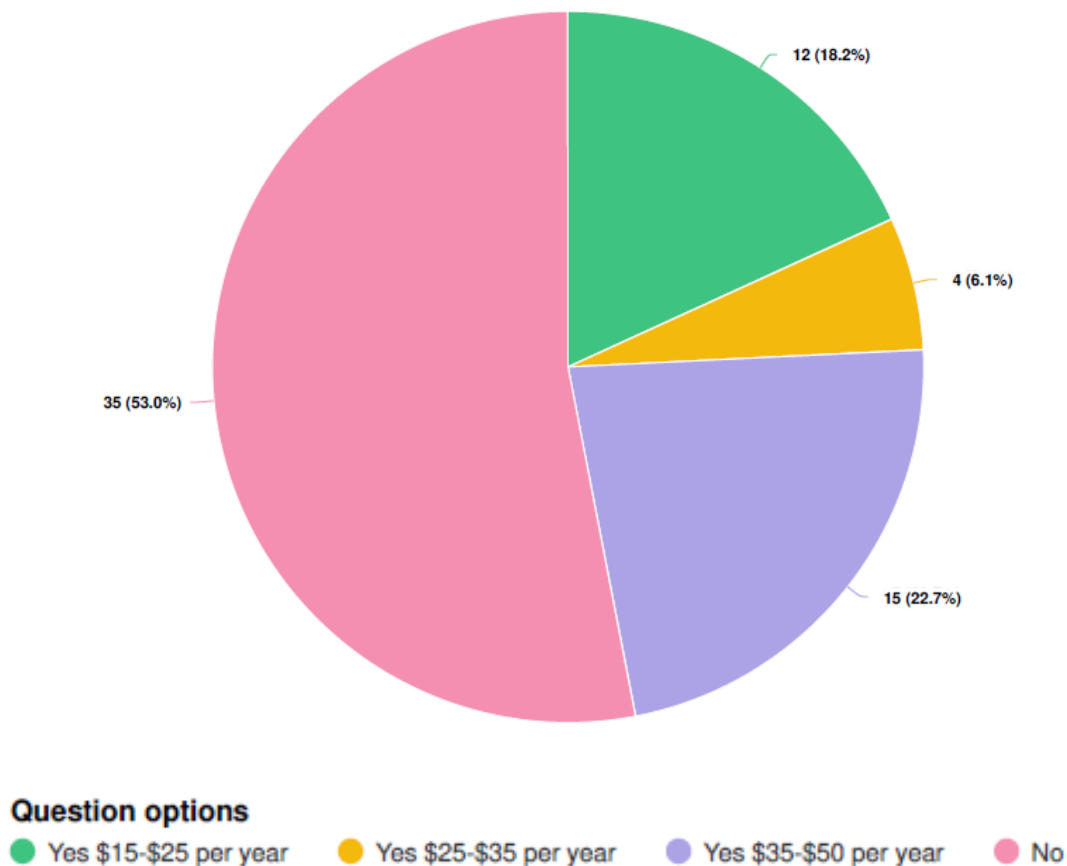
The estimated increased annual services will be \$304,682 if all priority projects are constructed. The rate increase needed to cover whole of life costs for new assets would be an increase of 1.75%. This equates to an average of \$22 per year for rate payers.

Operational and maintenance costs are based on traditional industry benchmarks for 1.2 m wide concrete footpaths and shared paths involving a range of surfaces from concrete, bitumen seal, spray sheet emulsion to gravel sheeting. The draft ATP includes project specifications that will utilise hard wearing concrete surfaces with robust contingencies for well-drained/stabilised surface conditions. The annual service cost estimate is considered to be at the high end of maintenance costs and may not be reflective of actual maintenance costs which may be lower in a typical year.

Council agreed to seek feedback from the community during the exhibition period on their views around sourcing additional funds for maintenance and renewal of shared paths through a special rate increase. The survey results show that 47% of respondents were supportive of a rate increase that would support sufficient funding for maintenance.



Figure 2 below provides a summary of the results.



**RESPONSIBLE OFFICER:** Recreation Planner

#### OPTIONS CONSIDERED

The completion of the ATP was identified as a key action in the 2023-24 Operation Plan and 2022-2026 Delivery Program.

#### IMPLEMENTATION PLANS

When the Snowy Monaro Active Transport Plan is adopted, the document will be published to Councils web page within 28 days.

#### EXISTING POLICY/DECISIONS

The ATP was identified as a high priority in the Regional Trails Masterplan (2021) and the Regional Recreation and Open Space Strategy (2023). The ATP was also identified as an action in the 2023-24 Operation Plan and 2022-2026 Delivery Program.

Council was informed during a Council briefing session held February 2024.

---

Council agreed to place the Draft ATP on public exhibition at the March Council meeting for a period of 28 days.

## BACKGROUND

The SMRC area is undergoing significant and rapid changes, due largely to global climate forces, a growing economy and population, and a very strong visitor market. The impacts of these new market forces are particularly evident in the active transport network where there are significant gaps in the user demand and network provision.

Whilst Jindabyne is facing the most pressure from growing user demand, there are other centres in SMRC area that are also facing their own unique challenges. A summary of the main challenges include:

- Landscape and topography
- Settlement and land-use
- Road and traffic
- Climate change
- Snowy SAP

The purpose of the ATP is to determine the solutions to these challenges and present an implementation plan that can be integrated into Council's works program over the next 10 years. The ATP is also an essential guide to securing state government funding for planning and capital upgrades. The criteria matrix assessment guides project priorities to ensure Council take a strategic approach to improvement an upgrading our pedestrian and cycling network.

## Project Methodology

The following stages were undertaken to develop the ATP;

- **Stage 1 - Asset Review**  
The main elements of the existing network of active transport facilities have been recorded on a series of maps for our major towns and villages.
  - **Stage 2 - Independent audit investigations**  
Consultant planners and traffic engineer specialists independently investigated the existing active transport network.
  - **Stage 3 - Promotion**  
Information about the ATP was published on the Council's Your Say page.
  - **Stage 4 - Online Survey**  
An online survey was made available to obtain more information from community members about walking and cycling behaviours and attitudes.
  - **Stage 5 - Preliminary Community Workshops**  
Community workshops were held in Cooma, Jindabyne and Bombala and one on-line session in September 2023.
  - **Stage 6 - Local Data Review and Planning**  
The audit and stakeholder feedback revealed a variety of pedestrian and cycling facilities in varying conditions.
-

- **Stage 7 - Draft ATP**

Draft ATP has been prepared to record the relevant information in one succinct strategy document. A matrix table in Section 10 provides full visibility on how priorities and actions were decided.

- **Stage 8 - Public Exhibition**
- **Stage 9 - Review of submission and Final ATP**

### **Key Actions**

The Draft ATP includes an assessment and list of projects in order of priority for our major towns and villages. Projects include facilities and treatments to create a safer, direct and attractive network. This includes new major shared path extensions, completing minor footpath gaps, review of kerb ramp replacements, signage and cycling route information.

The final version of the ATP includes a total of 85 projects overall. A concept plan for the top 21 priorities is included at the end of the document. This information will be useful for grant funding applications.

### **ATTACHMENTS**

1. Attachment A- Draft ATP Submissions Table (*Under Separate Cover*)
2. Attachment B- Draft Active Transport Plan- Post Exhibition Final (*Under Separate Cover*)

### 9.3.3 APPOINTMENT OF COMMUNITY MEMBERS TO THE BOCO ROCK COMMUNITY ENHANCEMENT FUND COMMITTEE

Record No: I24/291

#### OFFICER'S RECOMMENDATION

That Council note the appointment of the community representatives to the Boco Rock Community Enhancement Fund Committee.

#### ISSUES

The Boco Rock Sub-Committee met on 14 May 2024 to discuss the applications for the community representatives on the Boco Rock Community Enhancement Committee. Membership is no longer limited by location and has increased to 6 community members.

The community representative positions were advertised from 27 March to 21 April. A total of 13 applications were received, including one late application.

The applications were provided to the sub-committee for consideration.

By resolution BOC2/24 the committee appointed Lucy Morrell, Jenny Alcock, Lorayne Roberson, Katrina Roper, John Harrington and Sue Bate for the term spanning 2024 to 2026.

#### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes

The appointment of committee members is required to fulfil the conditions established in 2010 for the Boco Rock Wind Farm project.

#### FINANCIAL IMPACTS

Resources to support the Boco Rock Sub-Committee and the Community Enhancement Fund Committee are included within Council's budget.

Contributions made by Boco Rock Wind Farm cover the full amount of donations allocated to the enhancement fund.

**RESPONSIBLE OFFICER:** Coordinator Governance

#### OPTIONS CONSIDERED

The sub-committee considered all applications received. The committee's decision is recorded in the attached minutes.

## **IMPLEMENTATION PLANS**

The successful members have been notified following the sub-committee meeting, and provided with the meeting schedule and other related information for the Boco Rock Community Enhancement Fund Committee.

## **EXISTING POLICY/DECISIONS**

Project Approval; Boco Rock Wind Farm was approved by the Minister for Planning on 9 August 2010.

Council confirmed the appointment of the Mayor, CEO, Cr Hopkins and Cr Stewart as the council delegates on this committee at the first meeting in February 2022.

An updated committee charter was adopted by Council on 21 March 2024 (Resolution 54/24)

## **BACKGROUND**

The Boco Rock Community Enhancement Fund Committee was formed as a condition of the development approval from the Department of Planning in relation to the Boco Rock Wind Farm. Section 2.51 of the Planning Approval is entitled "Community Contributions."

The updated committee charter was developed, in consultation with Squadron Energy, to reflect the modified project approvals and adopted by Council on 21<sup>st</sup> March 2024, by resolution 54/24.

The Committee now consists of 11 members, with no geographical restrictions on the allocation of funding within the SMRC local government area.

A sub-committee, is delegated through the adopted charter, to appoint community members to the enhancement fund committee. The sub-committee comprises of the Mayor, two Councillors, the CEO and a representative from Squadron Energy.

Advertising, applications and approval occurs every two years to renew community representation.

## **ATTACHMENTS**

1. Draft Minutes - Boco Rock Sub-Committee - 14 May 2024
-



# Minutes

**Sub Committee Boco Rock Wind Farm Community  
Enhancement Fund Meeting**

**14 May 2024**

---



SUB COMMITTEE BOCO ROCK WIND FARM COMMUNITY ENHANCEMENT FUND  
MEETING  
HELD IN COMMITTEE ROOM, COOMA COUNCIL CHAMBERS, 81 COMMISSIONER  
STREET, COOMA  
ON TUESDAY 14 MAY 2024

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	Sub Committee Boco Rock Wind Farm Community Enhancement Fund Meeting 6 July 2022 .....	2
5.	GENERAL BUSINESS .....	3
5.1	Appointment of Community Members 2024 to 2026 .....	3
6.	NEXT MEETING .....	3



MINUTES OF THE SUB COMMITTEE BOCO ROCK WIND FARM COMMUNITY ENHANCEMENT FUND MEETING  
OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 14 MAY 2024

Page 2

**MINUTES OF THE SUB COMMITTEE BOCO ROCK WIND FARM COMMUNITY  
ENHANCEMENT FUND MEETING  
HELD IN COMMITTEE ROOM, COUNCIL OFFICE, 81 COMMISSIONER STREET, COOMA**

**ON TUESDAY, 14 MAY 2024  
COMMENCING AT 4.00PM**

**PRESENT:** Mayor Chris Hanna  
Councillor Tricia Hopkins  
Councillor Bob Stewart  
Kath Elliott, Squadron Energy  
Luke O'Sullivan, Coordinator Governance  
Grace Mackay, Secretary Council and Committee

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 4:06 PM

**2. APOLOGIES**

An apology for the meeting was received from David Hogan, Chief Executive Officer and David Laing, Squadron Energy.

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

Nil

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

**4.1 SUB COMMITTEE BOCO ROCK WIND FARM COMMUNITY ENHANCEMENT FUND MEETING 6  
JULY 2022**

<b>COMMITTEE RECOMMENDATION</b>	<b>BOC1/24</b>
THAT the minutes of the Sub Committee Boco Rock Wind Farm Community Enhancement Fund Meeting held on 06 July 2022 are confirmed as a true and accurate record of proceedings.	
<b>Moved Councillor Stewart</b>	<b>Seconded Councillor Hopkins</b>
	<b>CARRIED</b>

MINUTES OF THE SUB COMMITTEE BOCO ROCK WIND FARM COMMUNITY ENHANCEMENT FUND MEETING  
OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 14 MAY 2024

Page 3

## 5. GENERAL BUSINESS

### 5.1 APPOINTMENT OF COMMUNITY MEMBERS 2024 TO 2026

Record No: I24/272.

#### COMMITTEE RECOMMENDATION

BOC2/24

That the committee appoint the following 6 community members to the Boco Rock Community Enhancement Fund Committee for the term spanning 2024 through 2026.

1. Lucy Morrell
2. Jenny Alcock
3. John Harrington
4. Sue Bate
5. Lorayne Roberson
6. Katrina Roper

Moved Councillor Stewart

Seconded Councillor Hopkins

CARRIED

## 6. NEXT MEETING

The next meeting of the Boco Rock Sub-Committee will be held in 2026.

There being no further business the Chair declared the meeting closed at 4:27 PM.

#### CHAIRPERSON

The above minutes of the Sub Committee Boco Rock Wind Farm Community Enhancement Fund Meeting of Snowy Monaro Regional Council held on 14 May 2024 were confirmed by Committee at a duly convened meeting on at which meeting the signature hereon was subscribed.

### 9.3.4 CHILD SAFE ORGANISATIONS PROJECT - FRAMEWORK AND POLICY

Record No: I24/303

#### OFFICER'S RECOMMENDATION

That Council adopt the Child Safe Policy and Child Safe Framework.

#### ISSUES

All local government authorities in NSW are required by the *Children's Guardian Act 2019* and *Children's Guardian Amendment (Child Safe Scheme) Act 2021* to be a Child Safe Organisation. This includes a requirement to develop and adopt appropriate tools to comply with the Child Safe Scheme and Reportable Conduct Scheme.

Council has in place many of the broad systems which support compliance with the scheme. However, it does not have many of the specific requirements, such as a Child Safe Policy. Further, many of the existing systems require review / updating to reflect the Child Safe Scheme.

This report recommends that Council adopts the draft Child Safe Policy as the governing document, and the overall Child Safe Framework. The Framework provides for the development of the specific child safe tools as well as an undertaking to review existing systems and processes.

The combined policy and framework positions Council to meet its statutory obligations as well as move forward into a more child-positive civic leader.

#### RISK ASSESSMENT

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

There is significant risk associated with not adopting a Child Safe Policy and Framework. This action would leave Council in breach of its statutory requirement to be a child safe organisation, create an unnecessary risk for children and young people, and reduce Council's ability to respond to an incident of reportable conduct.

There is a further risk to Council's employees, including the CEO as the Head of Entity, if systems are not implemented which show compliance with the Act and create safer human resource management processes.

A robust child safe framework will considerably reduce this risk and allow Council to work towards greater compliance with the Child Safe and Reportable Conduct Schemes.

## FINANCIAL IMPACTS

There is not expected to be a direct financial impact associated with the adoption of the policy and framework.

The implementation of the framework will require input from staff in a number of business areas.

This is expected to be conducted as business as usual per the 2022 – 2026 Delivery Program.

The expected financial impacts of the implementation will primarily take the form of internal (staff) resourcing. This will be conducted by:

- Reprioritising workload of the Community Development Planner to allow focus on Child Safe tasks (reduction in reactive responses)
- Establishment of a small internal working party which will meet occasionally to drive and review implementation actions
- Key staff to undertake Office of Children's Guardian Child Safe online training (offered free of charge)
- Development and delivery of staff meeting / toolbox talk script and short internal training module to be hosted in ELMO for all staff to access (as part of induction and regular ongoing staff training)

**RESPONSIBLE OFFICER:** Community Development Planner

## OPTIONS CONSIDERED

**Not adopt a child safe policy and framework:** This is not considered an option as Council is required by the Children's Guardian Act 2019 to be a child safe organisation.

**Adopt only a child safe policy:** This is not a preferred option. It meets one of the requirements of the Act but does not give the supporting structure of the Framework to implement the full requirements of the Act.

## IMPLEMENTATION PLANS

The draft framework includes the development of a specific implementation plan. Initial development of this plan has already been undertaken.

Once the framework is adopted, full development of the implementation plan will commence immediately.

Key milestones identified in the initial implementation plan include:

Within three months:

- Communication of the framework to internal stakeholders
  - Commence training for identified staff
  - Implement Child Safe Reporting Guideline (Mandatory Reporting and Reportable Conduct)
  - Update human resources policies and risk management plan
  - Develop collateral for external communication
-

Within six months:

- Communication of the framework to external stakeholders
- Undertake audit of physical and online environments
- Update complaints management policy
- Develop continuous review / improvement system

### **EXISTING POLICY/DECISIONS**

“Develop and implement Child Safe Organisation program” is a BAU activity in the 2022 – 2026 Delivery Program (2023 review).

### **BACKGROUND**

The 10 child safe standards in NSW are:

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the child safe standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe

Snowy Monaro Regional Council must implement the child safe standards through systems, policies and processes which may include, but are not limited to:

- A statement of the organisation’s commitment to child safety
  - A child safe policy
  - A code of conduct applying to employees, management, however described, contractors, and volunteers
  - A complaint management policy and procedure
  - A human resources policy
  - A risk management plan
  - A reportable conduct policy
  - A continuous review / improvement system for the child safe scheme
-

For the purposes of clarity, the above systems are combined to form the draft child safe framework. All systems above are captured within existing policies and procedures and/or the draft framework presented.

To ensure consistency and compliance, the proposed Child Safe Policy and Framework were developed based on templates provided by the Office of the Children's Guardian, and other Councils participating in the Office of Local Government's Child Safe Councils network.

In 2022, SMRC established an internal working groups which included the (then) CEO and representatives from Workforce, Community Services (libraries, youth services, community services), and Strategic Planning (Community Development). This working group developed the draft framework and policy.

The framework and policy were presented to the Snowy Monaro Youth Council for their feedback and input. Their feedback was encouraging and they were pleased to have a voice in the development of systems which impact on them directly.

The Community Development Planner completed the Office of the Children's Guardian self-assessment tool on behalf of the organisation. The action report gave a progress score of "Emerging: growing capabilities to implement the Child Safe Standards". The report highlights the following areas for improvement, listed by priority:

High priority:

- Policies and procedures
- Training
- Equity and diversity

Medium priority:

- Leadership, culture, and governance
- Participation and empowerment
- Family and community involvement
- Continuous review and improvement

Lower priority:

- Human resource management
- Child focussed complaints process
- Physical and online environments

## **ATTACHMENTS**

1. Draft SMRC Child Safe Policy
  2. DRAFT SMRC Child Safe Framework
-



# Policy

## Child Safe Policy

<b>Responsible portfolio</b>	<i>To be completed following adoption</i>	<b>Document Register ID</b>	<i>To be completed following adoption</i>
<b>Policy owner</b>	<i>To be completed following adoption</i>	<b>Review date</b>	<i>To be completed following adoption</i>
<b>Date of Council Meeting</b>	<i>To be completed following adoption</i>	<b>Resolution Number</b>	<i>To be completed following adoption</i>
<b>Legislation, Australian Standards, Code of Practice</b>	<ul style="list-style-type: none"><li>• Children's Guardian Amendment (Child Safe Scheme) Bill 2021</li><li>• Children's Guardian Act 2019</li><li>• Advocate for Children and Young People Act 2014</li><li>• Child Protection (Offenders Prohibition Orders) Act 2004</li><li>• Child Protection (Offenders Registration) Act 2000</li><li>• Child Protection (Working with Children) Act 2012</li><li>• Child Protection (Working with Children) Regulation 2013</li><li>• Children and Young Persons (Care and Protection) Act 1998</li><li>• Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</li><li>• Children and Young Persons (Care and Protection) Regulation 2012</li><li>• The 10 Child Safe Standards (NSW)</li><li>• Office of the Children's Guardian's Principles for Child-Safe Organisations (2017)</li></ul>		
<b>Aim</b>	The Policy outlines Council's commitment to a safe environment for children and young people, including mandatory reporting, selection and recruitment, responding to allegations of abuse, upholding child safety and wellbeing, and the implementation of the 10 Child Safe Standards (NSW)		

## 1 Purpose

The purpose of this Policy is:

- To promote the health, safety, welfare and wellbeing of children and young people.
- To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- To ensure Council is compliant with NSW child protection legislation, including; mandatory reporting, recruitment and selection and responding to allegations against staff involving children and young people.
- To articulate the obligations of Council staff in relation to child protection.
- To ensure Council implements procedures for the prompt and confidential response to all allegations against Council staff, volunteers, students, and persons undertaking work experience and contractors/suppliers where a child or young person is involved.
- To ensure that Council is implementing best practice approaches to child protection, and in this regard is responding to recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017) that affect Local Government, in particular the NSW Reportable Conduct Scheme

## 2 Scope

This policy applies to all Council staff, Councillors (Elected Members), contractors and subcontractors, work experience participants, volunteers, students on placement, facility hirers and lessees.

## 3 Policy Statement

Council supports children and young people having safe and happy experiences in our community, accessing our facilities and in the care of our services. Council maintains the active participation of children and young people in the organisation by involving them in decision making, particularly in matters that directly impact them.

All staff, volunteers, students and persons undertaking work experience, contractors and suppliers must uphold and promote safety and wellbeing for children and young people and respond appropriately where concerns are identified. Council is committed to the ongoing education of children, young people and families, staff, volunteers, contractors and key stakeholders about their rights, responsibilities and reporting processes relating to child protection.

## 4 Statement of Commitment

Snowy Monaro Regional Council is committed to being a child safe organisation, by embedding the NSW Child Safe Standards into our leadership, governance and organisational culture

We value the rights of children and young people and are committed to their care and protection. We believe that the safety and wellbeing of children and young people is the shared responsibility of parents and families, the community, government, and non-government organisations.



We will continue our work to ensure Council staff, volunteers, partners, and contractors share a commitment to the awareness, prevention and response to the suspected risk of significant harm of a child or young person.

We will engage with our youngest population in ways that are meaningful and relevant to them. We strive to ensure our community is a place where all children are valued, respected and, above all, safe.

## 5 The 10 Child Safe Standards (NSW)

This Policy reflects Council's commitment to the 10 Child Safe Standards (NSW):

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child safe.

## 6 Requirements

### 6.1 Child Safe Organisation

Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council acknowledges the *Royal Commission Final Report Recommendations (2017)* relevant to Local Government including the Child Safe Standards.

Council supports the Office of the Children's Guardian's Principles of Child-Safe Organisations. Relevant Council staff will collaborate on the identification, implementation and creation of policies, procedures and actions that enables Council to meet its objectives as a Child-Safe Organisation.

### 6.2 Selection and Recruitment

Council will undertake robust recruitment practices, implementing effective screening tools to assist in the recruitment of our workforce in order to minimise the risk of inappropriate individuals entering the organisation. Council will comply with all relevant regulatory and legal requirements when recruiting its workforce to ensure its employees and customers are not placed under unreasonable risk.

Council will meet legal requirements to ensure that only people with valid WWCC are engaged in child-related work. Staff who work in relevant positions will be required to have and maintain a Working with Children Check (WWCC) in accordance with the Local Government (State) Award.

Council's Workforce Management team manages all selection and recruitment related WWCC.

All employees and volunteers will receive training to ensure that they understand Council's commitment to child safety, their role in protecting children and young people from harm, and their obligations under this policy.

Relevant internal policy / guidelines:

250.2020.598.1 Workforce Management Framework

250.2020.599.1 Recruitment and Selection Administrative Protocol

### 6.3 Mandatory Reporting

Mandatory reporting is outlined in the Children and Young Persons (Care and Protection) Act 1998. Council supports staff to participate in effective mandatory reporting through the Child Safe (Mandatory) Reporting Guideline.

Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff who are 'mandatory reporters' are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline. The Child Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting.

Relevant internal policy / guidelines:

Child Safe Reporting Guideline (Mandatory Reporting and Reportable Conduct)

### 6.4 Reportable Conduct Scheme – allegations against staff

Complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, volunteers, students on placement, hirers and lessees involving a child or young person will be handled in accordance with the relevant legislation, specifically the Children's Guardian Act 2019 and the Reportable Conduct Scheme. This mandates a specific approach to the handling and reporting of complaints about staff involving a child or young person.

All allegations in relation to staff involving an individual under the age of 18 years will be immediately reported to the Chief People and Organisational Performance Officer (or their delegate), who will in turn investigate and report the matter to the relevant oversight agency.

Council will ensure the timely reporting and investigation of allegations of possible harm, or neglect of a child in line with the Reportable Conduct Scheme where Council is a defined public authority.

Council officials will comply with instructions and advice from NSW Police, the Office of Children's Guardian, Department of Community and Justice and other relevant Government agencies.

Council officials will maintain strict confidentiality regarding reports and investigations of allegations of child abuse. All records relating to children will be stored and maintained in line with relevant legislation.

Relevant internal policy / guidelines:

Child Safe Reporting Guideline (Mandatory Reporting and Reportable Conduct)

## 7 Related Documents

This procedure should be read in conjunction with the following documents:

### Documentation

250.2016.1.4 SMRC Code of Conduct  
250.2018.466.2 SMRC Complaint Management Policy  
250.2016.163.3 Policy 163 – Enterprise Risk Management  
250.2020.599.1 Recruitment and Selection Administrative Protocol  
250.2020.598.1 Workforce Management Framework  
250.2016.4.2 SMRC 5 – Communications Policy  
SMRC Corporate Training Plan

### Under development

- SMRC Child Safe Reporting Guideline (Mandatory Reporting and Reportable Conduct)
- SMRC Child Protection Team Terms of Reference (TBD)
- SMRC Child Safe Implementation Plan

### Variation

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

## Appendix 1 – Definitions

**Abuse:** a term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.

**Child:** A person who is under the age of 16 years.

**Child Protection Team:** Snowy Monaro Regional Council's team made up of representatives who are designated to respond to an allegation of child-related misconduct, abuse, or reportable conduct by a Council employee, volunteer, student, elected Councillor, contractor, or otherwise relevant person.

**Child-Safe Organisation:** An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.

**Child Safe Working Party:** Snowy Monaro Regional Council's team made up of representatives from across Council, who oversee the identification, implementation and creation of policies, procedures and actions that enables Council to meet its objectives as a Child-Safe Organisation.

**DCJ:** The NSW Department of Communities and Justice. DCJ is the NSW Government agency responsible for the care and protection of children and young people.

**Head of Entity:** For the purpose of this policy Council's Head of Entity is the CEO. The Head of Entity is required to:

- Notify the Children's Guardian of reportable allegations and convictions against employees.
- Ensure the entity's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensure the entity has systems, policies and processes in place to adhere to the *Children's Guardian Act 2019*

**Mandatory Reporters:** People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the *Children and Young Persons (Care and Protection) Act 1998*. This includes, but is not limited to, professionals working in: health care; welfare; education; children's services; residential services; and, law enforcement.

**MRG:** Mandatory Reporter Guide. The MRG is a decision making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

**Neglect:** a term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.

**Relevant Entity / Public Authority:** Local government authorities are defined as relevant entities (public authorities) under the *Children's Guardian Act 2019*, and must have systems in place for preventing, detecting and dealing with reportable conduct and reportable convictions, as per the NSW Reportable Conduct Scheme.

**Reportable Conduct:** Reportable Conduct is any allegation, offence or conviction - whether or not it happens in the course of employment – that involves:

- a sexual offence
- sexual misconduct
- ill-treatment of a child

- neglect of a child
- an assault against a child
- an offence under s 43B (failure to protect) or s 316A (failure to report) of the Crimes Act 1900;
- behaviour that causes significant emotional or psychological harm to a child.

**Risk of Significant Harm (RoSH):** Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to DCJ via the Child Protection Helpline.

