



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**PUBLIC EXHIBITION COPY**

**Ordinary Council Meeting  
20 October 2022**

## **STATEMENT OF ETHICAL OBLIGATIONS**

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

### **CONFLICTS OF INTEREST**

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

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

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

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

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

### **COUNCIL CODE OF CONDUCT**

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

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

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

The Council Code of Meeting Practice is a requirement of Part 2, Division 1 of the Local Government Act 1993, which requires all councils to have a code of meeting practice. The code of meeting practice is to be observed by the Mayor, members of staff, delegates of the Council and members of the public attending a Council or a meeting of a committee of Council.

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### **Acknowledgement of Country**

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Walgalu, Ngunnawal and 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 OCTOBER 2022  
COMMENCING AT 1:00PM**

**BUSINESS PAPER**

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<b>3.</b>	<b>COUNCILLOR REQUEST FOR ATTENDANCE VIA AUDIO-VISUAL</b>	
<b>4.</b>	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b>	
<b>5.</b>	<b>DISCLOSURE OF INTEREST</b>	
	(Declarations also to be made prior to discussions on each item)	
<b>6.</b>	<b>MATTERS DEALT WITH BY EXCEPTION</b>	
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14.2	Expression of Interest Invitation - Sir William Hudson Memorial Centre <i>Item 14.2 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	

**8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING**

Record No: 122/543

**RECOMMENDATION**

That Council, pursuant to section 4.16(1)(b) of the *Environmental Planning and Assessment Act 1979 (as amended)* **refuse** DA 10.2022.253.1 for the erection of a dwelling on Lot 2 DP 1269114 Bushy Park Road EAST JINDABYNE for the following reasons:

1. The application is inconsistent with the objectives of Zone RU1 and the standards of Clause 4.2D (Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones the Snowy River Local Environmental Plan 2013.
2. The variation proposed is not supportable as it is not considered to be consistent with the objectives or the standard of Clause 4.6.
3. The application does not adequately meet the development standards relating to Minimum Lot Size in the Snowy River Development Control Plan 2013. This includes non-compliance or unsatisfactory impacts in section D1.1-2 (Minimum Lot Size).

**BACKGROUND**

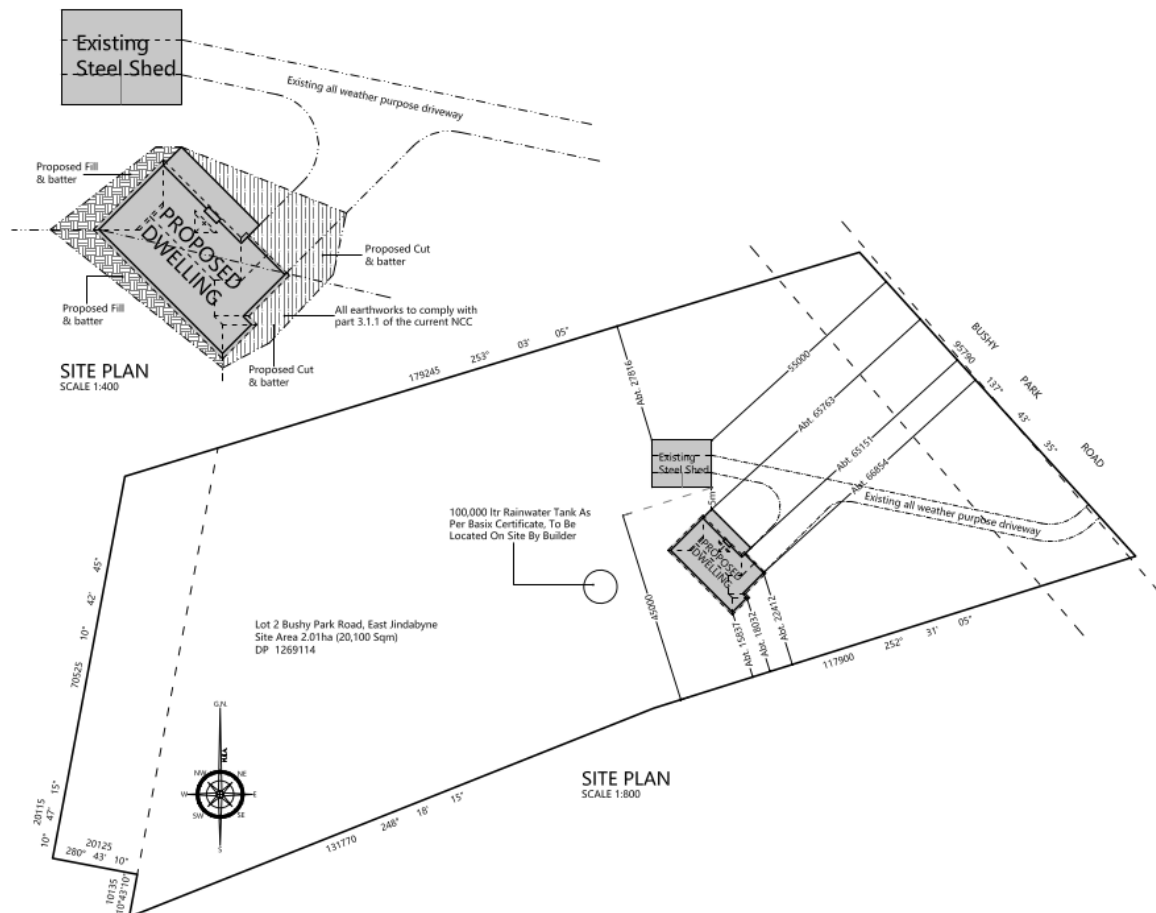
Applicant Number:	10.2022.253.1
Applicant:	Le Mottee Group
Owner:	B D Lew & Y E Traun-Lew
DA Registered:	23/06/2022
Property Description:	Bushy Park Road EAST JINDABYNE NSW 2627 Lot: 2 DP: 1269114
Zone:	RU1 - Primary Production
Current Use:	Agricultural Land
Proposed Use:	Dwelling
Permitted in Zone:	Yes
Recommendation:	Refusal

The proposal is to seek approval for the erection of a dwelling on an agricultural lot without a dwelling entitlement. The subject site is 2.01 hectares in size and is below the mapped minimum lot size of 40 hectares. The property is the product of a recent boundary adjustment. The boundary adjustment created the subject lot as an agricultural allotment.

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

The development seeks a variation to clause 4.2D (Erection of Dwelling Houses and Dual Occupancies on Land in Certain Rural, Residential and Environment Protection Zones) under clause 4.6 (Exceptions To Development Standards) of the Snowy River LEP 2013 to allow for the erection of a dwelling.

The proposal is for a four (4) bedroom dwelling, ensuite, open plan kitchen, dining and family area, bathroom, laundry, deck and double lock up garage.





The map displays various land parcels with their DP numbers. Key areas are labeled with red boxes: **Jindabyne**, **Tyrolean**, and **East Jindabyne**. A red rectangle highlights a specific parcel in the East Jindabyne area, identified as DP 756702 141. The map also shows the Jindabyne Dam and the surrounding water bodies.

### Figure 3: Subject Site in Context of Surrounding Locality



Figure 4: Subject Site

In NSW, an applicant who wishes to vary a development standard in a Standard Instrument LEP can formally lodge a written clause 4.6 application, justifying the variation, along with the development application (DA).

The Snowy River LEP 2013 is a “Standard Instrument LEP” as such the applicant is permitted to apply for a variation of a development standard within that plan under clause 4.6.

Clause 4.6 allows the consent authority (in this case the Snowy Monaro Regional Council) to approve an application, in exceptional circumstances where a development does not meet the development standard but is able to achieve the underlying purpose of that standard.

Prior to approving the variation, the council **must be satisfied** that certain conditions of the development are met one of which is that the Secretary has granted concurrence for the development that contravenes a development standard (clause 4.6(4)(b)).

The secretary allows for “assumed concurrence” in certain circumstances, meaning that Council do not need to refer the application to the Department of Planning and Environment and can assess and determine the application as if they had the concurrence of the department.

The Secretary’s concurrence may not be assumed for a variation to a development standard relating to the minimum lot size required for erection of a dwelling on land in the RU1 zone, if the variation sought is more than 10% of the minimum lot size.

The application in this case seeks a variation of the minimum lot size of 95%. As such the Secretary’s concurrence is not assumed and the application was required to be referred to the Department of Planning and Environment for their concurrence.

### Previous Development History

10.2020.3004173.1 Boundary Adjustment

10.2020.109.1 New Farm Building

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

<b>State Environment Planning Policies (SEPPs)</b>	State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 State Environmental Planning Policy (Resilience and Hazards) 2021 State Environmental Planning Policy (Precincts – Regional) 2021
<b>Local Environmental Plan (LEP) (including draft LEPs)</b>	Snowy River Local Environment Plan 2013 (as amended)
<b>Development Control Plans</b>	Snowy River Development Control Plan 2013

**RESPONSIBLE OFFICER:** Chief Operating Officer

### REFERRALS

Nil

### INTEGRATED DEVELOPMENT

The proposed development was reviewed against the relevant provisions of the EP&A Act 1979 to identify whether the application was integrated development. The development was not deemed to be Integrated Development under Section 4.46 of the Environmental Planning and Assessment Act 1979.

### Concurrence and External Referrals

The development application was referred to the following external government agencies for comment/consideration:

Section	Comments
Department Planning and Environment	The application was referred to the Department of Planning and Environment (DPE) for concurrence. The following response was received:  “DPE formed the view that the proposed variation does not raise matters of State or regional significance and there is limited public benefit in maintaining strict compliance with the minimum lot size standard in this instance.”  As such in this case the DPE granted concurrence to this variation.

	See Attachment 6 - Planning Circular PS 20-002 which outlines the process of 4.6 variations and the requirements for concurrence.
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#### Internal Referrals

Section	Comments
Strategic Planning	<p>The application was referred to Councils Strategic Planning Section and the recommendation upon review is the DA be refused. The following comments were provided in support of this position by Councils Strategic Planners:</p> <p><i>The application warrants refusal because the applicant has not adequately addressed Clause 4.2(3)(a) and (b) of SRLEP 2013 as follows:</i></p> <p><i>(a) that compliance with the development standard is unreasonable or unnecessary.</i></p> <p><i>(b) that there are sufficient environmental planning grounds to warrant contravening the development standard.</i></p> <p><i>In not addressing 4.6(3)(a) and (b) the applicant has also not proven that compliance with the standard is unreasonable or unnecessary and that there are environmental planning grounds sufficient to contravene the development standard.</i></p> <p><i>Furthermore the proposed development is not within the public interest because it is demonstrably inconsistent with the objectives of 4.2D and the RU1 Primary Production Zone.</i></p>

#### **LEGISLATIVE REQUIREMENTS ASSESSMENT UNDER SECTION 4.15 OF EP&A ACT**

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

- Suitability of the site;
- Environmental planning instruments (State Environmental Planning Policies, Local Environmental Plans);
- Proposed planning instruments;
- Development control plans;
- Likely Impacts of the Development - environmental (natural and built), social and economic;
- Any Planning Agreement or Draft Planning Agreement;



- The EP&A Regulations;
- Submissions; and
- Public interest.

**The suitability of the site for the development**

<b>Slope</b>	<b>Gentle slope exists on site.</b>
<b>Significant vegetation</b>	The subject property is not identified on the Terrestrial Biodiversity.
<b>Streetscape and adjoining development</b>	<p>The adjoining land uses are primarily rural in nature. It is evident in the lot pattern, seen in figure 5 below, that within the wider area surrounding the subject land the dominant lot type are parcels which are larger in size and have the ability to support rural land uses.</p> <p>It is noted that there are a limited number of lots which are similar in size to the subject property which do enjoy dwelling entitlements. These lots have been created under former planning instruments and would now no longer be possible to approve under the current LEP.</p> <p>Whilst these smaller holdings do exist the strategic direction for the area has changed over time and is reflected in the aims, objectives and development standards of the SR LEP 2013 which includes the current 40 hectare minimum lot size.</p> <p>By allowing the subject significant variation to minimum lot size would be a reversal of the strategic intent of the zone and the subdivision provisions of the LEP.</p>

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

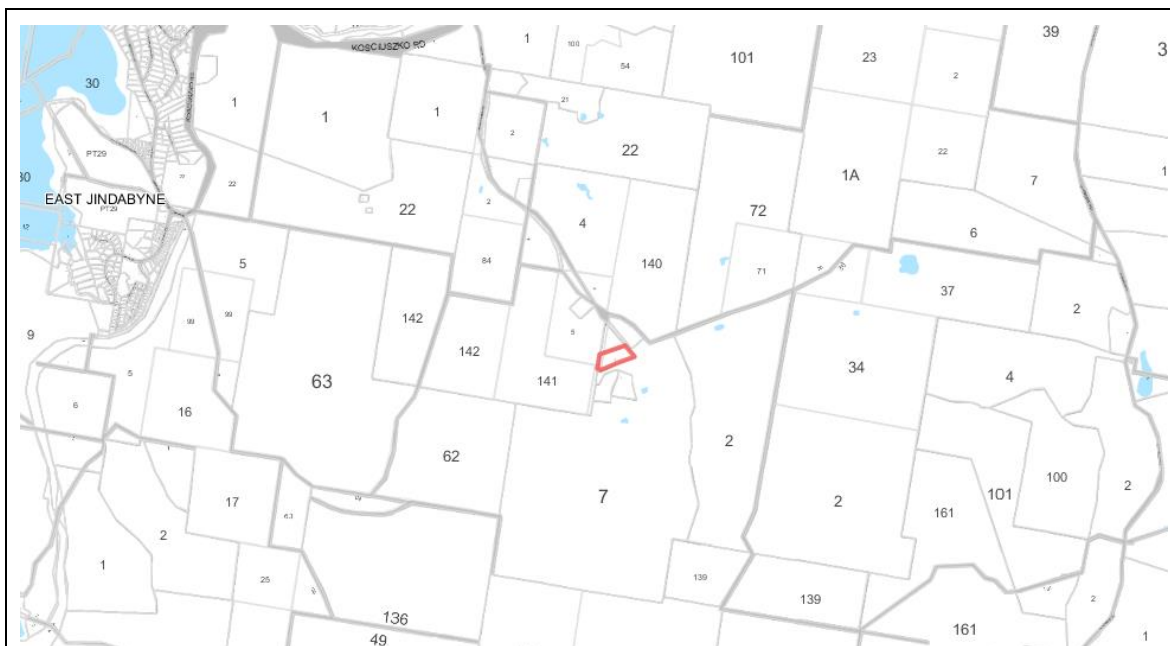


Figure 5: Lot pattern surround the subject lot.

<b>Suitability of proposed works / building</b>	The subject site is generally not considered to be suitable for the development proposed. The built form and scale are not in keeping within the surrounding development.
<b>Stormwater disposal</b>	On-site management.
<b>Services</b>	electricity / telephone/ rain water
<b>Views</b>	nil impact to and from site
<b>Contamination</b>	nil identified
<b>Bushfire</b>	The subject site is classified as bushfire prone.
<b>Flooding</b>	nil impact
<b>Vehicular access</b>	The subject site gains both legal and practical access from public road, Bushy Park Road, and then via a Right-of-Carriage way referred to a (A) on the deposited plan.
<b>Easements and restriction on use</b>	Nil
<b>Aboriginal sites</b>	nil identified on-site
<b>Threatened species</b>	nil identified on-site
<b>Grasslands</b>	nil identified on-site
<b>Rivers/streams</b>	not applicable
<b>Effluent disposal</b>	On-site management.
<b>Prevailing winds</b>	nil impact
<b>Other matters</b>	nil

### **The provisions of any environmental planning instrument**

#### **State Environmental Planning Policies**

The proposal has been assessed against the provisions of all known SEPP's. The development has been found **to** achieve an acceptable level of compliance in regards to the Building Sustainability Index: BASIX, Resilience and Hazards and Precincts – Regional SEPP's.

The SEPP's examined include (where applicable):

#### **State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004**

The BASIX scheme was established to encourage sustainable residential development. An application for a development consent in relation to certain kinds of residential development must be accompanied by a list of commitments by the applicant as to the manner in which the development will be carried out. The applicant has provided an in date BASIX certificate and as such is compliant with the requirements of the State Environmental Planning Policy (Building Sustainability Index: BASIX).

#### **Permissibility of the development under the Snowy River Local Environmental Plan 2013**

- The subject land is zoned: RU1 – Primary Production
- Definition of land usage under SRLEP 2013: Dwelling
- The proposal is permissible with development consent from Council pursuant to Zone *RU1* of the SRLEP 2013.
- The proposal **is not** considered to be consistent with the aims and objectives of the plan.

In the assessment of this application, the following special provisions from SRLEP 2013 are of relevance and have been assessed for compliance:

#### **Permissibility**

The subject land is zoned: RU1 – Primary Production under the Snowy River LEP 2013 and Dwellings are permitted with consent.

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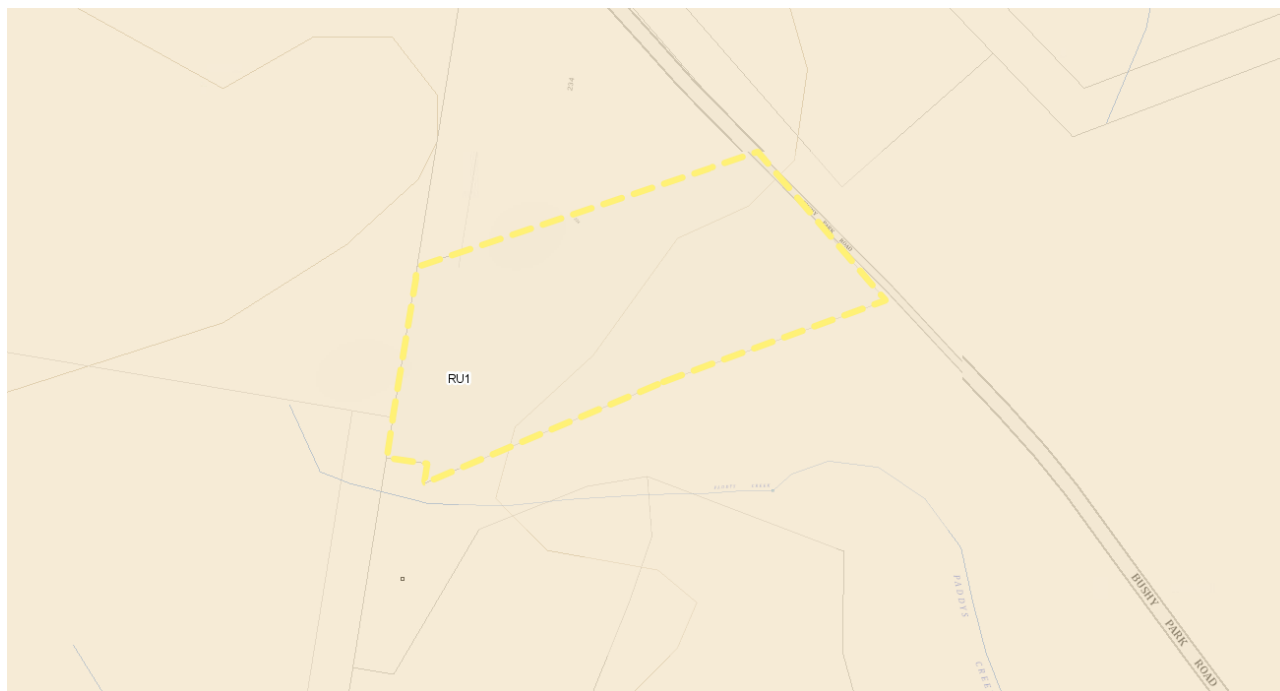


Figure 6: Zoning Map

### Objectives of RU1 Zone

The applicant has not adequately demonstrated that the development is consistent with objectives of the zone, as discussed below:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*

The applicant has not demonstrated consistency with this objective. Therefore, the use of the site for a dwelling house for rural residential living is inconsistent with this objective. Even boutique or innovative agricultural uses would require in excess of 10 hectares when accommodating the use, buffers etc onto the site.

- To encourage diversity in primary industry enterprises and systems appropriate for the area.*

Applicant Response	Staff Response
As stated above, it is not economically feasible to establish a primary industry enterprise or system on the site.	The development of the site for a dwelling does not encourage diversity to deliver any primary industry production. Inconsistent with this objective.

- To minimise the fragmentation and alienation of resource lands.*

Applicant Response	Staff Response
This area of East Jindabyne is currently highly fragmented and not suitable for agricultural establishment.	The development further fragments resource lands and is inconsistent with this objective.

- To minimise conflict between land uses within this zone and land uses within adjoining zones.*

Applicant Response	Staff Response
<p>The surrounding land consists predominantly of similar rural residential developments and does not support significant agricultural developments. Therefore, no land use conflict is expected to arise.</p>	<p>The applicant has not addressed the surrounding land uses in any detail. This lot is 2ha in size. There are four (4) lots within the immediate vicinity which are of a similar size to the subject land.</p> <p>Additionally, there are four (4) larger lots directly adjoining the subject lot that are capable of rural uses.</p>
 <p>Lot 7 DP 1201653 - 158.5 Ha</p>	 <p>Lot 140 DP 756702 - 42.5 Ha</p>
 <p>Lot 141 DP 756702 - 34.7 Ha</p>	 <p>Lot 5 DP 1163302 - 18.5 Ha</p>
<p>These 4 smaller lots, including the subject site have the potential to stifle any agricultural use of the land such as low impact grazing or other Agritourism uses that may arise in the future.</p>	



8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING



- To promote tourism, educational and recreational development and living opportunities that are compatible with agricultural activities and the environmental, historical and cultural values of the zone.*

Applicant Response	Staff Response
The proposed single dwelling is compatible with the minor agricultural activities taking place within the immediate area, and effectively considers the environmental, historical and cultural values of the land.	The development makes no attempt to promote tourism, education or recreation focused development. As above and below, this may provide a rural living opportunity, but at the expense of the sparse rural character and potential current agricultural uses and future innovative uses.