**WWCC:** Working with Children Check. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.

**Young Person:** A young person can be defined in a variety of ways depending on the context. For the purpose of this Policy a young person is a person who is over the age of 16 years but under the age of 18 years.

Draft SMRC Child Safe Framework

# Child Safe Policy

Child Safe  
Reporting  
Guideline

(Mandatory Reporting  
and Reportable Conduct)

Child Safe  
Implementation  
Plan

Updates to  
existing  
policies and  
procedures

Procedures, training, and resources for staff

---

### 9.3.5 DELIVERY PROGRAM PROGRESS REPORT

Record No: I24/307

#### OFFICER'S RECOMMENDATION

That Council:

- A. Note the delivery program progress report.
- B. Adjust the total project budget for the Myack Creek sewer project WO3571 from \$300,000 to \$435,000, utilising the existing adopted budget from WO3567 – Sewer main network improvements to cover the shortfall of \$135,000.
- C. Defer the following projects identified within the 2023-2024 operational plan to the 2024-2025 operational plan.
  - i. Delegate School of Arts
  - ii. Cooma water treatment plant raw water pump intake design
  - iii. Cooma water treatment plant inlet and outlet flow meters
- D. Remove the following projects from the Delivery Program 2022-2026 and 2023-2024 Operational Plan
  - i. Fire service and general upgrades for aged care facilities.
  - ii. Yallambee Lodge new section of facility
  - iii. Undertake an aquatic strategy

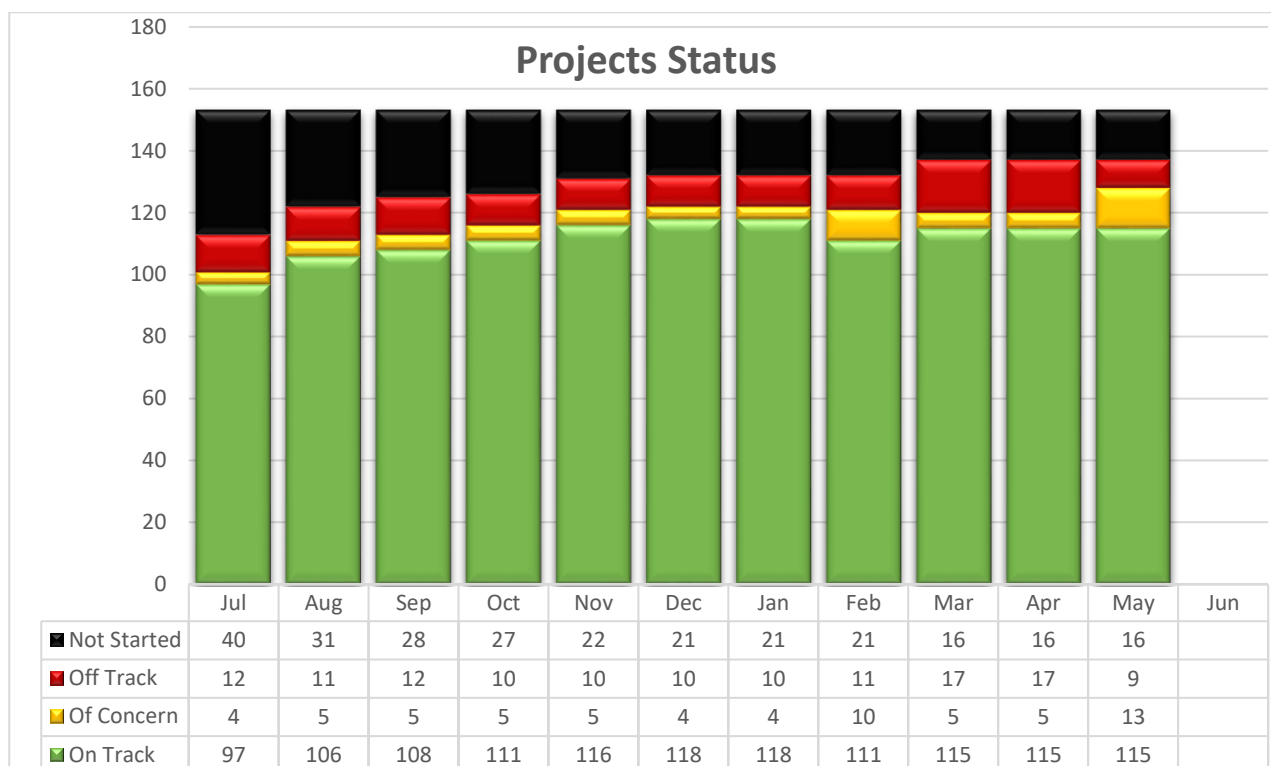
#### PROJECT DELIVERY

The revised 2022-26 delivery program has 153 projects identified for delivery over the four year period. We are currently in year two of the delivery program with 125 projects being worked on in the 2023-24 financial year.

The following chart shows the status against the original plans for the projects to be undertaken. Since the original plans were adopted, variations have been made to due dates.

Several projects from the water and wastewater service have now moved into being 'of concern' from being off track, with a small amount of progress being made. Some of the projects and actions identified will not be delivered in the 2023-2024 operational plan year that was adopted within the 2022-2026 delivery program, with reasons identified in the Table 1.

9.3.5 DELIVERY PROGRAM PROGRESS REPORT



**Project: Integrated Water Cycle Management**

**Status: On Track**

This project has been off track for some time due to resourcing issues, with the role being recruited for, five times. The most recent new recruit commenced two large water security strategic planning projects, however, resigned within a short period of time. These projects have been co-funded by the state government with attached tight timeframes for delivery. Reallocation of these projects to another staffing resource has meant that they are now considered on track in both time and budget. They are on track to be delivered by 30 June 2024 as per the 2023-2024 Operational Plan.

**Project: Towards Excellence Program**

**Status: On Track**

Annual works and services plans have been developed and are being reviewed for all services. Safety has been identified as a significant concern and work to develop a culture of safety in the workplace is underway by starting the establishment of the framework upon which the organisation can operate. Work is continuing on the implementation of the first phase of a customer management system, which will be to capture all incoming requests so that response times and rates can be monitored. The council's names register has been improved to reduce duplicate records.

**Project: Development of the new LEP**

**Status: Off track**

Council has resolved to undertake further consultation. The loss of key strategic planning staff means that the council does not have the available resources to undertake another round of consultation, nor amend the informing land use strategies. Planning is now underway to revise both the settlement strategy and rural land use strategy in the draft 2024-2025 operational plan. Housekeeping amendments to the current three LEP's.



**Project: Prepare and active transport strategy (ATP) Status: On Track**

The first draft of the ATP has been complete, and a briefing to Council took place in February 2024. Council resolved to place the draft strategy on exhibition at the March 2024 Council meeting, council resolved to seek feedback from the community. The draft plan is currently on exhibition until 21 April 2024.

**Project: Prepare and Polo Flat Masterplan Status: On Track**

Council has received grant funding to complete a Polo Flat Masterplan to shape the direction and growth of Polo Flat into the future. SMEC has been engaged by Council to prepare a draft, and at the March 2024 Council meeting, Council resolved to place the draft plan on public exhibition for 28 days to seek feedback from the community and business stakeholders. Draft plan is currently on exhibition until 21 April 2024.

**Project: Myack Creek Berridale Sewer Crossing Status: Of Concern**

Tenders received for this project exceeded the allocated budget.

Council has received a revised price from the preferred tenderer for the Myack Creek Sewer Crossing project. The price has come in at \$396,003.35 Ex GST which is a \$30k reduction on the previous submission.

It is the preferred option to proceed with this project at this price. Council has available budget in WO 3567 Sewer Main Network Improvement. It is recommended that increase the project budget for Myack Creek Sewer Crossing Project from \$300k to \$435k. The shortfall is to be funded using an existing approved budget from WO 3567, and is not requesting addition funds from the sewer reserves.

Table 1: Listing of projects identified as off track

Summary of projects currently considered off track to original plans	
Bobeyan Road upgrade	<p>Quotes on sealing and guardrail installation have been obtained and external pavement materials secured to allow for the completion of works.</p> <p>Snowy Valley construction crew are back onsite and undertaking the pavement placement and sealing works between Ashvale road and Shannons Flat intersection.</p> <p>Weather permitting these works should be completed prior to the end of the calendar year.</p>
Jindabyne Town Centre improvements	<p>The Regional Growth and Development Corporation have requested that Council partner on a Regional Precincts and Partnership Program (rPPP) grant application to enable additional works on the Jindabyne Foreshore and Town Centre (Unfunded SAP listed infrastructure). Should the partnership be endorsed and the project funded, this program of works would see the town centre toilets upgraded using this new funding stream in 25/26. Should the</p>

Summary of projects currently considered off track to original plans	
	partnership not be endorsed, council would then look to deliver demolition/rebuild of the toilets in 24/25 with the funds council currently has allocated to these works.
Lake Jindabyne Shared Trail	<p>The scope variation to remove Creel Bay and Kalkite from this program of works has been approved.</p> <p>Council and PWA are actively following up with landowners about the final land acquisition approvals.</p> <p>The delayed land acquisitions have pushed the underpass construction (stage 3.1) closer to the upcoming ski season and TfNSW will not allow council to undertake construction in this time. Council now expects delivery to be pushed out to the end of 2024.</p> <p>Work is also being undertaken by Council staff to confirm resourcing is available for ongoing maintenance of the trail.</p>
Development of the new Local Environmental Plan (LEP)	Council has resolved to move forward with the development of a community reference group for the development of the LEP. Limited strategic planning resources continue to be problematic with ensuring progress.
Investment Attraction Strategy (IAS)	This project was due for completion in the 2024-2025 financial year, however, progress has been slow. The projected timing to complete this project is now considered off track and will not be completed this financial year. The impacts of not completing this project this financial year are minimal, in that, the status quo will remain, which is no clear strategic direction on what investment our region would like to attract and where it should go, and what council is going to do for its part. There are also actions from the financial sustainability review that relate to the special activation precinct (SAP) that is tied to the development of the IAS, however, the delay in the SAP implementation has meant that informing detail cannot be included in the IAS at this time.
Cooma Water Treatment Plant raw water pump intake design	This project was planned for 2024-2025 financial year, however, is dependent on the outcome of the Cooma water supply strategic security study currently being undertaken. This project should be removed from the 2023-2024 operational plan, and budgeted amount of \$300,000 returned to the restricted water fund.

#### Summary of projects currently considered off track to original plans

Cooma Water Treatment Plant inlet and outlet flow meters	The original scope was to install a new inlet and outlet flow meters for the Cooma WTP plant. Council has completed the works for the inlet flowmeter. Upon investigation of the installation of the outlet flow meter it has been determined that a more suitable location to reduce cost and complications is for this flow meter to be installed at the reservoir site and the end of the distribution rising main. This work will not be commenced this year and will be taking place next financial year (2025-2026).
Jindabyne Resource Recovery Centre	<p>Council is now in the final stages of receiving a scaled back design to support Council to deliver the project within a realistic budget. Once this design has been through the due diligence process, the development application will be submitted and exhibited for feedback.</p> <p>The project, while required and scaled back, is still beyond Council's ability to fund. A grant funding source is being sought.</p>
Aquatic Strategy	The aquatic strategy is a high priority action item in Council's recreation open space strategy. The project was planned for delivery in the 2023-2024 financial year, however, was unbudgeted for with a view to seek a grant to do the project. Unfortunately, no suitable grant was made available, leaving Council without funding to undertake this action. While a budget bid was placed in the 2025/26 year process that bid was cut as part of seeking to address the negative cash flow. The item is in the draft Operational Plan, but will have to be removed due to not having funding available.

## SERVICE DELIVERY

### Service Area: Corporate Projects – Update of the Trout

The restoration was completed in December 2023, addressing the landmark's structural integrity issues and ability to withstand the elements into the future. However, the colour scheme raised some concerns by the community, fishers and stakeholders.

Recognising the Big Trout's importance to the community and its place as a significant regional symbol, Council committed to making changes to the colour scheme to better meet community expectations.

9.3.5 DELIVERY PROGRAM PROGRESS REPORT

---

Community feedback was sought on some indicative design colours, with the community voting for their preferred option.

The repainting of the Adaminaby Trout has recently been completed.



**Service Area: Infrastructure Roads – Commencement of the Upgrade of Smiths Road**

Council has commenced work on the upgrade of Smiths Road, with Council directing the grant funding received from the NSW Government to significantly improve this important rural road connection for residents, farmers, and all road users in the area.

Crews were on-site from 14 May 2024 to undertake a survey of the area and test samples of the existing pavement material, with construction work on these upgrades to commence in full later in the 2024 calendar year, weather permitting.

The current estimate for the completion of this work is 30 June 2025.

---

9.3.5 DELIVERY PROGRAM PROGRESS REPORT

**Service Area: Infrastructure Roads – Dry Plains Road | Sealing of 4.8km**

From mid-May 2024, commenced work towards sealing a currently-unsealed 4.8km section of Dry Plains Road, thanks to funding received from the NSW Government's Fixing Local Roads program and the Australian Government's Roads to Recovery program.

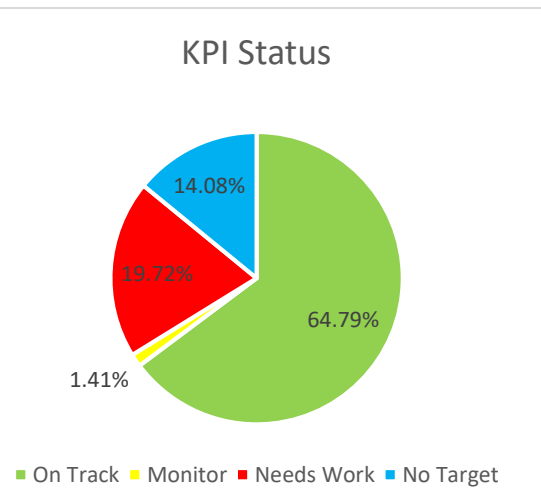
The project will be carried out in three stages, with Stage 3 commencing first:

- Stage 1: Sealing from the end of the current sealed section to approximately 50m before Slacks Creek culvert
- Stage 2: Sealing from 80m past Slacks Creek to around the 4.8km mark
- Stage 3: Upgrading the Slacks Creek culvert to new box culverts (already commenced)

This long-awaited upgrade will significantly improve safety and accessibility on Dry Plains Road. Council thanks residents in advance for their patience during the upcoming roadworks, and reminds all motorists to drive to the conditions, follow traffic control directions, and expect some delays while work is underway.

Dry Plains Road residents, local Rural Fire Service brigades, and other key stakeholders will be directly notified by the Contractor about further details on this project, its timing, and expected effects on their operations in the area.

**KEY PERFORMANCE INDICATORS**

KPI	Actual	Target	Commentary
<p>% KPI's on target</p>  <p>KPI Status</p> <p>64.79% 19.72% 14.08% 1.41%</p> <p>■ On Track ■ Monitor ■ Needs Work ■ No Target</p>	72.73%	75%	<p>KPI's Needing work</p> <ul style="list-style-type: none"> <li>• &lt;15 water main breaks per 100km of water main/year</li> <li>• &lt;20 repairs and chokes per 100km/year</li> <li>• 10 Youth Advisory Committee meetings held</li> </ul>
% projects/actions on target	53.23%	47.91%	Council is 23 months into a 48 month delivery program. We are tracking ahead of the calculated

9.3.5 DELIVERY PROGRAM PROGRESS REPORT

			progress target of 47.91% to this point with our principal activities and commenced projects. There are still several projects that are not due to commence until years three and four of the delivery program.
--	--	--	---

Performance Measures	Period	Unit	Target	Actual	Comment
<15 water main breaks per 100km of water main/year	Month	#	4.00	17.00	For the Month of May 17 water main breaks were attended to. 9 Cooma, 5 Snowy, 3 Bombala
<20 repairs and chokes per 100km/year	Month	#	4.00	11.00	For the month of May 11 repairs or chokes were attended to. 9 Cooma, 1 Snowy, 1 Bombala.
10 Youth Advisory Committee meetings held	Year	%	90.00	7.00	It is unlikely that the target of 10 Youth Advisory Committee meetings will be held for the financial year, to date, we have achieved 7 with one month to go.

**RESPONSIBLE OFFICER:** Coordinator Strategy Development.

**ATTACHMENTS**

1. Delivery Program Progress Report - May 2024





## Delivery Program Progress Report May 2024

1 Jul 2023 To 4 Jun 2024

**Camms.**

Print Date: 04-Jun-2024

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

## Strategy Summary

1 Jul 2023 To 4 Jun 2024

Completed	In Progress	Not Started
56	184	17

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: Our health allows us to live an enjoyable lifestyle</b>					
<b>Outcome : Facilities are in place to encourage healthy lifestyles</b>					
Operate and maintain Council owned caravan parks and campgrounds	Coordinator Community Facilities	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> All caravan Parks where open and operational,					
Undertake routine inspections of skin penetration premises	Public Health & Environment	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Assessments have commenced.					
Maintain amenities throughout the region	Supervisor Civic Maintenece	01-Jul-2022	30-Jun-2026	In Progress	90%
<b>Comment:</b> 25 03 24 - March has been busy with events across the region, public amenities have been under pressure. We have had some failures and emergency pump outs, however all issues rectified with a quick turn around with minimal disturbance to regular operation. 29/ 04/2024- Public amenities have continued to present the odd emergency, however staff and contractors have all reacted in a timely manner and ensured issues have been repaired as quickly as possible. 30/05/2024 - With the cold weather of winter upon us, there have been some frozen pipes and repairs required. Especially in Nimmitabel and Cooma and Bredbo. These areas regularly freeze through winter and require maintenance. Teams are aware of the environmental changes are are monitoring troubled ameneties more frequently.					
Bombala Apex Caravan Park – upgrades	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Status: Project complete, main Switchboard upgraded Issues: Minor issue with sensor light Risk: N/A Next Step: Update AGL bill to accommodate new main switch. Budget: On budget Communications: facilities updated on completion					
Undertake routine inspections of commercial swimming pools	Public Health & Environment	01-Jul-2023	30-Jun-2026	In Progress	50%
<b>Comment:</b> The water inspection program has been completed for the financial year.					
Cooma North Ridge - Community Place for Space	Project Officer	01-Jul-2022	30-Jun-2024	Completed	100%

04-Jun-2024

Camms.

Page 2 of 58



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: Our health allows us to live an enjoyable lifestyle</b>					
<b>Outcome : Facilities are in place to encourage healthy lifestyles</b>					
<b>Comment:</b> Received formal Acquittal.					
Undertake inspections of food premises to determine compliance with the Food Standards Code	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> The program only has a couple of premises left to finalise the inspection program.					
<b>Outcome : Have in place (and accessible to everyone) quality aged, disability and health services that support our population through all life stages</b>					
Deliver Commonwealth Home Support Programme (CHSP) and Home Care Packages in accordance with Aged Care Quality Standards	Manager Community Services	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> Services continue to be delivered in accordance with our service agreements. Several improvements have occurred since the last audit in 2022 with no further audit occurring since.					
Review service delivery options for Council Commonwealth Home Support Programme (CHSP), Home Care Packages and Community Transport	Manager Community Services	01-Jul-2023	30-Jun-2024	Not Started	%
<b>Comment:</b> Has not commenced at this point.					
Maintain governance in the delivery of community services	Manager Community Services	01-Jul-2023	30-Jun-2026	In Progress	60%
<b>Comment:</b> This measurement was not achieved due to a lack of quorum. The existing Charter is to be reviewed and updated to reflect the change in committee membership. Following on from this, vacancies can be advertised.					
Fire service and general upgrades for aged care facilities	Project Officer	01-Jul-2023	30-Jun-2024	In Progress	15%
<b>Comment:</b> Tender for the works has been completed. However is on hold pending further outcomes from Grant provider					
Divestment of Residential Aged Care	Manager Community Services	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> The divestment of residential aged care is complete.					
Yallambee Lodge new section of facility	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> This project has concluded at Design and Tender. The design has been completed and the tender was run. Due to the divestment process the construction is unlikely to proceed under Council direction. The designs are at a stage where they can be novated pending the outcome of the divestment process.					
Provide Residential Aged Care in accordance with Aged Care Quality Standards	Manager Community Services	01-Jul-2022	30-Jun-2026	Completed	100%

04-Jun-2024

Camms.

Page 3 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: Our health allows us to live an enjoyable lifestyle</b>					
<b>Outcome : Have in place (and accessible to everyone) quality aged, disability and health services that support our population through all life stages</b>					
<b>Comment:</b> Aged care has been deferred. Council no longer provide this service					
<b>Goal : Our Community: Our region's cultural identity is respected and embraced</b>					
<b>Outcome : Preserve and protect historically significant sites</b>					
Organise interments and maintain accurate records	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Council has received 11 internments for the month of May 2024.					
Heritage Strategy - review	Coordinator Strategy Development	01-Jul-2023	30-Jun-2025	In Progress	80%
<b>Comment:</b> The Heritage Strategy Review has re-commenced after a period of being held in abeyance due to staff shortages. A first draft is currently being drafted, alongside consultation with Council's Heritage advisor. It is anticipated that a draft will be presented to council towards the end of the 2024 calendar year to seek a resolution to place the draft on public exhibition.					
'Big Trout' restoration in Adaminaby	Project Officer	01-Jul-2023	30-Jun-2024	In Progress	95%
<b>Comment:</b>  Big Trout Restoration in Adaminaby Overall status as at 20.05.2024: ON TRACK  Accomplishments this month: • Trout painting completed • Park furniture installed • Fencing re-installed  Planned for next month: • Nil  Risks and Issues: • Nil					
Maintenance of Council's cemeteries	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	45%
<b>Comment:</b> As we head into winter Council has completed its routine maintenance program. Mowing will continue at a reduced rate in the town cemeteries of Bombala, Delegate and Cooma.					
04-Jun-2024					Camms
					Page 4 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: The relaxed lifestyle and close community feel of the region is retained and enhanced</b>					
<b>Outcome : A wide range of community and cultural events are held</b>					
Support the coordination and delivery of events for key annual celebration days such as Women's Week, Seniors Festival, Youth Week, Reconciliation Week, NAIDOC Week, Mental Health Month, International Day of People with Disability	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> In the first week of July 2023 Council delivered three NAIDOC week events in total, with one event held at the townships of Jindabyne, Cooma and Michelago. During December 2023 Council facilitated an event for International day for people with a disability. Council's full-time Community Development Planner has returned to Council after 12 months maternity leave in March 2024 and is now planning Council's level of involvement in the next Naidoc week with no budget for anything tangible.					
Support community groups to plan and deliver their own events, access grant funding and enable volunteerism	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> 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 and community's to run the NAIDOC week events. 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.					
Deliver Youth Services in collaboration with other providers, targeting priorities as identified through the Youth Advisory Committee	Coordinator Youth Services	01-Jul-2022	30-Jun-2026	In Progress	80%
<b>Comment:</b> SMRC maintains collaborative connections with external providers and holds monthly meetings with the Youth Advisory Committee to guide the Youth Services program in their planning of activities, programs and to look for opportunities to build a stronger program across the region. Our youth program is growing in capacity and will deliver more activities and support more young people in future as we roll out the RYDER Program.					
<b>Outcome : Land use planning strategies are developed to support and enhance the town, village and rural lifestyle of the region through balanced development</b>					
Undertake development compliance of unauthorised works	Coordinator Building Certification	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> For the Month of May, 16 Compliance matters were brought to Councils attention. All 16 have been sent an initial contact letter, with an investigation required for 14. 2 matters have already been finalised					
Undertaking Councils regulatory role in fire safety of buildings	Coordinator Building Certification	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> Fire Safety Certificates for applicable being processed upon receipt and invoices sent out for processing of FSC. In May, letters were sent to over 350 properties with essential fire safety measures in place, reminding them of their obligation to supply Council with AFSS					
Undertake assessment of Development Applications within statutory timeframes	Manager Built and Natural Environment	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> For period 26/4/24 to 24/5/24 100% of residential DAs determined within 40 days ('Stop the Clock' days excluded from calculations) For period 26/4/24 to 24/5/24 31% of non-residential DAs determined within 40 days ('Stop the Clock days excluded from calculations). In this period, 50% of residential applications (1 of 2 residential applications) in the broader Jindabyne area were in relation to dual occupancy/secondary dwellings, or multi unit developments					

04-Jun-2024

Camms.