- To ensure that development maintains and protects the scenic values and rural landscape characteristics of the zone through compatible, small-scale development.*

Applicant Response	Staff Response
The proposed dwelling is single storey and shall be constructed with materials that are sympathetic to the rural character of the area.	The cumulative impact of the existing small lot development, with the addition of this development results in a rural residential character, inconsistent with the sparse nature of development that is usual in the rural zone.

### Principal development standards

Clause 4.2D Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones

**The proposed development does not comply** - The subject site is zoned RU1 and as such this clause applies. The minimum lot size shown on the Lot Size Map in relation to that land is 40 Hectares (Figure 7).

Objective 1(a) of 4.2D is to minimise unplanned rural residential development. This allotment was created by DA4173/2020 for a boundary adjustment, which produced the current lot shape and size and did not enjoy a dwelling entitlement. As such it is reasonable to state that the approval of a dwelling on this allotment was not planned and as such is inconsistent with this objective.

Under Clause 4.2D(3), development consent must not be granted for the erection of a dwelling house or dual occupation on land to which this clause applies unless the land:

- (a) is a lot that is at least the minimum lot size shown on the Lot Size Map in relation to that land, or
- (b) is a lot created under this Plan (other than under clause 4.2 (3)), or
- (c) is a lot created before this Plan commenced and on which the erection of a dwelling house or a dual occupancy was permissible immediately before that commencement, or
- (d) is a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house or a dual occupancy would have been permissible if the plan of subdivision had been registered before that commencement, or
- (e) is an existing holding,

The subject land is 2.01 Hectares in size, which is less than the required 40 Hectares for the erection of a dwelling. Therefore the subject land does not meet the required minimum lot size and Council **could not** approve a development application for a dwelling on the land under clause 4.2D(3)(a).

The subject land does not meet the requirements of (b), (c), (d) or (e) as it was created by DA4173/2020 as an agricultural allotment, which did not enjoy a dwelling entitlement. Therefore it considered that the subject land was not created for residential purposes and therefore Council could consent to a dwelling on the land under 4.2D(3)(b), (c), (d) or (e).

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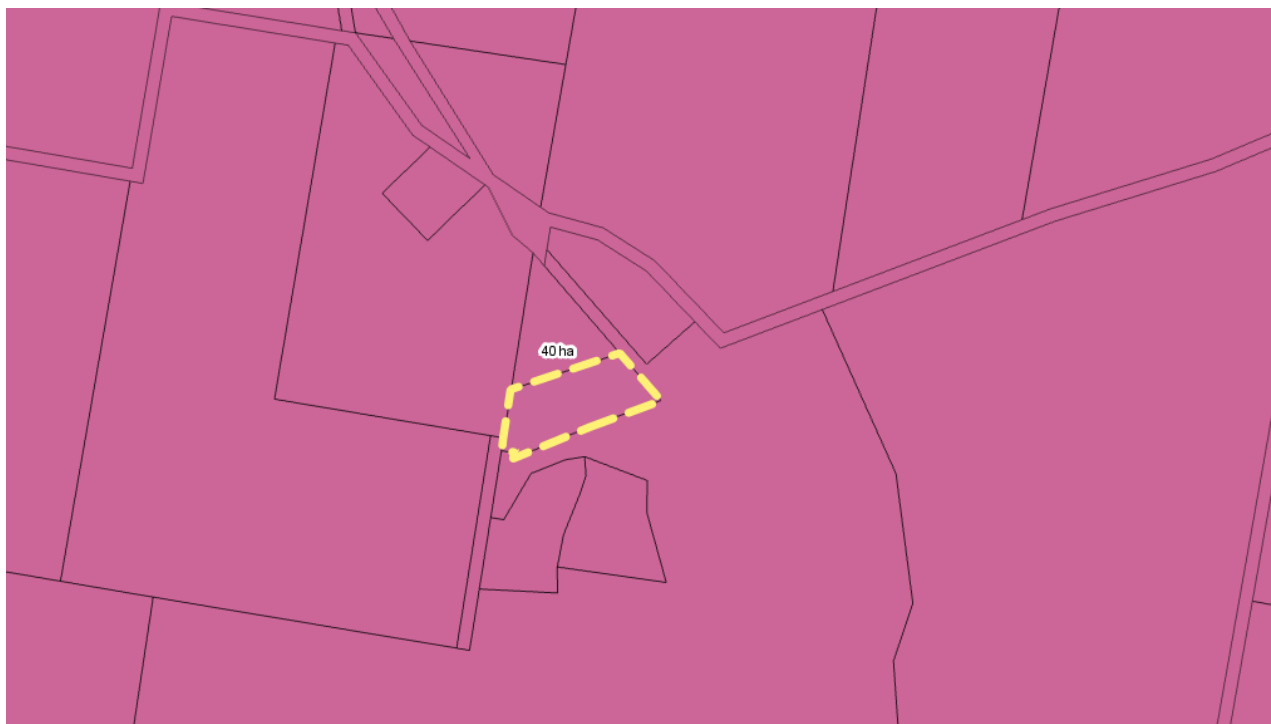


Figure 7: Minimum Lot Size Map

#### Clause 4.3 Height of building

The development complies with all buildings under the 9m maximum height limit.

#### 4.6 Exceptions to development standards

The application seeks a 4.6 variation to the minimum lot size of 40 hectares to allow the erection of a dwelling. Development consent must not be granted for development that contravenes a development standard unless the consent authority (Council) has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating the following;

3(a) that compliance with the development standard is **unreasonable** or **unnecessary** in the circumstances of the case

3(b) that there are **sufficient environmental planning grounds** to justify contravening the development standard

4(a)(i) the applicant's written request has adequately addressed the matters required to be demonstrated

4(a)(ii) the proposed development will **be in the public interest** because it is **consistent with the objectives of the particular standard and the objectives for development within the zone** in which the development is proposed to be carried out.

Council's Strategic Planning Officers have provided the following response;

The Court has identified 5 common methods, sometimes referred to as the '*Wehbe* tests', an applicant may use to establish that compliance with a development standard is unreasonable or unnecessary in the circumstances of the case:



<b>4.6 (3) (a) Unreasonable or Unnecessary</b>		
<b>Test per Wehbe</b>	<b>Standard objective and applicant response</b>	<b>Strategic Planning response</b>
<u>1. Is compliance with the standard unreasonable or unnecessary? Clause 4.6(3)(a)</u>		
A. by showing that the <b>objectives of the development standard are achieved</b> notwithstanding noncompliance with the development standard	<p>(a) to minimise unplanned rural residential development,</p> <p><i>The site is located in an established rural residential area that supports a mix of isolated dwellings, farm buildings, agricultural holdings and extant bushland. The surrounding properties support existing rural housing and because of this there is low carrying capacity of the land and little possibility of agistment within the immediate area. The majority of dwellings within this part of East Jindabyne are single storey, detached buildings. Therefore, the proposed dwelling is in keeping with the character of the area and will be located in a predeveloped rural residential area. The proposal does not contravene this objective and is considered in keeping with the character of the area.</i></p> <p>(b) to enable the replacement of lawfully erected dwelling houses and dual occupancies in certain rural, residential and environment protection zones.</p>	<p>(a) Disagree with the assertion that this area is a “pre-developed rural residential area”. There is no strategic intent to permit or encourage rural residential development within this area. The proposed development simply adds to the unplanned rural residential development and sets an undesirable precedent. Therefore, the objective of the standard is not achieved. The vast majority of lots within the vicinity of this site are roughly 20ha or more (except for the 3 lots in the immediate vicinity) which, along with the subject site are well below the required 40ha.</p> <p>(b) Not relevant.</p>
B. by establishing that the <b>underlying objective or purpose is not relevant</b> to the	No response from the applicant was provided that advanced an argument that	The standard is relevant to the proposed development because the objective refers

development, such that compliance is unnecessary;	the underlying objective or purpose is not relevant.	to minimising unplanned rural residential development and rural residential development is proposed.
C. by establishing that the <b>underlying purpose is defeated or thwarted if compliance is required</b> , such that compliance becomes unreasonable	The applicant has not advanced an argument that the underlying purpose of the objective would be defeated if compliance was required.	In any case, compliance with the standard supports the objective of the clause.
D. by illustrating that the Council itself has granted development consent that departs from the standard, and arguing from this that the development standard has been ' <b>virtually abandoned or destroyed</b> ,' rendering it unnecessary and unreasonable	The applicant has not provided an argument or information in relation to Councils previous variation of this standard.	Council has not granted development consent for a variation to this standard under the Snowy River LEP 2013. Therefore, the standard has not been 'virtually abandoned or destroyed' and its integrity has been preserved.
E. by establishing that the zoning area of the proposed development was 'unreasonable or inappropriate' such that the <b>development standard which is appropriate to that zoning is no longer reasonable or necessary</b> for the particular area. Preston CJ has explained that the focus of this reason is that the zoning of the land in question is unreasonable or inappropriate, rather than the standard being inappropriate in that zone	The applicant has not specifically mounted an argument that the zoning is inappropriate.	The majority of land within in the vicinity may be of lower carrying capacity (1.5-3.5 Dry Sheep Equivalents (DSE) per ha) and the land is mapped as Class 6 on the Land and Soil Capability Mapping. However, this land has the ability to be used for rural purposes for grazing sheep, cattle or horses.  Consideration has been given to rezoning this land to RU4 Primary Production Small Lots within the Snowy Monaro Draft Rural Land Use Strategy. However, this does not propose a reduction in minimum lot size noting that all land uses that are anticipated or

		<p>encouraged still require suitable area to accommodate the land uses as well as buffer distances to manage land use conflict. The land is not strategically located or serviced with suitable infrastructure so as to warrant a rural residential zone such as E4 or R5 given its constraints and the fact that it is removed from the settlements areas of Jindabyne and East Jindabyne.</p> <p>Therefore, the RU1 zone or the RU4 zone are both appropriate zones and the specified MLS of 40ha is well founded and warranted. It is also understood that this land was originally subdivided for an “agricultural purpose” under a previous LEP.</p>
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**2. That there are sufficient environmental planning grounds to justify contravening the development standard (Clause 4.6(3)(b))**

To assess whether there are sufficient environmental planning grounds to justify varying a Development Standard, it is first necessary to determine what “environmental planning grounds” are.

These grounds relate to the subject matter, scope and purpose of the Environmental Assessment and Planning Act 1979, including the objects in Section 1.3 of the Act. These objects relate to:

- the social and economic welfare of the community;
- the management of the State’s natural and other resources;
- ecologically sustainable development;
- the orderly and economic use of land;
- the delivery and maintenance of affordable housing;
- the protection of the environment, including flora and fauna and their communities and habitats;
- the sustainable management of built and cultural heritage;

- the design and amenity of the built environment;
- the construction and maintenance of buildings;
- the sharing of responsibility for environmental planning; and
- community participation in environmental planning and assessment.

The applicant has not explicitly provided any assessment of whether there are sufficient planning grounds to justify contravening the development standard. There is brief reference to the fact that *“The proposed development is in keeping with the character of the surrounding area. Further, the proposed variation will not result in a detrimental impact to the environment, the amenity of the area or the public realm, and it is considered that strict compliance is unreasonable.”* But this statement is made in relation to the standard being unreasonable, and not in relation to sufficient environmental planning grounds to justify contravening the standard.

The brief statement from the applicant largely states what the development won’t do, rather than what it will do in relation to the objects of the act, and again, was not explicit in addressing this subclause.

The onus is on the applicant to prove that there are sufficient environmental planning grounds to warrant the contravention of the standard, not the Council to prove that there isn’t.

**3. the applicant’s written request has adequately addressed the matters required to be demonstrated by subclause (3) (Clause 4.6(4)(a)(i))**

Not satisfied that the applicants written request has adequately addressed either 4.6(3)(a) or (b). As outlined above in this table, there has been very little to no justification from the applicant that the standard is unreasonable and unnecessary, including not addressing the Wehbe test. Further, there has been no direct attempt to justify that there are environmental planning grounds to justify the contravention.

**3. The proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out**

**Objectives of the development standard**

(a) to minimise unplanned rural residential development,

*The site is located in an established rural residential area that supports a mix of isolated dwellings, farm buildings, agricultural holdings and extant bushland. The surrounding properties support existing rural housing and because of this there is low carrying capacity of the land and little possibility of agistment within the immediate area. The majority of dwellings within this part of East Jindabyne are single*

The objectives of the standard have been addressed above and found to be inconsistent, ie the intent of the clause is to prevent unplanned rural residential development which is exactly what is proposed.

<p>(b) to enable the replacement of lawfully erected dwelling houses and dual occupancies in certain rural, residential and environment protection zones.</p>	<p><i>storey, detached buildings. Therefore, the proposed dwelling is in keeping with the character of the area and will be located in a <b>predeveloped rural residential area</b>. The proposal does not contravene this objective and is considered in keeping with the character of the area.</i></p>	<p>(b) not relevant</p>
<p><b>Objectives of the RU1 Primary Production zone</b></p>		
Objective	Applicants Response	Strategic Planning Response
<p>• <i>To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.</i></p>	<p>The site is not well-suited for primary production purposes and is unable to support sustainable production of crops or fodder for commercial purposes, grazing of livestock, bee keeping, dairying or other forms of primary industry production.</p>	<p>The applicant has not demonstrated consistency with this objective. Therefore, the use of the site simply for a dwelling house for rural residential living is inconsistent with this objective. Even boutique or innovative agricultural uses would require in excess of 10 hectares when accommodating the use, buffers etc onto the site.</p>
<p>• <i>To encourage diversity in primary industry enterprises and systems appropriate for the area.</i></p>	<p>As stated above, it is not economically feasible to establish a primary industry enterprise or system on the site.</p>	<p>The proposed development of the dwelling makes no attempt to deliver any primary industry production. The development is therefore inconsistent with this objective.</p>
<p>• <i>To minimise the fragmentation and alienation of resource lands.</i></p>	<p>This area of East Jindabyne is currently highly fragmented and not suitable for agricultural establishment.</p>	<p>This development further fragments resource lands and is inconsistent with this objective.</p>

<ul style="list-style-type: none"> <li>• <i>To minimise conflict between land uses within this zone and land uses within adjoining zones.</i></li> </ul>	<p>The surrounding land consists predominantly of similar rural residential developments and does not support significant agricultural developments. Therefore, no land use conflict is expected to arise.</p>	<p>This lot is 2ha in size. There are 3 other lots within the immediate vicinity which are of a similar size, however there are larger lots that are capable of rural uses. These 4 lots (dwellings), including the subject site have the potential to stifle any agricultural use of the land such as low impact grazing or other Agritourism uses that may arise in the future. The applicant has not addressed the surrounding land uses in any detail.</p>
<ul style="list-style-type: none"> <li>• <i>To promote tourism, educational and recreational development and living opportunities that are compatible with agricultural activities and the environmental, historical and cultural values of the zone.</i></li> </ul>	<p>The proposed single dwelling is compatible with the minor agricultural activities taking place within the immediate area, and effectively considers the environmental, historical and cultural values of the land.</p>	<p>The proposed development makes no attempt to promote tourism, education or recreation development. As above and below, this may provide a rural living opportunity, but at the expense of the sparse rural character and potential current agricultural uses and future innovative uses.</p>
<ul style="list-style-type: none"> <li>• <i>To ensure that development maintains and protects the scenic values and rural landscape characteristics of the zone through compatible, small-scale development.</i></li> </ul>	<p>The proposed dwelling is single storey and shall be constructed with materials that are sympathetic to the rural character of the area.</p>	<p>The cumulative impact of the existing small lot development, with the addition of this development results in a rural residential character, inconsistent with the sparse nature of development that is usual in the rural zone.</p>
<p>It is noted in the applicant asserts in their written response that <i>“the development is permitted within the current RU1 Primary Production zone and is consistent with the zone objectives”</i>. Council’s view is that the development is not permissible, otherwise it would have been able to have been carried out subject to Clause 4.2D, without the need to vary the development standard.</p> <p>The proposed development is not consistent with the objectives of the standard or the zone, and therefore does not meet the public interest test.</p>		

### 5.11 Bush fire hazard reduction

The application included a Bush Fire Self-Assessment report are required under the Rural Fires Act 1997 and s4.14 of the Environmental Planning and Assessment Act 1979.

#### BAL Assessment table

ASSESSMENT				
Aspect	North	East	South	West
Keith Vegetation formation (within 140 metres) (Table A2.1)	<input type="checkbox"/> Grasslands	<input type="checkbox"/> Grasslands	<input type="checkbox"/> Grasslands	<input type="checkbox"/> Grasslands
Slope under the hazard (over 100m) [in degrees]	<input type="checkbox"/> upslope/flat <input type="checkbox"/> > 0 to 5 <input type="checkbox"/> > 5 to 10 <input type="checkbox"/> > 10 to 15 <input type="checkbox"/> > 15	<input type="checkbox"/> upslope/flat <input type="checkbox"/> > 0 to 5 <input type="checkbox"/> > 5 to 10 <input type="checkbox"/> > 10 to 15 <input type="checkbox"/> > 15	<input type="checkbox"/> upslope/flat <input type="checkbox"/> > 0 to 5 <input type="checkbox"/> > 5 to 10 <input type="checkbox"/> > 10 to 15 <input type="checkbox"/> > 15	<input type="checkbox"/> upslope/flat <input type="checkbox"/> > 0 to 5 <input type="checkbox"/> > 5 to 10 <input type="checkbox"/> > 10 to 15 <input type="checkbox"/> > 15
Distance to vegetation formation	Actual <50 m Proposed <50 m	Actual <50 m Proposed <50 m	Actual <50 m Proposed <50 m	Actual <50 m Proposed <50 m
Level of Construction	<input type="checkbox"/> BAL 12.5	<input type="checkbox"/> BAL 12.5	<input type="checkbox"/> BAL 12.5	<input type="checkbox"/> BAL 12.5
Required APZ	APZ= 50 m Min = 20 m Max = 50 m +	APZ= 50 m Min = 20 m Max = 50 m +	APZ= 50 m Min = 20 m Max = 50 m +	APZ= 50 m Min = 20 m Max = 50 m

Should the application be approved conditions of consent will require the construction of the dwelling to be in accordance with BAL 12.5 and the provisions of Grassland Deeming Provisions.

#### Clause 7.9 Essential Services

The development complies –

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation,
- (e) suitable vehicular access.

#### Legal & Practical Access

The subject site gains both legal and practical access from public road, Bushy Park Road, and then via a Right-of-Carriage way referred to a (A) on the deposited plan. The ROC is carried over from the original lot 4 DP 1160711.

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

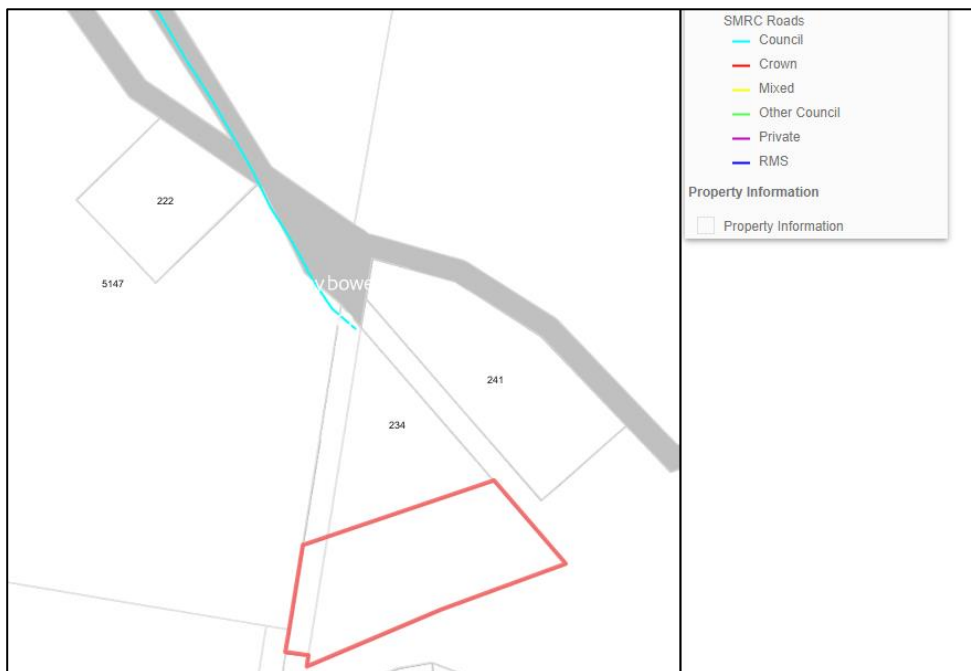


Figure 8: Extent of Public Road Access (Bushy Park Road)

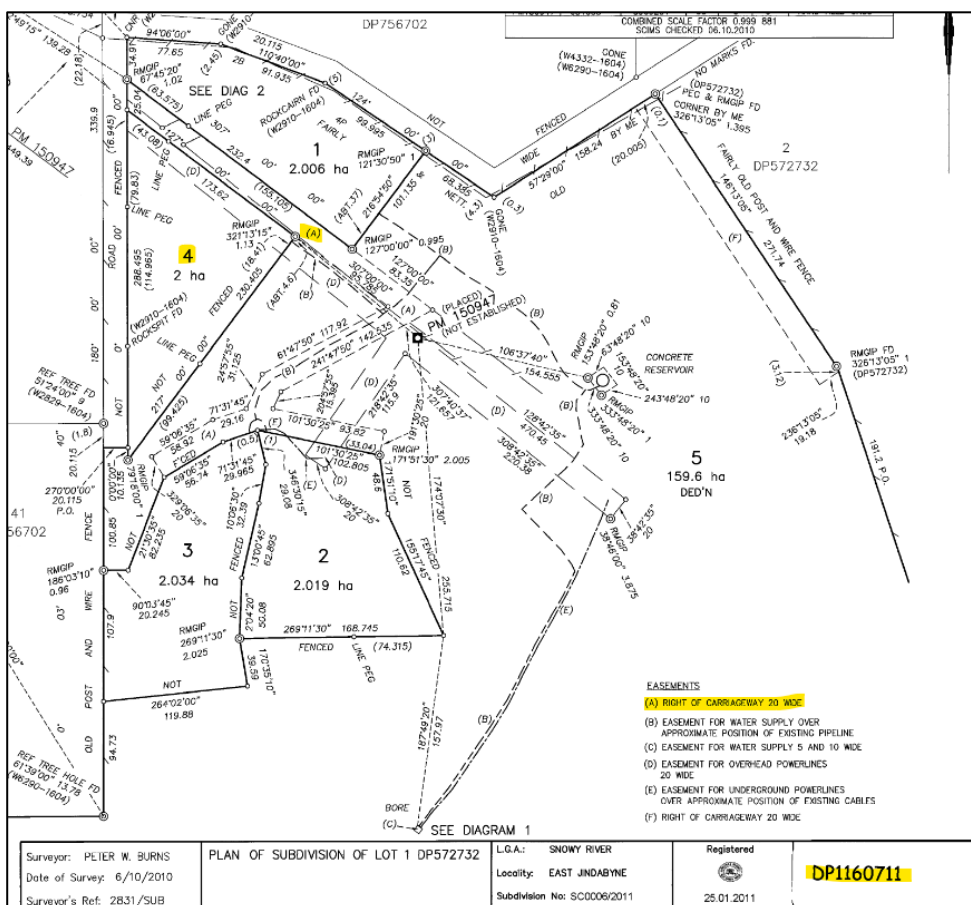



Figure 9: DP 1160711 showing initial ROC benefiting Lot 4



8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

(Sheet 1 of 7 Sheets)



**DP1160711 B**

Plan of Subdivision of Lot 1 in Deposited Plan 572732 covered by Subdivision Certificate No SC0006/2011 by Snowy River Shire Council

**Full name and address of the owner of the land** Francis John Shaw of 5 Ridgeland Avenue, Killara NSW 2071

**PART I (Creation)**

Number of item shown in the intention panel on the plan	Identity of easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan. <sup>2</sup>	Burdened lot(s) or parcel(s):	Benefited lot(s), road(s), bodies or Prescribed Authorities:
1	Right of Carriageway 20 wide (A)	5	1 to 4 inclusive

Figure 10: 88B instrument for DP 1160711 showing initial ROC benefiting Lot 4

Lot 6 was created Subdivision Certificate 0022/2014 as an exempt boundary adjustment under the provisions of State Environmental Planning Policy – (Exempt and Complying Development Codes) 2008 between lot 4 & 5 DP1160711.

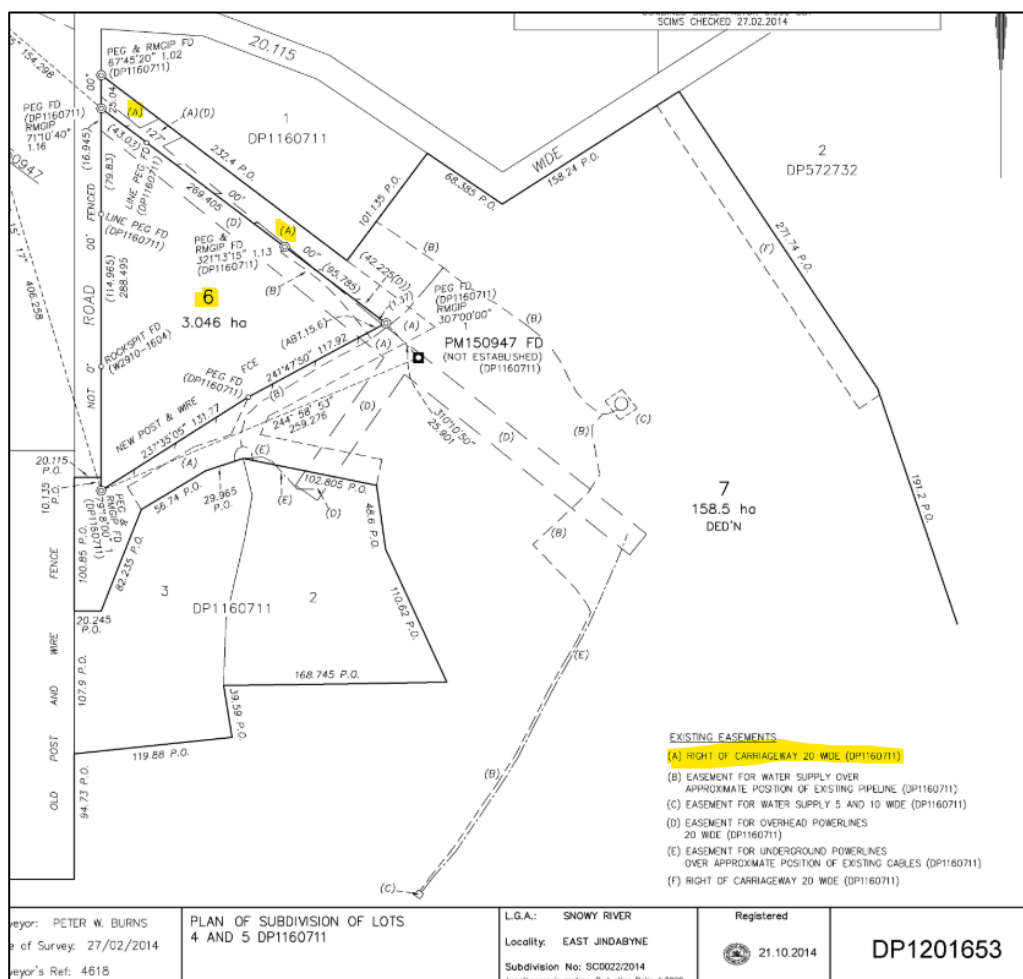


Figure 11: DP 12016353 ROC retained from Lot 4 DP 1160711

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

Lot 1 and 2 of DP 1269114 were created from a boundary adjustment of Lot 6 DP1201653 and Lot 1 DP 1198332.

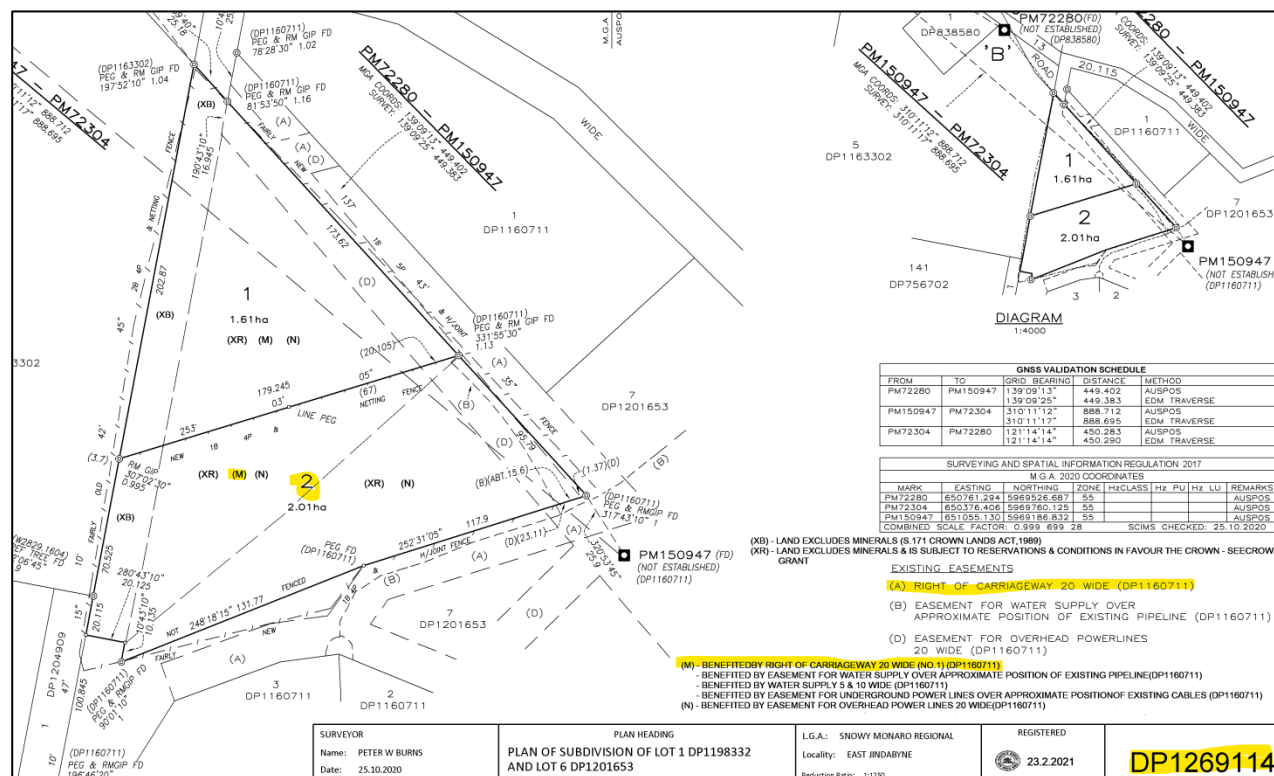


Figure 12: DP 1269114 showing ROC benefiting Lot 2

**Assessment against the relevant provisions of Snowy River Development Control Plan 2013**

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

Provision	Response/Acceptable Solution
<b>A3 Public Notification</b>	The application was neighbour notified in accordance with the Snowy Monaro Planning and Development Community Participation Plan for 14 days. Zero (0) submissions were received.
<b>C General planning considerations</b>	
C2 Design	Complies – The design of the development will have minimal streetscape impact as it is on a large allotment, not located on a ridgeline and there are no foreseen impact on the visual qualities and scenery of the natural and rural landscape.
C3 Car-parking, Traffic & Access	Complies – The development includes an attached double garage.
C5 Tree preservation & Landscaping	Complies – No specific additional landscaping is proposed or required for this development. The

	site is a large bush block of which the majority is to be left in its current state without significant vegetation removal.
C7 Natural Hazard Management	<p>Complies – The development is on land which is mapped as bushfire prone. The application was accompanied by a bushfire assessment in accordance with Planning for Bushfire Protection 2019 (PBP). The development was assessed against the requirements of PBP and appropriate conditions of consent will be included to ensure compliance.</p> <p>The development has been assessed and will require a Bushfire Attack Level (BAL) 12.5 construction. With associated Asset Protection Zone (APZ) of 50m in each direction from the dwelling.</p> <p>The asset protection zones fall wholly within the subject lot.</p>
C9 Energy & Waste Efficiency, Water Supply & Effluent Disposal	Complies – the application included a valid BASIX certificate and a Site & Soil Assessment report for the on-site sewer management system.
C10 Waste management & Recycling	Complies – the subject land would be required via a condition of consent to manage the disposal of all domestic waste in a lawful manner.
<b>D Residential Development</b>	
<b>D1 Residential Accommodation</b>	
3. Site Planning & layout	
1.1 Site Planning 1.2 Minimum lot size 1.3 Site coverage 1.4 Open space	<p>1.1 Complies – It is considered that the proposed dwelling is appropriately located on the site in regards to the amenity of neighbouring properties will be maintained there are no foreseen impact on views, solar access, significant landscape and vegetation and allows for bushfire hazard minimization.</p> <p>1.2 <b>Non-compliant</b> – the subject site <b>does not</b> meet the requirement for a dwelling under the provision s of the SR LEP 2013.</p> <p>1.3 Complies – It is considered that there is more than adequate unbuilt areas will be retained to allow for the purpose of private open space, deep soil planting, permeable surfaces and ancillary development.</p>

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

	1.4 Complies – It is considered that there is more than adequate private open space provided for the proposed dwelling to enable passive recreational activities by future residents.
4. Building Envelope	
4.1 Building height 4.2 Floor space ratio 4.3 Setback	Complies - The development is single storey and of minimal bulk and scale in the context of the site.  The setbacks are considered appropriate for the site and there is no FSR applicable.
5. Building Design	
5.1 Building form 5.2 Visual character & streetscape	Complies - The form, scale, massing and proportions of the proposed dwelling recognises the characteristics of the site including topography, orientation and the surrounding natural and built environment. It is considered that the proposed building facades have been designed to complement or enhance the existing streetscape and neighbourhood character.
6. Amenity	
6.1 Solar access & overshadow 6.2 Energy conservation 6.3 Visual privacy 6.4 Acoustic privacy 6.5 Landscape Design 6.6 View sharing 6.7 Safety & security	6.1 Complies - Minimal impact on neighbouring properties given the large distance between the dwellings, the orientation of the neighbouring dwelling has the living spaces directed away from the common boundary and therefore it is considered satisfactory.  6.2 Complies with BASIX  6.3 & 6.4 Complies - Adequate provision has been made in the design to address these requirements.  6.5 Complies – Adequate space has been provided for landscaping.  6.6 Complies - No foreseen impacts  6.7 Complies - It is likely the safety and security of the area are to benefit with the addition of a new dwelling through increased public surveillance.
7. Car parking & access	Complies – the subject site has more than adequate space for off-street car parking to occur.
8. Services & site facility	
8.1 Services 8.2 Site facility	Complies – the proposed development has adequate space to manage stormwater on-site and has suitable availability of electricity services and telecommunication services.

9. Fencing & ancillary development	Not Applicable
------------------------------------	----------------

## SUBMISSIONS

The application was notified, in accordance with the Snowy Monaro Planning and Development Community Participation Plan and the relevant statutory regulations. Notification letters were sent out to adjoining landowners and exhibited for a period of 14 days.

The application was not publicly advertised, in accordance with relevant DCP and the relevant statutory regulations.

The application received zero (0) submissions.

## CONCLUSION

It is considered that the proposed development generally complies with the relevant provisions of Section 4.15 of the Act, LEP, DCPs, Codes and Policies. The key issues arising out of the assessment of this application comprise:

1. The lot size requirement for the approval of a dwelling house has not been met.
2. The development as presented in the application is inconsistent with the objectives of Zone RU1 and the standards of Clause 4.2D (Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones) in the Snowy River Local Environmental Plan 2013.
3. The variation proposed is not supportable as it is not considered to be consistent with the objectives or the standard of Clause 4.6.
4. The development as presented in the application does not adequately meet the development standards relating to Minimum Lot Size in the Snowy River DCP 2013. This includes non-compliance or unsatisfactory impacts in section D1.1-2 (Minimum Lot Size).

In conclusion, it is considered that the proposal is **not acceptable** having regard to the provisions of the Snowy River Local Environmental Plan 2013 and accordingly, **refusal is recommended** subject to Statement of Reasons attached.

## References

Wisbey v Queanbeyan–Palerang Regional Council [2021] NSWLEC 1171 (9 April 2021)  
<https://www.caselaw.nsw.gov.au/decision/178aacb655e8a52cd0bef140>

## ATTACHMENTS

1. DRAFT Statement of Reasons - Refusal
2. Architectural Plans
3. Statement Of Environmental Effects (Amended)
4. Clause 4.6 Variation Request
5. Concurrence letter from Department of Planning

8.1 DEVELOPMENT APPLICATION 10.2022.253.1 CONSTRUCTION OF A SINGLE STOREY DWELLING

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6. Planning Circular: Variations to Development Standards
7. BASIX Certificate
8. Bushfire Report
9. DA form

#### DRAFT REASONS FOR DECISION

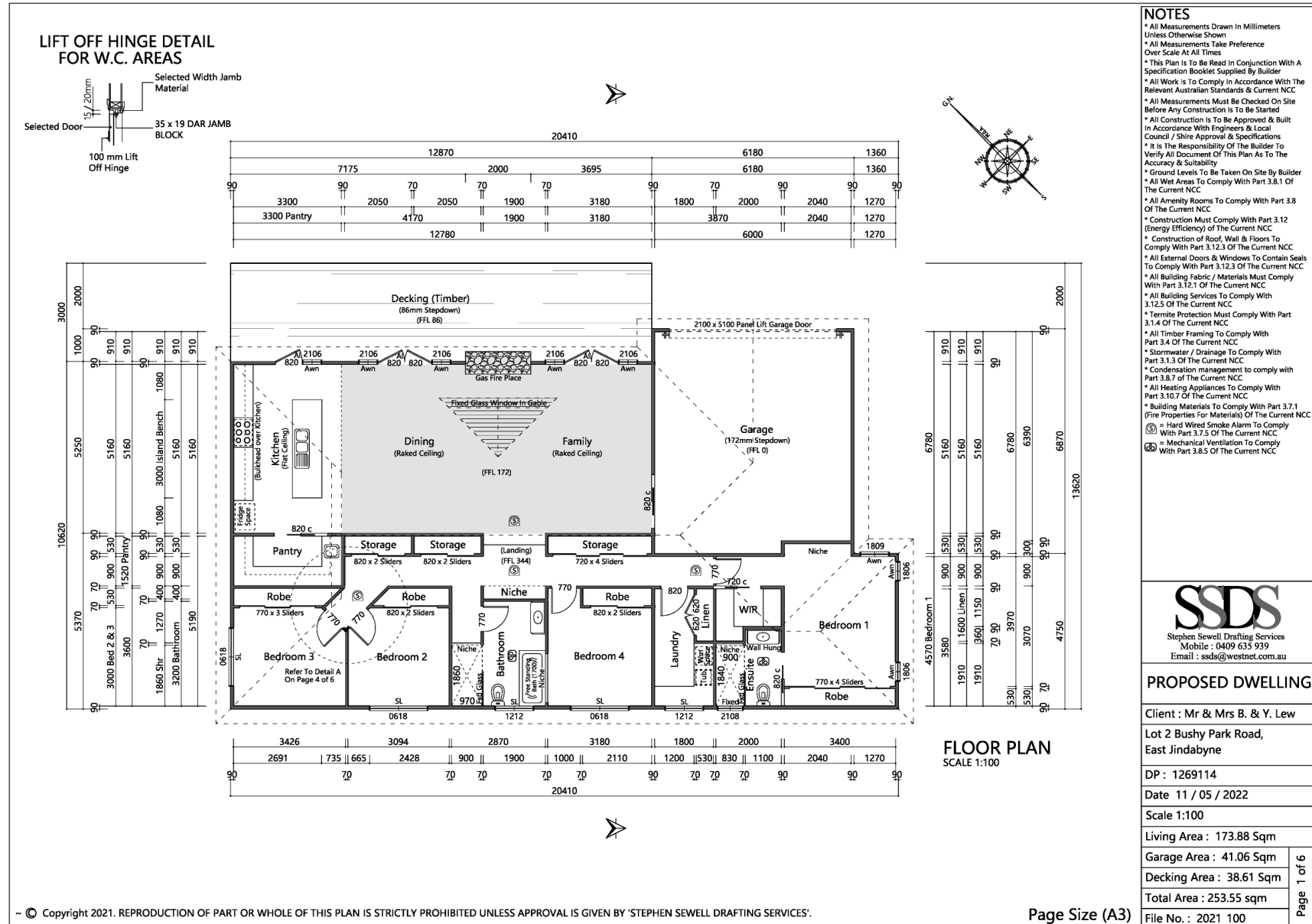
*Pursuant to Schedule 1 cl 20(1)(c)*

1.	The proposal does not adequately satisfy the application provisions and objectives of the Snowy River LEP 2013 and the Snowy River DCP 2013.
2.	The application was notified to adjoining landowners and in accordance with the Snowy River DCP 2013 and the relevant statutory regulations. The proposal received zero (0) submissions.