Page 5 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: The relaxed lifestyle and close community feel of the region is retained and enhanced</b>					
<b>Outcome : Land use planning strategies are developed to support and enhance the town, village and rural lifestyle of the region through balanced development</b>					
Undertake assessment and provide advice relating to Development Engineering Services provided by Council	Manager Built and Natural Environment	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> Advice is provided on an on-going basis in relation to Engineering requirements for Development activities For the period 26/4/24 to 24/5/24 50% of total S138 applications processed within 40 days (3 of 6 applications) 50% of S138 applications relating to DAs processed within 40 days (3 of 6 applications) No S138 applications not relating to DAs processed within 40 days 5 x Subdivision Certificates issued in this period For the period 26/3/24 to 25/4/24, no Subdivision Works Certificates issued For the period 26/3/24 to 25/4/24, 3 subdivision certificates were issued (1 of 3 issued <40 days).					
Assess certificate applications and determine them in line with legislative requirements	Coordinator Building Certification	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> In the month of May, there were 18 Construction Certificates lodged. Council were the PCA for 10 of these, with Private Certifiers responsible for 8 not including modifications. There were 2 Complying Development Certificates, one issued by a Private Certifier and the other currently under assessment					
Undertake application, assessment and inspection of plumbing and drainage works	Coordinator Building Certification	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> Inspections undertaken upon request from plumbers. 48 hours notice given. A total of 19 Section 68 applications for plumbing and drainage were lodged in the month May					
Provide planning and related certificates in accordance with statutory requirements	Manager Built and Natural Environment	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> System limitations prevent the accurate reporting of number of property certificates issued within 10 days of payment. For the period 26/4/24 to 24/5/24, 189 property certificates were issued (278 Certificates previous period)					
Provide advice and encourage proactive management of heritage in our local area	Manager Built and Natural Environment	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Heritage advisor visits monthly to provide appointment opportunities for applicants. No appointments made 26 February 2024 to 25 March 2024. Heritage advisor is retiring effective end March 2024. Heritage advisor retired end March 2024					
Assess Planning Proposals	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Relevant Planning Proposals Received by Council are being appropriately assessed in accordance with Council policy and NSW Government Guidelines. As of end of May 2024, Council has two active planning proposals, with one more in the pipeline to be submitted with Council in the new few months.					
04-Jun-2024		Camms.			Page 6 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: The relaxed lifestyle and close community feel of the region is retained and enhanced</b>					
<b>Outcome : Land use planning strategies are developed to support and enhance the town, village and rural lifestyle of the region through balanced development</b>					
Administer swimming pool compliance in line with legislation	Coordinator Building Certification	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> 2 applications for compliance certificates were lodged in the month of May. Both have been issued with certificates of compliance					
<b>Goal : Our Community: We are a safe and caring community</b>					
<b>Outcome : Organisations are supported and encouraged to foster respect, inclusivity and safety</b>					
Community development supports and facilitates internal and external committees, including S355 and interagency	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Council is continuing to run various committees including interagency and Arts and Culture. The Arts and Culture Committee last met in May 2024, with another planned to be held before the end of financial year in June 2024.					
Undertake Disaster Risk Reduction Fund Community Preparedness Project	Coordinator Engagement	01-Jul-2023	30-Jun-2025	In Progress	84%
<b>Comment:</b> Variation request was approved to de-scope the number of workshops.					
<b>Outcome : Proactive crime prevention actions protect the community</b>					
Combating antisocial behaviour and activating spaces under the NSW Graffiti Management Grant	Supervisor Civic Maintenance	01-Jul-2022	30-Jun-2024	In Progress	90%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: We are a safe and caring community</b>					
<b>Outcome : Proactive crime prevention actions protect the community</b>					
<p><b>Comment:</b>  25/09/23- Pathway LED solar lights have been installed along the footpath between Thredbo Terrace and Gippsland Street Jindabyne.  Another contractor has withdrawn from being able to deliver the speakers within Centennial Park.  Awaiting third contractors proposal and installation. Aiming for early November if all goes to plan.</p> <p>25/09/23- Another contractor has withdrawn from being able to deliver the speakers within Centennial Park.  Awaiting third contractors proposal and installation. Aiming for early November if all goes to plan.</p> <p>Issues with supply of speakers has resulted in some trouble shooting and a delay in delivering the project.  Speakers have been ordered and installation is hopefully completed swiftly after their delivery. Early December.</p> <p>25/09/23- Another contractor has withdrawn from being able to deliver the speakers within Centennial Park.  Awaiting third contractors proposal and installation. Aiming for early November if all goes to plan.</p> <p>24/11/2023Issues with supply of speakers has resulted in some trouble shooting and a delay in delivering the project.  Speakers have been ordered and installation is hopefully completed swiftly after their delivery. Early December.</p> <p>Issues with supply of speakers has resulted in some trouble shooting and a delay in delivering the project.  Speakers have been ordered and installation is hopefully completed swiftly after their delivery. Early December.</p> <p>25/11/24- Due to issues with the speaker delivery, installation was delayed until January.  The speakers have now been installed and tested and are ready fro use for the Australia day celebrations. A few trial days with Pan flutes playing in the park have occurred and continued test days will continue.  Anti graffiti paint has been purchased, awaiting the onboarding of more staff and the return of correction staff to help apply.</p> <p>Issues with supply of speakers has resulted in some trouble shooting and a delay in delivering the project.  Speakers have been ordered and installation is hopefully completed swiftly after their delivery. Early December.</p> <p>01/02/24 Due to issues with the speaker delivery, installation was delayed until January.  The speakers have now been installed and tested and are ready fro use for the Australia day celebrations. A few trial days with Pan flutes playing in the park have occurred and continued test days will continue.  25/03/24Anti graffiti paint has been purchased, awaiting the onboarding of more staff and the return of correction staff to help apply.  No further update  29/04/2024- No further update</p> <p>Issues with supply of speakers has resulted in some trouble shooting and a delay in delivering the project.  Speakers have been ordered and installation is hopefully completed swiftly after their delivery. Early December.</p> <p>01/02/24 Due to issues with the speaker delivery, installation was delayed until January.  The speakers have now been installed and tested and are ready fro use for the Australia day celebrations. A few trial days with Pan flutes playing in the park have occurred and continued test days will continue.  25/03/24Anti graffiti paint has been purchased, awaiting the onboarding of more staff and the return of correction staff to help apply.  No further update  29/04/2024- No further update  30/05/2024 - Lights for the Jindabyne entrance cutting have been ordered and will be installed as soon as they arrive. Which will finalize the project. the acquittal process has begun.</p>					

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Community: We are a safe and caring community</b>					
<b>Outcome : Volunteering programs are in place to help those in need in the community</b>					
Provide community transport services to the region	Manager Community Services	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> The Community Transport program continues to provide the region with a vital service. The program continues to present challenges associated with geography and the distances required to be travelled to reach some destinations. Not all transport trips can be fulfilled at times. There has been an increase in the use of grant funding for Health Related Transport through NSW Health. This is a critical funding stream to support residents of the region that are ineligible for a commonwealth subsidy.					
<b>Goal : Our Economy: Have increased work opportunities available enhanced by innovation</b>					
<b>Outcome : Ensure important agricultural and forestry land is identified and continues to be used for agricultural and forestry production</b>					
Eliminate new weed incursions	Coordinator Biosecurity	01-Jul-2022	30-Jun-2026	In Progress	95%
<b>Comment:</b> Council Biosecurity Officers have continued to undertake inspections to identify and eliminate new incursions. All known sites of Orange Hawkweed within SMRC were surveyed again in March 2024 by ground, drone and weed detection dog techniques. Two live plants were identified at one existing site. The new, large site identified in February was monitored and treated weekly throughout the month of March in cooperation with the landowner. A significant new site within NPWS estate continued to be monitored into May. Silver-leaf nightshade was detected during February on a Cooma property. This is the only known incidence of the weed within 45the Snowy Monaro region and the landowner is cooperating with Council to eradicate the weed in accordance with recommendations in the South East Regional Strategic Weed Management Plan					
<b>Outcome : Identify actions to encourage increased manufacturing</b>					
Support key local industries	Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	65%
<b>Comment:</b> Attended a meeting of the SE Forestry Hub in April and have also provided feedback into their planned projects for the next couple of years, which includes a transport study on timber products around Bombala.					
<b>Outcome : Improve the value generated from tourism</b>					
Support Regional Growth and Development NSW to deliver critical projects within the SAP Program	Manager Corporate Projects	01-Jul-2022	30-Jun-2026	In Progress	83%
<b>Comment:</b> Meeting with the SAP team fortnightly to support discussions on implementation of identified projects and opportunities for continued collaboration.					
Investment Attraction Strategy	Coordinator Economic Development	01-Jul-2022	30-Jun-2025	In Progress	10%
<b>Comment:</b> Preparation of the investment attraction strategy continues but due to time commitments required for other projects this strategy will need to be completed in 2024-25. Proposed budget changes to the ED unit may result in this strategy not proceeding at all.					
Develop a SMRC Tourism Strategy to support and grow the regions tourism industry to replace Destination Management Plan	Coordinator Economic Development	01-Jul-2022	30-Jun-2024	In Progress	35%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP	
Strategy		Responsible Officer	Start Date	End Date	Status	% Complete
Goal	: Our Economy: Have increased work opportunities available enhanced by innovation					
Outcome	: Improve the value generated from tourism					
Comment: Work on the new tourism strategy is progressing. A community survey investigating resident attitudes to tourism is currently live and has attracted over 300 responses.						
Monaro Rail Trail - Undertake investigation and scope the Monaro Rail Trail		Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	85%
Comment: Planning projects along the route funded by the BCSD Fund are complete. It is only the section between Cooma and Nimmitabel for which no planning work has been undertaken to date. Council is also in liaison with the federal government regarding the \$1m IIOC grant proposal although a funding deed has not yet been signed.						
Grow and expand online presence of tourism information and promotion		Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	65%
Comment: Working with TSM who are doing a major refresh of their website.						
Continue to develop tourism data collection and reporting		Coordinator Economic Development	01-Jul-2022	30-Jun-2023	In Progress	65%
Comment: All traffic sensors at Jindabyne, Berridale and Adaminaby working well and providing good data. Looking to deploy further sensors in due course to assist in monitoring tourism dispersion throughout the region.						
Tourism promotion and support of local events		Coordinator Economic Development	01-Jul-2023	30-Jun-2026	In Progress	65%
Comment: The Events unit has issued close to \$40,000 of events support funding from Council this current financial year. Only about 70% of the Reconnecting Regional Communities funding was expended, and this grant has now been acquitted.						
Provide input into the development of the Snowy Mountains Special Activation Precinct (SAP)		Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	65%
Comment: Several meetings per month are attended with RGDC and DPE staff in relation to SAP implementation. Close to 100% of meetings are currently attended.						
Goal	: Our Economy: Improve the affordability of living within the region					
Outcome	: Develop high value employment opportunities					
Support and encourage local business		Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	65%
Comment: Working with local chambers to move their CBD lighting plans ahead. Jindabyne lights have been installed. Latest edition of ED Newsletter went out in May.						



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Environment: Ensure the natural environment and the ability of the community to enjoy and use this environment is protected</b>					
<b>Outcome : Implement programs that manage the impacts on vulnerable environments</b>					
Street furniture and recycle bins	Manager Resource and Waste	01-Jul-2023	30-Jun-2026	In Progress	72%
<b>Comment:</b> Adaminaby Village Street and Park bins are being monitored to assist with the potential installation and location of further bins to assist with the increase in visitors to the village. Operational measures have been put in place to assist with the bins being emptied on a more regular basis thus helping to alleviate the bins from overflowing. Issue with overflowing bins seems to have been solved, further talks with civic maintenance team needs to be undertaken to ensure all public placed bins are being serviced in a timely manner. Other conversations have also been undertaken with Projects to also investigate bin enclosure placement around the public areas around Adaminaby (trout area, Centre park area)					
Minimise the risk posed by widespread weeds on the economy, environment and community	Coordinator Biosecurity	01-Jul-2022	30-Jun-2026	In Progress	95%
<b>Comment:</b> Inspection and education programs are progressing well for the 2023/24 financial year. Inspection numbers are back on track after a steady xmas period and the loss of a staff member. Recruitment of the Bombala Biosecurity Officer has been completed. Kass Cotterill will commence in the role on 17 May 2024 filling an important gap in our Biosecurity program					
<b>Outcome : Monitoring the environmental assets including our air, land and waterways to ensure they are protected</b>					
Undertake routine inspections of cooling towers	Public Health & Environment	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Programmed recommenced in April 2024.					
Respond to environmental complaints	Public Health & Environment	01-Jul-2023	30-Jun-2026	In Progress	48%
<b>Comment:</b> Environmental complaints were responded to as soon as possible. Council attended to three environmental complaints in May 2024.					
Undertake routine inspections of liquid trade waste systems	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> Council's Backflow Prevention and LTW Officer has been moved rapidly through the current list of premises with Liquid Trade Waste Permits. This includes the follow-up of businesses who's permits have lapsed. The program has seen 100% of the premises in Cooma with permit assessed. The program has introduced a self-reporting element. This has proven to both popular and effective in documenting compliance with permit conditions with a 99% of premises sending Council their regular maintenance and service receipts.					
Undertake routine inspections of on-site sewage management systems	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	45%
<b>Comment:</b> The region has 6,241 registered on-site sewage management systems. The program of inspections is on track.					

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Environment: Ensure the natural environment and the ability of the community to enjoy and use this environment is protected</b>					
<b>Outcome : Undertake programs that prevent degradation of the environment</b>					
Educate the community on weeds biosecurity matters	Coordinator Biosecurity	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Presentations have been given to the Countegany, Cooma, Smiths Road, lakewood estate and Moonbah communities. Staff attended the Cooma Trade expo to highlight the objectives and achievements of Council's Biosecurity team and Council was represented at the Bombala Pre-school community garden project. Council's Biosecurity team attended a stall during 4 of the 5 Country shows. 14 events in total have been attended throughout 2023-24 whereby both formal and informal presentations were given to attendees					
Respond to illegal dumping activities, investigate all reports and arrange for clean-up and removal of waste	Public Health & Environment	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> All complaints received were entered into RIDonline. Council reported zero matters in April 2024.					
Undertake educational programs in relation to waste management	Coordinator Engagement	01-Jul-2023	30-Jun-2026	In Progress	70%
<b>Comment:</b> * Our Education Engagement Officer delivered an educational sessions to Delegate Pre-school and Public School on Return and Earn and Recycling. * Bombala and surrounds recycling survey is still underway, closes 31 May * Attended Cooma Markets to share information on FOGO and recycling * Co-hosted work farm workshop * Co-host annual clean up Jindabyne Foreshore day with Sustainable Snowies * Working with CRJO on indentifying new waste initiatives and programs					
<b>Outcome : Undertake programs to remediate degraded environmental areas</b>					
Rehabilitation of legacy landfill Site – Cathcart	Project Officer	01-Jul-2023	30-Jun-2024	Completed	100%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Environment: Ensure the natural environment and the ability of the community to enjoy and use this environment is protected</b>					
<b>Outcome : Undertake programs to remediate degraded environmental areas</b>					
<b>Comment:</b> <ul style="list-style-type: none"> <li>Accomplishments &amp; Completions Fencing completed</li> <li>Critical Issues Nil</li> <li>Next Steps Re-seeding of road-side fence line</li> <li>Budget Status Well under budget.</li> <li>Key Items for Communication The Council has met the requirements of NSW EPA and NSW NPWS.</li> </ul>					
Rehabilitation of legacy landfill Site – Maffra Old Cooma Tip	Project Officer	01-Jul-2023	30-Jun-2026	In Progress	50%
<b>Comment:</b> Maffra Road Landfill Overall status as at 20.05.2024: ON TRACK  Accomplishments this month: <ul style="list-style-type: none"> <li>Soil test results forwarded to NSW EPA along with SMRC draft action plan.</li> <li>Awaiting response from NSW EPA.</li> </ul> Planned for next month: <ul style="list-style-type: none"> <li>This will depend on final recommendations from NSW EPA</li> </ul> Risks and Issues: <ul style="list-style-type: none"> <li>Nil foreseen</li> </ul>					
Jindabyne Landfill rehabilitation and capping	Specialist Project Officer	01-Jul-2024	30-Jun-2026	In Progress	15%

04-Jun-2024

Camms.

Page 13 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Environment: Ensure the natural environment and the ability of the community to enjoy and use this environment is protected</b>					
<b>Outcome : Undertake programs to remediate degraded environmental areas</b>					
<p><b>Comment:</b> ACCOMPLISHMENTS &amp; COMPLETIONS: This project is currently on hold until the new Resource Recovery Centre (RRC) is built.</p> <p>CRITICAL ISSUES: Nil - to be updated once the project recommences.</p> <p>RISKS: Nil - to be updated once the project recommences.</p> <p>NEXT STEPS: Nil - to be updated once the project recommences.</p> <p>BUDGET STATUS: The existing water monitoring bores at Jindabyne Landfill have not accumulated any water in recent years, preventing EPA water monitoring to be carried out. The EPA is aware of this and has requested that when the landfill is closed that Council drill additional water monitoring bores, the cost for which was quoted (in 2022) as \$81,620.</p> <p>KEY ITEMS FOR COMMUNICATION: This project will be put on hold until the new Resource Recovery Centre (RRC) is built at Jindabyne.</p>					
Rehabilitation of legacy landfill Site – Old Dry Plains Rd	Project Officer	01-Jul-2023	30-Jun-2026	In Progress	20%
<p><b>Comment:</b> Old Dry Plains Road Overall status as at 20.05.2024: ON TRACK</p> <p>Accomplishments this month: • Awaiting further information from NSW EPA</p> <p>Planned for next month: • Nil</p> <p>Risks and Issues: • Nil</p>					
Rehabilitation of legacy landfill Site – Bibbenluke	Project Officer	01-Jul-2023	30-Jun-2024	Completed	100%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Environment: Ensure the natural environment and the ability of the community to enjoy and use this environment is protected					
<b>Outcome</b> : Undertake programs to remediate degraded environmental areas					
<b>Comment:</b> <ul style="list-style-type: none"> <li>Accomplishments &amp; Completions Fencing works completed, including the installation of eight one-way wombat gates. Completion report sent to National Parks Office</li> <li>Critical Issues Nil</li> <li>Next Steps Monitoring with six-monthly visits</li> <li>Budget Status Within budget.</li> <li>Key Items for Communication The council has gone out all to meet the requirements of NSW EPA and NSW NPWS.</li> </ul>					
Delegate Landfill cap and close	Project Officer	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Project is now completed.					
Rehabilitation of legacy landfill Site – Dalgety	Project Officer	01-Jul-2023	30-Jun-2024	In Progress	95%
<b>Comment:</b> Dalgety Landfill Overall status as at 20.05.2024: ON TRACK  Accomplishments this month: <ul style="list-style-type: none"> <li>Erosion control coir logs installed.</li> <li>A variety of 120 plants established on site.</li> </ul> Planned for next month: <ul style="list-style-type: none"> <li>Monitor for impacted by wildlife.</li> </ul> Risks and Issues: <ul style="list-style-type: none"> <li>Nil</li> </ul>					

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Environment: Have in place land use controls that protect the natural environment landscape including visual and scenic values</b>					
<b>Outcome : Develop land use plans so that development is sensitive to the region's natural environment and heritage</b>					
Consolidated Development Control Plan (DCP)	Coordinator Strategy Development	01-Jul-2023	30-Jun-2026	In Progress	25%
<b>Comment:</b> The Jindabyne DCP has been drafted and was placed on public exhibition from 8 November 2023 and concluded on 7 February 2024. This DCP will form the template for the consolidated DCP once the new LEP for the council region is made and is anticipated to be tables at Council for adoption in June 2024.					
Development of the new Local Environmental Plan (LEP)	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	In Progress	25%
<b>Comment:</b> Currently, the draft LEP is on hold until the land use strategies are adopted. Council has resolved to develop a community reference group to review the draft land use strategies and a workshop to to determine the engagement for the LEP.					
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Facilities exist to safely deal with waste from the community</b>					
Jindabyne Resource Recovery Centre	Specialist Project Officer	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> STATUS: Off track ACCOMPLISHMENTS THIS MONTH: Consultants have completed design for de-scoped facility to bring it within budget. PLANNED FOR NEXT MONTH: Finalise design review ahead of DA submission. RISKS & ISSUES: Funding source.					
Provision of resource recovery and waste facility services across the region such as operation of waste facilities, transfer stations and buyback stores (ScrapMart)	Manager Resource and Waste	01-Jul-2022	30-Jun-2026	In Progress	72%
<b>Comment:</b> The Manager has commenced conversations with site supervisors regarding the potential planning to transition one of the current sites from a Transfer Station to Bank of Bins Further investigations into soft/hardware systems that could be utilised for remote site access to rural residents. Waiting on quote and product information regarding remote site access This action has been identified for the following year to align with the review into the Waste Strategy during 24/25 FY					
Provision of Resource Recovery and Waste collection services across the region	Manager Resource and Waste	01-Jul-2022	30-Jun-2026	In Progress	72%
<b>Comment:</b> Waste Contract confidential report to go to Council May meeting for recommendation approval. Contract to be awarded to successful contractor.					
Cooma Landfill upgrade	Specialist Project Officer	01-Jul-2022	30-Jun-2024	In Progress	62%

04-Jun-2024

Camms.

Page 16 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Facilities exist to safely deal with waste from the community</b>					
<b>Comment:</b> STATUS: At Risk ACCOMPLISHMENTS THIS MONTH: Meet with contractor regarding stormwater works. PLANNED FOR NEXT MONTH: Review costs submitted prior to engaging contractor RISKS & ISSUES: Completion of works prior to winter.					
Cooma Compost Facility	Specialist Project Officer	01-Jul-2022	30-Jun-2026	In Progress	55%
<b>Comment:</b> STATUS: off track ACCOMPLISHMENTS THIS MONTH: Traffic survey data compiled (for DA). Discussions held with Cooma Rifle Club around shooting range operating hours. PLANNED FOR NEXT MONTH: Traffic consultant to issue report for DA. Finalise discussions with Cooma Rifle Club. RISKS & ISSUES: Identify grant funding source.					
Develop a backflow prevention policy, procedure and implementation of a strategy for the region	Public Health & Environment	01-Jul-2022	30-Jun-2024	In Progress	99%
<b>Comment:</b> Council's Backflow Prevention and LTW Officer has undertaken an extensive review of the draft backflow prevention policy and procedures. Comments made to the documents are being considered before sending out for general comment. Once this has been finalised the policy will be presented to Council and the procedure sent to document control. A draft strategy for the implementation of the backflow prevention has already been developed. Details of the strategy will inform the report to Council. The focus will be on education around the importance of backflow prevention devices, with a focus on businesses self-reporting. Additionally, we are looking at implement a compliance program similar to what is done with the AWTS OSSM systems, where our plumbers who undertaken the annual checks will email Council maintenance reports. The document has been sent to our colleges in Bega for comment and input.					
<b>Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region</b>					
Maintain sewage pump stations throughout the region	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2026	In Progress	92%
<b>Comment:</b> Pump station maintenance program on schedule					
Sewer Pump Station Replacement Program	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2026	In Progress	76%
<b>Comment:</b> Renewals program is on schedule.					

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region</b>					
Development of the Integrated Water Cycle Management (IWCM) Strategy and Grey Water Management Plan	Coordinator Strategy Development	01-Jul-2022	30-Jun-2025	In Progress	75%
<b>Comment:</b> Council's recently appointed Water and Wastewater Strategic Engineer has resigned. Two water security studies have commenced with Bombala and Cooma water supplies. NSW PW will be completing the scope for both projects. Safe and secure state funding will be funding 50% of each project. Given the capacity to deliver these projects has now reduced due to the WWW Engineer's resignation. This project will be delivered by NSW Public Works and coordinated by the coordinator of Strategy Development					
Bombala Mahratta Timor street pump station upgrade	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2024	In Progress	30%
<b>Comment:</b> Tender Awarded May. Commencement of project June for completion by December 2024					
East Jindabyne sewage pump station 6 wet well pumps 1 and 2 replacement	Manager Resource and Wastewater	01-Jul-2023	01-Apr-2024	Completed	100%
<b>Comment:</b> Flow switches and pumps installed and commissioned. Project Complete.					
Cooma Water Treatment Plant raw water pump and variable speed drive upgrade	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2024	Not Started	0%
<b>Comment:</b> Project delayed and pending on Cooma water security strategy project.					
Operate and maintain sewerage systems	Water and Wastewater Compliance Officer	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> All sewerage incidents at the treatment plants were responded to within 4 hours. The total number of sewer chokes for the region is now 127 which is over the target of 56 chokes per year. The total sewer complaints this financial year is 126 which is well under the target of <403 complaints per year.					
Myack Creek Berridale sewer crossing	Water Wastewater Engineer	01-Jul-2023	30-Jun-2024	In Progress	25%
<b>Comment:</b> Leed sent through final quotation after completing geotech. \$395k plus super.					
Cooma North rising main condition assessment and design	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2024	In Progress	60%
<b>Comment:</b> Catchment design review completed. Consultant engaged in this work. Completion date Sept 2024					
04-Jun-2024		Camms.			Page 18 of 58



Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region</b>					
SAP scope augmentation - water	Manager Resource and Wastewater	01-Jul-2025	30-Jun-2026	Not Started	%
<b>Comment:</b> Scheduled to begin July 2025					
Sewer Main Replacement Program	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2026	In Progress	72%
<b>Comment:</b> Sewer main replacement program on schedule. Scope set for Berridale township. Budget for scope will require 2024/2025 budget to be combined for this large package of work to go to Tender.					
Cooma wastewater construction (Cooma Creek Sharp St to Baron St)	Manager Resource and Wastewater	01-Jul-2024	30-Jun-2025	Not Started	%
<b>Comment:</b> Schedule to begin July 2024					
Cooma Snowy Reservoir design and construction	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2026	In Progress	80%
<b>Comment:</b> Detailed design under completion Tender documentation preparation in progress. Tender documentation ready for submission, waiting until mid November 2024 to submit.					
SCADA replacement - water	Water Wastewater Engineer	01-Jul-2023	30-Jun-2026	In Progress	80%
<b>Comment:</b> In commissioning, with training to commence in the coming weeks					
Water and Wastewater compliance requirements must be met	Water and Wastewater Compliance Officer	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> Compliance requirements for May 2024 have been met. All sewage treatment plants are complying with the individual EPA licence requirements except for the following non-compliances reported to NSW EPA in May 2024:  Jindabyne STP exceeded 90th percentile Phosphorus limit Nimmitabel STP exceeded 90th percentile f. coliform limit Jindabyne reticulation minor sewer overflow to environment (9th May)  All Water compliance requirements have been met for May 2024.					
Undertake routine water sampling to meeting the Australian Drinking Water Quality Guidelines	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	45%
04-Jun-2024					Camms. Page 19 of 58

Snowy Monaro Regional Council (SMRC)						2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete	
Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure						
Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region						
Comment: All water samples were undertaken as scheduled throughout the region.						
Weir and fishway at Murrumbidgee River	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2024	Not Started	0%	
Comment: Project deferred pending on outcomes of Cooma Water Strategy Project						
Water Mains Replacement Program	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2026	In Progress	72%	
Comment: Water mains replacement program on schedule						
Cooma North sewer pump station refurbish	Manager Resource and Wastewater	01-Jul-2024	30-Jun-2025	Not Started	%	
Comment: Scheduled to begin July 2024						
Jindabyne sewer pump station emergency storage construction	Manager Resource and Wastewater	01-Jul-2024	30-Jun-2025	Not Started	%	
Comment: Scheduled to begin July 2024						
Jindabyne sewer pump station 4 refurbish	Water Wastewater Engineer	01-Jul-2023	30-Jun-2024	In Progress	60%	
Comment: First pump reinstalled. Second pump due to be reinstalled 10 June. Spools due for replacement next week						
East Jindabyne sewer pump station refurbish	Manager Resource and Wastewater	01-Jul-2025	30-Jun-2026	Not Started	%	
Comment: Scheduled to begin July 2025						
Cooma Water Treatment Plant inlet flow meter	Water Wastewater Engineer	01-Jul-2023	30-Jun-2024	Completed	100%	
Comment: Inlet flow meter completed						
SAP scope augmentation - sewer	Manager Resource and Wastewater	01-Jul-2025	30-Jun-2026	Not Started	%	
Comment: Scheduled to begin July 2025						
04-Jun-2024		Camms.		Page 20 of 58		

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region</b>					
SCADA replacement - wastewater	Water Wastewater Engineer	01-Jul-2022	30-Jun-2026	In Progress	75%
<b>Comment:</b> Training rolled out. In commissioning.					
Adaminaby Sewage Treatment Plant - construction	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2024	In Progress	97%
<b>Comment:</b> Plant is operational with any project defects currently being rectified.					
Raw Water Pump Station Replacement Program	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2026	In Progress	92%
<b>Comment:</b> Allocated pumps for renewals identified for this FY. Replacement program on schedule.					
Jindabyne sewer reconstruction (Clyde St and Kosciuszko Rd)	Manager Resource and Wastewater	01-Jul-2023	30-Jun-2025	Not Started	0%
<b>Comment:</b> Project deferred. Tender submissions received are over budget. Risk mitigation considered and works to be scheduled within SAP project network changes.					
Construction of Bombala and Delegate Water Treatment Plants	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2025	In Progress	62%
<b>Comment:</b> Bombala completion target date November 2024 Delegate completion target date November 2024					
Kalkite Sewage Treatment Plant upgrade	Manager Resource and Wastewater	01-Jul-2022	30-Jun-2024	In Progress	65%
<b>Comment:</b> Electrical upgrade works complete. Civil site works underway. Polishing plant design approaching completion.					
Cooma Water Treatment Plant electrical upgrade design/implementation	Water Wastewater Engineer	01-Jul-2023	30-Jun-2025	In Progress	75%
<b>Comment:</b> IMEC 80 % way through electrical drawings. On track					
Jindabyne Holiday Park Fire Service Upgrades	Project Officer	01-Jul-2022	30-Jun-2023	In Progress	93%
04-Jun-2024					Camms. Page 21 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Our health is supported by fit for purpose infrastructure</b>					
<b>Outcome : Our water and wastewater infrastructure is well maintained and has capacity to meet the growth across the region</b>					
<b>Comment:</b> On track to completion by 2nd quarter 2024					
Operate and maintain reticulated potable water supplies	Water and Wastewater Compliance Officer	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> Compliance requirements for May 2024 have been met successfully. Potable water for the month of May 2024 met with compliance requirements besides the total number of main breaks which is currently at 113 with the year target being <47. The Total number of complaints is 138 which is well below the annual target of <174. The total number of property interruptions is 299 which is under the annual target of 444.					
<b>Goal : Our Infrastructure: Telecommunication networks allow us to be connected when and where needed</b>					
<b>Outcome : Ensure our telecommunication network develops to meet our regions changing needs, growth and provides security through resilient infrastructure</b>					
Review fit for purpose applications	Coordinator ICT	01-Jul-2024	30-Jun-2025	In Progress	15%
<b>Comment:</b> The review of InfoCouncil planned for 2023/24 has been deferred until 2024/25. There will be no action on this project for 2023/24					
Capital Hardware Replacement Program – Disaster Recovery	Coordinator ICT	01-Jul-2023	30-Jun-2024	In Progress	75%
<b>Comment:</b> May 2024 Requirements being redesigned to consider additional technology options including Cloud based DR. This item will be required to carry over to the 2024/2025 year. There are no leasing budget impacts from delaying this implementation.					
Capital Hardware Replacement Program - End User Hardware	Coordinator ICT	01-Jul-2025	30-Jun-2026	Not Started	%
Provide End User Support services to the organisation	Coordinator ICT	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> 2023/2024 Performance (01/07/2023 to 25/05/2024)  Requests Acknowledged within 30 mins = 92.94% (Target 90%): 3276 out of 3525 opened Requests resolved within SLA = 96.85% (Target 80%+): 3387 out of 3497 closed Current Open requests over SLA = 21.21% (Target <20%): 21 out of 99 open requests Customer Satisfaction = 98.14% (Response rate 29.17%): 1001 out of 1020 responses					
Provide Information and communication systems to support the organisation	Coordinator ICT	01-Jul-2022	30-Jun-2026	In Progress	47%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Infrastructure: Telecommunication networks allow us to be connected when and where needed					
<b>Outcome</b> : Ensure our telecommunication network develops to meet our regions changing needs, growth and provides security through resilient infrastructure					
<b>Comment:</b> 2023/2024 May 2024 No unscheduled downtime during May.					
ICT security management	Coordinator ICT	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> 2023/2024 - progress to May 2024 No cyber-attacks detected to 25/05/2024. Cyber security awareness training scam email function test completed. Cyber security awareness training platform training completed for test group. CyberCX Phriendly Phishing cyber security awareness platform engaged. Compliance with Cyber Security NSW Cyber Mandatory 25 requirements is in progress. CrowdStrike Falcon Complete 24/7/365 managed detection and response service implemented. Internal and external penetration test vulnerabilities are being addressed.					
Implementation of Cyber Security Managed Detection and Response Project	Coordinator ICT	01-Jul-2023	30-Jun-2024	Completed	100%
<b>Comment:</b> Engaged CrowdStrike Falcon Complete MDR service through LGP VendorPanel. Monitoring devices and providing identity protection 24/7/365					
Conversion of Council GIS Geocentric Datum to GDA2020	Coordinator ICT	01-Jul-2023	30-Jun-2024	In Progress	80%
<b>Comment:</b> May 2024 Upgrade issues presented requiring a server rebuild. Remains on track for completion in June 2024.					
Capital Hardware Replacement Program - Server and Storage	Coordinator ICT	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> 2022/2023 High level cloud readiness assessment completed. Recommend on premises infrastructure replacement. Review of leasing schedules commenced with equipment leasing vendor. Development of specification for replacement of production servers completed and posted to VendorPanel for RFQ. RFQ completed with four responses currently under evaluation in February. Successful vendor selected. Evaluation report and requisition awaiting approval and issue. Equipment installed and configured. Lease drawdown approved.					