#### DRAFT REASONS FOR REFUSAL

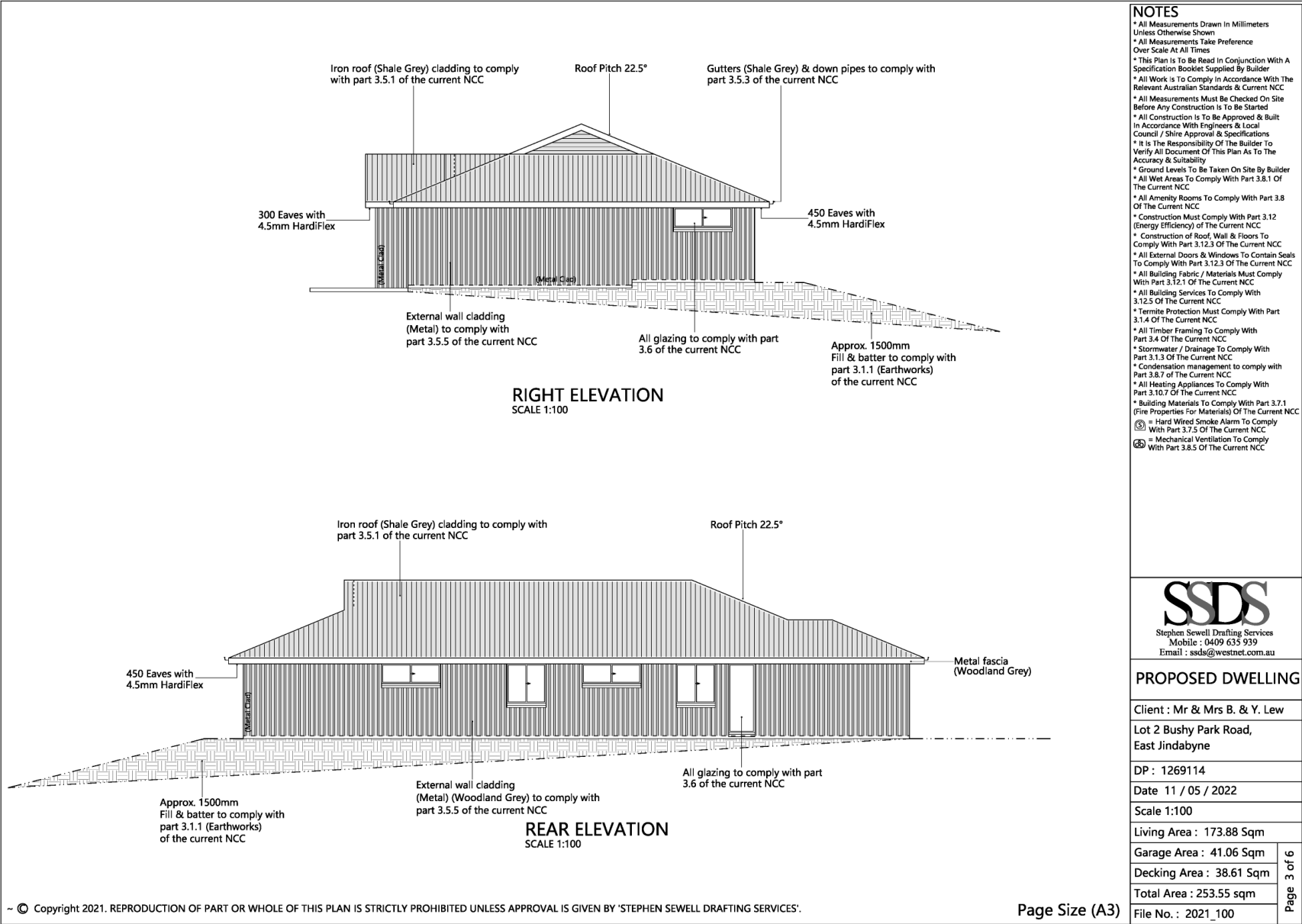
Development Application 10.2022.253.1 is **refused** for the following reason/s:

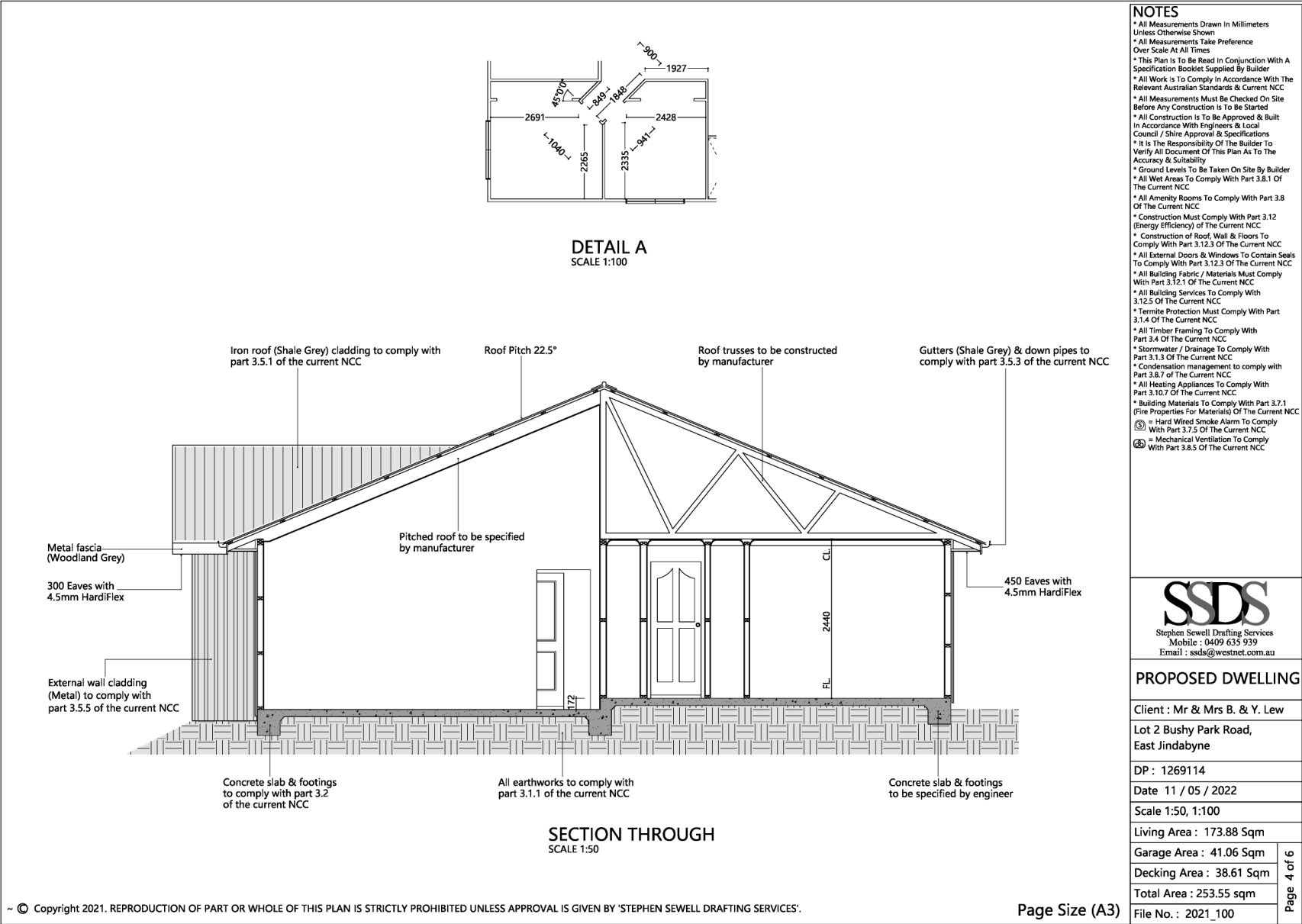
- The application is inconsistent with the objectives of Zone RU1 and the standards of Clause 4.2D (Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones) in the Snowy River Local Environmental Plan 2013.
- The variation proposed is not supportable as it is not considered to be consistent with the objectives or the standard of Clause 4.6.
- The application is inconsistent with the objectives of Zone RU1 and the standards of Clause 4.2D (Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones) in the Snowy River Local Environmental Plan 2013.
- The application does not adequately meet the development standards relating to Minimum Lot Size in the Snowy River DCP 2013. This includes non-compliance or unsatisfactory impacts in section D1.1-2 (Minimum Lot Size);











## BASIX COMMITMENTS

Certificate Number : 13044595

### Project Address

Project Name : 2021\_100 Lew  
Street Address : Bushy Park Road, East Jindabyne 2627  
Local Government : Snowy Monaro Regional Council  
Plan Type / Plan Number : Deposited Plan 1269114  
Lot Number : 2

### SITE DETAILS

Site Area : 20,100 Sqm  
Roof Area : 243 Sqm  
Conditioned Floor Area : 139 Sqm  
UnConditioned Floor Area : 14 Sqm  
Garage Area : 39 Sqm Total Area of Garden & Lawn : 400 Sqm

### WATER COMMITMENTS

~ Fixtures : Showerhead(s) Min 3 \* Rating (>7.5 but <= 9 L/min)  
Toilets Flushing System(s) Min 3 \* Rating  
Kitchen Tap(s) Min 3 \* Rating  
Basin Tap(s) Min 3 \* Rating

### ALTERNATIVE WATER

~ Minimum 100,000 ltr Rainwater Tank To Be Installed On Site.  
~ Minimum 243 Sqm. of Roof Catchment Area To Be Diverted To Rainwater Tank

~ Rainwater Tank To Be Connected To :

- ~ All Toilets In Development
- ~ Cold Water Tap That Supplies Each Clothes Washer
- ~ Atleast One Outdoor Tap In The Development

### THERMAL COMFORT COMMITMENTS

~ Floors, Walls & Ceiling / Roof  
~ Please Refer To Page 4 of The "Basix Certificate"

~ Windows, Glazed Doors & Skylights

~ Please Refer To Page 5 & 6 Of The "Basix Certificate"

### ENERGY COMMITMENTS

~ Hot Water System(s)  
~ Gas Instantaneous 6\* Rating

~ Cooling System

~ Living Area(s) : 1-Phase Air conditioning EER 3.0-3.5  
~ Bedroom(s) : 1-Phase Air conditioning EER 3.0-3.5

~ Cooling System Day / Night Zoning (Yes)

~ Heating System

~ Living Area(s) : 1-Phase Air conditioning EER 3.0-3.5  
~ Bedroom(s) : 1-Phase Air conditioning EER 3.0-3.5

~ Ventilation

~ Bathroom(s) : Individual Fan, Ducted, Manual Switch On / Off  
~ Kitchen : Individual Fan, Ducted, Manual Switch On / Off  
~ Laundry : Natural Ventilation

~ Artificial Lighting

~ None Required

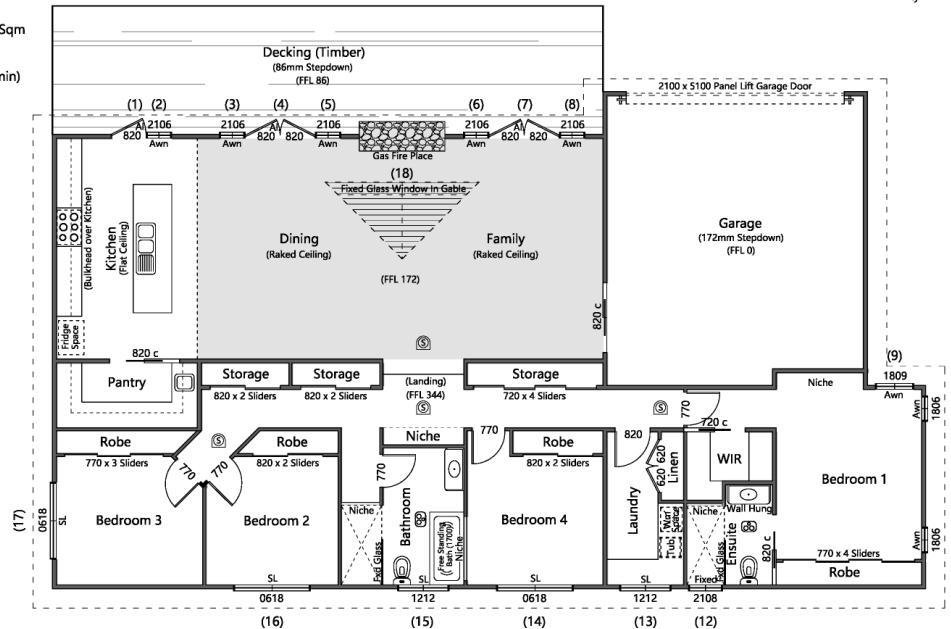
~ Natural Lighting

~ Must Install Window & / Or Skylight In 2 Bathroom(s) Toilets

~ Other

~ Gas Cooktop & Electric Oven  
~ Fixed Outdoor Clothes Line  
~ Must Construct A Well Ventilated Space For Each Refrigerator Unit

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## BASIX COMMITMENTS

SCALE 1:100

## NOTES

- \* All Measurements Drawn In Millimeters Unless Otherwise Shown
- \* All Measurements Take Preference Over Scale At All Times
- \* This Plan Is To Be Read In Conjunction With A Specification Booklet Supplied By Builder
- \* All Work Is To Comply In Accordance With The Relevant Australian Standards & Current NCC
- \* All Measurements Must Be Checked On Site Before Any Construction Is To Be Started
- \* All Construction Is To Be Approved & Built In Accordance With Engineers & Local Council / Shire Approval & Specifications
- \* It Is The Responsibility Of The Builder To Verify All Document Of This Plan As To The Accuracy & Suitability
- \* Ground Levels To Be Taken On Site By Builder
- \* All Wet Areas To Comply With Part 3.8.1 Of The Current NCC
- \* All Amenity Rooms To Comply With Part 3.8 Of The Current NCC
- \* Construction Must Comply With Part 3.12 (Energy Efficiency) of The Current NCC
- \* Construction of Roof, Wall & Floors To Comply With Part 3.12.3 Of The Current NCC
- \* All External Doors & Windows To Contain Seals To Comply With Part 3.12.3 Of The Current NCC
- \* All Building Fabric / Materials Must Comply With Part 3.12.1 Of The Current NCC
- \* All Building Services To Comply With 3.12.5 Of The Current NCC
- \* Termite Protection Must Comply With Part 3.1.4 Of The Current NCC
- \* All Timber Framing To Comply With Part 3.4 Of The Current NCC
- \* Stormwater / Drainage To Comply With Part 3.1.3 Of The Current NCC
- \* Condensation management to comply with Part 3.8.7 Of The Current NCC
- \* All Heating Appliances To Comply With Part 3.10.7 Of The Current NCC
- \* Building Materials To Comply With Part 3.7.1 (Fire Properties For Materials) Of The Current NCC
- Ⓢ = Hard Wired Smoke Alarm To Comply With Part 3.7.3 Of The Current NCC
- Ⓜ = Mechanical Ventilation To Comply With Part 3.8.5 Of The Current NCC

**SSDS**

Stephen Sewell Drafting Services  
Mobile : 0409 635 939  
Email : ssds@westnet.com.au

## PROPOSED DWELLING

Client : Mr & Mrs B. & Y. Lew

Lot 2 Bushy Park Road,  
East Jindabyne

DP : 1269114

Date 11 / 05 / 2022

Scale 1:100

Living Area : 173.88 Sqm

Garage Area : 41.06 Sqm

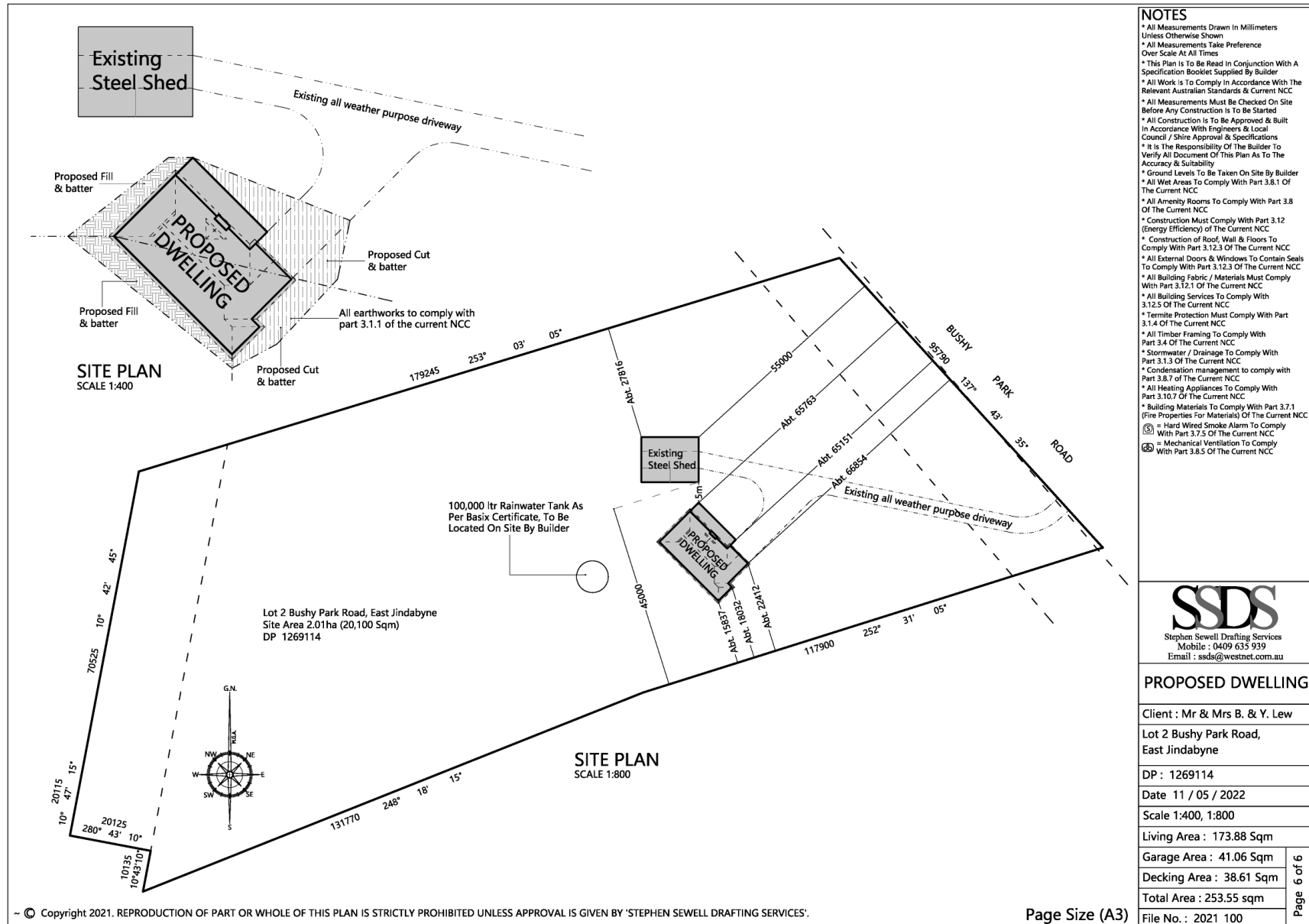
Decking Area : 38.61 Sqm

Total Area : 253.55 sqm

File No. : 2021\_100

Page 5 of 6

Page Size (A3)



## NOTES

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- \* = Hard Wired Smoke Alarm To Comply With Part 3.7.5 Of The Current NCC
- \* = Mechanical Ventilation To Comply With Part 3.8.5 Of The Current NCC

**SSDS**

Stephen Sewell Drafting Services  
Mobile : 0409 635 939  
Email : ssds@westnet.com.au

## PROPOSED DWELLING

Client : Mr & Mrs B. & Y. Lew

Lot 2 Bushy Park Road,  
East Jindabyne

DP : 1269114

Date 11 / 05 / 2022

Scale 1:400, 1:800

Living Area : 173.88 Sqm

Garage Area : 41.06 Sqm

Decking Area : 38.61 Sqm

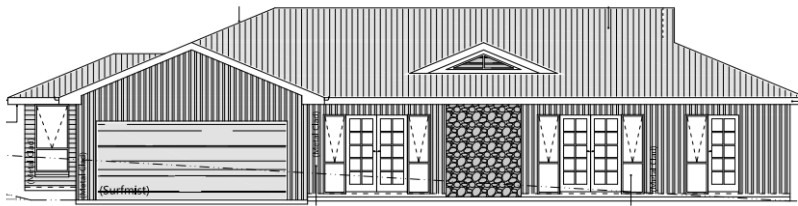
Total Area : 253.55 sqm

File No. : 2021\_100

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SURVEYING | CIVIL ENGINEERING | TOWN PLANNING | PROJECT MANAGEMENT  
STRATA CERTIFICATION | ECOLOGY | BUSHFIRE ASSESSMENT  
Pty Limited ABN 38 136 535 156



PROPOSED SINGLE DWELLING  
**STATEMENT OF ENVIRONMENTAL EFFECTS**

LOT 2 DP 1269114

258 BUSHY PARK ROAD, EAST JINDABYNE

OUR REF: 8816

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

---

This report was prepared by Liam Davis from Le Mottee Group Pty Ltd (LMG).

LMG Ref: 8816

Date: 5 July 2022

Prepared by:

**Le Mottee Group Pty Ltd**

Liam Davis

Assistant Town Planner

Bachelor of Environmental Science and Management

Reviewed by:

**Le Mottee Group Pty Ltd**

Kate Wheeler

Senior Town Planner

Bachelor of Design (Architecture), Master of Urban & Regional Planning, PIA (Member)

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Le Mottee Group Pty Limited

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*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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## **1. INTRODUCTION**

### **1.1 OVERVIEW**

The proposed development subject to this report and Development Application is the erection of a dwelling at 258 Bushy Park Road, East Jindabyne.

The proposed development is minor in nature and is of minimal environmental impact.

This report considers the proposed development against the controls of the Snowy River Local Environmental Plan (LEP) & Development Control Plan (DCP). Under the Snowy River LEP (2013), the proposed development is permitted with consent in the current RU1 Primary Production zone.

### **1.2 SCOPE AND STRUCTURE OF THE REPORT**

This Statement of Environmental Effects (SoEE) provides details about the site and proposed development as well as making an assessment of the proposed development pursuant to the relevant matters under Section 4.15 of the Environmental Planning and Assessment Act, 1979.

The remainder of the report is structured as follows:

- **Section 2** – Site Description
- **Section 3** – Proposed Development
- **Section 4** – Planning Provisions
- **Section 5** – Conclusion

### **1.3 SUPPORTING DOCUMENTS**

The following documents are provided as Attachments to this report:

- **Annexure A** – Architectural Plans
- **Annexure B** – BASIX Certificate
- **Annexure C** – Clause 4.6 written request

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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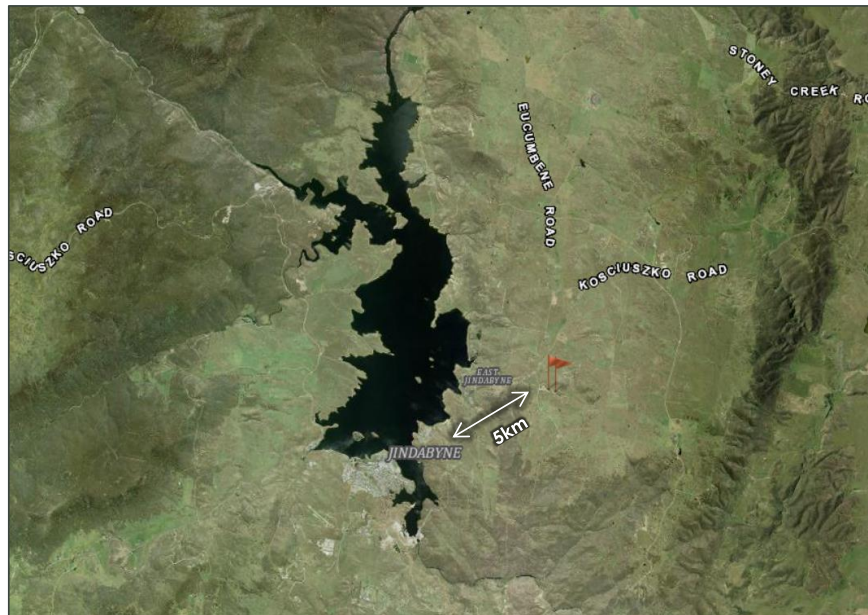
## 2. SITE DESCRIPTION

The following section identifies the subject land, existing development on site and the surrounding development.