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed</b>					
<b>Outcome : Develop and sustainably fund the existing transport infrastructure</b>					
Undertake bridge maintenance	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	66%
<b>Comment:</b> Bridge Maintenance for the 23/24FY is currently underway, however progress is slow as Council's Bridge Crew is currently assisting with the construction of bridges through the Fixing Country Bridges Program.					
Delivery of externally funded projects through Black Spot Program	Manager Infrastructure	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Complete					
Bobeyan Road upgrade	Coordinator ICT	01-Jul-2022	30-Jun-2026	In Progress	65%
<b>Comment:</b> Change of scope to be submitted, to reduce the project length from 19.5Km to 10Km (Ashvale Rd to Shannons Flat Rd) Construction to top of subgrade complete from Ashvale Road to Shannons Flat. Production of DGS at Shannons Flat Quarry underway. Snowy Valley construction crew to return when the DGS is produced and stockpiled. Quotes on Sealing and guardrail instillation currently being obtained.  Change of scope proposed to reduce the length of the project to between Ashvale Road and Shannons Flat Road. SVC has recommenced construction after their winter break. Jones Creek Bridge construction complete. Waiting on matching pavement works, before able to open to traffic. Preparation of subgrade to Shannons Flat to be completed this month. Subgrade complete from Ashvale to Shannons Flat. DGS production underway at Shannons Flat Quarry. Quotation for Guardrail instillation received. Quotation for Sealing requested. RFQ for DGB/DGS advertised. Planned recommencing construction 15 th May.  Change of scope proposed to reduce the length of the project to between Ashvale Road and Shannons Flat Road. Jones Creek Bridge construction complete. Subgrade complete from Ashvale to Shannons Flat. Quotation for Guardrail instillation received. Quotation for Sealing requested. RFQ for DGB/DGS advertised. Work recommenced 15th May.  SVC currently laying road base for 2.7 Km from Ashvale Rd to Jones Plains Rd. Patches arranged for Prime Seal following completion.					
Delivery of externally funded projects through Fixing Local Roads	Manager Infrastructure	01-Jul-2022	30-Jun-2024	In Progress	75%

04-Jun-2024

Camms.

Page 24 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed					
<b>Outcome</b> : Develop and sustainably fund the existing transport infrastructure					
<b>Comment:</b> Council is currently undertaking work to complete the Fixing Local Roads Projects. 4 of 7 projects currently complete. 1 of 7 currently under construction. 2 of 7 are currently under design review.					
Adaminaby long vehicle and truck parking	Project Officer	01-Jul-2022	30-Jun-2024	In Progress	25%
<b>Comment:</b> Long & Truck parking at Adaminaby Overall status as at 20.05.2024: ON TRACK  Accomplishments this month: • Nil – due to Native Title Claim over the area  Planned for next month: • Awaiting outcome of Native Title Claim  Risks and Issues: • Reputational damage					
Ryrie Street Michelago extension	Coordinator ICT	01-Jul-2022	30-Jun-2024	In Progress	65%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed</b>					
<b>Outcome : Develop and sustainably fund the existing transport infrastructure</b>					
<p><b>Comment:</b> All elements of the bridge have been procured. Transport for NSW have appointed a dedicated PM to assist move this project ahead with UGLRL. The biggest risk to the project remains dealings with UGLRL and the delays due to their process. Construction paperwork has been lodged with UGLRL and awaiting progression. Presentation by Council to UGLRL on 12th December booked to present the application for a construction license. License expected to take 2 to 3 months for approval, by TfNSW. Still awaiting TfNSW License approval to commence onsite construction. Licence approved, Telstra onsite for asset relocation Monday 26th Feb, Surveyor onsite commencing setout, Scrubbing underway. Negotiation with UGL still underway. Arranging Application Fee and Annual License. Presentation by Council to UGLRL to present the application for a construction license. Construction License received from TfNSW, currently obtaining Council signatures. Planned for construction to commence in 4 weeks. License approved, 26/02/2024: Telstra contractor onsite commencing asset relocation. surveyor commencing setout, 27th contractor commencing scrub &amp; grub, bridge construction estimated start onsite 5 ~ 6 weeks. Bridge construction commenced.</p> <p>Negotiation with UGL still underway. Arranging Application Fee and Annual License. Presentation by Council to UGLRL to present the application for a construction license. Construction License received from TfNSW, currently obtaining Council signatures. Planned for construction to commence in 4 weeks. License approved, 26/02/2024: Telstra contractor onsite commencing asset relocation. surveyor commencing setout, 27th contractor commencing scrub &amp; grub, bridge construction estimated start onsite 5 ~ 6 weeks. Bridge construction commenced.</p> <p>Piling completed. Abutments 85% complete. Pre-stressed Precast Deck Planks delivered &amp; placed. Approach slab construction 40% complete. Insitu deck formation planned this week.</p>					
Delivery of externally funded projects through the Country Passenger Transport Infrastructure Grants Scheme	Manager Infrastructure	01-Jul-2022	30-Jun-2024	In Progress	85%
<p><b>Comment:</b> All but one of the bus shelters under CTPIGS Round 1 have been completed.</p>					
Undertake reactive maintenance	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	66%
<p><b>Comment:</b> Road Maintenance is underway as BAU.</p>					

04-Jun-2024

Camms.

Page 26 of 58



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed</b>					
<b>Outcome : Develop and sustainably fund the existing transport infrastructure</b>					
Berridale beautification (drainage)	Project Officer	01-Jul-2023	30-Jun-2025	In Progress	70%
<p><b>Comment:</b> Overall Status as at 17/5/24 is ON TRACK.</p> <p>Accomplishments &amp; Completions: The surveyor has completed all works required and provided the findings to Stantec.</p> <p>Once we have received the first draft design from Stantec we will arrange a meeting with our PEG.</p> <p>Issues/Risks: Project is currently on track, but timeline may need an extension, we will not know until after the construction Tender.</p> <p>Next Step: Over the next month Stantec will continue their investigations regarding the water issues including a review of all reports and findings from arborists report, geotech, flood management and surveys.</p> <p>Continued meetings with the PEG to keep them updated on the design progress.</p> <p>Continued meetings with Stantec.</p> <p>Budget: Currently on budget and on time. Communications: Ongoing meetings and communications with the PEG to update on progress &amp; will release a media post once the first draft design is complete for community feedback. Overall Status as at 23/4/24 is ON TRACK.</p> <p>Accomplishments this month: PEG meeting was held on Monday, 29th April to show the group the first draft design from Stantec – this does not include any of the survey or investigation works. Issues/Risks: Project is currently on track, but timeline may need an extension, we will not know until after the construction Tender.</p> <p>Planned for next month: Over the next month Stantec will start their investigations regarding the water issues including a review of all reports and findings from arborists report, geotech, flood management and surveys. Continued meetings with the PEG to keep them updated on the design progress. Continued meetings with Stantec.</p> <p>Communications: Ongoing meetings and communications with the PEG to update on progress &amp; will release a media post once the first draft design is complete for community feedback.</p>					
Eucumbene Cove - stormwater upgrade	Manager Infrastructure	01-Jul-2022	30-Jun-2024	In Progress	40%
<p><b>Comment:</b> Revision of scope has been completed, and planning currently underway to complete this project.</p>					

04-Jun-2024

Camms.

Page 27 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed</b>					
<b>Outcome : Develop and sustainably fund the existing transport infrastructure</b>					
Undertake Council's heavy patching program	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	60%
<b>Comment:</b> Heavy Patching works have begun.					
Undertake gravel regrading	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	60%
<b>Comment:</b> Council has currently completed 504km of grading on unsealed roads this Financial Year.					
Fixing Country Bridges Round 1	Project Engineer	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Both bridges complete					
Delivery of externally funded road projects through, Safer Roads Program, Regional Road Block Grant, Regional Road Repair Program and Roads to Recovery	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	66%
<b>Comment:</b> Grant funded projects for 23/24FY continue to be underway.					
Construction of new access road segment EOC Polo Flat, Cooma	Manager Infrastructure	01-Jul-2022	30-Jun-2024	In Progress	50%
<b>Comment:</b> Waiting on final design from the consultant. Once received, a tender will be sent out for construction of the road.					
Delivery of externally funded projects through Transport for NSW and RMCC Agreement	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	80%
<b>Comment:</b> Ordered Works almost complete, with resealing continuing along the State Highways.					
Adaminaby street improvements	Project Officer	01-Jul-2022	30-Jun-2024	In Progress	95%

Snowy Monaro Regional Council (SMRC)				2023/2024 DP	
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed					
<b>Outcome</b> : Develop and sustainably fund the existing transport infrastructure					
<b>Comment:</b> Adaminaby Street Improvements Overall status as at 20.05.2024: ON TRACK  Accomplishments this month: <ul style="list-style-type: none"> <li>Sealing of Baker Street and Un-named Laneway completed</li> </ul> Planned for next month: <ul style="list-style-type: none"> <li>Concreting of 11 driveways from back-of-kerb to property boundaries</li> </ul> Risks and Issues: <ul style="list-style-type: none"> <li>Communications need to improve.</li> </ul>					
Undertake gravel resheeting	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	60%
<b>Comment:</b> Council's Resheeting Program for the 23/24FY is currently underway. 34km of gravel resheeting has currently been completed.					
Fixing Country Bridges Round 2A and 2B	Project Engineer	01-Jul-2022	30-Jun-2025	In Progress	75%
<b>Comment:</b> 1 - Black Flat Bridge - Design by Contractor - Construction by Council - Construction complete. 2 - Darbys Gully Bridge - Design by Contractor - Construction by Council - Construction complete. 3 - Redcliffe Bridge - Design & Construction by Contractor - Construction complete. 4 - Cambalong 2 Bridge - Design & Construction by Contractor - Abutments & Pier complete - Deck & approach slabs Poured, Bridge Guard Rail installed. Underway; approach roads construct & seal, install transition Guard Rail, install bridge signage. 5 - Cambalong 1 Bridge - Design & Construction by Contractor - - Complete; D&C Contract 005-2023 awarded, Design approved, All precast abutment & Pier components complete - 4xT-beams (type A) poured 15/1/24 (16 to go), Fisheries Permit PN23-581. - Underway; 16 T-beams (type A) to be poured in in Melbourne, Onsite construction start delayed from mid Feb to March. 6 - Killarney Bridge - Design by Contractor - Construction by Council - Completed: Existing bridge removed, Construction of new bridge complete. Underway; complete rock armoring work, approach roads construct & seal, install transition Guard Rail, install bridge signage. 7 - Rossys Creek Bridge - Design by Contractor - Construction by Council - Complete; Survey, Geotechnical Investigations, Hydrological Assessment, Modular Formwork delivered - Design Approved, Part 5/Fisheries Permit submitted, Bypass repairs Pipeclay Creek underway. Underway; By-Pass repairs (Pipeclay Creek Causeway), Construction Planning. 8 - Matong Creek Bridge - Complete; Survey, Geotechnical Investigations, Hydrological Assessment. D&C Contract 001-2024 - RFT - VP395505 advertised, Kellys bridge abutment repairs underway. Completed; D&C Contract 004/2023 awarded, demolition of old bridge, Abutments & Pier construction, Deck & approach slabs Poured, Bridge Guard Rail installed. Underway; approach roads construct & seal, install transition Guard Rail, install bridge signage. Complete; D&C Contract 005-2023 awarded, Design approved, All precast abutment & Pier components complete - 4xT-beams (type A) poured 15/1/24 (16 to go), Fisheries Permit PN23-581. Underway; 16 T-beams (type A) to be poured in in Melbourne, Onsite construction start delayed from mid Feb to March. All offsite precast construction complete, Revised onsite start date mid March. Guard Rail installed. Project construction completed. Funding Deed to be finalised. Funding Deed to be finalised. Bridge construction complete and open to traffic.					
04-Jun-2024		Camms.		Page 29 of 58	

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Site Re-vegetation work Complete.  
Approach Road Sealed.  
Site Survey WAX completed.  
PO Commitments cleared & WO finalised  
WO and Transactions Closed .  
Funding Deed to be finalised.  
Gate 4 claim and "Post Completion Report" underway.  
Completed: Willows removed, Existing Bridge removed, Construction of new bridge complete. Underway; complete rock armouring work, approach roads construct & seal, install transition Guard Rail, install bridge signage.  
Bridge open to traffic 23/02/2024, approach roads sealed, guardrail terminals installed, beaching and sediment controls in place, traffic management signage to be installed.

Matong is planned for the last bridge in the FCB R2B Grant program.  
It will require consideration of the current condition of Kellys Bridge.  
Plan scope to realign new bridge downstream and maintain existing for by-pass during construction finalised.  
Plans to repair Abutment A on Kellys bridge as FCB or RtR underway.  
RtR Funding acquired.

Complete; Survey, Geotechnical Investigations, Hydrological Assessment. D&C Contract 001-2024 - RFT - VP395505 advertised, Kellys bridge abutment repairs underway.

Matong D&C tender under assessment, Kellys Bridge abutment repairs design and piling quotation complete.  
Delays at Pipeclay Creek due to heavy rain events.

Complete; Survey, Geotechnical Investigations, Hydrological Assessment, Modular Formwork delivered - Design Approved, Part 5/Fisheries Permit submitted, Bypass repairs Pipeclay Creek underway.

Underway; By-Pass repairs (Pipeclay Creek Causeway), Construction Planning.

Pipeclay Creek causeway open to traffic 23/02/24, VMS Boards relocated changed to advise Corrowong Road closure at Rossy Creek Brg mid March, Design approved, fisheries permit approved, contractors RFQ advertising underway.

Completed; D&C Contract 004/2023 awarded, demolition of old bridge, Abutments & Pier construction, Deck & approach slabs Poured, Bridge Guard Rail installed. Underway; approach roads construct & seal, install transition Guard Rail, install bridge signage.

Bridge complete and open to traffic.  
Signage complete.  
Re-vegetation complete.  
Awaiting completion of fencing on private driveway realignment.

Next step closure of WO and Grant finalisation reports/claim.  
Complete; D&C Contract 005-2023 awarded, Design approved, All precast abutment & Pier components complete - 4xT-beams (type A) poured 15/1/24 (16 to go), Fisheries Permit PN23-581.  
Underway; 16 T-beams (type A) to be poured in in Melbourne, Onsite construction start delayed from mid Feb to March.  
All offsite precast construction complete, Revised onsite start date mid March.  
Onsite piling setout and driving to commenced.

Onsite construction commenced.  
Compound established.  
6 piles driven.  
Construction Track 30% completed.  
Guard Rail installed.  
Project construction completed.  
Funding Deed to be finalised.

PCR & Gate4 Claim submitted, awaiting TfNSW finalisation.  
Funding Deed to be finalised.

04-Jun-2024

Camms.

Page 30 of 58

Snowy Monaro Regional Council (SMRC)			2023/2024 DP		
<p>PCR &amp; Gate4 Claim submitted, awaiting TfNSW finalisation. Bridge construction complete and open to traffic. Site Re-vegetation work Complete. Approach Road Sealed. Site Survey WAX completed. PO Commitments cleared &amp; WO finalised WO and Transactions Closed . Funding Deed to be finalised.</p> <p>PCR &amp; Gate4 Claim submitted, awaiting TfNSW finalisation. Completed: Willows removed, Existing Bridge removed, Construction of new bridge complete. Underway; complete rock armouring work, approach roads construct &amp; seal, install transition Guard Rail, install bridge signage. Bridge open to traffic 23/02/2024, approach roads sealed, guardrail terminals installed, beaching and sediment controls in place, traffic management signage to be installed.</p> <p>Road Signage installed. Awaiting finalisation of outstanding PO's. WO3553 to be closed once complete. Gate 4 claim and "Post Completion Report" underway. Matong is planned for the last bridge in the FCB R2B Grant program. It will require consideration of the current condition of Kellys Bridge. Plan scope to realign new bridge downstream and maintain existing for by-pass during construction finalised. Plans to repair Abutment A on Kellys bridge as FCB or RtR underway. RtR Funding acquired.</p> <p>Complete; Survey, Geotechnical Investigations, Hydrological Assessment. D&amp;C Contract 001-2024 - RFT - VP395505 advertised, Kellys bridge abutment repairs underway.</p> <p>Matong D&amp;C tender under assessment, Kellys Bridge abutment repairs design and piling quotation complete.</p> <p>Kellys bridge repairs 85%. New approach roads to Matong Brg pegged. Design for excavation of Kellys Brg approach to provide fill for Matong approaches complete. Road construction planned. Draft 100% design under assessment.</p> <p>Delays at Pipeclay Creek due to heavy rain events.</p> <p>Complete; Survey, Geotechnical Investigations, Hydrological Assessment, Modular Formwork delivered - Design Approved, Part 5/Fisheries Permit submitted, Bypass repairs Pipeclay Creek underway.</p> <p>Underway; By-Pass repairs (Pipeclay Creek Causeway), Construction Planning.</p> <p>Pipeclay Creek causeway open to traffic 23/02/24, VMS Boards relocated changed to advise Corrowong Road closure at Rossy Creek Brg mid March, Design approved, fisheries permit approved, contractors RFQ advertising underway.</p> <p>Construction commenced Monday 22 April 2024. Browns Camp Bypass and maintenance commenced. Abutment excavation 50%. Old Bridge removal 100%. Pile driving underway this week.</p>					
Undertake Council’s resealing program	Manager Infrastructure	01-Jul-2022	30-Jun-2026	In Progress	50%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: Transport infrastructure allows us to effectively move around the region and beyond as needed</b>					
<b>Outcome : Develop and sustainably fund the existing transport infrastructure</b>					
<b>Comment:</b> Council's 23/24 Resealing Program is delayed slightly to ensure Heavy Patching is completed prior to reseals being completed.					
Delivery of externally funded projects through Local Roads and Community Infrastructure Program	Manager Infrastructure	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Complete					
<b>Outcome : Have in place current strategic plans for meeting the future transportation needs across the region</b>					
Revaluation of assets - transport infrastructure (roads) assets	Team Leader Assets	01-Jul-2024	30-Jun-2025	Not Started	%
<b>Comment:</b> Not to commence until 24-25 Operational Plan Year					
Condition assessment of the road network	Team Leader Assets	01-Jul-2023	30-Jun-2024	In Progress	30%
<b>Comment:</b> Progressing documentation in preparation for RFQ/tender					
Parking gap analysis for Cooma	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> This project has been completed					
Undertake Traffic Count Program	Team Leader Assets	01-Jul-2022	30-Jun-2026	In Progress	47%
<b>Comment:</b> 10 Counters are currently placed across various roads our Council region.					
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Build a network of regional trails and accessible shared pathways</b>					
Lake Jindabyne Shared Trail	Specialist Project Officer	01-Jul-2022	30-Jun-2025	In Progress	58%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Build a network of regional trails and accessible shared pathways</b>					
<b>Comment:</b> STATUS: At risk ACCOMPLISHMENTS THIS MONTH: Submit DAs for sections 2.1 (Tyrolean to EJ) and 3.1 (Hatchery Bay). PLANNED FOR NEXT MONTH: Tender for trail upgrade works. RISKS & ISSUES: Landowner easements.					
<b>Outcome : Have in place planning that identifies the infrastructure needed to support the community</b>					
CBD Activation Plans	Coordinator Economic Development	01-Jul-2022	30-Jun-2026	In Progress	35%
<b>Comment:</b> A draft Bombala CBD Activation Plan is in the process of being written following workshops, face to face meetings and a survey last year. Project is on hold however due to uncertainty about the future service level of the economic development unit.					
Building Renewal Program	Manager Infrastructure	01-Jul-2025	30-Jun-2026	Not Started	%
Condition assessment of open space, open land and other structures	Coordinator Strategy	01-Jul-2024	30-Jun-2025	Not Started	0%
<b>Comment:</b> This project is to be competed in the 25-26 Operational Plan Year.					
Cooma Showground electrical upgrades to external electrical infrastructure - Phase 2 NSW Showgrounds	Project Officer	01-Jul-2023	30-Jun-2024	In Progress	80%
<b>Comment:</b> Pending on main switchboard upgrade on Boundary St entry in July 2024.					
Local Infrastructure Contributions Plan (LICP)	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> This project has been completed and the new plan is published to Council's webpage.					
Review the future direction of the Bombala Truck Wash	Coordinator Community Facilities	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> A considerable amount of work has been undertaken on the Bombala Truck Wash to improve water flow away from the site. Drainage ponds emptied, excavated and structural walls build to insure no overflow and works have completed 25 January. This site is now at full working capacity.					
Infrastructure study for Berridale and Kalkite	Coordinator Strategy Development	01-Jul-2023	30-Jun-2024	Completed	100%
04-Jun-2024					Camms. Page 33 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Have in place planning that identifies the infrastructure needed to support the community</b>					
<b>Comment:</b> This project has now been completed, with the final acquittal to take place.					
Maintain and operate truck wash facilities	Coordinator Community Facilities	01-Jul-2022	30-Jun-2026	In Progress	46%
<b>Comment:</b> Truck Wash was available closures to Cooma Truck wash for a day occurred due to drainage, Matter is being investigated.					
Active Transport Strategy	Recreation Planner	01-Jul-2023	30-Jun-2024	In Progress	80%
<b>Comment:</b> The Draft ATP has been complete and has been presented at the February Council briefing.  The Council report will go to March Council meeting and will seek endorsement for the document to go on public exhibition throughout April					
Policies and procedures for Land and Property assets are current	Coordinator Land and Property	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> May 2024: A suite of draft policy & procedure documents have been developed, prior to internal document control procedure being triggered:- Native Title Due Diligence Policy / Native Title Manager Advice Procedure / Request for Native Title Manager Advice Template / Native Title Manager Worksheet Template / Native Title Manager Advice Template; Aboriginal Consultation Policy for Council Managed Land Dealings; Aboriginal Cultural Heritage Due Diligence Policy / Aboriginal Culture & Heritage Due Diligence Procedure / Land & Property Information for Crown Land User Groups / Aboriginal Culture & Heritage Due Diligence Report Template; Property Interests Acquisition & Disposal Policy. Progressive assessment of policy needs is ongoing across, and in collaboration with, portfolios as part of over Council's overarching BAU. NOTE: Progression % assumption is based around standard service delivery spanning the four years, which equates to 25% goal completion each year.					
Polo Flat Masterplan and Industry Study	Coordinator Economic Development	01-Jul-2023	30-Jun-2024	In Progress	90%
<b>Comment:</b> A final masterplan version 1 has been completed and submitted for grant acquittal purposes. The plan will continue to be reviewed internally to improve it ahead of a second final version being produced.					
Development of a Cemetery Management Plan	Public Health & Environment	01-Jul-2023	30-Jun-2025	In Progress	83%
<b>Comment:</b> A draft Cemetery Management Plan will be ready for comment in late June 2024					
Prepare Development Servicing Plans (DSPs)	Coordinator Strategy Development	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Project completed with NSW Water approval and registration.					



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Have in place planning that identifies the infrastructure needed to support the community</b>					
Deliver internal corporate project management services to the organisation	Manager Corporate Projects	01-Jul-2022	30-Jun-2026	In Progress	70%
<b>Comment:</b> Internal review completed with documents being finalised based on feedback. Will be approved by executive leadership and communication and training commenced for staff in the coming weeks.					
Revaluation of assets - other structures, open space assets and community land	Team Leader Assets	01-Jul-2025	30-Jun-2026	Not Started	%
<b>Comment:</b> This project is to commence and be completed in the 25-26 Operational Plan Year					
Deal with land title matters	Coordinator Land and Property	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> May 2024: Land ownership titles updating of proprietor name will continue as BAU (to enable lot consolidation &/or asset disposal etc) as both time & financial resources permit. NOTE: Progression % assumption is based around standard service delivery spanning the four years, which equates to 25% goal completion each year.					
Develop a project plan for the establishment of the new Cooma Cemetery	Public Health & Environment	01-Jul-2022	30-Jun-2025	In Progress	83%
<b>Comment:</b> Project outline has been developed and the will be presented to the advisory committee at the end for the financial year for comment.					
Recreation Strategy	Coordinator Strategy Development	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> This project has been completed					
Undertake building compliance and access works - Cooma Office	Coordinator Land and Property	01-Jul-2024	30-Jun-2025	Not Started	0%
<b>Comment:</b> *Corporate Project - Subject to capital funding availability and directional decision of Council. Action window target start date is system recorded as tentative commencement July 2024*					
Progress maturity of asset management planning	Coordinator Strategy Development	01-Jul-2025	30-Jun-2026	In Progress	20%
<b>Comment:</b> This is an action from the 2022 Financial Sustainability Review. As part of the SRV revenue an additional FTE of a new Asset Engineer is to be funded. Additional improvement measures are underway working towards a more mature Asset Management.					
Maintain and operate livestock and saleyard facilities	Coordinator Community Facilities	01-Jul-2022	30-Jun-2026	In Progress	47%

04-Jun-2024

Camms.