### 2.1 LOCALITY

The subject land is located in East Jindabyne, within the Snowy Monaro LGA.

East Jindabyne is situated approximately 5km north-east of Jindabyne within the Lake Jindabyne catchment area. The location of East Jindabyne is shown below in Figure 1.



**Figure 1:** Location of the subject land (source: Google Maps).

### 2.2 SUBJECT LAND

The subject land is located at 258 Bushy Park Road, East Jindabyne. The land is formally identified as **Lot 2 DP 1269114**. For the purpose of this report, Lot 2 shall be referred to as 'the site'.

The site has an area of 2.01ha with direct access to Bushy Park Road.



**Figure 2:** The Site (source: NSW Six Map)

### 2.3 EXISTING DEVELOPMENT

The site supports an existing steel shed to be retained.

### 2.4 SURROUNDING DEVELOPMENT

The site is located within an existing residential area.



**Figure 3:** The site and surrounding land (source: NSW Six Map).

East Jindabyne is a small town that provides general services and facilities for residents.

In addition to this, it is nearby Jindabyne proper, a regional centre that provide local services and facilities, retail shopping, hospitality venues, entertainment facilities, community facilities, schools, churches, and areas for public recreation to support the region.

The locality of the site is perfect for rural residential development.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

### 3. PROPOSED DEVELOPMENT

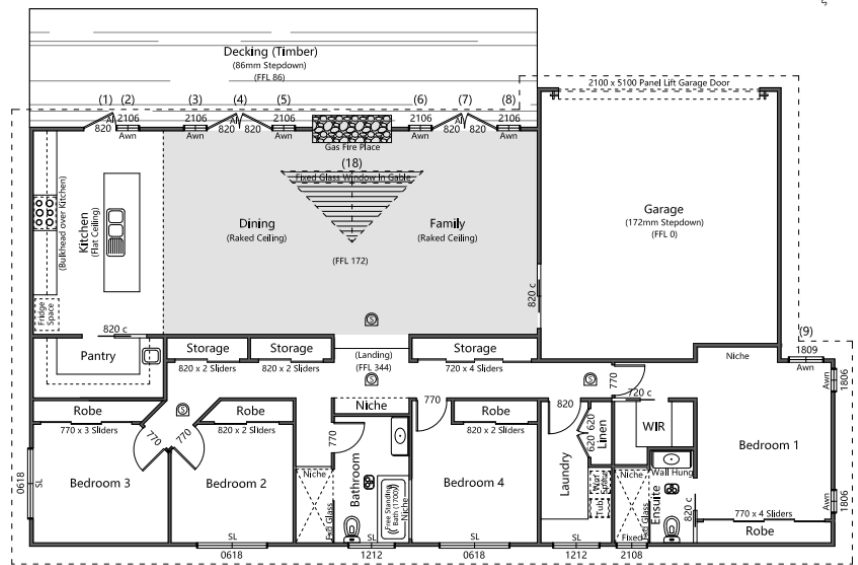
#### 3.1 AIM OF THE PROPOSED DEVELOPMENT

The aim of the proposed development is to erect a dwelling upon the subject site.

##### 3.1.1 DEVELOPMENT DETAILS

The proposed single storey dwelling shall support the following:

- Four (4) Bedrooms with Robes, Bed 1 with ensuite;
- Open Plan Kitchen, Dining and Family;
- Bathroom;
- Laundry;
- Deck adjoining dining and family to the front;
- Double lock up Garage.



**Figure 4: Floor Plan (SSDS).**

For further details of the proposed development, please refer to the full set of development plans in Annexure A.

## **4. PLANNING PROVISIONS**

### **4.1 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

Section 4.15 of the Environmental Planning and Assessment Act, 1979 provides the matters that must be considered in the assessment of any development application.

Section 4.15 of The Environmental Planning and Assessment Act, 1979, as amended, states the following:

*‘(1) Matters for consideration – general*

*In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:*

*(a) the provisions of:*

- (i) any environmental planning instrument, and*
  - (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and*
  - (iii) any development control plan, and*
  - (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and*
  - (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and*
- that apply to the land to which the development application relates,*

*(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,*

*(c) the suitability of the site for the development,*

*(d) any submissions made in accordance with this Act or the regulations,*

*(e) the public interest.*

The matters of relevance for this application are dealt with in the following sections of this Statement.

## 4.2 SNOWY RIVER LOCAL ENVIRONMENTAL PLAN, 2013

### 4.2.1 EXISTING ZONING

Under the *Snowy River Local Environmental Plan (LEP) 2013*, the subject site is zoned **RU1 Primary Production**. A copy of the land zoning map extract is included as *Figure 5*.



**Figure 5:** Snowy River LEP 2013 land zoning map extract (map sheet LZN\_003)

### ZONE OBJECTIVES:

The objectives of the zone are:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To promote tourism, educational and recreational development and living opportunities that are compatible with agricultural activities and the environmental, historical and cultural values of the zone.
- To ensure that development maintains and protects the scenic values and rural landscape characteristics of the zone through compatible, small-scale development.



*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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A dwelling is permitted within the RU1 zone with consent and meets the objective of this zone.

**CLAUSE 4.2D – ERECTION OF DWELLING HOUSES AND DUAL OCCUPANCIES ON LAND  
IN CERTAIN RURAL, RESIDENTIAL AND ENVIRONMENT PROTECTION ZONES**

*(1) The objectives of this clause are as follows—*

- (a) to minimise unplanned rural residential development,*
- (b) to enable the replacement of lawfully erected dwelling houses and dual occupancies in certain rural, residential and environment protection zones.*

The proposal is for a single dwelling to be erected in an existing rural residential area unsuited to agricultural production.

*(2) This clause applies to land in the following zones—*

- (a) Zone RU1 Primary Production,*
- (b) Zone R5 Large Lot Residential,*
- (c) Zone E3 Environmental Management.*

The land is in zone RU1 Primary Production, and therefore this clause applies.

*(3) Development consent must not be granted for the erection of a dwelling house or a dual occupancy on land to which this clause applies unless the land—*

- (a) is a lot that is at least the minimum lot size shown on the Lot Size Map in relation to that land, or*
- (b) is a lot created under this Plan (other than under clause 4.2 (3)), or*
- (c) is a lot created before this Plan commenced and on which the erection of a dwelling house or a dual occupancy was permissible immediately before that commencement, or*
- (d) is a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house or a dual occupancy would have been permissible if the plan of subdivision had been registered before that commencement, or*
- (e) is an existing holding, or*
- (f) would have been a lot or a holding referred to in paragraph (a), (b), (c), (d) or (e) had it not been affected by—*
- (i) a minor realignment of its boundaries that did not create an additional lot, or*



*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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*(ii) a subdivision creating or widening a public road or public reserve or for another public purpose, or*

*(iii) a consolidation with an adjoining public road or public reserve or for another public purpose.*

The site is smaller than the minimum lot size shown on the Lot Size Map. Therefore, an exception is requested under Clause 4.6. A written request that seeks to justify the contravention of the development standard is provided herewith as Annexure C.

*(4) Development consent must not be granted under subclause (3) unless—*

*(a) no dwelling house or dual occupancy has been erected on the land, and*

*(b) if a development application has been made for development for the purpose of a dwelling house or a dual occupancy on the land—the application has been refused or it was withdrawn before it was determined, and*

*(c) if development consent has been granted in relation to such an application—the consent has been surrendered or it has lapsed.*

*(5) Development consent may be granted for the erection of a dwelling house or a dual occupancy on land to which this clause applies if there is a lawfully erected dwelling house or a dual occupancy on the land and the dwelling house or dual occupancy to be erected is intended only to replace the existing dwelling house or dual occupancy.*

Please refer to Clause 4.6 for a written request provided herewith as Annexure C.

#### **CLAUSE 4.3 – HEIGHT OF BUILDINGS**

*(1) The objectives of this clause are as follows—*

*(a) to ensure that buildings are compatible with the height, bulk and scale of the existing and desired future character of a locality,*

*(b) to minimise visual impact, disruption of views, loss of privacy and loss of solar access to existing development,*

*(c) to ensure that the height of buildings on or in the vicinity of a heritage item or within a heritage conservation area respect heritage significance.*

The proposed dwelling is single storey and is in keeping with the existing and desired character of the immediate area. The proposed development will not result in decreased privacy or obstructed solar access to existing developments.

*(2) The height of a building on any land is not to exceed the maximum height shown for the land on the Height of Buildings Map.*

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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The maximum building height specified by this subclause is 9m. The proposed dwelling will have a maximum height of approximately 5.02m, well under the maximum height.

*(2A) If the Height of Buildings Map does not show a maximum height for any land, the height of a building on the land is not to exceed 11 metres.*

The site is mapped on the Height of Buildings Map and therefore this sub-clause is not relevant in this instance.

#### **CLAUSE 4.4 – FLOOR SPACE RATIO**

There is no FSR specified for this site on the mapping provided by Council in the LEP, therefore this Clause does not apply in this instance.

#### **CLAUSE 4.6 – EXCEPTIONS TO DEVELOPMENT STANDARDS**

*(1) The objectives of this clause are as follows—*

*(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,*

*(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.*

The proposed development is in accordance with the objectives of this clause and the aims and objectives of the RU1 land use zone and therefore a degree of flexibility is requested to allow the variation proposed.

*(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.*

The development seeks a variation to Clause 4.2D of the Snowy River LEP. This provision is not excluded from the operation of this clause and therefore, consent may be granted for this variation.

*(3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating—*

*(a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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*(b) that there are sufficient environmental planning grounds to justify contravening the development standard.*

A written request has been provided as Annexure C.

The development standard to be varied under this application is Clause 4.2D. This clause provides direction in permitting or prohibiting the erection of dwelling houses on land in certain rural zones. Under the Snowy River LEP 2013, the subject site is zoned RU1 Primary Production, and the minimum size shown on the Lot Size Map in relation to that land is 40ha. The site has an area of 2.01ha and is smaller than the minimum lot size. Therefore, development consent must not be granted for the erection of a dwelling house without a variation on the standard. The proposed variation is not inconsistent with the objectives of either Clause 4.6, Clause 4.2D or the objectives of the RU1 zone.

#### **CLAUSE 7.2 – EARTHWORKS**

It is proposed to prepare the site over the building area to form a level building platform, including minor fill to the natural ground level with fill to be imported to site. The proposed fill will create a level surface for floor construction and will not negatively impact environmental functions or processes on the site or surrounding land. The proposed earthworks are ancillary to the use of the site and will not restrict the proposed drainage solution or impact the amenity of adjoining properties.

#### **PERMISSIBILITY:**

The proposed development subject to this report is a single dwelling to be erected on **Lot 2 DP 1269114**.

Under the provisions of the Snowy River Local Environmental Plan (2013), the site has a current zoning of RU1 Primary Production and a dwelling is permitted with consent.

### **4.3 SNOWY RIVER DEVELOPMENT CONTROL PLAN, 2013**

#### **4.3.1 CHAPTER D1: RESIDENTIAL ACCOMMODATION**

##### **Site Planning and Layout**

###### **Site Planning**

A site plan is provided as Sheet 6 of the Architectural Plans provided in Annexure A. This plan outlines the siting of the proposed dwelling in relation to the boundaries, existing development on the site and the location of services.

There are no significant views from the site nor environmental constraints to restrict or inform the design of the development. The proposal addresses Bushy Park Road and is in line with the rural character of the area.

###### **Open Space**

The proposed single dwelling has been designed so that Private Open Space (POS) is directly accessible from internal living areas. POS incorporates the expansive yard and a proposed timber deck adjoining dining and family. The deck is a minimum dimension of approximately 12.8m x 2.9m and allows for indoor/outdoor living opportunities. The deck leads on to the ample yard with remnant native vegetation and mature trees.

##### **Building Envelope**

###### **Building Height**

The maximum building height specified on the Snowy River LEP (2013) Height of Buildings Map is 9m. The proposed dwelling is single storey and will have a maximum height of approximately 5.02m, well under the maximum height limit.

###### **Floor Space Ratio**

There is no FSR specified for this site on the mapping provided by Council in the LEP, therefore this part does not apply in this instance.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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### Setbacks

In accordance with this chapter, the proposed dwelling complies with the following setbacks;

Minimum Setbacks		
Setback	Required	Proposed
Front	6m to dwelling	65.151m
Side	0.9m	Min 15.837m
Rear	0.9m	>100m

All proposed setbacks exceed the requirements of this section. Please refer to the architectural plans in *Annexure A* for further details.

### Building Design

#### Building Form

The proposed development has been designed with a façade of colourbond sheeting with elements of timber, glass and metal within the details (e.g. doors, windows, columns). Further, the form of the dwellings is sympathetic to the rural character of the area.

The proposed single dwelling will incorporate existing stands of native vegetation and open space for the proposed landscaping solution. This shall be line with the semi-cleared character of the area. The proposal has been designed to be sympathetic to the pastoral character of the area in terms of bulk and scale.

Please refer to the architectural plans provided in *Annexure A* for more details.

#### Visual Character and Streetscape

The site is located within a sparsely populated rural residential area. The proposed dwelling will be located close to an existing metal shed on site, and shall be constructed of similar durable materials (colourbond cladding) suitable for the location and character of the locality.

### Amenity

#### Solar Access and Overshadowing

The proposed dwelling is located centrally within a large rural property and is therefore able to achieve solar and daylight access targets easily. Further, all habitable rooms include a window for natural light and ventilation. The proposal is not within proximity of nearby dwellings and therefore the solar access, natural ventilation and acoustic and visual privacy of surrounding developments will be maintained.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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### **Energy Conservation**

A 100,000L rainwater tank is to be provided for the proposed dwelling. This is noted on Sheet 1 of the plans as part of the BASIX commitments for this project. Energy and water efficiency measures for this development is covered by these commitments.

### **Visual Privacy**

The proposed single dwelling is not located within proximity of neighboring dwellings. Therefore, visual privacy conflicts between future residents and surround properties are not expected arise.

### **Acoustic Privacy**

The proposed single dwelling is not located within proximity of neighboring dwellings. Therefore, acoustic privacy conflicts between future residents and surround properties are not expected arise.

### **Landscape Design**

The site is located on an existing rural property. All vegetation on site shall be retained and form part of the landscaping outcome for the site. The proposed landscaping solution incorporates a mix of cleared open space and stands of mature trees.

### **View Sharing**

The site is situated in a sparsely populated rural area and there are no neighbouring dwelling located nearby. The site captures views over rural land and will not obscure views enjoyed by other properties within the area.

### **Safety and Security**

The proposed dwelling provides opportunities for casual surveillance by orienting the main entry facing the internal driveway access to Bushy Park Road in addition to several windows overlooking the street.

### **Car Parking and Access**

#### **Site Planning**

Vehicular and pedestrian access to the proposed dwelling will be direct from Bushy Park Road. It is proposed to extend the existing driveway from Bushy Park Road which will provide road frontage to the proposed garage and vehicular access to the existing steel shed.

### **Service and Site Facilities**

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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### **Services**

Standard waste bins will be left kerbside for collection as is typical for waste collection in the area. Bin storage is provided along the side boundaries. Further, the kitchen will provide an indoor waste and recycling cupboard.

The proposed dwelling will be provided with internal laundry and external clothes drying line as stipulated in this part. The dwelling incorporates practical storage space within dedicated linen cupboards, walk-in pantry and closets, as well as additional storage opportunities within the garage and laundry facilities.

### **Site Facilities**

The proposed dwelling shall have access to appropriate sewerage, water, electricity, and telecommunications services.

A new 100,000L rainwater tank shall service the proposed dwelling and will collect rain runoff from the roof area of the new dwelling. The tank shall be connected to all toilets, washing machines, outdoor taps and both indoor cold and hot water.

The proposed single dwelling shall be serviced by a new on-site wastewater system to council requirements.

### **Fencing and Ancillary Development**

#### **Fencing and Walls**

No new fencing is proposed with this development.

#### **Outbuildings**

The site supports an existing steel shed, to be utilized by the new dwelling for storage purposes. The shed and dwelling shall be accessed via a shared driveway to Bushy Park Road. No new ancillary building are proposed with this development.

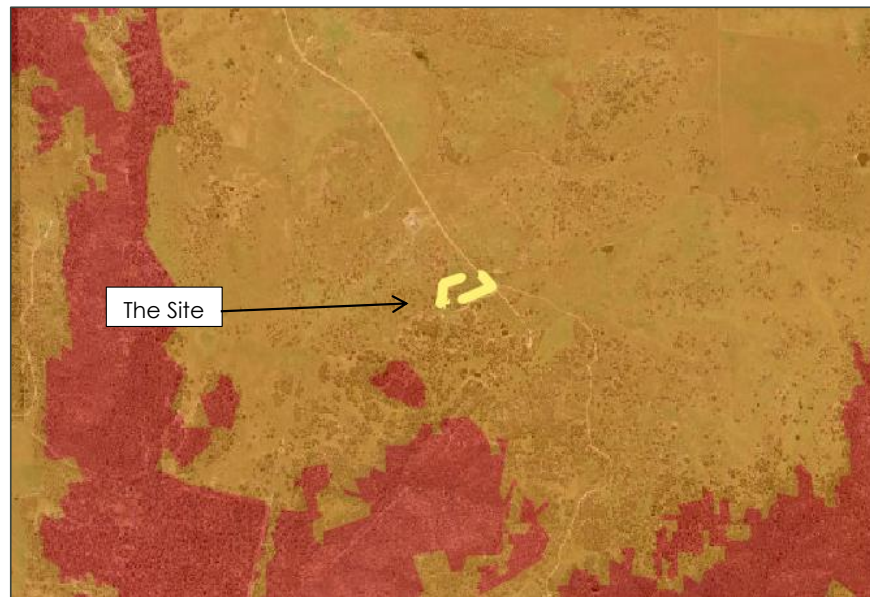
*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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#### **4.4 OTHER PLANNING MATTERS**

##### **4.4.1 BUSHFIRE**

The site is mapped as being Bushfire Prone land. Please see excerpt from NSW Planning Portal mapping provided below:



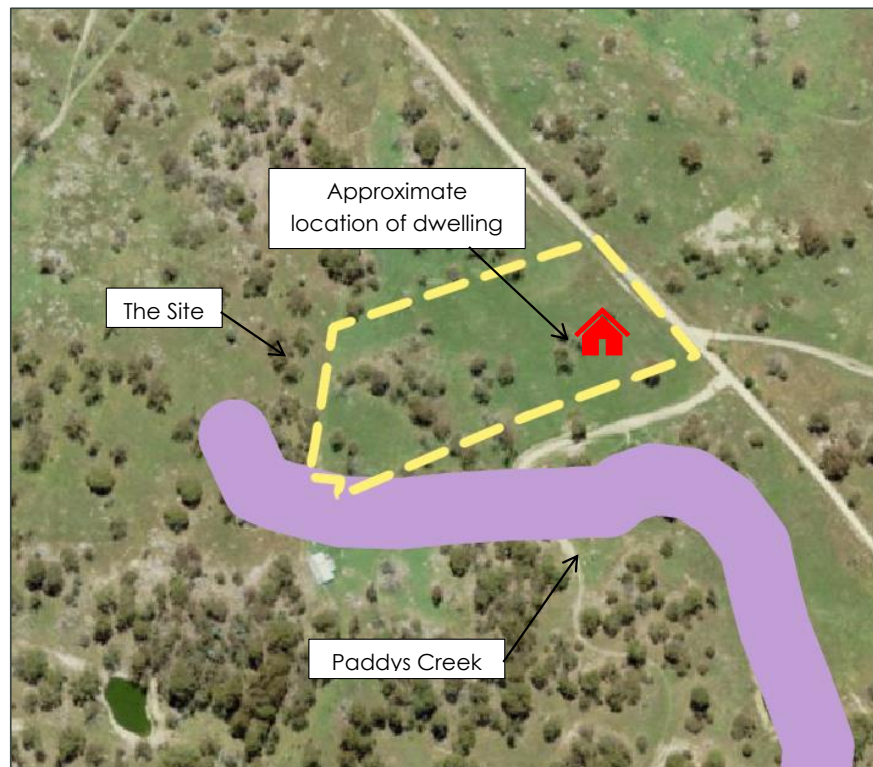
**Figure 6:** extract from NSW Planning Portal.

The site is part of an existing rural residential area, and the site and surrounding land has been extensively cleared and prepared for infrastructure development and erection of rural housing and farm structures. The proposed dwelling shall be constructed to It is therefore considered that the bushfire threat has been removed and a Bushfire Threat Assessment is not considered necessary in this instance.