Page 35 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Have in place planning that identifies the infrastructure needed to support the community</b>					
<b>Comment:</b> This has gone back to a council meeting - Yards have been checked by WHS officer and works completed This project in relation to leasing of the Livestock Yards as not commenced.  One cattle Sale this month with numbers being over 1400 head of cattle.					
Revaluation of assets - buildings and operational land	Team Leader Assets	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> This project was completed in the 2022-2023 Operational Plan Year					
<b>Outcome : Provide well maintained sporting and leisure facilities</b>					
Maintain and operate Cooma Regional Sports Hall	Coordinator Community Facilities	01-Jul-2023	30-Jun-2026	In Progress	26%
<b>Comment:</b> The Sports Hall is open and we are receiving bookings. Policies and procedures are being developed. All bookings are made in Booka and are addressed as they come in.					
Refurbishment of the Jindabyne Pool	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Status: Project achieved practical completion 22-09-23 Issues: Nil Risk: Nil Next: Finalise costing, correlate all project documentation and pass over to Operations. Budget: On budget Communications: Public notified of 23-09-2023 opening by council communications.					
Nimmitabel Showground Luncheon and Bar Upgrades	Project Officer	01-Jul-2022	30-Jun-2023	Completed	100%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Provide well maintained sporting and leisure facilities</b>					
<p><b>Comment:</b> All works completed as listed below and final report submitted for finalisation. Total Funding: \$195,125.00 Total Expenditure: \$179,790.21 We will need to return underspend of \$15,334.79</p> <p><b>Works:</b> Engaged a contactor to undertake a BCA Assessment of the Luncheon Pavilion.  Engaged a draftsman to incorporate the issues identified in the BCA Assessment to a new plan.  Engaged a local contractor to undertake the works prepared by the draftsman from the BCA Assessment. Works included: Replace 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 &amp; 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. Extended hand rails around accessible entrances. Connection of new guttering to storm water system - water tanks on site.</p> <p>Replaced damaged water mains.</p> <p>The works undertaken will greatly assist the showground on the further development and the extension of the luncheon pavilion, which was the original plan.</p>					
Bombala Swimming Pool upgrades - stage 1	Specialist Project Officer	01-Jul-2022	30-Jun-2025	In Progress	61%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Provide well maintained sporting and leisure facilities</b>					
<b>Comment:</b> STATUS: On track ACCOMPLISHMENTS THIS MONTH: Nil - awaiting PWA tender package PLANNED FOR NEXT MONTH: Go to tender for the works. RISKS & ISSUES: Whether budget will cover full scope.					
Maintain and operate community halls	Coordinator Community Facilities	01-Jul-2023	30-Jun-2026	In Progress	26%
<b>Comment:</b> All halls are open for bookings. Bredbo is applying for a grant to undergo outstanding water works.					
Mt Gladstone amenities upgrades	Project Officer	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Completed.					
Maintain high priority, high use parks, sporting facilities, trails and other grounds	Supervisor Civic Maintenance-Monique Hawke	01-Jul-2022	30-Jun-2026	In Progress	90%
<b>Comment:</b> 25/03/24- slowing down of growth has allowed for the mowing schedule to catch up with community expectations. March has been very busy with many events within our high priority sites. Teams have gone above and beyond to present these sites at a high level. Sporting ground sport changeovers have begun as summer competitions come to an end and winter sports begin their primary use. This includes, field marking, goal post insertion and removal of two Gabba drop in cricket wickets in both Jindabyne and Bombala. 29/04/2024- As final grass maintenance draws to a close for the winter, attention will be placed on the plethora of trees throughout our open spaces, parks and around the sporting fields, street scapes and other assets. 30/05/2024 - May has been a very busy month with school athletics carnivals and cross country events held at many of our sporting fields. Snowy Oval in Cooma also hosted the district events. Winter sports are also well underway. The majority of teams have their draws and have booked into Council's booking platform. Watering systems have been turned off. Most ovals have had their final mow for the season with focus on building maintenance and cleaning up after regular users. the Supervisor continues to work with Jindabyne Rugby to deliver the lighting upgrade to John Connors Oval in Jindabyne. Also working with other clubs across the region who are applying for grants to improve or upgrade their facilities. Berridale oval was the brunt of a vandal attack in early May, the damage left behind has been filled, however germination of the grass is slow due to the time of year, this will be monitored and required works undertaken to encourage a faster recovery. It is still usable for the junior soccer competition. A number of local Mnt bike events have been successfully run on the Tyrolean trails					
Ginger Lee Park upgrades	Manager Corporate Projects	01-Jul-2022	30-Jun-2023	Completed	100%
Cooma Regional Sports Hall	Recreation Planner	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Construction is complete and the sports centre is now operational. fees and charges were adopted at the March Council meeting. Handover to the operations team has been undertaken.					

04-Jun-2024

Camms.

Page 38 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Provide well maintained sporting and leisure facilities</b>					
Investigate Highview Park Jindabyne	Supervisor Civic Maintenance	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Investigation completed					
Bombala sporting facilities upgrades	Project Officer	01-Jul-2022	30-Jun-2024	In Progress	35%
<b>Comment:</b> Construction details design from architect and engineer in progress. Confirmation of maintenance requirement and tender process. Completion date to be revised to June 2025 - pending finalisation with funding provider.					
Jindabyne Sportsground upgrade amenities	Project Officer	01-Jul-2022	30-Jun-2023	Completed	100%
Maintain and operate Council owned pools	Coordinator Community Facilities	01-Jul-2022	30-Jun-2026	In Progress	45%
<b>Comment:</b> Jindabyne open and patronage numbers are the highest they have been					
Cooma Swimming Pool upgrades - stage 1	Specialist Project Officer	01-Jul-2022	30-Jun-2025	In Progress	55%
<b>Comment:</b> STATUS: At risk ACCOMPLISHMENTS THIS MONTH: Review and adjust milestones with grant office. Provide additional information for the DA around LALC. PLANNED FOR NEXT MONTH: Awaiting LALC non-objection to the works. RISKS & ISSUES: Schedule, budget.					
Undertake playground inspection program	Supervisor Civic Maintenance	01-Jul-2023	30-Jun-2026	In Progress	80%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Infrastructure: We have in place infrastructure that supports our lifestyles					
<b>Outcome</b> : Provide well maintained sporting and leisure facilities					
<b>Comment:</b> Inspections undertaken as per schedule. Replacement of flying fox cables in Jindabyne have occurred, gate latches in Berridale and Adaminaby. Winter top up of soft fall, currently being organised. 29/04/2024 - Berridale and Bombala teams have taken delivery of soft fall, replenish works to begin next week. Centennial park due for a pressure clean. Parks being audited and repairs scheduled. 30/05/2024 - Playground Inspections recently undertaken have identified some minor faults with some playgrounds. Bolts have been replaced and broken baby seats have been replaced. Jindabyne Livvi playground has a major defect in the astrc turf beneath the nest swing- it has been temporarily closed with wet pour rubber softfall ordered, teams will apply to the affected areas and re open as soon as it has been made safe. The spinner in Centennial Park Cooma was identified the the ball bearings had reached end of life and broken, causing a hazard to users. this was temporarily closed. discussions with the manufacturer have been ongoing to find a solution. Parts have been shipped and a repair is expected by the end of June. Inspections are still being completed on paper forms, however a better system of recording them into CM10 has been established. The team are hoping to implement Reflect or a similar asset tool into the next financial year.					
Jindabyne Skate Park upgrade	Project Officer	01-Jul-2022	30-Jun-2024	In Progress	92%
<b>Comment:</b> Overall Status as at 17/5/24 is ON TRACK.  Accomplishments this month:  Well received and overly positive community feedback not only about the skate park itself but the opening as well.  New sign installed.  Mural will start on Monday, 20th May and pending weather conditions should be completed on the 31st of May.   Planned for next month:  The installation of the new red and yellow bins.  The mural to be completed  Installation of the Jindabyne Skate Park Sign.  Final project report to be submitted.   Critical Issues/Risks:  Currently only 1 set of bins on site the others will be delivered at the end of May.   Key items for Communication:  Advise community that the muralist will be on site.					
04-Jun-2024		Camms.			Page 40 of 58

Snowy Monaro Regional Council (SMRC)			2023/2024 DP		
<p>Overall Status as at 23/4/24 is ON TRACK.</p> <p>Accomplishments this month: Well received and overly positive community feedback not only about the skate park itself but the opening as well. New sign installed.</p> <p>Planned for next month: The installation of the new red and yellow bins. The mural to be completed Installation of the Jindabyne Skate Park Sign. Final project report to be submitted.</p> <p>Issues/Risks: Currently only 1 set of bins on site the others will be delivered in May.</p> <p>Overall Status as at 23/4/24 is ON TRACK.</p> <p>Accomplishments this month: Well received and overly positive community feedback not only about the skate park itself but the opening as well. New sign installed.</p> <p>Planned for next month: The installation of the new red and yellow bins. The mural to be completed Installation of the Jindabyne Skate Park Sign. Final project report to be submitted.</p> <p>Issues/Risks: Currently only 1 set of bins on site the others will be delivered in May.</p>					
Upgrades to Cooma Showground toilet block under the Crown Reserves Improvement Fund (CRIF)	Supervisor Civic Maintenace	01-Jul-2024	30-Jun-2025	In Progress	5%
<p><b>Comment:</b> Quotes have been received and an evaluation of quotes is yet to be undertaken.</p>					
Develop an Aquatic Strategy for the region	Coordinator Strategy Development	01-Jul-2024	30-Jun-2025	Not Started	5%
<p><b>Comment:</b> A budget bid of \$90,000 will be placed into the 24-25 budget to complete this project. A draft scope has been completed for this project. This project is to be deferred to the 24-25 Operational Plan</p>					
<p><b>Outcome : Public buildings and facilities are set up to be accessible to all people</b></p>					
Bombala Arts & Innovation Centre Building Upgrade	Manager Corporate Projects	01-Jul-2022	30-Jun-2025	In Progress	1%
<p><b>Comment:</b> Discussions are underway to finalise the funding to continue upgrades to the former infant school in bombala</p>					
New Civic Precinct (Stage 1-Feasibility)	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	In Progress	85%
<p><b>Comment:</b> Corporate Projects team are actively working on understanding the options and documenting recommendations for discussion prior to June 30.</p>					

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Infrastructure: We have in place infrastructure that supports our lifestyles					
<b>Outcome</b> : Public buildings and facilities are set up to be accessible to all people					
Bombala Caretaker Cottage	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Status: Completed Issues: Nil Risk: Nil Next Step: Local 355 to complete the refurbishment with additional funding Budget: On budget Communications: Bombala PEG updated regularly, last meeting 13-09-2023, next meeting 25-10-2023					
Bombala Exhibition Hall, CWA Room upgrades painting of exhibition hall	Manager Corporate Projects	01-Jul-2022	30-Jun-2023	Completed	100%
Aitchison Cottage Berridale	Manager Corporate Projects	01-Jul-2022	30-Jun-2023	Completed	100%
Bombala Exhibition Hall, CWA Room upgrades	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Status: Works completed Issues: Nil Risk: Nil Next Step: N/A Budget: On Budget Communications: Updates communicated to the PEG at the 13-09-2023 meeting, next meeting scheduled for 25-10-2023					
Maintain Council buildings and sites within the Land and Property service	Coordinator Land and Property	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Measure achieved for May 2024 NOTE: Progression % assumption is based around standard service delivery spanning the four years, which equates to 25% goal completion each year.					
Jindabyne Community Library	Specialist Project Officer	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> The Jindabyne Library is proving to be a success with the Jindabyne Community, with the call for additional programs to be run.					
Delegate Preschool renewal of drainage systems	Project Officer	01-Jul-2022	30-Jun-2024	In Progress	90%
<b>Comment:</b> Finalising minor defects and repairs prior to final completion.					
04-Jun-2024		Camms.			Page 42 of 58



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Public buildings and facilities are set up to be accessible to all people</b>					
Delegate School of Arts	Project Officer	01-Jul-2022	30-Jun-2025	In Progress	30%
<b>Comment:</b> Reviewing project scope and budget against pre-CC lodgment conditions.					
Bombala Depot – female amenities	Manager Corporate Projects	01-Jul-2022	30-Jun-2023	Completed	100%
Operate and maintain Snowy River Health Centre in accordance with DoHA requirements	Coordinator Land and Property	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> May 2024 - Occupancy at SRHC is firm; with ongoing occupancy of the sessional rooms active and adhoc hire of the Education Room by user groups ongoing, based on demand. The primary tenancy footprint of the facility is occupied; via lease to Jindabyne Medical Practice. NOTE: Progression % assumption is based around standard service delivery spanning the four years, which equates to 25% goal completion each year.					
Jindabyne Holiday Park Upgrades	Project Officer	01-Jul-2022	30-Dec-2023	In Progress	75%
<b>Comment:</b> On track to completion by 2nd quarter 2024					
Jindabyne Town Centre improvements	Project Officer	01-Jul-2023	30-Jun-2025	In Progress	1%
<b>Comment:</b> Jindabyne Town Centre Improvements Overall status as at 20.05.2024: ON HOLD  Accomplishments this month: •  Planned for next month: •  Risks and Issues: •					
Provide library services across the region	Coordinator Library Services	01-Jul-2022	30-Jun-2026	Completed	100%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Infrastructure: We have in place infrastructure that supports our lifestyles</b>					
<b>Outcome : Public buildings and facilities are set up to be accessible to all people</b>					
<b>Comment:</b> The library services operated as normal, providing access to resources and education programs across the region.					
Strengthening Communities Safer Places	Project Officer	01-Jul-2022	30-Jun-2026	In Progress	78%
<b>Comment:</b> Overall Status as at 17/5/24 is ON TRACK.  Accomplishments this month:  Generator interfaces will be installed.  Works started at Nimmitabel Hall.  Planned for next month:  Continued communication with community and contractor to monitor the progress of Nimmitabel Hall.  Critical Issues/Risks:  Delivery within Timeframe – We submitted a variation extending our completion date to 30 June 2024. This will allow us to make sure all aspects of the project are completed in time.  Key items for Communication:  Media Release – Regarding Nimmitabel works					
<b>Goal : Our Leadership: Our community is informed and engaged to provide transparency in decision making</b>					
<b>Outcome : A range of consultation mechanisms that facilitate input from the stakeholders are used</b>					
Provide lobbying and advocacy to government and private operators to retain, support, and improve local community support services	Chief Strategy Officer	01-Jul-2022	30-Jun-2023	Completed	100%
Provide feedback on State Significant Development (SSD) applications	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> SEAR"S comments have just been completed on the proposed Monaro Solar Farm.					
Undertake a customer satisfaction survey annually	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	Completed	100%
04-Jun-2024		Camms.			Page 44 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: Our community is informed and engaged to provide transparency in decision making</b>					
<b>Outcome : A range of consultation mechanisms that facilitate input from the stakeholders are used</b>					
<b>Comment:</b> 2023-2024 Community Satisfaction Survey completed .					
<b>Outcome : Community engagement strategies are put in place to effectively consult and engage with stakeholders</b>					
Provide customer service front desk and after hours service	Coordinator Engagement	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> 2,168 calls, service levels 92.31%. It must ne moted that this period saw the implementation of the CRM system. There was a limited impact on wait times and abandon rates. 96 after hours calls					
Provide Service NSW access to the Bombala community	Coordinator Engagement	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Service NSW Agency services delivered. A Bombala Service NSW trained staff member resigned, we will advertise for the role as soon as possible.					
Prepare and implement Community Engagement Strategy	Coordinator Engagement	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> The strategy is utilised for all engagement activations ensuring this process is embedded in BAU. The Engagement team continue to support business units with the creation and roll out of their individual strategies. The Communications Team has reviewed the strategy and will have it ready for further review mid-June.					
<b>Outcome : Timely and relevant information is communicated to stakeholders on matters impacting on them</b>					
Prepare the State of the Region Report	Coordinator Strategy Development	01-Jul-2023	30-Jun-2026	In Progress	5%
<b>Comment:</b> Early planning is underway for the preparation of the State of Region Report to be tabled at the November 2024 Council meeting.					
Prepare an Annual Report for the community highlighting Council's progress against the Delivery Program	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> 2022-2023 Annual report completed.					
Inform the community on relevant Council matters	Coordinator Engagement	01-Jul-2023	30-Jun-2026	In Progress	45%
<b>Comment:</b> Media releases, newsletter and public notices distributed on relevant council matters. All local schools have been offered an educational visit, a number of sessions were held in this reporting period.  Social media monthly stats: • Followers: FB 11,725 increase of 50 this month					
04-Jun-2024		Camms.			Page 45 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

- Followers: Instagram 1,919 increase of 3 this month
- Facebook page reach = 51,895. decrease of 0.4% this month.
- Instagram reach = 860 decrease of 28.2% this month. The drop was due to the high reach last month due to trout consultation and skatepark opening.

Website stats  
Sessions by device  
Mobile 55.1%  
Desktop 41.7%  
Tablet 3.2%

Top ten pages  
- Home Page  
- Content Search  
- News article - Anzac Day in the Snowy Monaro  
- News article - Final stage of feedback on Adaminaby Trout  
- Library  
- Waste facilities  
- Contact us  
- Careers  
- News article - Bobeyan Road  
- Bin calendar

eNewsletter  
>10% CTR (click through rate) for eNewsletter  
• 16.23% for May

>40% open rate for eNewsletter  
• 62.41% for May

Top Clicks  
1) CEO: Council's financial challenges can no longer be avoided (3 May) – 159 clicks  
2) What are the new weeds on my doorstep? (3 May) – 86 clicks  
3) Final stage of feedback on Adaminaby's Big Trout (3 May) – 52 clicks  
4) Multimillion dollar upgrade of Smiths Road set to get underway (17 May) – 45 clicks  
5) Job listings (3 May) – 41 clicks  
6) Job listings (3 May) – 35 clicks  
7) Your say on our region's future (17 May) – 33 clicks  
8) Upgrade works ramping up on Bobeyan Road (17 May) – 33 clicks  
9) Bridging the gap in Michelago: New Ryrie Street bridge project begins (3 May) – 31 clicks  
10) Boco Rock Community Enhancement Fund opens for 2024 (3 May) – 26 clicks  
11) People power tips the scales in Adaminaby (17 May) – 25 clicks  
12) Your Say IP&R pre-promote link (3 May) – 17 clicks  
13) Meeting home page (17 May) – 17 clicks  
14) Meeting home page post-meeting IP&R link (3 May) – 13 clicks  
15) Council boosting economy: Stage 3D of Leesville Industrial Estate (17 May) – 14 clicks  
16) Jindabyne cleans house ahead of Jack Frost's arrival (17 May) – 11 clicks  
17) Winter bookings for Snowy Monaro sportsgrounds (3 May) – 9 clicks  
18) Post-meeting IP&R website news page link (3 May) – 3 clicks  
19) Facebook post-meeting IP&R news link (3 May) – 1 click

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: Our community is informed and engaged to provide transparency in decision making</b>					
<b>Outcome : Timely and relevant information is communicated to stakeholders on matters impacting on them</b>					
Reporting accountability through monthly performance reporting	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> The monthly performance report has been prepared for the May 2024 Council meeting, reporting up until end of May 2024.					
<b>Goal : Our Leadership: That effective strategies are in place to achieve the community strategic plan outcomes</b>					
<b>Outcome : Current strategies are in place to manage all major issues facing the community</b>					
Develop a Climate Change Resilience Strategy	Coordinator Strategy Development	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Scoping of this project was completed in determining funding sources.					
Co-ordinate preparation of an Operational Plan that identifies the projects and activities that will be undertaken each financial year to achieve the commitments made in the Delivery Program	Coordinator Strategy Development	01-Jul-2023	30-Jun-2026	In Progress	80%
<b>Comment:</b> Draft Operational Plan for 24-25 will be tabled at the 2 May Council meeting to resolve to place on public exhibition.					
Disability Inclusion Action Plan (DIAP)	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	In Progress	90%
<b>Comment:</b> Draft strategy is currently on public exhibition for 28 days.					
Develop the 2042 Snowy Monaro Community Strategic Plan (CSP) in line with Integrated Planning and Reporting guidelines to ensure long term planning and organisational sustainability	Coordinator Strategy Development	01-Jul-2023	30-Jun-2026	Completed	100%
<b>Comment:</b> The 2042 Snowy Monaro Community Strategic Plan is adopted and published on Council's website. A review has commenced, with a 'light touch' engagement currently taking place with our community. It is anticipated that we will workshop with our new Council post Council elections September 2024 to review our community's comments. The reviewed CSP is to be adopted before 30 June 2025.					
Strategies are developed to manage major issues facing the community	Coordinator Strategy Development	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Current strategies on consultation and engagement - Active Transport Strategy, Disability Inclusion Action Plan and Arts and Culture Strategy are drafted and ready for public exhibition. Heritage Strategy is in progress and Aquatic Strategy is planned for the 24-25 FY.					
Arts and Culture Strategy	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	In Progress	90%
<b>Comment:</b> Draft Arts and Culture Strategy has been completed and will be tabled at the June 2024 Council meeting to place draft on public exhibition for 28 days.					
Reconciliation Action Plan	Coordinator Strategy Development	01-Jul-2022	30-Jun-2024	In Progress	90%
04-Jun-2024		Camms.			Page 47 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That effective strategies are in place to achieve the community strategic plan outcomes</b>					
<b>Outcome : Current strategies are in place to manage all major issues facing the community</b>					
<b>Comment:</b> External public consultation is completed - A draft reflect plan has been prepared with further internal consultation to take place before a report is prepared for Council.					
Review Youth Strategy 2023-27	Coordinator Youth Services	01-Jul-2022	30-Jun-2024	In Progress	25%
<b>Comment:</b> Initial discussions have begun with Communications Team management and Youth Advisory Committee, on how best to move forward and structure the consultation process. The YAC have invited the communications team to discuss how to move forward with the consultation.					
Annual review of the Delivery Program is undertaken, to ensure it aligns with the CSP	Coordinator Strategy Development	01-Jul-2023	30-Jun-2026	In Progress	80%
<b>Comment:</b> The draft revised Delivery program and 24-25 Operational Plan will be tabled at a 2 May extraordinary meeting to resolve to place on public exhibition.					
<b>Outcome : Implement an operational excellence program</b>					
Develop and deliver the Towards Excellence Program	Chief Strategy Officer	01-Nov-2022	30-Jun-2025	In Progress	40%
<b>Comment:</b> With the draft delivery and operational plans now out for public commentary resources will be focused back on moving forward the draft annual works and service plan works that have been developed. This will involve reviewing the information developed so far and working on clarifying what service levels can efficiently be provided with the available resources.					
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
Administrate NSW Rural Fire Fighting Fund allocations in line with RFS requirements	Coordinator Governance	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> 27.05.2024 Administration of RFS funds conducted according to existing arrangements as needed. A request has been made to the RFS for a specified administration arrangement for Council to review.					
Facilitate service reviews as required under s406 of the Local Government Act, 1993, in accordance with Council's Service Review Program	Chief Workforce Officer	01-Jul-2022	30-Jun-2026	In Progress	34%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> Towards Excellence program commenced 11 September 2023 with kick off meetings covering: * Leadership and Culture * Customer Journey * Annual Works and Service Delivery * Way of Working * Technology Enablement  As part of TEP, SMRC will undertake a scheduled ICT Service Review in 23-24. Findings and recommendations entered into the audit system and to be distributed for management responses. 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. Will be part of the Towards Excellence project, which should look at what activities are undertaken and how best those should be resourced and carried out. KPI developed and added to the delivery program. Will be reported on as part of the monthly progress report to Council.					
Collation and production of Ordinary and Extraordinary Council meeting business papers and accurate recording of resolutions	Executive Assistant	01-Jul-2023	30-Jun-2026	In Progress	64%
<b>Comment:</b> Completed for May 2024. Minutes were prepared and published to the website within 7 days Business Papers were published on Council's website on 09/05/2024.					
Annual review of Asset Management Plans	Team Leader Assets	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> Update sought from Finance on status of financial data required for modelling. Update sought from Infrastructure on status of new service levels being developed for roads buildings and civic maintenance Audit being conducted on recent reseals/heavy patching to validate asset data for modelling					
Provide accurate asset management information	Team Leader Assets	01-Jul-2023	30-Jun-2026	In Progress	30%
<b>Comment:</b> Accurate information is provided by the Assets team upon request, generally with 48 hours.					
Undertake a program of internal audit across Council services	Coordinator Governance	01-Jul-2023	30-Jun-2026	In Progress	20%
<b>Comment:</b> 27.05.2024 Internal audit is a shared service by member council's under a CRJO agreement and reported to the ARIC committee.					
Designated Persons returns are scheduled and managed in accordance with Office of Local Government (OLG) requirements	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	25%

04-Jun-2024

Camms.

Page 49 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> 27.05.2024 The process for 2023 is complete and reported to Council on 19 October 2023. The 2024 cycle will commence in July 2024 with provision for services following the council elections.					
Service level statements are developed for the organisation	Coordinator Strategy Development	01-Jul-2022	30-Jun-2030	Completed	100%
<b>Comment:</b> Workshops have taken place regarding the development of an Annual Works Program and Planning & Scheduling of works for each financial year. These programs will guide how best Council is able to undertake its work, and a level of service will be developed for discussion from this information. Service descriptions have been developed for the primary services delivered by Council, and they are located as service descriptions within the Delivery Program and Operational Plan. Several Service Reviews are currently underway, development of CRM and completed Asset Management Plans all assist in informing service levels. Discussions are also underway with Service Delivery managers for the Delivery Program review and Operational Plan development for 2023-2024 with Service Statements discussed and amended where required.					
Review of asset depreciation rates and useful lives	Team Leader Assets	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> Review complete. No changes to useful lives or depreciation rates this year.					
Complete stronger communities funded projects	Manager Corporate Projects	01-Jul-2022	30-Jun-2024	Completed	100%
<b>Comment:</b> Acquittal finalised and submitted.					
Investigate and model Special Rate Variation (SRV) scenarios	Coordinator Strategy Development	01-Jul-2022	30-Jun-2023	Completed	100%
Provide financial services to the organisation	Chief Financial Officer	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> With the starting point at June 2023 of \$65,000, The \$5M unrestricted cash target will not be accomplished in one year. Target is \$1M per year for 5 years. The LTFP reflects this goal.					
Develop and implement a community education program to improve parking habits of motorists in the region	Public Health & Environment	01-Jul-2022	25-Jan-2023	Completed	100%
<b>Comment:</b> Council continues to utilise educational material as part of its parking enforcement program. This includes social media posts on issues as they occur and the leaving of fliers on cars.					
Operate and maintain Councils fleet and plant program	Coordinator Plant and Fleet	01-Jul-2022	30-Jun-2026	In Progress	64%



Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> Plant availability >93% Budget expenditure, General fund Admin 37% Operations 87% Income - Revenue 100%, Plant Hire 82% Water 62% Sewer 72% Waste 43%					
Respond to straying stock matters and impound when required to ensure that our public roads are kept safe	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> The Rangers have attended to 7 livestock related matters in May 2024.					
Develop Long Term Financial Plans for the Water, Wastewater and Waste funds	Chief Financial Officer	01-Jul-2023	30-Jun-2025	Completed	100%
<b>Comment:</b> Review of the forward budgets with a zero based budgeting approach to determine operating costs and asset management information for what are adequate renewals of infrastructure. This will determine the revenue required to achieve a balanced position and hence the access charges that will need to be charged to achieve long term sustainability over the medium to long term.					
Risk management practices are administered across the organisation	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	39%
<b>Comment:</b> 27.05.2024 The original undertaking to engage Paladin Risk Management Services in January 2024 to introduce the principles of a renewed framework and confirm priorities has been supplanted by the critical requirement to re set Council's WHS systems. Work has commenced in this respect with Paladin working with Workforce Management to establish a plan of renewal.  In the interim the planned re set of the risk management framework has taken a secondary priority. and risk services remain at their current level.					
Special Rate Variation	Chief Financial Officer	01-Jul-2023	30-Jun-2026	Completed	100%

04-Jun-2024

Camms.