#### **4.4.2 BIODIVERSITY VALUES MAP**

A small part of the site is mapped as containing Biodiverse riparian land. Please see excerpt from NSW Planning Portal mapping provided below:



**Figure 7:** extract from NSW Planning Portal.

No part of the proposed development shall take place within proximity of Paddys Creek. The site and surrounding area have been extensively cleared and prepared for infrastructure development and erection of rural housing and farm structures. It is therefore considered that the proposal will not affect the Biodiverse riparian land at Paddys Creek and further Assessment is not considered necessary in this instance.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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## **5. CONCLUSION**

The proposed development subject to this report and DA is the erection of a dwelling upon **Lot 2 DP 1269114**.

The development is permitted with consent under the provisions of the Snowy River Council Local Environmental Plan, 2013. The proposed development makes logical and sensible use of the site, as well as being of minimal environmental impact.

This statement sets out the primary matters for consideration under Section 4.15 of the Environmental Planning & Assessment Act and is accompanied by a number of attachments dealing with specific issues related to the site.

Given that there are no matters which justify refusal of the application, we respectfully request that Council provide a favourable determination.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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## **Annexure A**

Architectural Plans

Stephen Sewell Drafting Services

This can be found on a separate attachment.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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## **Annexure B**

BASIX Certificate

Stephen Sewell Drafting Services

This can be found on a separate attachment.

*Proposed Single Dwelling – Lot 2 DP 1269114 (Bushy Park Road), East Jindabyne*

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## **Annexure C**

Clause 4.6 written request

Le Mottee Group

This can be found on a separate attachment.



SURVEYING | CIVIL ENGINEERING | TOWN PLANNING | PROJECT MANAGEMENT  
STRATA CERTIFICATION | ECOLOGY | BUSHFIRE ASSESSMENT

Monday, 30 May 2022

Your Ref:  
Our Ref: 8816

The General Manager  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630

**Written Request Under Clause 4.6 of the Snowy River LEP 2013  
Lot 2 DP 1269114 – 258 Bushy Park Road, East Jindabyne**

## **CLAUSE 4.6 EXCEPTIONS TO DEVELOPMENT STANDARDS**

Please find below justification for the variation to Clause 4.2D in accordance with Clause 4.6 of the Snowy River Local Environmental Plan (LEP) 2013:

### **SNOWY RIVER LOCAL ENVIRONMENTAL PLAN, 2013**

#### **CLAUSE 4.6 – EXCEPTIONS TO DEVELOPMENT STANDARDS**

*(1) The objectives of this clause are as follows—*

*(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,*

*(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.*

The proposed development is in accordance with the objectives of this clause and the aims and objectives of the RU1 land use zone and therefore a degree of flexibility is requested to allow the variation proposed.

*(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.*

The development seeks a variation to Clause 4.2D of the Snowy River LEP. This provision is not excluded from the operation of this clause and therefore, consent may be granted for this variation.

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*(3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating—*

*(a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*

*(b) that there are sufficient environmental planning grounds to justify contravening the development standard.*

This document is the written request and 3(a) and 3(b) are addressed below.

The development standard to be varied under this application is Clause 4.2D. This clause provides direction in permitting or prohibiting the erection of dwelling houses on land in certain rural zones. Under the Snowy River LEP 2013, the subject site is zoned RU1 Primary Production, and the minimum size shown on the Lot Size Map in relation to that land is 40ha. The site has an area of 2.01ha and is smaller than the minimum lot size. Therefore, development consent must not be granted for the erection of a dwelling house without a variation to the standard. The proposed variation is not inconsistent with the objectives of either Clause 4.6, Clause 4.2D or the objectives of the RU1 zone.

The site is zoned to facilitate primary industry production and promote living opportunities that are compatible with the rural landscape characteristics of the zone. The objectives of the RU1 zone are:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*

The site is not well-suited for primary production purposes and is unable to support sustainable production of crops or fodder for commercial purposes, grazing of livestock, bee keeping, dairying or other forms of primary industry production. **NOT INCONSISTENT**

- To encourage diversity in primary industry enterprises and systems appropriate for the area.*

As stated above, it is not economically feasible to establish a primary industry enterprise or system on the site. **NOT INCONSISTENT**

- To minimise the fragmentation and alienation of resource lands.*

This area of East Jindabyne is currently highly fragmented and not suitable for agricultural establishment. **NOT INCONSISTENT**

- To minimise conflict between land uses within this zone and land uses within adjoining zones.*



The surrounding land consists predominantly of similar rural residential developments and does not support significant agricultural developments. Therefore, no land use conflict is expected to arise.

**CONSISTENT**

- *To promote tourism, educational and recreational development and living opportunities that are compatible with agricultural activities and the environmental, historical and cultural values of the zone.*

The proposed single dwelling is compatible with the minor agricultural activities taking place within the immediate area, and effectively considers the environmental, historical and cultural values of the land. **CONSISTENT**

- *To ensure that development maintains and protects the scenic values and rural landscape characteristics of the zone through compatible, small-scale development.*

The proposed dwelling is single storey and shall be constructed with materials that are sympathetic to the rural character of the area.

**CONSISTENT**

As above, the proposed development is in accordance with the aims and objectives of the land use zone. Further, the objectives of *Clause 4.2D Erection of dwelling houses and dual occupancies on land in certain rural, residential and environment protection zones* are:

- (a) to minimise unplanned rural residential development,*

The site is located in an established rural residential area that supports a mix of isolated dwellings, farm buildings, agricultural holdings and extant bushland. The surrounding properties support existing rural housing and because of this there is low carrying capacity of the land and little possibility of agistment within the immediate area. The majority of dwellings within this part of East Jindabyne are single storey, detached buildings. Therefore, the proposed dwelling is in keeping with the character of the area and will be located in a predeveloped rural residential area. The proposal does not contravene this objective and is considered in keeping with the character of the area. **NOT INCONSISTENT**

- (b) to enable the replacement of lawfully erected dwelling houses and dual occupancies in certain rural, residential and environment protection zones.*

The proposal is not for the replacement of a dwelling house and therefore this objective is not relevant in this instance. **CONSISTENT**





The proposed development is in keeping with the character of the surrounding area. Further, the proposed variation will not result in a detrimental impact to the environment, the amenity of the area or the public realm, and it is considered that strict compliance is unreasonable.

*(4) Development consent must not be granted for development that contravenes a development standard unless—*

*(a) the consent authority is satisfied that—*

*(i) the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and*

*(ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and*

*(b) the concurrence of the Planning Secretary has been obtained.*

In respect to (a), this written statement and the completed 'application form to vary a development consent', adequately addresses the matters of Subclause (3). Further, the development is permitted within the current RU1 Primary Production zone and is consistent with the zone objectives.

In respect to (b) it is considered that Council will organise concurrence with the Director-General in regard to this matter if Council doesn't have delegate authority.

*(5) In deciding whether to grant concurrence, the Planning Secretary must consider—*

*(a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and*

*(b) the public benefit of maintaining the development standard, and*

*(c) any other matters required to be taken into consideration by the Planning Secretary before granting concurrence.*

In respect to (a) the variation of the development standard for 'Clause 4.2D' does not raise any matters of state or regional significance.

In respect to (b) there is no public benefit in refusing the proposed modification to Clause 4.2D. This pocket of fragmented land within East Jindabyne has mostly been reserved for rural residential development and as a result the land is not suitable for primary production due to lot sizes, previous uses and vegetation coverage.

It should be noted that the area is experiencing a shortage of rental properties due to a rise in both permanent and seasonal residents and lack of additional housing. Providing residential accommodation in a region experiencing growth is a positive outcome for the public. The proposed dwelling will become part of the housing stock



for Jindabyne and surrounds, which is particularly important given the estimated growth as underpinned by future upgrades to local road infrastructure and schools.

By insisting the dwelling is not erected there would be no benefit to Council, neighbours, or general members of the public. The proposed development will in no way impact on the public realm.

In respect to (c), it is expected that this statement addresses any matter to be taken into consideration by the Director General.

*(6) Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, Zone R5 Large Lot Residential, Zone C2 Environmental Conservation, Zone C3 Environmental Management or Zone C4 Environmental Living if—*

*(a) the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or*

*(b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.*

The proposed variation is not related to Subdivision; therefore, this subclause does not apply in this instance.

*(7) After determining a development application made pursuant to this clause, the consent authority must keep a record of its assessment of the factors required to be addressed in the applicant's written request referred to in subclause (3).*

Is noted.

*(8) This clause does not allow development consent to be granted for development that would contravene any of the following—*

*(a) a development standard for complying development,*

*(b) a development standard that arises, under the regulations under the Act, in connection with a commitment set out in a BASIX certificate for a building to which State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 applies or for the land on which such a building is situated,*

*(c) clause 5.4,*

*(caa) clause 5.5,*

*(ca) clause 6.2 or 6.3.*

The variation sought does not contravene any of the matters listed in sub-clause (8).

Regards,

*L. Davis*



Liam Davis

Town Planner

Bachelor of Environmental Science and Management

P:\Job Files\8000-9000\8816\PLANNING\DEVELOPMENT APPLICATION\8816\_Clause 4.6 (written response)\_258 Bushy park Road, East Jindabyne.docx



IRF22/2447

Mr Peter Bascomb  
General Manager  
Snowy Monaro Regional Council  
PO Box 714  
COOMA NSW 2630.

Attention: Sarah Brown

**Request for concurrence under clause 4.6 of the Snowy Rivers Local Environmental Plan 2013 for Lot 2 DP 1269114, Bushy Park Road, East Jindabyne (CNR-41893)**

Dear Mr Bascomb

I refer to your request for the concurrence of the Secretary of the Department of Planning and Environment under Clause 4.6 of the Snowy River LEP 2013 (LEP) to vary the minimum lot size development standard for the erection of a dwelling house in a rural zone.

I note that the subject development application (DA No 10.2022.253.1), seeks to permit a dwelling for Lot 2 DP 1269114, with a site area of 2.01 hectares which is less than the 40 ha minimum lot size required for a dwelling on RU1 zoned land.

I have considered the applicant's request to vary the development standard and have formed the view that the proposed variation does not raise matters of State or regional significance and there is limited public benefit in maintaining strict compliance with the minimum lot size standard in this instance.

I am therefore pleased to advise that, as the Secretary's delegate, I have decided to grant concurrence to the application as submitted.

Should you have any questions in relation to this matter please contact Ann Martin, Planning Officer, in the Department's Southern Regional office on 4247 1826.

Yours sincerely

15/8/22

**Graham Towers**  
**Manager, Southern Region**  
**Local and Regional Planning**



## Planning circular

### PLANNING SYSTEM

Varying Development Standards

Circular	PS 20-002
Issued	5 May 2020
Related	Revokes PS 18-003 (February 2018), PS 19-005

# Variations to development standards

This circular is to advise consent authorities of arrangements for when the Secretary's concurrence to vary development standards may be assumed (including when council or its Independent Hearing and Assessment Panel are to determine applications when development standards are varied) and clarify requirements around reporting and record keeping where that concurrence has been assumed.

### Overview of assumed concurrence

This circular replaces Planning Circular PS 18-003 and issues assumed concurrence, governance and reporting requirements for consent authorities. It also advises that council reports are to come through the Planning Portal, and of the repeal of SEPP 1.

All consent authorities may assume the Secretary's concurrence under:

- clause 4.6 of a local environmental plan that adopts the *Standard Instrument (Local Environmental Plans) Order 2006* or any other provision of an environmental planning instrument to the same effect, or
- *State Environmental Planning Policy No 1 – Development Standards* for land included in an old Interim Development Order (IDO) or Planning Scheme Ordinance (PSO).

However, the assumed concurrence is subject to conditions (see below).

The assumed concurrence notice takes effect immediately and applies to pending development applications.

Any existing variation agreed to by the Secretary of Planning, Industry and Environment to a previous notice will continue to have effect under the attached notice.

### Assumed concurrence conditions

#### Lot size standards for dwellings in rural areas

The Secretary's concurrence may not be assumed for a development standard relating to the minimum lot size required for erection of a dwelling on land in one of the following land use zones, if the lot is less than 90% of the required minimum lot size:

- Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone

RU4 Primary Production Small Lots, Zone RU6 Transition

- Zone R5 Large Lot Residential
- Zone E2 Environmental Conservation, Zone E3 Environmental Management, Zone E4 Environmental Living
- a land use zone that is equivalent to one of the above land use zones

This condition will only apply to local and regionally significant development.

### Numerical and non-numerical development standards

The Secretary's concurrence may not be assumed by a delegate of council if:

- the development contravenes a numerical standard by greater than 10%; or
- the variation is to a non-numerical standard.

This restriction does not apply to decisions made by independent hearing and assessment panels, formally known as local planning panels, who exercise consent authority functions on behalf of councils, but are not legally delegates of the council (see section 231).

The purpose of the restriction on assumed concurrence for variations of numerical and non-numerical standards applying to delegates is to ensure that variations of this nature are considered by the council or its independent hearing and assessment panel and that they are subject to greater public scrutiny than decisions made by council staff under delegation.

In all other circumstances, delegates of a consent authority may assume the Secretary's concurrence in accordance with the attached written notice.

### **Independent hearing and assessment panels**

From 1 March 2018, councils in Sydney and Wollongong were required to have independent hearing and assessment panels that will determine development applications on behalf of councils (see section 231).

The attached notice allows independent hearing and assessment panels to assume the Secretary's concurrence because they are exercising the council's functions as a consent authority.

Independent hearing and assessment panels established by councils before 1 March 2018 also make decisions on behalf of councils. The attached notice applies to existing panels in the same way as it applies to panels established after 1 March 2018.

### **Regionally significant development**

Sydney district and regional planning panels may also assume the Secretary's concurrence where development standards will be contravened.

The restriction on delegates determining applications involving numerical or non-numerical standards does not apply to all regionally significant development. This is because all regionally significant development is determined by a panel and is not delegated to council staff.

However, the restriction on assuming concurrence to vary lot size standards for dwellings in rural areas will continue to apply to regionally significant development. The Secretary's concurrence will need to be obtained for these proposals in the same way as it would for local development.

### **State significant development and development where a Minister is the consent authority**

Consent authorities for State significant development (SSD) may also assume the Secretary's concurrence where development standards will be contravened. This arrangement also applies to other development for which a Minister is the consent authority for the same reasons.

Any matters arising from contravening development standards will be dealt with in Departmental assessment reports.

The restriction on assuming concurrence to vary lot size standards for dwellings in rural areas will not apply to SSD or where a Minister is the consent authority for the same reasons.

### **Notification of assumed concurrence**

Under clause 64 of the *Environmental Planning and Assessment Regulation 2000*, consent authorities are notified that they may assume the Secretary's concurrence for exceptions to development standards for applications made under clause 4.6 of the SILEP (or any other provision of an environmental planning instrument to the same effect).

The notice takes effect on the day that it is published on the Department of Planning, Industry and Environment's website (i.e. the date of issue of this circular) and applies to pending development applications.

### **Procedural and reporting requirements**

In order to ensure transparency and integrity in the planning framework the below Departmental monitoring and reporting measures must be followed when development standards are being varied:

- Proposed variations to development standards cannot be considered without a written application objecting to the development standard and dealing with the matters required to be addressed by the relevant instrument.
- A publicly available online register of all variations to development standards approved by the consent authority or its delegates is to be established and maintained. This register must include the development application number and description, the property address, the standard to be varied and the extent of the variation.
- A report of all variations approved (including under delegation) must be submitted through the NSW Planning Portal at <https://www.planningportal.nsw.gov.au/reporting/online-submission-planning-data> within four weeks of the end of each quarter (i.e. March, June, September and December) in the form provided by the Department.
- A report of all variations approved under delegation from a council must be provided to a meeting of the council meeting at least once each quarter.

Councils are to ensure these procedures and reporting requirements are carried out on behalf of Independent Hearing and Assessment Panels and Sydney district or regional planning panels.

### **Audit**

The Department will continue to carry out random audits to ensure the monitoring and reporting measures are complied with. The Department and the NSW Independent Commission Against Corruption will continue to review and refine the audit strategy.

Should ongoing non-compliance be identified with one or more consent authorities, the Secretary will consider revoking the notice allowing concurrence to be assumed, either generally for a consent authority or for a specific type of development.

### **Repeal of State Environmental Planning Policy No 1 – Development Standards (SEPP 1)**

The repeal of SEPP 1 came into effect from 1 February 2020 as part of the SEPP Review Program to update and simplify the NSW Planning system.

SEPP 1 is repealed in circumstances where a standard instrument LEP applies in a local council

Department of Planning, Industry and Environment – Planning Circular PS 20-002

area. The amendments included the insertion of two clauses into the *SEPP (Concurrences and Consents) 2018*. Clause 6 provides for the continued operation of SEPP 1 where an Interim Development Order (IDO) or a Planning Scheme Ordinance (PSO) is in effect. Clause 7 is a savings provision which continues to apply SEPP 1 for applications that were made prior to the repeal but are yet to be determined.

### Further information

*A Guide on Varying Development Standards 2011* is available to assist applicants and councils on the procedures for managing SEPP 1 and clause 4.6 applications to vary standards.

Links to the Standard Instrument can be found on the NSW Legislation website at:  
[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

For further information please contact the Department of Planning, Industry and Environment's information centre on 1300 305 695.

Department of Planning, Industry and Environment circulars are available at:  
[planning.nsw.gov.au/circulars](http://planning.nsw.gov.au/circulars)

### Authorised by:

**Marcus Ray**  
**Group Deputy Secretary,**  
**Planning and Assessment**  
**Department of Planning, Industry and Environment**

**Important note:** This circular does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this circular.

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**Disclaimer:** While every reasonable effort has been made to ensure that this document is correct at the time of publication, the State of New South Wales, its agencies and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of this document.

## ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000

### Assumed concurrence notice

I, Carolyn McNally, Secretary of the Department of Planning and Environment, give the following notice to all consent authorities under clause 64 of the *Environmental Planning and Assessment Regulation 2000*.

#### Notice

All consent authorities may assume my concurrence, subject to the conditions set out in the table below, where it is required under:

- clause 4.6 of a local environmental plan that adopts the *Standard Instrument (Local Environmental Plans) Order 2006* or any other provision of an environmental planning instrument to the same effect, or
- *State Environmental Planning Policy No 1 – Development Standards*.

No.	Conditions
1	<p>Concurrence may not be assumed for a development that contravenes a development standard relating to the minimum lot size required for the erection of a dwelling on land in one of the following land use zones, if the variation is greater than 10% of the required minimum lot size:</p> <ul style="list-style-type: none"> <li>– Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition</li> <li>– Zone R5 Large Lot Residential</li> <li>– Zone E2 Environmental Conservation, Zone E3 Environmental Management, Zone E4 Environmental Living</li> <li>– a land use zone that is equivalent to one of the above land use zones</li> </ul> <p>This condition does not apply to State significant development or development for which a Minister is the consent authority</p>
2	<p>Concurrence may not be assumed for the following development, if the function of determining the development application is exercised by a delegate of the consent authority:</p> <ul style="list-style-type: none"> <li>– development that contravenes a numerical development standard by more than 10%</li> <li>– development that contravenes a non-numerical development standard</li> </ul> <p><b>Note.</b> Local planning panels constituted under the <i>Environmental Planning and Assessment Act 1979</i> exercise consent authority functions on behalf a council and are not delegates of the council</p> <p>This condition does not apply to State significant development, regionally significant development or development for which a Minister is the consent authority</p>

This notice takes effect on the day that it is published on the Department of Planning's website and applies to development applications made (but not determined) before it takes effect.

The previous notice to assume my concurrence contained in planning system circular PS 17–006 *Variations to development standards*, issued 15 December 2017 is revoked by this notice. However, any variation to a previous notice continues to have effect as if it were a variation to this notice.

Dated: 21 February 2018



**Carolyn McNally**  
Secretary, Department of Planning and Environment



# BASIX<sup>®</sup>Certificate

Building Sustainability Index [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

## Single Dwelling

Certificate number: 1304459S

This certificate confirms that the proposed development will meet the NSW government's requirements for sustainability, if it is built in accordance with the commitments set out below. Terms used in this certificate, or in the commitments, have the meaning given by the document entitled "BASIX Definitions" dated 10/09/2020 published by the Department. This document is available at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

Secretary

Date of issue: Tuesday, 10 May 2022

To be valid, this certificate must be lodged within 3 months of the date of issue.



Planning,  
Industry &  
Environment

Project summary		
Project name	2021_100 Lew	
Street address	Bushy Park Road East Jindabyne 2627	
Local Government Area	Snowy Monaro Regional Council	
Plan type and plan number	deposited 1269114	
Lot no.	2	
Section no.	-	
Project type	separate dwelling house	
No. of bedrooms	4	
Project score		
Water	✔ 82	Target 40
Thermal Comfort	✔ Pass	Target Pass
Energy	✔ 42	Target 40

Certificate Prepared by	
Name / Company Name: stephen sewell drafting services	
ABN (if applicable): 59714042678	

## Description of project

### Project address

Project name	2021_100 Lew
Street address	n/a Bushy Park Road East Jindabyne 2627
Local Government Area	Snowy Monaro Regional Council
Plan type and plan number	Deposited Plan 1269114
Lot no.	2
Section no.	-

### Project type

Project type	separate dwelling house
No. of bedrooms	4

### Site details

Site area (m <sup>2</sup> )	20100
Roof area (m <sup>2</sup> )	243
Conditioned floor area (m2)	139.0
Unconditioned floor area (m2)	14.0
Total area of garden and lawn (m2)	400

### Assessor details and thermal loads

Assessor number	n/a
Certificate number	n/a
Climate zone	n/a
Area adjusted cooling load (MJ/m <sup>2</sup> .year)	n/a
Area adjusted heating load (MJ/m <sup>2</sup> .year)	n/a
Ceiling fan in at least one bedroom	n/a
Ceiling fan in at least one living room or other conditioned area	n/a

### Project score

Water	✓ 82	Target 40
Thermal Comfort	✓ Pass	Target Pass
Energy	✓ 42	Target 40

### Schedule of BASIX commitments

The commitments set out below regulate how the proposed development is to be carried out. It is a condition of any development consent granted, or complying development certificate issued, for the proposed development, that BASIX commitments be complied with.