Page 51 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> 2023/2024 rating categories amended with inclusion of SRV percentage. Making of the rates report adopted by Council 29 June 2023					
Undertake companion animal management with the management of microchipping, registration and impoundment of dogs and cats to ensure compliance with the Companion Animals Act, 1998	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Council's Ranger's have completed all dangerous dog assessments. Five dog attaches were investigated in May 2024 and the Rangers have been processing new registration and following up on outstanding ones for the 570 letters that were sent to the owners of unregistered dogs and cats.					
Provide LEMO support to the Local Emergency Management Committee	Coordinator Governance	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> 27.05.2024 LEMO support is provided as needed supporting secretariat functions for the committee meetings.					
Maintain a compliant Records Management System	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	39%
<b>Comment:</b> 27.05.2024 The implementation of a software upgrade in the records management system and support for a new customer relationship management system (CRM) has impacted on the team this reporting period. Site visits to remote offices and an upturn in desktop support requests have been a feature of the last weeks. The indefinite deferral of recruiting the vacancy in the team impacts on the progress of an overarching framework document. Maintaining BAU services in hard and electronic mail registration and on demand desktop assistance to staff occupies approximately 1.8 FTE time of the current 2 FTE staff preclude sustained efforts in developing improved procedures and training material. Basic records management training modules have been recorded and placed in the online learning system (ELMO). The modules cover the principles of good records management, records creation and storage, search and access. Further modules will be developed depending on operational workloads. Improvements in records management are identified and addressed incrementally. The records team are currently supporting staff in using an upgraded version of the electronic document records management system.					
Improve information on utilisation of plant and fleet	Coordinator Plant and Fleet	01-Jul-2023	30-Jun-2024	In Progress	84%
<b>Comment:</b> Actual utilisation provided to key managers quarterly. Specific heavy plant reports provided monthly. Telematics RFQ closed 19/1, submissions reviewed and preferred supplier identified. Insight Telematics - 20 units fitted for operational vehicles, reports being configured.					
Facilitate Council's Audit and Risk and Improvement Committee (ARIC) meetings	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	75%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> 27.05.2024 The next ARIC meeting is scheduled for 17 June. A new charter is scheduled for review. Processes to confirm the continuing appointment of the ARIC chair were facilitated during the reporting period.					
Improve organisational development across the organisation	Chief Workforce Officer	01-Jul-2022	30-Jun-2023	Completed	100%
<b>Comment:</b> Field Force Four reviews now have taken in large parts of Operations, Governance and Assets. This impacts well over 50% of the organisation and some progress has been made on implementation through Towards Excellence program now scheduled for 23-24 financial year.  Implementation of frontline leadership has commenced with pilot with further program elements scheduled for 23-24. RFQ for other components of service review work through Towards Excellence is underway and a contractor is still TBC.  Plan to undertake an IT service review in 23-24.  Ongoing vacancies within organisational development roles has impacted ability to deliver on further work. Recruitment being undertaken to fill vacancy.					
Building Better Finance Environmental Loans	Chief Financial Officer	01-Jul-2023	30-Jun-2024	Completed	100%
<b>Comment:</b> OBBF has been launched. A further note that BBF has lost its funding stream and has ceased trading.					
Maintain Council's Code of Conduct Complaint Register to ensure compliance and accurate reporting	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	66%
<b>Comment:</b> 27.05.2024 Code of conduct complaints are managed in accordance with the procedures for the administration of the model code of conduct for local councils in NSW. The statutory reporting to Council and OLG was completed in December 2023 in accordance with legislative compliance. At the time of reporting one formal code of conduct complaint is on foot.					
Donations and sponsorships are provided by Council to support activities throughout the region	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	50%
<b>Comment:</b> 27.05.2024 The 2024 Donations and Sponsorship program is underway with applications closed on 15 March. Council reviewed and awarded funding to successful applicants at the May 2024 council meeting. Distribution of funding is underway.					
Sale of land for unpaid rates	Chief Financial Officer	01-Jul-2023	30-Jun-2024	In Progress	30%

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal</b> : Our Leadership: That the community has confidence in leadership					
<b>Outcome</b> : Clear agreed standards are in place and applied about how public services are provided					
<b>Comment:</b> Resource constraints has pushed this out and now a recommendation will be taken to Council After the 2024 Elections					
Capital works program - plant & vehicle capital replacement program	Coordinator Plant and Fleet	01-Jul-2022	30-Jun-2026	In Progress	94%
<b>Comment:</b> Identified capital replacements underway. 72 items actioned.					
Financial Sustainability Review	Manager Finance	01-Jul-2022	30-Jun-2023	Completed	100%
Support the CEO, Mayor, Councillors and Executive in their day to day activities to meet community needs	Executive Assistant	01-Jul-2022	30-Jun-2026	In Progress	72%
<b>Comment:</b> May 2024 included; * Formal ELT Meetings * Councillor Briefing Session * Ordinary Council Meeting * Extraordinary Council Meeting * Meetings with community on various issues * Community events					
Develop a Compliance Register	Coordinator Governance	01-Jul-2023	30-Jun-2025	In Progress	5%
<b>Comment:</b> 27.05.2024 The compliance register will be developed following the completion of the policy framework. Budget constraints mean the current vacancy in the team will remain unfilled for the foreseeable future. Budget to implement business improvement aligned with the 2022 service review have not been allocated. A revised indicative completion date is June 2025 which is dependent on incremental business improvement as fluctuating workloads allow.					
Develop a framework for policies and procedures to support the organisation	Coordinator Governance	01-Jul-2024	30-Jun-2025	In Progress	50%
<b>Comment:</b> 27.05.2024 A register of existing policies is in development. A revised indicative completion date is June 2025 which is dependent on incremental business improvement as fluctuating workloads allow.					
04-Jun-2024					Camms.
					Page 54 of 58

Snowy Monaro Regional Council (SMRC)					2023/2024 DP
Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
Implement actions identified from Audit and Risk and Improvement Committee (ARIC) meetings	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	89%
<b>Comment:</b> 27.05.2024 Development of the audit plan is underway. Completion of actions remains inconsistent due to competing priorities for action officers.					
Provide Workforce Management Services across the organisation	Chief Workforce Officer	01-Jul-2022	30-Jun-2026	In Progress	34%
<b>Comment:</b> Workforce metrics: * Leadership Development - Commencing in Oct 2023, over 80 leaders will participate in SMRC's Leadership & Culture program as part of the Towards Excellence Program * Performance reviews - In the 22-23 performance period, over 50% of staff participated in undertaking performance reviews. * Recruitment - In the previous 12 months, Workforce have received 109 requests for recruitment that have been approved. 57 of these have been finalised (52%), 46 are currently open (42%), and 6 have been placed on hold (5%). * New Staff Turnover - In the previous 12 months, 96 new staff have commenced with SMRC, with 82 remaining employed with SMRC in that same period (85%). 2 staff undertaking process management training. Appointment of Organisation Development Officer 28 August 2023. Learning and Development Officer commencing early September to commence work on this action. Business areas have reviewed vacancies. Civica now aligned with positions in the formal structure. CWO will monitor and update changes to structure as approved by CEO.  Budget development process will be used to identify any further unfunded positions. Need to be vigilant and monitor constantly.  All changes to the adopted structure are to be directed through ELT and communicated to consultative committee.					
Council's Insurance policies are kept up to date, and relevant to the current state and needs of the organisation	Coordinator Governance	01-Jul-2022	30-Jun-2026	Completed	100%
<b>Comment:</b> 27.05.2024 Council's annual insurance policy renewal is confirmed in October each year. The October 2023 renewal was completed according to the schedule.					
Undertake parking patrols to ensure compliance with the Road Rules, 2014	Public Health & Environment	01-Jul-2022	30-Jun-2026	In Progress	48%
<b>Comment:</b> Parking patrols in CBD were placed on hold during May 2024,  However patrols of the main towns with a focus on dangerous parking issues.					
Government Information Public Access (GIPA) applications are processed in accordance with Council's Agency Information Guide and GIPA Act, 2009	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	75%

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
<b>Comment:</b> 27.05.2024 Current formal GIPA applications are being processed within legislated time frames. An updated Agency Information Guide (AIG) was adopted at the 21 March 2024 council meeting. The AIG serves to inform internal and external customers of Council's obligations in the management of information requests and is in effect a GIPA policy. Resources to enable business improvement measures aligned with a 2022 service review have not been identified. Accordingly incremental improvement of GIPA management practices and awareness to staff are implemented as BAU resourcing allows.					
Provide support and guidance to the organisation so that it can deliver a safe and healthy workplace	Chief Workforce Officer	01-Jul-2023	30-Jun-2026	In Progress	9%
<b>Comment:</b> WHS Metrics: * WHS Induction - 426 active employees issued WHS Induction. 345 completed (80%), 17 in progress (4%), 63 not yet started (15%). * Rolling loss time injuries frequency rate - LTIFR is currently 33, goal is to have this below 25. * Workplace Inspections - 17 Workplace Inspections completed to date in 23-24.					
Implement Plans of Management (PoMs) for the Crown Reserves which Council is the identified Crown Land Manager	Coordinator Land and Property	01-Jul-2023	30-Jun-2024	In Progress	82%
<b>Comment:</b> May 2024 - Request for update on process timing tabled to Crown Lands: Awaiting feedback from Crown Lands on Council's Draft 'General Community Use' PoM which has been submitted to NSW Crown Lands for review - in order to obtain Ministerial approval for public exhibition. Note: All Council's Draft PoMs are ready for Crown Lands review, however Crown Lands requested that a single document only be tabled at this point in time for resource efficiency reasons on their side. 100% of the Native Title Manager written advices has been achieved for all 74 reserve locations - this aspect is a key part of prescribed sequence of steps mandated by the State. A structured "by category" approach has been implemented. Six (6) Plans of Management will be delivered: <ul style="list-style-type: none"> <li>• Area of Cultural Significance Plan of Management</li> <li>• General Community Use Plan of Management</li> <li>• Natural Areas Plan of Management</li> <li>• Parks Plan of Management</li> <li>• Sportsgrounds Plan of Management</li> <li>• Caravan Parks Plan of Management</li> </ul>					
Maintain regulatory registers of Council decisions in accordance with relevant legislation	Executive Assistant	01-Jul-2022	30-Jun-2026	In Progress	72%
<b>Comment:</b> Registers updated with Council decisions after each meeting - Updated on 20 May 2024 <ul style="list-style-type: none"> <li>• Planning register</li> <li>• Pecuniary interest register</li> <li>• Councillor meeting attendance</li> <li>• Councillor attendance via Zoom (if applicable)</li> </ul>					

04-Jun-2024

Camms.

Page 56 of 58

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Strategy	Responsible Officer	Start Date	End Date	Status	% Complete
<b>Goal : Our Leadership: That the community has confidence in leadership</b>					
<b>Outcome : Clear agreed standards are in place and applied about how public services are provided</b>					
Section 355 Advisory and Management Committees are managed and supported	Coordinator Governance	01-Jul-2022	30-Jun-2026	In Progress	39%
<b>Comment:</b> 27.05.2024 Committee minutes are reported to council within a month of their receipt. At the 16 May 2024 meeting the following minutes were presented to Council:  Bombala Exhibition Ground Management Committee minutes of meeting held 14 February 2024; Michelago Hall and Tennis Courts Management Committee minutes of meeting held 21 February 2024; Adaminaby Hall Management Committee minutes of meeting held 6 March 2024					
<b>Outcome : Leadership is visible and accessible to our community</b>					
Facilitate citizenship ceremonies	Executive Assistant	01-Jul-2023	30-Jun-2026	In Progress	75%
<b>Comment:</b> Four Ceremonies to be held each year as per format below; 15 September 2023 - 19 Conferees attended January 2024 - 26 Conferees attended April 2024 - A Citizenship ceremony was held on Friday 5 April 2024 - 17 Conferees attended. June 2024 - Scheduled for the 21 June 2024					

Snowy Monaro Regional Council (SMRC)

2023/2024 DP

Camms.

The entire contents of this document are subject to copyright with all rights reserved.  
All copyrightable text and graphics, the selection, arrangement and presentation of all information and  
the overall design of the document are the sole and exclusive property of CAMMS.  
Copyright © 2024 Camms. All rights reserved

Camms.



### 9.3.6 UPDATE ON FINANCIAL SUSTAINABILITY REVIEW ACTIONS

Record No: I24/339

#### OFFICER'S RECOMMENDATION

That the progress against the recommendations be noted.

#### ISSUES

There has been an increase in the number of projects that have moved from green to amber and a decrease in the number of projects showing as red.

The following projects are items of note:

Adopted Action	Reason for Concern	Action Planned
<b>Conduct a strategic review of services and service levels</b>	This action is dependent on the completion of the Towards Excellence Program, which will determine the effective level of resourcing required to provide services. That project is still progressing and has not yet determined all of the activities currently required and the effective activity costs of those activities.	Continue to progress understanding the activities required to support service levels the cost of those activities to allow for a meaningful conversation on the service levels the community is willing to fund.
<b>The Information and Communication Technology service review is undertaken</b>	The Towards Excellence project has identified the organisation needs for tech investment and business systems tools to support efficient operations. However this has taken longer than initially planned.	Specifications for the necessary support tools to allow the Council to operate have been developed to draft stage and are under consultation. These will form the basis for development of the information technology roadmap that will guide the future hardware and software needs. Once approved the first activity will be to map the requirements against the existing capabilities to identify gaps. Following this a range of tenders or expressions of interest will be undertaken to seek pricing for solutions to where gaps are identified.

Adopted Action	Reason for Concern	Action Planned
<b>Develop Long Term Financial Plans for the Water, Wastewater and Waste funds</b>	Significant work has gone into reviewing the budgets at an operational level and considering the longer term infrastructure costs. The work coming from Towards Excellence on the activities is still in draft and behind the initial schedule. This needs to be finalised as these operational costs need to be fully understood to support the longer term financial plans.	Following completion of the Towards Excellence work to identified the activities required and the efficient cost to undertake those works work will focus on the longer term infrastructure needs and the costs associated with that infrastructure. Work has already been undertaken towards this outcome.
<b>Improve the strategic and technical asset management capability</b>	Delayed due to vacancies in the Strategic Planning team and planning proposals. This has meant that resources have not been available to focus on improvement projects.	Recruitment for the key vacancy gap has been undertaken. Activities have been delegated to a lower level within the staffing structure to get some activity progressing in the asset management space.
<b>Improve the integration of asset planning with the strategic service planning</b>		
<b>Establish a training and development program aimed at improving the leadership and management of assets</b>	This project has been deferred due to the high impact the Towards Excellence project and the aged care divestment and new budgeting processes has had on the available resourcing.	Aspects of the desired outcomes will be achieve through the changed ways of working, which in the infrastructure areas are focused on a greater utilisation of asset management techniques. Because of this staff are already starting to be exposed to improved practices and techniques.
<b>Explore opportunities to rationalise the land and facilities assets that are used to deliver Council's services</b>	This is also reliant on the Towards Excellence program which is still finalising the activities required for the various services.	Finalise the activity required (which will consider the geographic needs) and determine from that the most efficient support infrastructure needed to provide the service.

Adopted Action	Reason for Concern	Action Planned
<b>Development of Service Level Agreements for the Transport Network</b>	Significant community concern around the service levels that the information is showing can be provided.	Councillors and the staff will need to continue to work through the discussions around what service are sustainable with the community.

## RISK ASSESSMENT

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

Note that the risk assessment looks at achieving the activities agreed from the financial sustainability review. As the report is only setting out the current state of the project there is only a current assessment of where the achieving the agreed outcomes sit.

Financial sustainability is rated as an extreme risk as the special rate variation identified as needing to be put into place was not fully achieved. No plans have been put into place to resolve that shortfall and the impacts of this are part of what has led to the current discussions through the delivery plan on service levels. This impacts the financial position of Council by \$2million per annum. As there is no additional income showing in the Council's long term financial plan or action to achieve the financial sustainability agreed position this has to be considered the likely outcome. This combination of value and likelihood leads to the current risk of that action being extreme.

Feedback from the community to several of the actions that are required to be achieved from the financial sustainability review indicate that there is substantial risk in some of the actions agreed to when the actual impacts of the actions become clearer. The financial sustainability review calls for rationalisation of services and constraining demand for services. These actions are likely to receive negative feedback from sections of the community. This means that it is possible Council will not agree to findings requiring consolidation of assets or make the decisions necessary.

Where information has been developed and has shown a gap between the available resourcing and the expected service, from the community's perspective, there has been a negative reaction from the community to an approach of reducing service levels to the existing funding envelope, or 'living within our means'. It is expected that this situation will occur in other services as the information is developed.

Both of the last two issues are likely to have reputational risks associated with them. While staff will continue to work towards engaging with key stakeholders it is considered that the extent of discussions required are likely to lead to such discussions are unlikely to be able to be had without

some negative local headlines and matters taking time to resolve being possible. This equates to a high risk.

Most of the current actions showing as off track relate to timing of the works. The program of works being undertaken is a large program of works. During this program the extent of the work required and the support needed to move from a very low base has stretched the capabilities of the organisation. However, in most cases the outcomes are still achievable, it is just a matter of continuing to develop the solutions. In the context of what is being sought to achieve, time delays are not considered the main risk concern. Offsetting this is that the risk relating to increasing the resourcing into the service review outcomes (Generally, but not in all instances being covered under Towards Excellence), which would be at the expense of service delivery. The sooner the actions can be undertaken from the various service reviews the sooner the benefits can start to be realised, however achieving the agreed outcomes are the most important outcome for the long term future of the Council and to provide the best outcomes for the community.

#### **FINANCIAL IMPACTS**

No change is planned to the resourcing included in the current and proposed budgets.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

#### **OPTIONS CONSIDERED**

Information only report.

#### **IMPLEMENTATION PLANS**

Information only report.

#### **ATTACHMENTS**

Nil

---

9.5.1 RESOLUTION ACTION SHEET UPDATES

---

**9.5.1 RESOLUTION ACTION SHEET UPDATES**

Record No: I24/313

**OFFICER'S RECOMMENDATION**

That Council note the resolution action updates.

*This is an information only report.*

**BACKGROUND**

In order to provide councillors with updates on resolutions of Council, a report has been generated with a summary of actions that are current.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

**ATTACHMENTS**

1. Resolution Action Sheet Updates - Up to end of May 2024 (*Under Separate Cover*)

**10.1 MINUTES FROM MANAGEMENT AND ADVISORY COMMITTEES**

Record No: I24/283

**OFFICER'S RECOMMENDATION**

That Council receive the minutes of the:

- i. Snowy Monaro Region Biosecurity (Weeds) Advisory Committee minutes of meeting held 20 March 2024;
- ii. Michelago Memorial Hall and Tennis Courts Committee minutes of meeting held 20 March 2024.

**BACKGROUND**

Minutes have been received in May 2024 and are included for notation by Council.

**ATTACHMENTS**

1. Minutes - Snowy Monaro Region Biosecurity (Weeds) Advisory Committee - Meeting held 20 March 2024
  2. Minutes - Michelago Hall and Tennis Courts Committee - Meeting held 20 March 2024
-



SNOWY MONARO  
REGIONAL COUNCIL

# Minutes

**Snowy Monaro Region Biosecurity (Weeds) Advisory  
Committee Meeting**

**20 March 2024**

---





SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING

HELD IN COUNCIL SMALL MEETING ROOM, 2 MYACK STREET, BERRIDALE NSW 2628

ON WEDNESDAY 20 MARCH 2024

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	Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Meeting 23 November 2023 .....	2
5.	BUSINESS ARISING.....	3
6.	ACTION SHEET .....	3
7.	CORRESPONDENCE.....	3
8.	GENERAL BUSINESS .....	4
9.	MATTERS OF URGENCY NIL.....	9
10.	NEXT MEETING TUESDAY JUNE 18 <sup>TH</sup> 2024 COOMA COMMITTEE ROOM 9AM – 12PM9	

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024 Page 2

---

**MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING  
HELD IN SMALL MEETING ROOM, 2 MYACK STREET, BERRIDALE NSW 2628**

**ON WEDNESDAY, 20 MARCH 2024  
COMMENCING AT 9.10AM**

**PRESENT:** Councillor Bob Stewart (*Chair*)  
Brett Jones, SMRC Biosecurity Coordinator  
Peter Smith, SMRC Manager Natural and Built Environment  
Danny Elton, FCNSW  
Margaret Mackinnon, USLN  
Jenny Crowe, Snowy Hydro Limited  
Howard Charles, Monaro Farming Systems  
Susannah Harper, SMRC Committee Secretary  
Emily Griffin, SMRC Biosecurity Officer  
Clare Atchison, USLN Coordinator

**Online:**  
Councillor Lynda Summers (*Alt Chair*)  
Councillor Craig Mitchell, NSW Farmers Association (*Deputy Chair*)  
Imogen McGrath – *Nutrien Ag Solutions*

**APOLOGIES:** Margaret Ning, Friends of Grasslands, Jo Powell, LLS, Alicia Kaylock LLS, Rachel Butterworth  
NPWS, Mark Chaplin SRILCN

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9.10AM

**2. APOLOGIES**

An apology for the meeting was received from Margaret Ning, Friends of Grasslands, Alicia Kaylock LLS, Jo Powell, LLS, Rachel Butterworth NPWS South Coast Branch, Mark Chaplin Snowy River Interstate Landcare Network

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

Nil

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

**4.1 SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING 23 NOVEMBER 2023**

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024

Page 3

**GENERAL MOTION RECOMMENDATION**

THAT the minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Meeting held on 23 November 2023 are confirmed as a true and accurate record of proceedings.

Moved Mr Jones

Seconded Jenny Crowe

**5. BUSINESS ARISING**

NIL

**6. ACTION SHEET**

Action	Due by	Person responsible	Status/update
Committee seek Council's adoption of the Draft Biosecurity (Weeds) Enforcement Policy	21.12.23	Brett Jones to send to Council	Policy is with ELT to review as per Council procedures
Local weed Management plan recommendations 1-5	21.12.23	Brett Jones	Due to correspondence from DPI in response to seeking feedback, these recommendations were not put to Council. Please see correspondence provided in BAC meeting email.

The Committee discussed the 2 items. This lead to a longer discussion of the 'Local Weed Management Plan', now known as SMRC Policy "Biosecurity (weeds) Implementation Policy", which is an item in General Business. The discussion was comprehensive and it was decided that this would not need further discussion in General Business.

Technical issues – Pete Smith signed in to the meeting via his phone so online members could hear the room discussion.

Online committee members could not hear people speaking in the room when they weren't directly next to the computer hard drive. The fan was making a lot of noise increasing the difficulty of hearing.

10:10am – Craig Mitchell (rep. NSW Farmers) left the meeting as he could not hear. Clr Summers highlighted the difficulty hearing the meeting.

**7. CORRESPONDENCE**

Emails:

- Weed control action required – Kylie van der Kolk NSW DPI helpline (weeds). Inc. *Primefact: Priority Weeds under the NSW Biosecurity Act*
- Response to widespread weed control – Phillip Blackmore (State Priority Weeds Coordinator) to Brett Jones 25.11.22
- Feedback on Snowy Monaro Local Weed Management Plan – Robyn Henderson DPI to Brett Jones
- SMRC Biosecurity (Weeds) Implementation Policy

---

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024

Page 4

Committee discussion: Does there need to be a PR campaign to remind the community “Council (We) are here to help you”? There is a consistent media release campaign already and the team undertakes extension activities with landholders during inspections and at all shows in the LGA.

**8. GENERAL BUSINESS**

- Coordinator’s report - Brett Jones

**Snowy Monaro Regional Council Activity Report – Wednesday 20 March 2024**

**Weeds Action program funding 2023-24**

NSW Weeds Action Program funding allocations have not been dispersed to Council’s during the 2023-24 financial year as yet. Snowy Monaro Regional Council attracts around \$300,000 per annum to fund the surveillance and control of State priority weeds. This funding represents a significant proportion of Council’s biosecurity budget and is necessary to reduce the financial burden on Council and hence the community. Funding has been stalled by the rollout of State government grant funding guidelines.

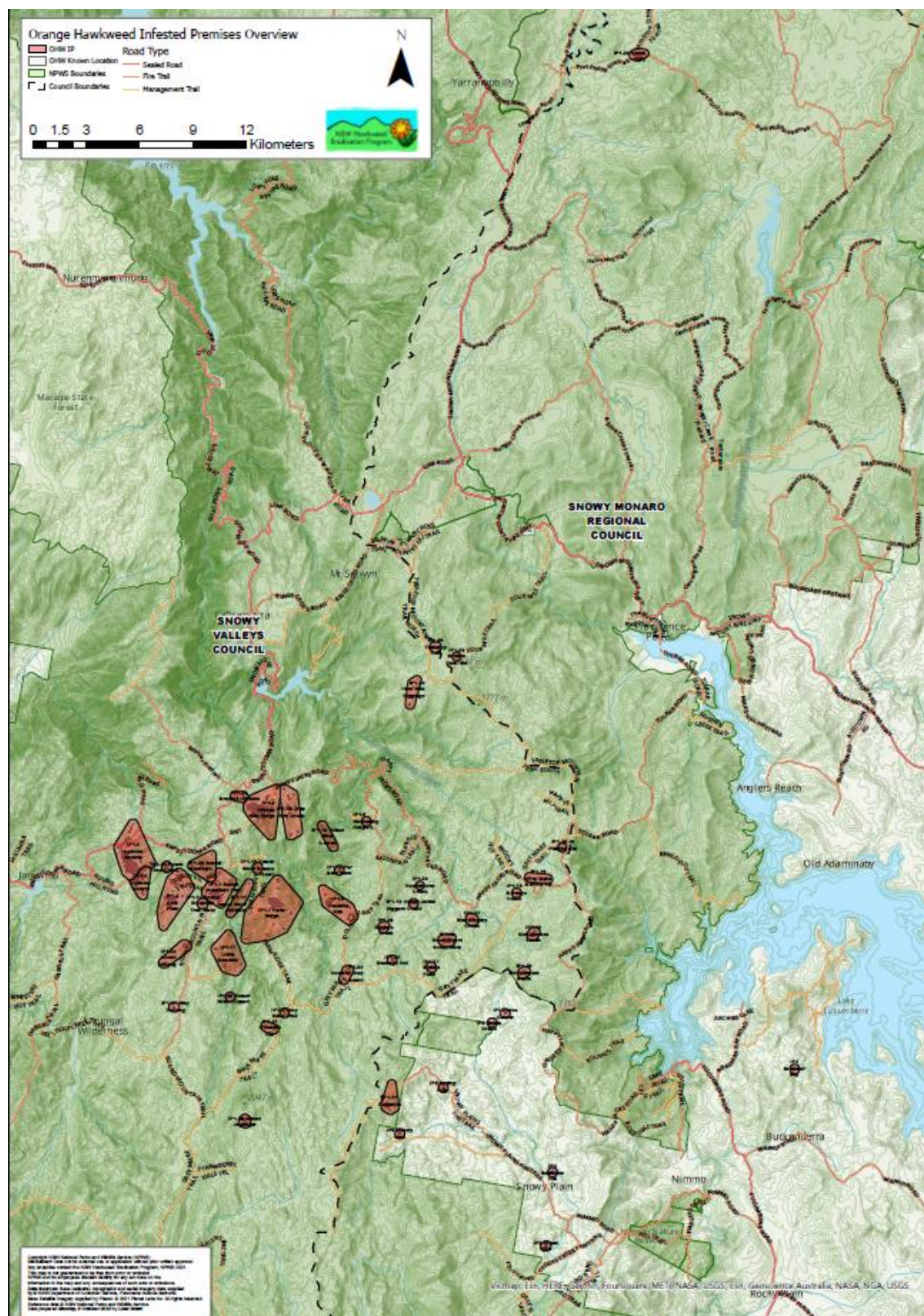
**New Weed Incursions**

- Orange hawkweed – Prohibited matter

Large infestation (approx. 5 hectares)) identified on private land at Snowy Plains in February 2024 taking the total number of sites on private land to 8. Weekly surveillance and control efforts undertaken in collaboration with owner to ensure best chance of eradication. Live plants identified at two existing sites during 2023-24 season. All plants destroyed. Late detection of a significant site in NPWS estate in early March 2024. Important to note that this site is very close to Snowy Plains but situated outside of Snowy Monaro Regional Council area in Snowy Valleys Council boundary. ie Biosecurity Officers have no jurisdiction. Permission has been sought from DPI and Snowy Valleys Council to operate with authority in this zone due to difficulties for Snowy Valleys Council accessing the site. Surveillance and control efforts still underway to determine the full extent of the infestation. It represents the largest infestation identified in NSW for some time.