Water Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Fixtures</b>			
The applicant must install showerheads with a minimum rating of 3 star (> 7.5 but <= 9 L/min) in all showers in the development.		✓	✓
The applicant must install a toilet flushing system with a minimum rating of 3 star in each toilet in the development.		✓	✓
The applicant must install taps with a minimum rating of 3 star in the kitchen in the development.		✓	
The applicant must install basin taps with a minimum rating of 3 star in each bathroom in the development.		✓	
<b>Alternative water</b>			
<b>Rainwater tank</b>			
The applicant must install a rainwater tank of at least 100000 litres on the site. This rainwater tank must meet, and be installed in accordance with, the requirements of all applicable regulatory authorities.	✓	✓	✓
The applicant must configure the rainwater tank to collect rain runoff from at least 243 square metres of the roof area of the development (excluding the area of the roof which drains to any stormwater tank or private dam).		✓	✓
The applicant must connect the rainwater tank to: <ul style="list-style-type: none"> <li>all toilets in the development</li> <li>the cold water tap that supplies each clothes washer in the development</li> <li>at least one outdoor tap in the development (Note: NSW Health does not recommend that rainwater be used for human consumption in areas with potable water supply.)</li> <li>all hot water systems in the development</li> <li>all indoor cold water taps (not including taps that supply clothes washers) in the development</li> </ul>		✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓

Thermal Comfort Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>General features</b>			
The dwelling must not have more than 2 storeys.	✓	✓	✓
The conditioned floor area of the dwelling must not exceed 300 square metres.	✓	✓	✓
The dwelling must not contain open mezzanine area exceeding 25 square metres.	✓	✓	✓
The dwelling must not contain third level habitable attic room.	✓	✓	✓
<b>Floor, walls and ceiling/roof</b>			
The applicant must construct the floor(s), walls, and ceiling/roof of the dwelling in accordance with the specifications listed in the table below.	✓	✓	✓

Construction	Additional insulation required (R-Value)	Other specifications
floor - concrete slab on ground	nil	
external wall - framed (weatherboard, fibre cement, metal clad)	2.40 (or 2.80 including construction)	
internal wall shared with garage - plasterboard	1.14 (or 1.50 including construction)	
ceiling and roof - flat ceiling / pitched roof	ceiling: 4 (up), roof: foil/sarking	unventilated; medium (solar absorptance 0.475-0.70)
ceiling and roof - raked ceiling / pitched or skillion roof, framed	ceiling: 4 (up), roof: foil/sarking	framed; medium (solar absorptance 0.475-0.70)

Note	• Insulation specified in this Certificate must be installed in accordance with Part 3.12.1.1 of the Building Code of Australia.
Note	• In some climate zones, insulation should be installed with due consideration of condensation and associated interaction with adjoining building materials.

Thermal Comfort Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Windows, glazed doors and skylights</b>			
The applicant must install the windows, glazed doors and shading devices described in the table below, in accordance with the specifications listed in the table. Relevant overshadowing specifications must be satisfied for each window and glazed door.	✓	✓	✓
The dwelling may have 1 skylight (<0.7 square metres) which is not listed in the table.	✓	✓	✓
<p>The following requirements must also be satisfied in relation to each window and glazed door:</p> <ul style="list-style-type: none"> <li>For the following glass and frame types, the certifier check can be performed by visual inspection. <ul style="list-style-type: none"> <li>- Aluminium single clear</li> <li>- Aluminium double (air) clear</li> <li>- Timber/uPVC/fibreglass single clear</li> <li>- Timber/uPVC/fibreglass double (air) clear</li> </ul> </li> </ul>	✓	✓	✓ ✓

Window/glazed door no.	Maximum height (mm)	Maximum width (mm)	Type	Shading Device (Dimension within 10%)	Overshadowing
<b>North-East facing</b>					
W01	2100	820	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W02	2100	600	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W03	2100	600	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W04	2100	1640	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W05	2100	600	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W06	2100	600	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W07	2100	1640	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed

Window/glazed door no.	Maximum height (mm)	Maximum width (mm)	Type	Shading Device (Dimension within 10%)	Overshadowing
W08	2100	600	aluminium, double (air), clear	eave 600 mm, 280 mm above head of window or glazed door	not overshadowed
W09	1800	900	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
<b>South-East facing</b>					
W10	1800	600	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
W11	1800	600	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
<b>South-West facing</b>					
W12	2100	800	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
W13	1200	1200	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
W14	600	1800	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
W15	1200	1200	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
W16	600	1800	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed
<b>North-West facing</b>					
W17	600	1800	aluminium, double (air), clear	eave 600 mm, 0 mm above head of window or glazed door	not overshadowed


Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Hot water</b>			
The applicant must install the following hot water system in the development, or a system with a higher energy rating: gas instantaneous with a performance of 6 stars.	✓	✓	✓
<b>Cooling system</b>			
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: 1-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 1-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The cooling system must provide for day/night zoning between living areas and bedrooms.		✓	✓
<b>Heating system</b>			
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 1-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 1-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The heating system must provide for day/night zoning between living areas and bedrooms.		✓	✓
<b>Ventilation</b>			
The applicant must install the following exhaust systems in the development:			
At least 1 Bathroom: individual fan, ducted to façade or roof; Operation control: manual switch on/off		✓	✓
Kitchen: individual fan, ducted to façade or roof; Operation control: manual switch on/off		✓	✓
Laundry: natural ventilation only, or no laundry; Operation control: n/a		✓	✓
<b>Natural lighting</b>			
The applicant must install a window and/or skylight in 2 bathroom(s)/toilet(s) in the development for natural lighting.	✓	✓	✓
<b>Other</b>			


Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
The applicant must install a gas cooktop & electric oven in the kitchen of the dwelling.		✓	
The applicant must construct each refrigerator space in the development so that it is "well ventilated", as defined in the BASIX definitions.		✓	
The applicant must install a fixed outdoor clothes drying line as part of the development.		✓	




#### Legend

In these commitments, "applicant" means the person carrying out the development.

Commitments identified with a  in the "Show on DA plans" column must be shown on the plans accompanying the development application for the proposed development (if a development application is to be lodged for the proposed development).

Commitments identified with a  in the "Show on CC/CDC plans and specs" column must be shown in the plans and specifications accompanying the application for a construction certificate / complying development certificate for the proposed development.

Commitments identified with a  in the "Certifier check" column must be certified by a certifying authority as having been fulfilled, before a final occupation certificate (either interim or final) for the development may be issued.



TEAR OUT AND ATTACH THIS BUSH FIRE ASSESSMENT REPORT WITH YOUR APPLICATION TO COUNCIL

## SECTION TWO

### BUSH FIRE ASSESSMENT REPORT

#### PART A: Property details

Applicant name: Mr Bruce LEW and Mrs Yvonne TRAUN-LEW

Contact phone numbers Home: N/A Mobile: Bruce

Council: Snowy Monaro Regional Council

Council reference (if known):

Lot: 2

DP: 1 2 6 9 1 1 4

Address to be developed: 258 Bushy Park Road, EAST JINDABYNE

My property is on Bush Fire Prone Land: Yes ☒ No

---

#### PART B: Type of proposal

Type of Proposal: New Dwelling

New Building Urban Isolated Rural Rural Residential ☒

Alteration/Additions to an existing building ☐

Proposal Description: e.g. two storey house with attached

**Single storey 4-bedroom dwelling with 2 bathrooms and double garage**

Copy of plans attached: Yes ☒ No



## PART C: Bush fire attack and level of construction

### Step 1

Assess the vegetation hazard in all directions

Category	North	East	South	West
Keith vegetation group	Rainforest	Rainforest	Rainforest	Rainforest
	Forest	Forest	Forest	Forest
	Grassy and Semi-Arid Woodland	Woodland	Woodland	Woodland
	Forested Wetland	Forested Wetland	Forested Wetland	Forested Wetland
	Tall Heath	Tall Heath	Tall Heath	Tall Heath
	Short Heath	Short Heath	Short Heath	Short Heath
	Arid-Shrubland	Arid-Shrubland	Arid-Shrubland	Arid-Shrubland
	Freshwater Wetlands	Freshwater Wetlands	Freshwater Wetlands	Freshwater Wetlands
	Grasslands	Grasslands	Grasslands	Grasslands
	Managed Land	Managed Land	Managed Land	Managed Land

Copy of any relevant photos attached: Yes ☒ No ☐

### Step 2

Determine the distance from the building to the bush fire vegetation hazard

Aspect	North	East	South	West
Distance	1000 <sub>m</sub>	1000 <sub>m</sub>	150 <sub>m</sub>	200 <sub>m</sub>



### Step 3

Determine the effective slope that will influence bush fire behaviour in each direction

Category	North	East	South	West
Slope under the hazard (over 100m) [in degrees]	upslope/flat	upslope/flat	upslope/flat	upslope/flat
	>0 to 5	>0 to 5	>0 to 5	>0 to 5
	>5 to 10	>5 to 10	>5 to 10	>5 to 10
	>10 to 15	>10 to 15	>10 to 15	>10 to 15
	>15 to 20	>15 to 20	>15 to 20	>15 to 20

### Step 4

Determine the FFDI that applies to your local government area. Circle the relevant FFDI below

FFDI: 100 ☐ 80 ☒

### Step 5

Match the relevant FFDI, vegetation, distance and slope to determine the required BAL.

Identify the BAL for each direction, select the highest level for the entire building and record below. Note BAL-12.5 is the lowest construction level within the scope of AS3959-2018.

Bush Fire Attack Level: BAL-FZ ☐ BAL-29 ☐ BAL-12.5 ☒  
BAL-40 ☐ BAL-19 ☐ No requirement ☐

### Step 6

Determining BAL construction requirements

Once the appropriate BAL has been determined in Step 5, AS3959-2018 and or/ the NASH Standard 2014 will be used to determine the construction requirements for the proposed design.

Does your proposal meet the construction requirements for the BALs required as per AS3959-2018 and the NASH Standard (2014):

Yes ☒ No ☐



### Grassland Deeming Provisions Assessment

This assessment is only required where the deeming provisions are to be used. Where the deeming provisions are not to be used, previous Steps 1 to 6 in Part C must be applied. Tick which box below applies to individual circumstances:

- ☐ An APZ of 50m or more can be provided – this can be considered to meet PBP 2019, no further bush fire protection measures are required
- ☐ An APZ of 20-49m can be provided – comply with Grassland Deeming Provisions requirements in the following Table
- ☐ An APZ of less than 20m is provided or the standard assessment process is proposed - use the assessment process identified in Steps 1 to 6 above

### Grassland Deeming Provisions

BUSH FIRE PROTECTION MEASURE	GRASSLAND DEEMING PROVISIONS
APZ	<ul style="list-style-type: none"> <li>➤ limited to a maximum of 15 degrees downslope;</li> <li>➤ minimum APZ of 20m is provided between the building and unmanaged grass;</li> <li>➤ the APZ is wholly within the boundaries of the development site; and</li> <li>➤ the APZ is maintained as a mown area with grass heights less than 100mm.</li> </ul>
Construction	➤ construction in accordance with BAL-12.5 of AS3959-2018 and any additional construction requirements in PBP 2019.
Access	➤ comply with the property access provisions in Part G.
Water supply	➤ comply with the water supply provisions in Part E.
Landscaping	➤ comply with the relevant provisions in Appendix 4 of PBP 2019, noting that other vegetation bush fire hazards cannot be present if these provisions are to apply.



#### PART D: Flame zone

Provide details and justification for any additional bush fire protection measures required for a performance based solution.

#### PART E: Water supplies

Does your property have a reticulated water supply?; If so, please provide details on the distance to the nearest fire hydrant on your site plan.

Reticulated water supply is available:

Yes ☐ No ☒

Distance **N/A** (m) to hydrant from house.

Do you have or do you plan to have a dedicated water supply for firefighting purposes?

Yes ☒ No ☐

Development Type	Water Requirement	Planned	Existing
Residential Lots (<1,000m <sup>2</sup> )	5,000 l/lot		
Rural-residential Lots (1,000 – 10,000m <sup>2</sup> ) <1 ha	10,000 l/lot		
Large Rural/Lifestyle Lots (>10,000m <sup>2</sup> ) >1 ha	20,000 l/lot		
Townhouse/Unit Style (e.g. Flats including Dual Occupancy)	5,000 l/unit up to 20,000l maximum.		

Do you have or do you plan to have a static water supply (e.g. pool, tank or dam)?

Include approximate size in litres and also include tank material if using a tank:

Water supply type	Capacity	Construction material	Planned	Existing
e.g. pool	50,000l	Above ground rolled steel with plastic liner		
<b>Water Tank</b>	<b>100,000ltrs</b>	<b>Above ground water tank (steel)</b>	<b>X</b>	

*NOTE: Check with your local council concerning their Local Environmental Plan (LEP) or their Development Control Plan (DCP) as this may dictate the type and size of tank.*



#### PART F: Gas supplies

Do you have reticulated or bottled gas? Yes **X**

Types of Gas:

Reticulated Gas No **X** ☐

Bottled gas: Yes **X** ☐

*NOTE: When attaching development plans please ensure they clearly show location and details of electricity and gas (where relevant) on your property.*

#### Part G: Access

Does the development proposal meet the requirements as defined in this document?

Yes **X**



This document has been designed for owner/builders as well as architects, building designers and draftspersons who wish to submit plans for building or modifying an existing building in a Bush Fire Prone Area. This document has been designed to support you, and provide you with a process to follow that will assist you to meet the current requirements for bush fire protection.

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Commissioner  
NSW RURAL FIRE SERVICE  
Locked Mail Bag 17  
Granville NSW 2142

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## NSW RURAL FIRE SERVICE

#### Postal address

NSW Rural Fire Service  
Locked Bag 17  
GRANVILLE NSW 2142

#### Street address

NSW Rural Fire Service  
4 Murray Rose Avenue  
Sydney Olympic Park NSW 2127

T (02) 8741 5555  
F (02) 8741 5550  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

#### Social Media

 [www.facebook.com/nswrfs/](https://www.facebook.com/nswrfs/)  
 @NSWRFS





## Development Application Form

Portal Application number: PAN-234137  
Council Application number: 10.2022.253.1

### Applicant contact details

Title	
First given name	Kate
Other given name/s	
Family name	Wheeler
Contact number	
Email	
Address	
Application on behalf of a company, business or body corporate	Yes
ABN	38136535156
ACN	136535156
Name	Le Mottee Group Pty Limited
Trading name	Le Mottee Group Pty Limited
Is the nominated company the applicant for this application	Yes

### Owner/s of the development site

Owner/s of the development site	There are one or more owners of the development site and the applicant is NOT one of them
Owner #	1
Title	Mr
First given name	Bruce
Other given name/s	Douglas
Family name	Lew
Contact number	
Email	
Address	
Owner #	2
Title	Miss
First given name	Yvonne
Other given name/s	Elizabeth
Family name	Traun-Lew
Contact number	
Email	
Address	

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application. - Yes

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

### Developer details

ABN	
ACN	
Name	
Trading name	
Address	
Email Address	

**Development details**

Application type	Development Application
Site address #	1
Street address	258 Bushy Park Road East Jindabyne
Local government area	SNOWY MONARO REGIONAL
Lot / Section Number / Plan	
Primary address?	Yes
Planning controls affecting property	Land Application LEP NA Land Zoning NA Height of Building NA Floor Space Ratio (n:1) NA Minimum Lot Size NA Heritage NA Land Reservation Acquisition NA Foreshore Building Line NA

**Proposed development**

Proposed type of development	Dwelling
Description of development	Construction of a single storey dwelling
Does the development include affordable housing?	No
<b>Dwelling count details</b>	
Number of dwellings / units proposed	1
Number of storeys proposed	1
Number of pre-existing dwellings on site	0
Number of dwellings to be demolished	0
Existing gross floor area (m2)	0
Proposed gross floor area (m2)	0
Total site area (m2)	0
<b>Cost of development</b>	
Estimated cost of work / development (including GST)	\$459,880.00
Do you have one or more BASIX certificates?	Yes
BASIX Certificate Number	1304459S
<b>Subdivision</b>	
Number of existing lots	
Is subdivision proposed?	No
<b>Proposed operating details</b>	
Number of staff/employees on the site	

**Number of parking spaces**

Number of loading bays	
------------------------	--

Is a new road proposed?	No
<b>Concept development</b>	
Is the development to be staged?	No, this application is not for concept or staged development.
<b>Crown development</b>	
Is this a proposed Crown development?	No

**Related planning information**

Is the application for integrated development?	No
Is your proposal categorised as designated development?	No
Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat?	No
Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)?	Yes
Would you like to answer questions in this form to complete the variation request or upload a supporting document	Complete questions
What is the name of the relevant environmental planning instrument? eg. LEP, SEPP	Local Environmental Plan (LEP)
Relevant LEP	Snowy River Local Environmental Plan 2013
What is the zone of the land?	
Address	258 Bushy Park Road East Jindabyne
Zone	
What are the objectives of the zone(s) ?	Please refer to attached written response regarding Clause 4.6 variation.
Development Standard Variation details	
Name of the development standard being varied	Other
Clause name	4.2D
Numeric value of the standard being varied	0
Numeric value of the development against this standard	0
Percentage value of the proposed variation	0
What are the objectives of the development standard(s) ?	Please refer to attached written response regarding Clause 4.6 variation.
How is compliance with the development standard(s) unreasonable or unnecessary in the circumstances of this particular case ?	Please refer to attached written response regarding Clause 4.6 variation.
Are there sufficient environmental planning grounds to justify variation of the development standard(s) ?	Please refer to attached written response regarding Clause 4.6 variation.
Is there any other relevant information to be considered to justify variation of the development standard(s) ?	Please refer to attached written response regarding Clause 4.6 variation.
Is the application accompanied by a voluntary planning agreement (VPA) ?	No
<b>Section 68 of the Local Government Act</b>	
Is approval under s68 of the Local Government Act 1993 required?	No
<b>10.7 Certificate</b>	
Have you already obtained a 10.7 certificate?	
<b>Tree works</b>	

Is tree removal and/or pruning work proposed?	No
<b>Local heritage</b>	
Does the development site include an item of environmental heritage or sit within a heritage conservation area.	
Are works proposed to any heritage listed buildings?	
Is heritage tree removal proposed?	
<b>Affiliations and Pecuniary interests</b>	
Is the applicant or owner a staff member or councillor of the council assessing the application?	No
Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application?	No
<b>Political Donations</b>	
Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?	No
Please provide details of each donation/gift which has been made within the last 2 years	

#### Payer details

Provide the details of the person / entity that will make the fee payment for the assessment.

The Environmental Planning and Assessment Regulation 2000 and Council's adopted fees and charges establish how to calculate the fee payable for your development application. For development that involves building or other works, the fee for your application is based on the estimated cost of the development.

If your application is for integrated development or requires concurrence from a state agency, additional fees will be required. Other charges may be payable based on the Council's adopted fees and charges. If your development needs to be advertised, the Council may charge additional advertising fees. Once this application form is completed, it and the supporting documents will be submitted to the Council for lodgement, at which time the fees will be calculated. The Council will contact you to obtain payment. Note: When submitting documents via the NSW Planning Portal, credit card information should not be displayed on documents attached to your development application. The relevant consent authority will contact you to seek payment.

The application may be cancelled if the fees are not paid:

First name	Yvonne
Other given name(s)	
Family name	Lew
Contact number	
Email address	
Billing address	

#### Application documents

The following documents support the application.

Document type	Document file name
Architectural Plans	Architectural Plans
BASIX certificate	BASIX Certificate
Bushfire report	NSW Single Dwelling BAL application - 258 Bushy Park Road, East Jindabyne BAL Submission Site Plan
Clause 4.6 variation request	Clause 4.6 (written response)_258 Bushy park Road, East Jindabyne
Cost estimate report	Cost of Works
Generated Pre-DA form	Pre-DA form_1655291586.pdf
Other	Lodged

Owner's consent	Owners Consent
Statement of environmental effects	SoEE_258 Bushy Park Road (Single Dwelling)

**Applicant declarations**

I declare that all the information in my application and accompanying documents is , to the best of my knowledge, true and correct.	Yes
I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.	Yes
I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.	Yes
I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal	Yes
I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.	Yes
I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice	Yes
I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.	Yes
I confirm that the change(s) entered is/are made with appropriate authority from the applicant(s).	

**Lodgement details**

Outcome of the pre-lodgement review	Application was lodged
Applicant paid the fees?	Yes
Total fee paid	\$1,811.40
Council unique identification number	10.2022.253.1
Date on which the application was lodged into Council's system	23/06/2022

**9.2.1 2022 FINANCIAL STATEMENTS TO BE REFERRED TO EXTERNAL AUDIT**

Record No: I22/699

**OFFICER'S RECOMMENDATION**

That Council

- A. Authorise the Mayor and a Councillor to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2022 General Purpose Financial Statements
- B. Authorise the Mayor and a Councillor to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2022 Special Purpose Financial Statements for the following business activities:
  - Water Supply
  - Sewerage
  - Waste Management
  - Residential Aged Care
- C. Authorise the referral of the 2022 Annual Financial Statements to the external auditor
- D. Authorise the Chief Executive Officer to lodge the 2022 Financial Statements upon receiving the external auditor's report, with the Office of Local Government.

**ISSUES**

Council's 2022 Financial Statements are in the process of being finalised and, in accordance with Section 413(2) of the Local Government Act 1993, Council is required to refer them for external audit.