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
 SNOWY MONARO REGIONAL COUNCIL  
 HELD ON WEDNESDAY 20 MARCH 2024

Page 5



MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024 Page 6

---

- Mouse eared hawkweed – Prohibited matter

Two emergency response efforts undertaken during 2023-24. At last report, only 18 plants had been identified and controlled this season, making eradication highly likely.

- Parthenium weed – Prohibited matter

Trace from cattle imported from Parthenium weed infested property in QLD to local Cooma property. Surveillance undertaken before and after xmas. No Parthenium weed identified at either inspection. A Michelago landowner contracted Council during February 2024 confident that Parthenium weed had germinated in a newly sown pasture. Biosecurity staff attended the property immediately and confirmed the plants as the similar looking Cut leaf nightshade, a trivial pasture weed. Staff were very thankful to the landowner for proactively contacting Council. Removing the stigma around Council enforcement of widespread weeds like Serrated tussock and African lovegrass is essential in encouraging community engagement.

- Silver leaf nightshade - Eradication strategy in South East Strategic Plan

Silver leaf nightshade was identified on a property nearby Cooma in February 2024. This is the only known infestation of the weed within the Snowy Monaro Region and one of few known to occur within the area captured by the South East Strategic Weed Management Plan; hence it's eradication status.

- Coolatai grass and Spanish heath – containment strategy in South East Strategic Plan

All sites surveyed and treated during 2023-24 growing season

- Arrowhead sagittaria – not recognised at State or regional level

All known sites (approx. 30 sites) monitored and controlled throughout the 2023-24 growing season. Control efforts have provided some varied results. Multiple treatments have been necessary to provide effective results. Council sees merit in investing into the management of this weed to prevent it from establishing throughout the Murrumbidgee River, where it can impact on water quality and biodiversity.

#### **Council's weed control program**

Council's 2023/24 roadside weed control program has been hampered by newly imposed traffic control requirements. Significant works have now been completed. Council has managed weeds on its network of roads, reserves and operational lands through a 3yr contract arrangement. Contracts expire as at 30 June 2024.

#### **Crown land grants**

Funding has been approved for a number of Crown land parcels outside of the normal Crown Reserve Improvement Fund Program (CRIFP). These include:

Cooma Common	\$18,700 for the protection of the Monaro Golden Daisy
North Ridge Reserve	\$6,600 to support weed activities of the reserve Committee
Old Adaminaby	\$15,000 for Broom control around the village

These projects have been completed.

Three additional applications have been submitted for weed control grants under the 2023-24 CRIFP program:

Bombala & Delegate Rivers	\$24,000
Jindabyne & Bombala Reserves	\$16,500
SMRC Crown Reserves	\$27,000

Applications have been assessed, however no further advice has been received by applicants.

#### **Operational matters**



MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024

Page 7

The Executive Leadership Team have approved recruitment of the Bombala Biosecurity Officer position.  
Applications close on 24 March 2024.



Orange hawkweed



Mouse-ear hawkweed



Parthenium weed



Silver leaf nightshade



Coolatai grass



Spanish heath

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON WEDNESDAY 20 MARCH 2024

Page 8



Arrowhead sagittaria

Brett Jones  
Coordinator Biosecurity  
Snowy Monaro Regional Council

19 March 2024

Discussion of Orange Hawkweed program process.

Drone imagery and checking each image through batch processing - picks up flowers through the season. Onsite - Council Officers then pick flowers and spray each cluster/infestation with the appropriate on label chemical for the specific site. Follow up was undertaken with scent detection dogs after this to ensure nothing was missed. Dogs can pick up plants that have no above ground growth as well as aboveground growth. OHW has a real papery feel to the leaves, it's very different to look at once you get your eye in.

OHW forms dense patches which prevent other species growing due to the allelopathic effects from underground growth.

From DPI Orange Hawkweed Strategy 2011-2017 – *“Loss of botanical biodiversity is perhaps the greatest potential impact of orange hawkweed. Its ability to quickly establish and spread is evident from experiences in other countries where hawkweed species have become very serious environmental weeds. Hieracium species have allelopathic interactions with other plant species. Soil acidity increases underneath established patches of orange hawkweed, modifying the soil environment and potentially inhibiting the growth of other grassland species. In New Zealand, hawkweeds have displaced inter-tussock vegetation in native grasslands. It is conceivable that orange hawkweed would successfully compete with rare and threatened native herbs that occupy inter-tussock spaces in Australian montane grasslands and subalpine woodlands.”*

- Local Weed Management Plan - Brett Jones – Covered in the Action Sheet discussion
- Meeting dates – Chair
- Update on transfer (sale?) of WeedRemeed project to 2PI –Clr Lynda Summers (USLN Chair)
- ALG grant bid by ALG Taskforce to Capacity Building Round 1 of Climate-Smart Agriculture program from Dept of Ag (due March 28). Margaret Mackinnon USLN



MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF

SNOWY MONARO REGIONAL COUNCIL

HELD ON WEDNESDAY 20 MARCH 2024

Page 9

GENERAL MOTION

COMMITTEE RECOMMENDATION That the Biosecurity Advisory Committee supports the Upper Snowy Landcare Network grant application for “Capacity Building Round 1 of Climate-Smart Agriculture program from Dept of Ag” ‘in principal’ and will provide this advice to the CEO. USLN will send the application to the CEO and Mr Peter Smith later in the week and a DRAFT to the committee.

BAC55/24

That

Moved Chair USLN Mackinnon

Seconded Mr Elton

CARRIED

The committee received a verbal presentation from USLN, but have not seen the specifics of the Grant so can only support the grant application in principal until any commitments to Council are understood. Council services and time of employees comes at a cost and are not able to be in kind.

- Rachel Butterworth (Ranger, Sapphire Coast Area **NSW National Parks and Wildlife Service**) provided an update: “This financial year Sapphire Coast NPWS have undertaken fireweed control at Nunnock Swamp, widespread weed control along the Genoa River and St John’s Wort and blackberry control at Nungatta Creek near Nungatta”

9. MATTERS OF URGENCY NIL

10. NEXT MEETING TUESDAY JUNE 18<sup>TH</sup> 2024 COOMA COMMITTEE ROOM 9AM – 12PM

There being no further business the Chair declared the meeting closed at 11.21AM

CHAIRPERSON

The above minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Meeting of Snowy Monaro Regional Council held on 20 March 2024 were confirmed by Committee at a duly convened meeting on 24 May 2026 at which meeting the signature hereon was subscribed.

Microsoft Word - Minutes MMH 20 March 2024 - Minutes MMH...

imap://calabash258%40bigpond%2Ecom@imap.telstra.com:...



## Minutes

### Michelago Memorial Hall & Tennis Courts S355 Committee

Date: Wednesday 20 March 2024

Time: 6 pm

Location: Michelago Memorial Hall, 64 Ryrie St, Michelago

#### 1. Opening

The Chair opened the meeting at 6.08pm.

#### 2. Attendance and Apologies -

Name	Position	Attendance
Naomi Walton	Chairperson	Present
Jenny Wholohan	Secretary	Present
Belinda Sierzchula	Treasurer	Apology
Catherine Cotter	Bookings Officer	Present
Allan Lehepuu	Facilities Officer	Present
Anna Lucas	Committee Member	Apology
Leanne Pattison	MRCA Representative	Present
Rachel Harling	Committee Member	Absent – No apology

#### 3. Adoption of previous Minutes

Minutes of the Meeting held on Wednesday 21 February 2024

*Moved:* Leanne Pattison

*Seconded:* Allan Lehepuu

*Carried/Lost:* Carried

#### 4. Correspondence

- 4.1 Kinza from Monaro Family Support Services has expressed concerns about the Mobile PreSchool being viable – the number of children enrolled is not enough. A local meeting was scheduled for Monday 18<sup>th</sup> March – we await an update.

Microsoft Word - Minutes MMH 20 March 2024 - Minutes MMH...

imap://calabash258%40bigpond%2Ecom@imap.telstra.ct...



## 5. Action sheet

- 5.1 Acoustic Panels – most have now been installed (many thanks to Naomi & Sam Walton for moving on this). Naomi is working on the grant acquittal for submitting shortly.
- 5.2 Halls Funding – still waiting on installation of the Emergency Power Inlet.
- 5.3 Solar Battery – the deposit has been paid and the supplier is looking at installing late March.

## 6. Maintenance items

- 6.1 Hall Rubbish Bin – Jenny contacted Emma Smith from Council who said she will get onto their maintenance person to see about getting a key and/or releasing it from the stand.
- 6.2 Hall Carpark Bollards – Jenny will contact Lee Roberts (the new member of the Council's Facilities Management team).
- 6.3 Heater element over storeroom – another one for Lee Roberts to see how best to replace this.

## 7. Grants

- 7.1 SMRC Donations & Sponsorship Grant – an application has been submitted by the Committee for a new name sign above the front doors of the hall, as well as necessary painting items to repaint the western internal wall where there are a lot of unsightly patch repairs.

## 8. General Business

- 8.1 Treasurer's Report – not tabled at this meeting as Belinda was absent.
- 8.2 Hall Booking forms – Cath is having some trouble as one online form doesn't seem to work properly – this will be investigated and fixed. Bookings are very slow at present.
- 8.3 Mobile PreSchool – after re-starting at the end of February, there have been very few children attending.
- 8.4 Hall Fees & Charges for 2024-25 – Jenny will message Erin Donnelly at Council to see when the proposed hire fees for next financial year are required as we haven't heard anything to date. There was some debate over what a reasonable refundable bond should be, particularly for small events/meetings/classes because we have heard some people are keen to hire, but are turned off by the high bond amount. The Committee will have a look at what other Shire halls are charging, and we will look at conducting a local survey to gauge community thoughts.

Microsoft Word - Minutes MMH 20 March 2024 - Minutes MMH...

imap://calabash258%40bigpond%2Ecom@imap.telstra.com:...



#### 9. Items "Held over" for the present

- 9.1 Sound/AV System
- 9.2 Security system
- 9.3 Tennis Clubhouse wall lining
- 9.4 Asset Register
- 9.5 Manhole installation

#### 10. Date of next Meeting

The next meeting will be held on Wednesday 17 April 2024 from 6pm at Michelago Memorial Hall.

#### 11. Meeting Close

The Chair closed the meeting at 7.18pm

#### Signed:

Chairperson:

Date: 15 / 5 / 2024

LEANNE PATTISON.  
- INTERIM CHAIR.

10.2

MINUTES FROM THE LOCAL TRAFFIC COMMITTEE MEETING - 23 APRIL 2024

Record No: I24/329

**COMMITTEE RECOMMENDATION**

That Council note the minutes of the Local Traffic Committee meeting held on 23 April 2024.

**EXECUTIVE SUMMARY**

The Local Traffic Committee met on 23 April 2024 in Cooma Council Chambers. The minutes are attached for Council’s information.

**RESPONSIBLE OFFICER:** Road Safety Officer

**ATTACHMENTS**

1. Minutes of The Local Traffic Committee - 23 April 2024



# Minutes

**Local Traffic Committee Meeting**

**23 April 2024**

---



LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA  
  
ON TUESDAY 23 APRIL 2024

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	Local Traffic Committee Meeting 19 March 2024 .....	2
5.	BUSINESS ARISING.....	2
6.	ACTION SHEET .....	2
6.1	Concealed Driveway Signs and Higher Resolution Signs for Benlady Road Sign - Monaro Highway, Rosemeath NSW.....	2
6.2	Request for Give way sign on Rawson Street, Jinabyne and additional advisory signs to advise children are crossing on both Rawson Street, and Jillamatong Street .....	3
7.	CORRESPONDENCE.....	3
8.	GENERAL BUSINESS .....	3
9.	MATTERS OF URGENCY.....	3
10.	NEXT MEETING.....	3



MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 APRIL 2024

Page 2

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA**

**ON TUESDAY, 23 APRIL 2024  
COMMENCING AT 09:30**

**PRESENT:** Lauren Viney, Road Safety Officer, Chair  
Gary Shakespeare, Acting SMRC Road Safety Officer  
Chris Hanna, SMRC Councillor  
Stephen Banner, NSW Police  
Sharon Horner, Transport for NSW  
Paula Bosch – SMRC Infrastructure Administration Officer (Secretariat)

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9:30AM

**2. APOLOGIES**

Nil

An apology for the meeting was received from Zachary Crombie-Brown, Infrastructure Manager

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

Nil

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

**4.1 LOCAL TRAFFIC COMMITTEE MEETING 19 MARCH 2024**

**RECOMMENDATION**

THAT the minutes of the Local Traffic Committee Meeting held on 19 March 2024 are confirmed as a true and accurate record of proceedings.

Adopted by Sharon Horner, and seconded by Councillor Chris Hanna

**5. BUSINESS ARISING**

Nil

**6. ACTION SHEET**

**6.1 CONCEALED DRIVEWAY SIGNS AND HIGHER RESOLUTION SIGNS FOR BENLADY ROAD SIGN -**

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON TUESDAY 23 APRIL 2024

Page 3

**MONARO HIGHWAY, ROSEMEATH NSW**

Record No: I24/227

**NOTE**

This item was not an issue for the LTC as the Monaro Hwy is a State Road, and will be investigated further by Transport for NSW.

**6.2 REQUEST FOR GIVE WAY SIGN ON RAWSON STREET, JINABYNE AND ADDITIONAL ADVISORY SIGNS TO ADVISE CHILDREN ARE CROSSING ON BOTH RAWSON STREET, AND JILLAMATONG STREET**

Record No: I24/231

**NOTE**

The report provided to the LTC does not provide a recommendation to consider as there were no line markings displayed in the report for members to discuss. Road Safety Officer to provide further details at next LTC meeting.

**7. CORRESPONDENCE**

Nil

**8. GENERAL BUSINESS**

Nil

**9. MATTERS OF URGENCY**

Nil

**10. NEXT MEETING**

Thursday, 30 May 2024

There being no further business the Chair declared the meeting closed at 10:15AM

**CHAIRPERSON**

The above minutes of the Local Traffic Committee Meeting of Snowy Monaro Regional Council held on 23 April 2024 were confirmed by Committee at a duly convened meeting on 21 May 2024 at which meeting the signature hereon was subscribed.

### 10.3 MINUTES FROM THE LOCAL TRAFFIC COMMITTEE MEETING - 30 MAY 2024

Record No: I24/340

#### COMMITTEE RECOMMENDATION

That the recommendations of the meeting of the Local Traffic Committee held on 30 May 2024 be noted.

#### EXECUTIVE SUMMARY

The Local Traffic Committee met on 30 May 2024 in The Meeting Room, Level Three (3), Council Offices , 81 Commissioner Street, Cooma 2630. The Committee's recommendations are presented to Council's for noting.

**RESPONSIBLE OFFICER:** The Road Safety Officer

#### RECOMMENDATION OF THE LOCAL TRAFFIC COMMITTEE – 30 MAY 2024

##### 6.1 BARRY WAY - NORTHERN T-INTERSECTION AND ROUNDABOUT DESIGNS

The Committee recommend

- A. Council approves the northern T-intersection based on the changes to Reference Document "2024 05 22 LTC Plans for Nth Intersection PDF COMBINED\_RA-2024-2259" that have been specified and considered below:

Furthermore, it should be duly noted that any matters pertaining to speed zones are not sanctioned for inclusion in the presented plans, as such decisions fall within the jurisdiction of Transport for NSW exclusively. Hence, any mention or inclusion of speed zones in the aforementioned plans will not receive approval.

##### **Specified Changes to Reference Document - 2024 05 22 LRTC Plans for Nth T Intersection PDF COMBINED\_RA-2024-2259**

- To comply with NSW SPEED ZONE STANDARDS, there must be a provision of cycle ways and pedestrians if a 40km/hr zone is to be considered
- Removal of the WT-R9 curve sign.
- W1-8 Truck with curve sign needs a recommended speed posted. There needs to be an evaluation of what the speed needs to be.
- Remove ALL signs from the median strip.
- The NO RIGHT TURN (Sign R2-6) and the BUSES EXCEPTED (R9-2) sign must be together on the west side of the Barry Way.
- There must be a GIVE WAY sign on the slip lane, so that all vehicles GIVE WAY to buses.
- The NO RIGHT TURN sign (Sign R2-6) and the BUSES EXCEPTED Sign (R9-2) must be together on the island, and turn these signs 90 degrees to face the bottom of the page
- The T-intersection – note buses generally us 14-metre turns, and therefore the scope for the T-intersection needs review, as it is only 12.5-metres.

**Considered Changes to Reference Document - 2024 05 22 LRTC Plans for Nth T Intersection PDF COMBINED\_RA-2024-2259**

- The Access Road on the West Side – services only 1 Residential property, and should be a LEFT OUT ONLY intersection due to the potential extra conflict with vehicles approaching the school zone.
- Consider an additional RIGHT CURVE SIGN with a road coming off in ADVANCE of the intersection.
- Could the triangle be extended further towards 'ES' on the map, and could this have a chevron?

- B. Council approves the southern roundabout based on the changes to Reference Document "2024 05 22 Pt 2 LTC Plans for Southern Roundabout PDF COMBINED\_RA-2024-3038" that have been specified and considered below:

Furthermore, it should be duly noted that any matters pertaining to speed zones are not sanctioned for inclusion in the presented plans, as such decisions fall within the jurisdiction of Transport for NSW exclusively. Hence, any mention or inclusion of speed zones in the aforementioned plans will not receive approval.

**Specified Changes to Reference Document - 2024 05 22 Pt2 LTC Plans for Southern Roundabout PDF COMBINED\_RA-2024-3038**

- To comply with NSW SPEED ZONE STANDARDS, there must be a provision of cycle ways and pedestrians if a 40km/hr zone is to be considered
- In the insert on these plans – Removal of Enhanced Warning sign W2-70 W8-2 is required.
- In the insert on these plans – The 80km/h needs to be removed, as the change to the speed limit on The Barry Way will be 80km/hr all the way to The Snowy River Way. Therefore the insert is incorrect.
- Confirm if the Roundabout is designed for 80 km/hr post speed.
- To clarify Tinworth Drive – the level of deflection – is this appropriate for an 80km/hr roundabout? If not, then the speed may need to be dropped to 60km/hr/
- To prepare plans to be presented to the LTC for consideration of the car parking within the school

**6.2 MOUNTAINSIDE STAGE 1A CHR/AUL INTERSECTION DESIGN - JINDABYNE**

The Committee Recommends

- A. That Council approve the new line-marking, signage and AUL/CHR treatments between Barry Way and Road 01 of the Mountainside Stage 1A development and the CHR treatment, line-marking and signage between Barry Way and Jillamatong Street within the public road reserve as shown on the drawings by GHD, drawing no's: C201 Rev B and C355 Rev C, dated 6/12/2023.
- B. That Council approves the roundabout traffic facility and associated line-marking and signage between Roads 01 and 02 of the Mountainside Stage 1A development as shown on the drawings by GHD, drawing no: C200 Rev B, dated 6/12/2023.
- Based on the inclusion of Give Way Signs on both ends of Road 3

**6.3 REQUEST FOR INSTALLATION OF LOW BRIDGE CLEARANCE ADVISORY SIGNS ON MONARO HIGHWAY AND POLO FLAT ROAD, COOMA**

The Committee Recommends

- A. That Council approve the installation of two advisory signs on the Monaro Highway to advise of the low clearance bridge on Polo Flat Road. Suggested wording is ; “LOW CLEARANCE BRIDGE ON POLO FLAT ROAD – DETOUR VIA SALEYARDS ROAD”
- Required - To Include in signage the height of the bridge – 4.1 metres
- B. That Council approve the installation of an advisory sign on Polo Flat Road to advise of the low clearance bridge on Polo Flat Road, Suggested wording is : “LOW CLEARANCE BRIDGE AHEAD, DETOUR VIA SALEYARDS ROAD”
- Required – To include in signage the height of the bridge – 4.1 metres

**6.4 REQUEST FOR 2 HOUR TIMED PARKING - 5 CAR PARKING SPACES OUTSIDE 37 BOMBALA STREET, COOMA**

That The Committee recommend that further consultation is conducted before a recommendation is made about the 5 parking spots outside 37 Bombala Street (Kenmir Accounting), to have 2-hour restricted parking from 9:00am – 5:00pm Monday to Friday.

**0.0 JINDABYNE PUBLIC/HIGH SCHOOL - PROPOSED SNOW SPORT BUS PARKING ZONE**

That The Committee recommend Council approve as a temporary event during Term 3, that a Snow Sports Bus Parking Facility is placed outside the Park Road entrance of the school for the purpose of a pick-up and drop off for Snow Sports activities during Term 3.

**8.1 JILLAMATONG AND RAWSON STREETS GIVE WAY SIGN PROPOSAL - FOLLOW-UP FROM APRIL LTC MEETING**

That The Committee recommend that Council approve a Give-Way Sign at the Rawson Street and Jillamatong Street T-Intersection, following confirmation of the required plans.

**8.2 REQUEST FOR "CAUTION CONCEALED DRIVEWAYS ON BEND" SIGNS FOR GIPPSLAND STREET, JINDABYNE**

That the Committee recommend that

- A. Council approve two W2-206b signs to be installed on Gippsland Street. One located near 51 Gippsland Street and the other to be located near 68 Gippsland Street.
- B. The Committee recommend the Council to consider additional Traffic Calming options for this location and to request the CEO to look at a more permanent design.

**ATTACHMENTS**

Nil

## 11.1 ALL ABILITY ACCESS - COOMA POST OFFICE

Record No: I24/343

Councillor Narelle Davis has given notice that at the Ordinary Meeting of Council on 20 June 2024, she will move the following motion.

### MOTION

That Council: Snowy Monaro Regional Council write to the Minister for Communications Michelle Rowland MP and the Member for Eden Monaro Kristy McBain requesting that the Australia Post comply with the Disability Discrimination Act 1992 and install appropriate all ability access at the Cooma Post office building.

**RESPONSIBLE COUNCILLOR:** Cr Davis

### BACKGROUND

The Australia Post Cooma building does not provide appropriate all ability access to essential postal services, government services and banking services.

There are 13 steep steps to negotiate to the front entry of the building from the pathway on Vale Street.

Disabled access to the rear of the building requires anyone entering to ring a bell and wait to be escorted through the working area of the building by a member of staff if one is available.

This facility is not available after 3 pm on week days.

The Disability Discrimination Act 1992 (DDA) of 1992 requires that any building for public use must have "dignified access" for the disabled. There is nothing dignified about the access to the rear of this building as it is essentially a driveway for delivery vehicles.

The Australia Post Cooma building breaches the DDA. This breach has been brought to Australia Post attention by community members and former Cooma Monaro Shire Council many times over the past 30 years. Australia Post sold the building that provides this service about 30 years ago shortly after the 1992 DDA was legislated and has rented this building for the past 30 years. Providing this service from a rented building does not exclude Australia Post Cooma Branch from complying with the DDA 1992.

The DDA makes it unlawful to discriminate against a person, in many areas of public life, including: employment, education, getting or using services, renting or buying a house or unit, and accessing public places, because of their disability.

The DDA makes it unlawful to discriminate in the provision of goods and services, such as banking and insurance services; services provided by government departments; transport or telecommunication services; professional services, such as those provided by lawyers, doctors or tradespeople; and services provided by restaurants, shops or entertainment venues.

A SMRC community member outlined the following issues in 2022 to the Monaro Post, regarding the Cooma Post office building – ‘Australia Post abrogated their responsibility to provide reasonable access to postal services when they closed Cooma North Post Office more than 15 years ago. That location was used by people who were unable to climb the steps at the Vale Street Post Office.’

Australia Post states in their Access and Inclusion Plan 2023-2025. ‘Australia Post takes a comprehensive view of disability as defined in the Disability Discrimination Act 1992. A disability is any condition that restricts a person’s mental, sensory or mobility functions. It could be caused by accident, trauma, genetics or disease. A disability may be temporary or permanent, total or partial, lifelong or acquired, visible or invisible.

Furthermore, we support and advocate for the United Nations Convention on the Rights of Persons with Disabilities (CRPD) social approach to disability to inform how we work to advance access and inclusion of people with disability.’

The Minister for Communications Michelle Rowland MP has stated “Australia Post forms an important part of Australian society, supporting communities, businesses, and our economy, we are committed to ensuring it continues to deliver for every Australian”.

One of the key issues is availability and accessibility for Post boxes and other Australia Post services.

The Australia Post Cooma facility access does not comply or represent the above statements on behalf of Australia Post.

The above motion supports action 2.13 of the Draft SMRC Disability Inclusion Strategy - Advocate on behalf of the community to address access issues in private and non-Council premises, including as a priority health services, shops, Post Offices, and cinemas.

## **CHIEF EXECUTIVE OFFICER’S RESPONSE**

The only reference to providing a “dignified” access is within the standards. The disability (access to premises – buildings) standard applies to new buildings or new parts of buildings. This covers constructions that require a development approval since 2011.

The access provisions under the Disability Discrimination Act 1992 are set out in section 23, and are very broad:

### **23 Access to premises**

Best practice is that buildings should provide what would be an equal level of access, including considerations of the dignity and equitable access of those using the facility.

It is unlawful for a person to discriminate against another person on the ground of the other person’s disability:

- (c) in relation to the provision of means of access to such premises;

Australia Post’s commitment on access to their (of their operators) properties is set out in their Access & Inclusion Plan 2023 to 2025 as follows:

#### **4.6 Continue to work towards ensuring our post offices are accessible.**

- Promote the application of Design for Dignity Guidelines across the post office network.
-

- Create a centralised Accessibility Register for the post office network including our Licensed Post Offices.
- Make this information available to customers on the Australia Post website.

4.8 Enhancing the accessibility of Australia Post owned premises.

- Redressing issues identified in the accessibility property review to meet or exceed the requirements of the Building Code of Australia and Disability Discrimination Act.

That report notes that an audit has been carried out of all facilities with the intent of prioritising accessibility improvements. Council may wish to consider seeking information on where Cooma sits in the prioritised list and the actions that were identified for the site.

The process of resolving concerns that a member of the public has with access to buildings, such as in this case, is to lodge a complaint with the Australian Human Rights Commission. This body is tasked with mediating with building owners on the issues of access:

<https://humanrights.gov.au/complaints/make-complaint>

## ATTACHMENTS

1. Notice of Motion: All abilities access - Australia Post





Form | 250.2022.82.1

# Notice of Motion

## Executive Office

**Details of Council Meeting**

Date of Meeting 20 June 2024

Submitted by Councillor Davis

Signature

Date

4 June 2024

**Motion**

Snowy Monaro Regional Council write to the Minister for Communications Michelle Rowland MP and the Member for Eden Monaro Kristy McBain requesting that the Australia Post comply with the Disability Discrimination Act 1992 and install appropriate all ability access at the Cooma Post office building.

**Background**

The Australia Post Cooma building does not provide appropriate all ability access to essential postal services, government services and banking services.

There are 13 steep steps to negotiate to the front entry of the building from the pathway on Vale Street.

Disabled access to the rear of the building requires anyone entering to ring a bell and wait to be escorted through the working area of the building by a member of staff if one is available.

This facility is not available after 3 pm on week days.

The DDA of 1992 requires that any building for public use must have “dignified access” for the disabled. There is nothing dignified about the access to the rear of this building as it is essentially a driveway for delivery vehicles.

The Australia Post Cooma building breaches the Disability Discrimination Act 1992(DAA). This breach has been brought to Australia Post attention by community members and former Cooma Monaro Shire Council many times over the past 30 years. Australia Post sold the building that provides this service about 30 years ago shortly after the 1992 DDA was legislated and has rented this building for the past 30 years. Providing this service from a rented building does not exclude Australia Post Cooma Branch from complying with the DAA 1992.

'The *Disability Discrimination Act 1992* (DDA) makes it unlawful to discriminate against a person, in many areas of public life, including: employment, education, **getting or using services**, renting or buying a house or unit, **and accessing public places**, because of their disability.

The DDA makes it unlawful to discriminate in the provision of goods and services, **such as banking and insurance services; services provided by government departments**; transport or telecommunication services; professional services, such as those provided by lawyers, doctors or tradespeople; and services provided by restaurants, shops or entertainment venues.

Cliff Richards (SMRC Community Member) outlined the following issues in 2022 to the Monaro Post, regarding the Cooma Post office building – 'Australia Post abrogated their responsibility to provide reasonable access to postal services when they closed Cooma North Post Office more than 15 years ago. That location was used by people who were unable to climb the steps at the Vale Street Post Office.'

Australia Post states in their Access and Inclusion Plan 2023-2025. 'Australia Post takes a comprehensive view of disability as defined in the Disability Discrimination Act 1992. A disability is any condition that restricts a person's mental, sensory or mobility functions. It could be caused by accident, trauma, genetics or disease. A disability may be temporary or permanent, total or partial, lifelong or acquired, visible or invisible.

Furthermore, we support and advocate for the United Nations Convention on the Rights of Persons with Disabilities (CRPD) social approach to disability to inform how we work to advance access and inclusion of people with disability.'

The Minister for Communications Michelle Rowland MP has stated "Australia Post forms an important part of Australian society, supporting communities, businesses, and our economy, we are committed to ensuring it continues to deliver for every Australian".

One of the key issues is availability and accessibility for Post boxes and other Australia Post services.

The Australia Post Cooma facility access does not comply or represent the above statements on behalf of Australia Post.

The above motion supports action 2.13 of the Draft SMRC Disability Inclusion Strategy - Advocate on behalf of the community to address access issues in private and non-Council premises, including as a priority health services, shops, Post Offices, and cinemas.

250.2022.821	Executive Office	Issue: 31/05/2022	Revision: 31/05/2025	Page 1 of 2
--------------	------------------	-------------------	----------------------	-------------



#### 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
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is  
d<sup>t</sup> 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>
- 

For further information or assistance on completing this form please contact the Executive Office at [SMRCExecOffice@snowymonaro.nsw.gov.au](mailto:SMRCExecOffice@snowymonaro.nsw.gov.au)

250.2022.82.1	Executive Office	Issue: 31/05/2022	Revision: 31/05/2025	Page 2 of 2
---------------	------------------	-------------------	----------------------	-------------

---

## 11.2 INSTALLATION OF CCTV

Record No: I24/344

Councillor Tanya Higgins has given notice that at the Ordinary Meeting of Council on 20 June 2024, she will move the following motion.

### MOTION

That Council:

- A. Council investigate the installation of CCTV in key public places such as parks where Council has significant assets and/or workforce to improve community safety, prevent vandalism and capture any criminal activity which can be referred to the police if required;
- B. A report should be brought back to Council for consideration which includes recommended locations, costs (installation and use) and potential sources of funding.

**RESPONSIBLE COUNCILLOR:** Cr Higgins

### BACKGROUND

Following the historic raising of Pride Flags in Centennial Park on Friday 31 May, in which Councillors and the Monaro Police District were in attendance to support the LGBTIQ+ community for Pride Month, within 24 hours someone had ripped down the flags, and cut the flag ropes.

Many people in the community assumed that there would be CCTV footage which could have help identify the criminals, or could have deterred them in the first place, but that is not the case.

I have since discovered that there is no CCTV cameras at any of our major parks or council offices. There is one on the Michelago Bank of Bins which is actively used to prevent vandalism, and also to check if the lock is operational.

Given that CCTV is being widely used across urban and regional locations now, it is accepted and expected of the community to protect them and their community assets from harm.

This could be part of a wider safety strategy, especially making our built environment safer for women, children, the elderly and other vulnerable citizens.

### CHIEF EXECUTIVE OFFICER'S RESPONSE

Implementing public CCTV networks and the supporting monitoring systems to enable information to be provided to NSW Police is an extensive body of work that will require removal of activities from the delivery plan and operational that is currently on exhibition. A budget would need to be developed and approved being clear on what over services would be reduced to fund it.

11.2 INSTALLATION OF CCTV

---

There would also be a need for extensive community engagement and consultation around the parameters for any CCTV network in CBD locations across the region.

Undertaking this activity will require the development of an integrated crime safety strategy based on investigation of crime data that will look at the potential and value of a range of crime prevention options to determine what options are considered cost effective.

The work will have to be undertaken by a specialist security consultancy that works within this area and there will be the need for a community engagement process across the localities covered in the investigations. The cost of getting to the point of determining what crime prevention treatments should be put into place is expected to be in the range of \$60,000 to \$80,000.

While costs would have increased since this report was developed, it gives a good indication of the work involved in the development of a CCTV network:

<https://www.aic.gov.au/sites/default/files/2020-05/rip08.pdf>

Guidance on the processes involved in implementing CCTV can be found at the following link.

NSW Guidelines on CCTV:

[https://www.police.nsw.gov.au/\\_data/assets/file/0015/2067/policy%20wewe.pdf](https://www.police.nsw.gov.au/_data/assets/file/0015/2067/policy%20wewe.pdf)

The ongoing maintenance and renewal costs will require either other services to be reduced or rates to be increased. The only current safety grant funding amounts to ~\$5million across NSW. Based on Bureau of Crime Statistics Council does not have a high level of malicious damage crime.

## ATTACHMENTS

1. Notice of Motion: CCTV Network



Form | 250.2022.82.1

# Notice of Motion

## Executive Office

### Details of Council Meeting

Date of Meeting   20 June 2024	
Submitted by Councillor   Tanya Higgins	
Signature	Date 5 June 2024

### Motion

That Council investigate the installation of CCTV in key public places such as parks where Council has significant assets and/or workforce to improve community safety, prevent vandalism and capture any criminal activity which can be referred to the police if required;

A report should be brought back to Council for consideration which includes recommended locations, costs (installation and use) and potential sources of funding.

### Background

Following the historic raising of Pride Flags in Centennial Park on Friday 31 May, in which Councillors and the Monaro Police District were in attendance to support the LGBTIQ+ community for Pride Month, within 24 hours someone had ripped down the flags, and cut the flag ropes.

Many people in the community assumed that there would be CCTV footage which could have help identify the criminals, or could have deterred them in the first place, but that is not the case.

I have since discovered that there is no CCTV cameras at any of our major parks or council offices. There is one on the Michelago Bank of Bins which is actively used to prevent vandalism, and also to check if the lock is operational.

Given that CCTV is being widely used across urban and regional locations now, it is accepted and expected of the community to protect them and their community assets from harm.

This could be part of a wider safety strategy, especially making our built environment safer for women, children, the elderly and other vulnerable citizens.



---

**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
- 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>

---

For further information or assistance on completing this form please contact the Executive Office at [SMRCExecOffice@snowymonaro.nsw.gov.au](mailto:SMRCExecOffice@snowymonaro.nsw.gov.au)

### 11.3 RENEWABLE ENERGY TRANSITION

Record No: I24/345

Councillor Lynda Summers has given notice that at the Ordinary Meeting of Council on 20 June 2024, she will move the following motion.

#### MOTION

That Council:

- A. Adopt a policy of energy efficiency and transition to renewable energy be adopted forthwith as a demonstration of Council's resolve to support the community in managing climate change and leading by example.
- B. Adopt a policy that solar panels are encompassed in the planning and development process of its internal maintenance and capital projects on built or other suitable assets.
- C. Leverage the Toward Zero officer of the CRJO to access advice, resources and grant pathways to progress this - an example of but one avenue of available support amongst others that should be pursued.

**RESPONSIBLE COUNCILLOR:** Cr Summers

#### BACKGROUND

Climate change is real. It represents a salient threat to community well-being as the weather patterns change and the new normal becomes increasingly difficult to predict.

As a small council and a small community with limited resources our contribution to mitigation implies modest potential but a journey of a thousand steps always begins with one.

A policy by SMRC to minimise fossil fuel energy use, increase energy efficiency and exploit solar and other renewable energy initiatives - and grant funding - are obvious first steps.

Our local State and Federal representatives are senior members of progressive governments that recognise the importance of climate change mitigation, are committed to developing community climate resilience and determined to reduce emissions. Renewable energy initiatives are an important part of achieving these goals on behalf of the nation and the planet. There have been recent significant government announcements of support for accelerating the uptake of renewable energy. Programs exist for local government to source assessments, expertise and funding to accelerate renewable uptake within their enterprise and within their community.

Cost to Council: This is a policy position that is proposed. Developing a policy should not be an arduous or expensive task, given we are a late entry to this and plenty of policy collateral amongst out peer councils and neighbors exists, that could be utilised.



## **CHIEF EXECUTIVE OFFICER'S RESPONSE**

Council's current policy on sustainable business operations can be found on the website here:  
[https://www.snowymonaro.nsw.gov.au/files/assets/public/v/1/council/policies/250.2018.472.1-policy-smrc-sustainable-business-development\\_202005271459123786.pdf](https://www.snowymonaro.nsw.gov.au/files/assets/public/v/1/council/policies/250.2018.472.1-policy-smrc-sustainable-business-development_202005271459123786.pdf)

It should be noted that the level of resourcing as required in the policy has not been able to be provided and currently is not available without the reduction of some other service delivery.

There are however significant logistical and financial issues for a number of initiatives that are available. Council has been reviewing the developments in fleet options for moving to electronic vehicles, but a combination of factors means that it is not viable for Council.

Solar has been looked at as has moving to renewable sourced electricity. Solar has been installed in projects where that has been possible. Other buildings, such as the main offices have been assessed for solar, however there is no available budget to invest in installing renewable options at this time.

In many instances the savings in renewable energy require substantial upfront investment. Council has not been in a financial position to invest cash now for future savings due to the deteriorating cash position and still meet the demand for service provision, which is currently beyond what can be provided for the available revenues.

While there is no shortage of advice on opportunities to move to renewable energy and more sustainable options, there is very limited financial support for local government. The expectation appears to be that local government will fund its own sustainable program. Local government is excluded from the current incentive schemes for moving to electric vehicles. The Community Energy Upgrades Fund requires a 50% contribution.

The organisation will continue to seek viable renewable options. Council's procurement policy also promotes procurement practices that conserve resources.

## **ATTACHMENTS**

1. Notice of Motion: Renewable Energy
-



Form | 250.2022.82.1

# Notice of Motion

## Executive Office

### Details of Council Meeting

Date of Meeting 20 June 2024	
Submitted by Councillor Lynda Summers	
Signature	Date 5 June 2024

### Motion

- In three parts:
1. That a Policy of energy efficiency and transition to renewable energy be adopted forthwith as a demonstration of Council's resolve to support the community in managing climate change and leading by example.
  2. That Snowy Monaro Regional Council adopt a policy that solar panels are encompassed in the planning and development process of its internal maintenance and capital projects on built or other suitable assets.
  3. That SMRC leverage the Toward Zero officer of the CRJO to access advice, resources and grant pathways to progress this - an example of but one avenue of available support amongst others that

### Background

Climate change is real. It represents a salient threat to community well-being as the weather patterns change and the new normal becomes increasingly difficult to predict. As a small council and a small community with limited resources our contribution to mitigation implies modest potential but a journey of a thousand steps always begins with one. A policy by SMRC to minimise fossil fuel energy use, increase energy efficiency and exploit solar and other renewable energy initiatives - and grant funding - are obvious first steps. Our local State and Federal representatives are senior members of progressive governments that recognise the importance of climate change mitigation, are committed to developing community climate resilience and determined to reduce emissions. Renewable energy initiatives are an important part of achieving these goals on behalf of the nation and the planet. There have been recent significant government announcements of support for accelerating the uptake of renewable energy. Programs exist for local government to source assessments, expertise and funding to accelerate renewable uptake within their enterprise and within their community.

Cost to Council: This is a policy position that is proposed. Developing a policy should not be an arduous or expensive task, given we are a late entry to this and plenty of policy collateral amongst out peer councils and neighbors exists, that could be utilised.

As a policy position I propose that the most important major cost is inculcating a progressive approach to climate change as an organisational mindset and cultural norm for the future. The previous conservative 'wait and see' head in the sand denial approach must be debunked



---

**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
- 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>

---

For further information or assistance on completing this form please contact the Executive Office at [SMRCExecOffice@snowymonaro.nsw.gov.au](mailto:SMRCExecOffice@snowymonaro.nsw.gov.au)

### 13.1 MONARO RAIL TRAIL

Record No: I24/346

#### OFFICER'S RECOMMENDATION

That the response to the question/s

- A. Against the SMRC policy for new projects and infrastructure developments and the NSW Government Rail Trails Framework - June 2022, what further information is required to complete the business case?
  - B. What is the cost estimate of this business case, taking into account that most of the required reports have already been independently completed?
  - C. Has the Monaro Rail Trail Project working group been updated on the detail expected within the business case to allow them to assist?
  - D. Has the NSW Department of Regional Development and Transport for NSW been engaged in seeking guidance to complete this business case?
  - E. Has the CEO responded to the MRT Inc letter dated 16-05-2024?
- be noted.

#### QUESTIONS BY: Cr Davis

#### QUESTION

At the April 2024 SMRC council meeting, council resolved to seek grant funding to undertake an independent business case for the Monaro Rail Trail Project.

Can the CEO clarify the following points regarding the plan to complete the MRT business case:

- A. Against the SMRC policy for new projects and infrastructure developments and the NSW Government Rail Trails Framework - June 2022, what further information is required to complete the business case?
- B. What is the cost estimate of this business case, taking into account that most of the required reports have already been independently completed?
- C. Has the Monaro Rail Trail Project working group been updated on the detail expected within the business case to allow them to assist?
- D. Has the NSW Department of Regional Development and Transport for NSW been engaged in seeking guidance to complete this business case?
- E. Has the CEO responded to the MRT Inc letter dated 16-05-2024?

**RESPONSIBLE OFFICER:** Chief Executive Officer

## RESPONSE

**A. Against the SMRC policy for new projects and infrastructure developments and the NSW Government Rail Trails Framework - June 2022, what further information is required to complete the business case?**

With a project of this potential size and scale (should it ever be fully funded by State and or Federal Governments.) and noting the potential long term financial impacts to Council for its ongoing maintenance, it is imperative that Council seek a fully independent and rigorous business case to be developed to fully inform Council and the Community of the potential benefits and also likely costs.

Some of the key reasons of Councils current financial position is pursuing projects and services without fully understanding the full project lifecycle costs, maintenance or operational costs. This approach must and will change to avoid the issues of the past being replicated and now materialised in the current financial position of council.

The scope will include utilising existing work and studies that have been undertaken previously by both the MRT and or Council. The scope will also include assessments of actual costs and benefit realisation in other regions noting the anecdotal indications that much of the benefits have been overstated and costs understated.

SMRC's financial position does not support taking any less of a response. Alternatively, should the full and independent business case show a positive project outcome, the options of a rate increase to fund its ongoing maintenance would need to be considered.

A brief and scope for the business case will be developed in coming months once other priorities such as the adoption of the budget, executive recruitment and related higher priorities are addressed.

**B. What is the cost estimate of this business case, taking into account that most of the required reports have already been independently completed?**

This is unknown at this stage and will not be known until pricing are sought from the market. The costs will be clearer once the scope and brief are completed in coming months and market tested.

**C. Has the Monaro Rail Trail Project working group been updated on the detail expected within the business case to allow them to assist?**

As per the above, there are no details to advise at this time. In addition, the business case will be undertaken by an independent consultant or specialist firm with experience in assessing projects in the \$50m - \$100m+ range.

**D. Has the NSW Department of Regional Development and Transport for NSW been engaged in seeking guidance to complete this business case?**

Council will engage an independent consultant or firm with suitable skills and experience to undertake the development of the business case for a project of this scale. That person or organisation will operate independently of Council and determine who they need to engage with to develop the business case. I expect they will engage with all key stakeholders, particularly both state and federal government.

---

**E. Has the CEO responded to the MRT Inc letter dated 16-05-2024?**

The letter was referred to the Manager of Economic Development to prepare a draft response two weeks ago. The Manager has been unwell for one of those weeks and off work. I expect a response will be provided by the time this report is tabled at Council.

**ATTACHMENTS**

1. Questions On Notice - Rail Trail - Cr Davis



Form | 250.2022.85.1

# Question Form

## Executive Office

**Details of Council Meeting**

Date of Meeting June 20, 2024	
Submitted by Councillor Narelle Davis	
Signature	Date 5 June 2024

**Subject** Business case criteria for Monaro Rail Trail Business Case Grant

**Question**

At the April 2024 SMRC council meeting, council resolved to seek grant funding to undertake an independent business case for the Monaro Rail Trail Project.

Can the CEO clarify the following points regarding the plan to complete the MRT business case:

Against the SMRC policy for new projects and infrastructure developments and the NSW Government Rail Trails Framework - June 2022, what further information is required to complete the business case?

What is the cost estimate of this business case, taking into account that most of the required reports have already been independently completed?

Has the Monaro Rail Trail Project working group been updated on the detail expected within the business case to allow them to assist?

Has the NSW Department of Regional Development and Transport for NSW been engaged in seeking guidance to complete this business case?

Has the CEO responded to the MRT Inc letter dated 16-05-2024?



Please email to Secretary Council and Committees: [SMRCExecOffice@snowymonaro.nsw.gov.au](mailto:SMRCExecOffice@snowymonaro.nsw.gov.au)

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.
- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the council.
- 3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the council.
- 3.15 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Full details of the Code of Meeting Practice can be found on Council's website:

<https://www.snowymonaro.nsw.gov.au/Council/Meetings>



## 13.2 RATES DEBT RECOVERY

Record No: I24/356

### OFFICER'S RECOMMENDATION

That the response to the question/s

- A. Does SR Law act on behalf of Council as our external debt recovery agent on unpaid rates matters?
- B. Assuming SR Law is Council's external debt recovery agent:
  - a. When was SR Law appointed?
  - b. What process was undertaken that led to the appointment of SR Law?
  - c. What is the scope of services Council receives from SR Law?
  - d. What is the nature of the contractual or commercial agreement between SR Law and Council? For example, is SR Law paid on a Time and Materials basis, a Fixed Fee per action basis, etc?
  - e. Is SR Law paid for actions that do not recover debts owed?
  - f. Do debtors make payments to Council or SR Law? If payments are made to SR Law, are these amounts transferred in full to Council or does SR Law withhold any of the amounts?
  - g. Has an audit of the services provided by SR Law been undertaken to ensure that they have complied with our policy and their contract
- C. Does SR Law include legal fees in the amounts it seeks to recover in Letters of Demand or Statements of Claim it issues? (Yes or No). If the answer is "Yes", what is the legislative basis for SR Law to levy these charges? Please cite the Act and quote the wording of the relevant section and clause.
- D. Has Council advised any overdue rates debtor that they must pay legal fees that have not been awarded by a Court? If the answer is "Yes", what is the legislative basis for Council to levy these charges? Please cite the Act and quote the wording of the relevant section and clause.
- E. Why does the policy on Council's website have a Review Date of "March 2021"?
- F. The policy on Council's website was adopted at the Council meeting on "7 March 2019". Why then does it refer to the "Local Courts Act 1970" when the Local Courts Act was refreshed in 2007 and commenced in 2009 (i.e. before the policy was adopted)?

be noted.

**QUESTIONS BY:** Cr Williamson

### BACKGROUND

I have been contacted by several rate payers who have received correspondence from an organisation called SR Law seeking payment for unpaid council rates. I have also been contacted

by individuals who have been advised that they must pay interest which has accrued on their unpaid rates and also pay legal expenses in order to clear their debts.

Council has a Debt Management Policy which is published on our website. Section 3.2 of the published policy has a clear process for proceeding with legal action related to unpaid rates and charges if a rates reminder notice is not responded to or as a result of a defaulted payment.

Specifically it states:

**“3.2 Proceeding with Legal Action**

- a) If Council receives no response from the debtor after the due date of the Rates Reminder Notice or as a result of a defaulted payment arrangement notification Council may commence legal action.
- b) Legal Action will commence for amounts set by Council’s Debt Management Procedure. A ‘Letter of Demand’ will be issued to the ratepayer from Council’s external debt recovery agent giving the ratepayer 7 days to respond.
- c) If payment in full or an arrangement for payment has not been received within 15 days of the sending of the ‘Letter of Demand’ then Council’s external debt recovery agent may issue and serve a ‘Statement of Claim’. The debtor may, within 28 days of the service of the Statement of Claim lodge a defence to the claim made by Council.
- d) If the debtor does not file any defence, pay the claim or make payment arrangement, Council’s external debt recovery agent may apply for ‘Default Judgment’. The Default Judgment may be recorded against the debtors credit file by a credit reporting agency and may affect their capacity to obtain credit or to refinance in the future. The Judgment is valid for 12 years.
- e) After obtaining Default Judgment Council may recover the debt via a ‘Writ of Execution’, a garnishee against the debtor’s salary or bank account, or issue an Examination Notice/Order as well as Rent for Rates Notice.
- f) Bankruptcy proceedings are optional to Council, authorised only by the General Manager, at their discretion and will commence if previous action has secured judgement.
- g) Any legal expenses incurred by Council from the recovery of outstanding rates and charges awarded by a court can be charged against the debtor under section 550 of the Local Courts Act 1970.”

I have also been advised that SR Law registers, when proceeding with a Statement of Claim, utilises a court in Sydney rather than the Cooma Court; something that seems to cause additional expense for local residents seeking to defend such a claim.

**QUESTION**

- A. Does SR Law act on behalf of Council as our external debt recovery agent on unpaid rates matters?
  - B. Assuming SR Law is Council’s external debt recovery agent:
    - a. When was SR Law appointed?
-

- b. What process was undertaken that led to the appointment of SR Law?
  - c. What is the scope of services Council receives from SR Law?
  - d. What is the nature of the contractual or commercial agreement between SR Law and Council? For example, is SR Law paid on a Time and Materials basis, a Fixed Fee per action basis, etc?
  - e. Is SR Law paid for actions that do not recover debts owed?
  - f. Do debtors make payments to Council or SR Law? If payments are made to SR Law, are these amounts transferred in full to Council or does SR Law withhold any of the amounts?
  - g. Has an audit of the services provided by SR Law been undertaken to ensure that they have complied with our policy and their contract
- C. Does SR Law include legal fees in the amounts it seeks to recover in Letters of Demand or Statements of Claim it issues? (Yes or No). If the answer is "Yes", what is the legislative basis for SR Law to levy these charges? Please cite the Act and quote the wording of the relevant section and clause.
- D. Has Council advised any overdue rates debtor that they must pay legal fees that have not been awarded by a Court? If the answer is "Yes", what is the legislative basis for Council to levy these charges? Please cite the Act and quote the wording of the relevant section and clause.
- E. Why does the policy on Council's website have a Review Date of "March 2021"?
- F. The policy on Council's website was adopted at the Council meeting on "7 March 2019". Why then does it refer to the "Local Courts Act 1970" when the Local Courts Act was refreshed in 2007 and commenced in 2009 (i.e. before the policy was adopted)?

**RESPONSIBLE OFFICER:** Chief Financial Officer

## RESPONSE

SR Law does act on behalf of Council on debt recovery matters. Council has no information to indicate that activities are being undertaken outside of the required processes. If a councillor has information that indicates inappropriate action has been taken that information and supporting evidence should be provided to the appropriate staff member or organisation.

Researching historical matters around the appointment of a contractor is considered an unreasonable diversion of council resources, particularly as it does not relate to any matters before Council. The historical basis for appointment of a contractor is not considered information necessary for the performance of a councillor's official functions.

The contract between Council and SR Law is a commercial agreement and is considered a standard type of agreement for this type of services. Information on the manner in which the debt recovery occurs is a daily operational matter of council.

If a councillor is seeking legal advice on the basis under which debt recovery can occur it is not an appropriate action to use the Council's resources to seek that information, as that would be

---

information for a personal use, not part of their role as a councillors. Councillors should not be providing legal advice on debt recovery matters to individuals who owe debts to Council. As such information on the legal basis under which debt recovery occurs is not considered information necessary for the performance of a councillors official functions.

The review date in the policy would be the review date set when the policy was adopted.

There is no information available on why the legislative reference was not updated. The legislative reference will be updated as an operational correction to the policy.

## **ATTACHMENTS**

### **1. Questions on Notice - Debt Recovery**

Note: Due to limited space in the template, all information has not been shown but has been provided in the business paper.



Form | 250.2022.85.1

# Question Form

## Executive Office

### Details of Council Meeting

Date of Meeting 20 June 2024

Submitted by Councillor Luke Williamson

Signature

Date 4-June-2024

**Subject** Debt Collection Arrangements

### Question

#### BACKGROUND

I have been contacted by several rate payers who have received correspondence from an organisation called SR Law seeking payment for unpaid council rates. I have also been contacted by individuals who have been advised that they must pay interest which has accrued on their unpaid rates and also pay legal expenses in order to clear their debts.

Council has a Debt Management Policy which is published on our website. Section 3.2 of the published policy has a clear process for proceeding with legal action related to unpaid rates and charges if a rates reminder notice is not responded to or as a result of a defaulted payment.

Specifically it states:

#### "3.2 Proceeding with Legal Action

- If Council receives no response from the debtor after the due date of the Rates Reminder Notice or as a result of a defaulted payment arrangement notification Council may commence legal action.
- Legal Action will commence for amounts set by Council's Debt Management Procedure. A 'Letter of Demand' will be issued to the ratepayer from Council's external debt recovery agent giving the ratepayer 7 days to respond.
- If payment in full or an arrangement for payment has not been received within 15 days of the sending of the 'Letter of Demand' then Council's external debt recovery agent may issue and serve a 'Statement of Claim'. The debtor may, within 28 days of the service of the Statement of Claim lodge a defence to the claim made by Council.
- If the debtor does not file any defence, pay the claim or make payment arrangement, Council's external debt recovery agent may apply for 'Default Judgment'. The Default Judgment may be recorded against the debtors credit file by a credit reporting agency and may affect their capacity to obtain credit or to refinance in the future. The Judgment is valid for 12 years.
- After obtaining Default Judgment Council may recover the debt via a 'Writ of Execution', a garnishee against the debtor's salary or bank account, or issue an Examination Notice/Order as well as Rent for Rates Notice.
- Bankruptcy proceedings are optional to Council, authorised only by the General Manager, at their discretion and will commence if previous action has secured judgement.
- Any legal expenses incurred by Council from the recovery of outstanding rates and charges



Please email to Secretary Council and Committees: [SMRCExecOffice@snowymonaro.nsw.gov.au](mailto:SMRCExecOffice@snowymonaro.nsw.gov.au)

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.
- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the council.
- 3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the council.
- 3.15 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Full details of the Code of Meeting Practice can be found on Council's website:

<https://www.snowymonaro.nsw.gov.au/Council/Meetings>

#### 14. CONFIDENTIAL MATTERS

In accordance with Section 10A(2) of the Local Government Act 1993, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- (a) personnel matters concerning particular individuals; or
- (b) the personal hardship of any resident or ratepayer; or
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- (d) commercial information of a confidential nature that would, if disclosed;
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law; or
- (f) matters affecting the security of the council, councillors, council staff or council property; or
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- (h) an item of Aboriginal significance on community land.

and Council considers that the closure of that part of the meeting for the receipt or discussion of the nominated items or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information, and discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the Local Government Act 1993 the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

#### RECOMMENDATION

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

##### **14.1 Legal Actions and Potential Claims Against SMRC**

Item 14.1 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

##### **14.2 Acquisition of easement for Jindabyne Shared Trail project**

Item 14.2 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

##### **14.3 Finalisation of Tropic Asphalts legal proceedings**

Item 14.3 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.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.

- 
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
  4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.
  5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.