The 2022 Financial Statements encompass the period 1 July 2021 to 30 June 2022. Council staff are well placed to complete the draft financial statements in line with the NSW Audit Office's Annual Engagement Plan timeline. With work still in progress at the time of preparing this report a draft 2022 Annual Financial Statement has been provided. Further changes to the figures and overall result may occur during the audit process.

The Audit Risk and Improvement Committee (ARIC) have received a copy of the draft financial statements for review.

**RISK ASSESSMENT**

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	High	No
Financial Sustainability	High	High	No
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	High	High	No
Service Delivery	Low	Low	Yes

**Asset management:** The underfunding of maintenance and delays in asset refurbishment have placed Council in a high risk position that assets will not provide the expected level of service. This

risk cannot be addressed within a single year's budget. The Council needs to achieve surplus results in the long term to adequately renew its existing infrastructure thereby reducing this risk.

**Financial sustainability:** Council should strive for an operating surplus before capital grants and contributions. The surplus generated is then available to restore working capital to an adequate level and minimise the risk of being exposed to unexpected financial shocks.

**Legislative governance & compliance:** The annual Financial Statements are to be prepared in accordance with:

- The *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- The *Local Government Code of Accounting Practice and Financial Reporting*

Evidence of compliance is shown through an unqualified audit report.

**Reputation and image:** Deficit results indicate to the community that future generations will be required to restore working capital and pay for the services delivered in advance. A trend towards reducing deficit results and ultimately achieving surplus results will demonstrate continued improvement in the financial position for Council.

## FINANCIAL IMPACTS

A summary of the Draft Financial Statements for 2021/22 is provided below.

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9.2.1 2022 FINANCIAL STATEMENTS TO BE REFERRED TO EXTERNAL AUDIT

	2022 \$ '000	2021 \$ '000
<b>Income Statement</b>		
Total income from continuing operations	107,250	82,921
Total expenses from continuing operations	88,201	98,005
<b>Operating result from continuing operations</b>	<b>19,049</b>	<b>(15,084)</b>
<b>Net operating result for the year</b>	<b>19,049</b>	<b>(15,084)</b>
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>(3,465)</b>	<b>(24,859)</b>
<b>Statement of Financial Position</b>		
Total current assets	92,799	72,892
Total current liabilities	(44,084)	(25,885)
Total non-current assets	1,370,080	1,242,960
Total non-current liabilities	(29,435)	(31,203)
<b>Total equity</b>	<b>1,389,360</b>	<b>1,258,764</b>
<b>Other financial information</b>		
Unrestricted current ratio (times)	1.61	2.27
Operating performance ratio (%)	(2.99)%	(30.27)%
Debt service cover ratio (times)	26.34	(1.18)
Rates and annual charges outstanding ratio (%)	10.53%	12.94%
Infrastructure renewals ratio (%)	110.92%	129.82%
Own source operating revenue ratio (%)	49.96%	60.19%
Cash expense cover ratio (months)	15.83	13.02

**RESPONSIBLE OFFICER:** Chief Financial Officer

**OPTIONS CONSIDERED**

Nil.

**IMPLEMENTATION PLANS**

Annual Financial Statements will be lodged with the Office of Local Government once the audit reports have been received. Audited Financial Statements are to be presented to Council at the November council meeting.

**EXISTING POLICY/DECISIONS**

In accordance with Section 413(2) of the Local Government Act 1993, Council is required to refer the Financial them for external audit.



9.2.1 2022 FINANCIAL STATEMENTS TO BE REFERRED TO EXTERNAL AUDIT

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In accordance with Section 417(5) of the Local Government Act 1993, Council is required to lodge its audited financial statements and financial data return (FDR) to the Office of Local Government by 31 October 2022.

**BACKGROUND**

Nil.

**ATTACHMENTS**

1. Draft 2021-22 Annual Financial Statements (*Under Separate Cover*)

## 9.2.2 RESTRICTED ASSETS (CASH AND INVESTMENTS) POLICY

Record No: I22/709

### OFFICER'S RECOMMENDATION

That Council

- A. Approve the Restricted Assets (Cash & Investments) Policy
- B. Approve the balances of Internally Restricted Reserves as at 30 June 2022

### ISSUES

In accordance with the Local Government Act 1993, in the interest of good financial management, Council will restrict funds from time to time to either meet external statutory obligations (such as restrictions relating to grant funding or development contributions) or to set aside funding for future commitments.

The Restricted Assets (Cash & Investments) Policy will establish what funds shall be placed into Council's reserves and the purpose for which those reserve funds shall be applied.

### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	High	No
Financial Sustainability	High	High	No
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	High	High	No
Service Delivery	Low	Low	Yes

**Asset management:** The underfunding of maintenance and delays in asset refurbishment have placed Council in a high risk position that assets will not provide the expected level of service. This risk cannot be addressed within a single year's budget. The Council needs to achieve surplus results in the long term to adequately renew its existing infrastructure thereby reducing this risk.

**Financial sustainability:** Council should strive for an operating surplus before capital grants and contributions. The surplus generated is then available to restore working capital to an adequate level and minimise the risk of being exposed to unexpected financial shocks.

**Legislative governance & compliance:** The annual Financial Statements are to be prepared in accordance with:

- The *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- The *Local Government Code of Accounting Practice and Financial Reporting*

Evidence of compliance is shown through an unqualified audit report.

**Reputation and image:** Deficit results indicate to the community that future generations will be required to restore working capital and pay for the services delivered in advance. A trend towards reducing deficit results and ultimately achieving surplus results will demonstrate continued improvement in the financial position for Council.

## FINANCIAL IMPACTS

Internal reserves are established to enable council to fund future works. The balances proposed in this report will ensure cash funds are available to undertake works committed to be completed in future years as per the implementation plan.

**RESPONSIBLE OFFICER:** Chief Financial Officer

## OPTIONS CONSIDERED

The Restricted Assets (Cash & Investments) Policy will provide guidance on identifying funding sources for future works. This policy will be reviewed annually, in line with IP&R timelines to ensure all restricted reserves are supporting Council plans.

As per draft Annual Financial Statements for 2021/22:

	Draft 2021/22 \$'000	2020/21 \$'000
Total Cash, cash equivalents and investments	86,494	76,008
Less: External Restrictions	71,105	66,749
Cash, cash equivalents & investments not subject to external restrictions	<b>15,389</b>	<b>9,259</b>

Council should review the balances of the internal restrictions as at 30 June 2022 to take into consideration the funding of future works and commitments and a requirement to have unrestricted cash available for ongoing operational needs.

Internal Restrictions	Draft 2021/22 \$'000	2020/21 \$'000
Plant & vehicle replacement	626	626
Employee leave entitlements	1,383	1,383
Deposits, retentions & bonds	1,366	677
Uncompleted works	810	303
Waste management	2,719	2,483
Yallambee lodge building/equipment replacement	271	0
Former Snowy River LGA	699	699
Former Bombala LGA	1,692	1,718
Stronger communities fund interest	1,390	1,370
<b>Total Internal Restrictions</b>	<b>10,956</b>	<b>9,259</b>
<b>Unrestricted and unallocated cash, cash equivalents and investments</b>	<b>4,433</b>	<b>0</b>

### Plant & vehicle replacement:

This reserve is used to fund the ongoing plant replacement program for the General fund. The difference between proposed purchase cost and expected sales income is funded from general revenue. Having some

9.2.2 RESTRICTED ASSETS (CASH AND INVESTMENTS) POLICY

funds internally restricted allows Council to adequately complete the plant replacement program when there is insufficient general revenue in any particular year. This balance is difficult to quantify due to the variability of purchase price and sales income.

It is recommended that this balance remain with a commitment to reviewing this throughout the 22/23 financial year to ensure these assets can be replaced when required.

**Employee leave entitlements:**

Based on calculations as per the policy, the ELE reserve requirement is \$4.195m. Due to unavailability of unrestricted cash to increase this, the balance is recommended to stay at the current balance.

Action should be taken to increase this balance to the recommended level as unrestricted cash becomes available.

Required ELE Reserve Funding	
Leave Type	Required ELE Reserve Funding
Annual Leave	1,782,745.52
Long Service Leave	2,412,723.12
Sick Leave - Vesting (Frozen)	-
<b>Required Reserve Funding</b>	<b>4,195,468.64</b>
Funding as a % of gross leave	74%

**Deposits, retentions & Bonds:**

The balance of \$1.366m is based on the current balance of bonds and deposits currently being held by Council. It is recommended that this balance be retained.

Action should be taken to reconcile the bonds held and determine whether they can be repaid or alternative options are explored to reduce the need to hold bonds/deposits, ie bank guarantees.

**Uncompleted works:**

The balance of this reserve is calculated each year and is based on projects that have not been completed by 30 June and require continued work into the following financial year. These projects are funded from general revenue. The balance of this reserve is based on the below projects that have not yet been finalised.

Bombala and Cooma Pool refurbishment	
- Council contribution	\$763,000
MRT – council contribution	\$47,000

**Waste management:**

The balance of the waste management reserve is recommended to be set at \$2.601m. This balance will be used to fund the finalization of carry forward projects and future works including:

Carry forward:	
Cooma Compost Facility	\$240,000
Jindabyne Landfill Quarry expansion	\$386,000
Jindabyne transfer station upgrade (Design)	\$125,000

Future works:	
Build a transfer station at Jindabyne (Design)	\$260,000
Jindabyne landfill capping (Scoping & Design)	\$50,000

9.2.2 RESTRICTED ASSETS (CASH AND INVESTMENTS) POLICY

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Develop project plan for redevelopment of Cooma	
Composting Facility and complete design	\$240,000
Complete weighbridge IT replacement	\$100,000
Rehabilitation and capping of Delegate landfill	\$1,200,000
Plant replacement	\$118,000

**Yallambee Lodge building/equipment replacement:**

The balance of \$271k represents one year of depreciation for Yallambee Lodge and Snowy River Hostel to assist with building and equipment maintenance.

**Former Snowy River LGA:**

The current balance of this reserve is \$699,024 with projects listed below to be funded from this reserve, subject to change via council resolution:

Carry Forward:

Jindabyne Pool roof – council contribution	\$130,000
--	-----------

Future Works:

Relocate assets in Banjo Patterson Park	\$569,024
---	-----------

**Former Bombala LGA:**

The current balance of this reserve is \$1,718,296 with projects listed below to be funded from this reserve, subject to change via council resolution:

Bombala Caravan Park Bump Point	\$170,000
Bombala Pool	\$300,000
Bundian Way	\$100,000
Bombala River Park	\$828,296
Delegate School of Arts	\$120,000
Upgrade former TAFE building	\$200,000

**Stronger communities fund interest:**

It is recommended to maintain this reserve balance. This is calculated as the interest earned on unspent grant funds. As per the funding deed it is required that all interest earned on the funding is to be added to the balance of the Fund and be used by Council for the Project only in accordance with the terms of the funding agreement and this amount is to be accounted for separately and reported as an internally restricted asset within Council's financial statements.

**IMPLEMENTATION PLANS**

The balance of Internally restricted reserves will be adjusted in the 2021/22 Financial Statements and used to fund future works.

The Restricted Assets (Cash & Investments) Policy will be used as part of the budget process to ensure these funds are used for the purpose they have been restricted for.

**EXISTING POLICY/DECISIONS**

This is a new policy that will address concerns from the Office of Local Government (OLG) regarding the use of restricted funds. The OLG is concerned that there may be use of internally restricted funds without the requisite approval (from council) having been obtained. In accordance with the *Local Government Code of Accounting Practice and Financial Reporting*, Internal reserves are restricted as per the implementation plan as at 30 June 2022 to fund future works.

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9.2.2 RESTRICTED ASSETS (CASH AND INVESTMENTS) POLICY

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**BACKGROUND**

Nil.

**ATTACHMENTS**

1. Draft Restricted Assets (Cash & Investments) Policy

## Restricted Assets (Cash & Investments) Policy

<b>Responsible portfolio</b>	Finance	<b>Document Register ID</b>	250.[document year].[document number].[document part]
<b>Policy owner</b>	Chief Financial Officer	<b>Review date</b>	October 2023
<b>Date of Council Meeting</b>	Date Approved [checklist 25002 10 DD LAST VALUE]	<b>Resolution Number</b>	Number [checklist 25002 11 DD LAST VALUE]
<b>Legislation, Australian Standards, Code of Practice</b>	S625 Local Government Act 1993 Local Government (General) Regulation 2005 Local Government Code of Accounting and Financial Reporting Aged Care Act 1997 Fees and Payment Principles 2014 Crown Land Management Act 2016 No 58 Rating and Revenue Raising Manual, Department of Local Government (2007)		
<b>Aim</b>	In accordance with the <i>Local Government Act 1993</i> , in the interest of good financial management, Council will restrict funds from time to time to either meet external statutory obligations (such as restrictions relating to grant funding or development contributions) or to set aside funding for future commitments.  The Restricted Assets Policy outlines the current restrictions and what future works these surplus funds are being held for.		

### 1 Purpose

To establish what funds shall be placed into Council's reserves and the purpose for which those reserve funds shall be applied.

The objective of this policy is to detail what funds Council should be setting aside funding for and the desired level of funding to be set aside. The policy also details the rationale for the creation of each of Council's internally restricted assets.

### 2 Scope

This policy applies to all Council cash and investments only.



### 3 Definitions

Term	Meaning
Restricted Asset	Funds that are kept restricted (ie, cannot be used for general purposes) as they are either subject to some form of external legislative or contractual obligation, or are kept for the purpose of covering Council commitments that are expected to arise in the future.
Internally Restricted Asset	Funds restricted by a resolution of council. Internal restrictions are developed by Council to cover commitments/obligations that are expected to arise in the future and where it is prudent for Council to hold cash in restrictions to cover those obligations.
Externally Restricted Asset	Funds that are subject to external legislative or contractual obligations.

### 4 Policy Statement

Council will establish, utilise and maintain the following Restricted Assets.

#### 4.1 Externally Restricted Assets

##### 4.1.1 Unexpended Grants

This reserve is established to hold the balance of Grant income paid in advance that is in excess of expenditure related to the grant funded project. The funds shall be used for the completion of identified projects in a subsequent financial year.

##### 4.1.2 Developer Contributions

This reserve is to hold the balance of developer contributions paid as a result of new development. Contributions from developers are to be used for the provision of infrastructure, services and amenities, in accordance with Council's Developer Contributions Plan and Development Servicing Plans.

##### 4.1.3 Water Fund

This reserve is to hold the balance of surplus funds from Council's Water Fund operations. Funds can only be spent on Water services.

##### 4.1.4 Sewer Fund

This reserve is to hold the balance of surplus funds from Council's Sewer Fund operations. Funds can only be spent on Sewer services.





#### 4.1.5 Domestic Waste Management

This reserve is funded by the Domestic Waste Management Charge and will only be used to fund the Domestic Waste Management Services. The reserve balance is based on:

- a) An expected level of service delivery for the year
- b) Accumulated surplus or deficit depletion; and
- c) Provision for the cost of planned future services

#### 4.1.6 Snowy River Hostel Accommodation Bonds

This reserve holds Refundable deposits or Accommodation bonds for current residents of the aged care facility. These deposits/bonds can only be used for a permitted use, as defined in the *Aged Care Act 1997* (s52N-1) and the Fees and Payment Principles (part 6). Permitted uses include:

- a) Used for capital expenditure
- b) Invested in certain financial products, such as term deposits, securities, and debentures, and in accordance with Council's Investment Policy
- c) Used to make a loan on a commercial basis, subject to certain restrictions
- d) Used to refund refundable deposits or accommodation bond balances
- e) Used to repay debt accrued for the purposes of capital expenditure or refunding refundable deposits or accommodation bond balances
- f) Used to repay debt accrued before 1 October 2011 if the debt is accrued for the purposes of the providing aged care to care recipients
- g) Is otherwise used a permitted by the Fees and Payment Principles

#### 4.1.7 Yallambee Lodge Accommodation Bonds

This reserve holds Refundable deposits or Accommodation bonds for current residents of the aged care facility. These deposits/bonds can only be used for a permitted use, as defined in the *Aged Care Act 1997* (s52N-1) and the Fees and Payment Principles (part 6). Permitted uses include:

- a) Used for capital expenditure
- b) Invested in certain financial products, such as term deposits, securities, and debentures, and in accordance with Council's Investment Policy
- c) Used to make a loan on a commercial basis, subject to certain restrictions
- d) Used to refund refundable deposits or accommodation bond balances
- e) Used to repay debt accrued for the purposes of capital expenditure or refunding refundable deposits or accommodation bond balances
- f) Used to repay debt accrued before 1 October 2011 if the debt is accrued for the purposes of the providing aged care to care recipients
- g) Is otherwise used a permitted by the Fees and Payment Principles



#### 4.1.8 Crown Land Reserve

This reserve is funded from the amount of proceeds earned from Crown lands from sales, leases, easements, licences or other dealings with the land. Council, as the Crown land manager of more than one area of Crown land, may pool the net amount of the proceeds from those areas. These pooled funds may then be used for any permitted purpose specifically limited to any of the Crown land areas.

S3.16 (3) of the *Crown Land Management Act 2016 No 58* lists the following permitted purpose for which these funds can be used:

- a) Making improvements to the land
- b) Purchasing, leasing or acquiring an easement over land under s3.28A
- c) Preparing plans of management (whether under Division 3.6 or the Local Government Act 1993) or other plans (as required or permitted by the Minister under s3.41) for land managed by the Crown land manager
- d) Any other purpose referred to in s2.12 that applies to the land

#### 4.1.9 Boco Rock Community Reserve

This Prior to the commencement of construction of the project, the Proponent shall establish a Community Enhancement Program Fund to be jointly administered by the former Bombala and Cooma-Monaro Shire Councils to fund community enhancement measures in the Bombala and Cooma-Monaro Shire local government areas to offset any potential residual amenity impacts associated with the project within these local government areas. Community enhancement measures may include (but are not necessarily limited to) improvements to community infrastructure and services, sustainability initiatives and opportunities for local economic and tourist development. The Proponent shall contribute an annual sum of \$2,500 per operational turbine to the fund, from the commencement of operation of the project until the end of its operational life. The contribution shall be adjusted to take account of any increase in the Consumer Price Index (CPI) over time, commencing at the June 2010 quarter. The terms for the administration of the funds shall be agreed between the Proponent and former Bombala and Cooma-Monaro Shire Councils (now Snowy Monaro Regional Council) and submitted for the Director-General's approval prior to commencement of construction.

The funds are invoiced by Snowy Monaro Regional Council and distributed within the same financial year. Funds are distributed by a decision of the Boco Rock Community Enhancement Fund committee.

#### 4.1.10 Kamoto-Cooma friendship Scholarship Fund

This reserve was initially created to fund an exchange program for high school students and city representatives, between Yamaga/Komoto and Cooma Monaro local government area, in a sister city relationship. A visit would be arranged every year, with odd years Cooma would visit Japan and even years, Japan would visit Cooma. With the subsequent amalgamation of Kamoto into the larger Yamaga City Council, the subsidy from Japan, used to part fund this arrangement, ceased.

As the exchange program was wound back, these funds were then utilised to facilitate funding opportunities for youth and promote relationships, by offering grants and scholarships.



#### 4.1.11 Other

This reserve has been established to administer small contributions /donations/ bequest made to Council for a specific purpose.

#### 4.1.12 Stormwater

This reserve has been established to restrict Stormwater levy funds. These funds are used to cover specific stormwater related projects.

### 4.2 Internally Restricted Assets

All internal reserve balances are calculated as per below and are subject to available cash that is not subject to external restrictions.

#### 4.2.1 Plant and Vehicle Replacement

This reserve is to be used to fund Council's plant replacement program. Internal plant charge out rates are to be set to ensure the full cost of the plant operations is funded and funds can be set aside for all plant replacement.

#### 4.2.2 Employee Leave Entitlement

This reserve holds funds to cover Council's anticipated short to medium term liability to pay employee leave entitlements (ELE). The reserve amount will be reviewed annually to ensure funding is maintained for an adequate portion of the liability for accrued employee annual leave and long service leave which has been earned, but not yet paid, as at the last reporting date. An appropriate reserve balance is to be based on current liabilities and aged of employees, as follows:

Over 60 years	100% funding of ELE
50 to 59 years	80% funding of ELE
40 to 49 years	60% funding of ELE
30 to 39 years	40% funding of ELE
Under 30 years	20% funding of ELE

#### 4.2.3 Deposits, Retentions and Bonds

This reserve balance reflects the liability to repay Deposits, Retentions and Bonds.

#### 4.2.4 Uncompleted works

This reserve balance reflects the general revenue funding required to complete works that remain uncompleted as at the reporting date, 30 June. Unexpended budgets that are required for the completion of projects are transferred to this reserve at year end and utilised in the following year.

This balance is reassessed annually at year end.



#### 4.2.5 Waste Management

This reserve represents the net surplus from all other waste management activities that are not related to Domestic Waste. These funds are to be used to maintain Waste Facility services and undertake remediation works as identified in the remediation liability.

This balance, at a minimum, should cover works expected to be completed in future years.

#### 4.2.6 Yallambee Lodge building/equipment replacement

It is proposed to rename this reserve to Yallembee Lodge / Snowy River Hostel building and equipment refurbishment reserve. This reserve has been established to ensure funding is available to maintain the Aged Care facilities. The balance represents the current depreciation rate of assets to ensure asset replacement can be undertaken as required.

#### 4.2.7 Former Snowy River LGA

This reserve was established upon the Merger of Snowy River Council, Bombala Council and Cooma Monaro Council, into Snowy Monaro Regional Council. This reserve initially held the transferred balances of the previous councils reserves, not already allocated elsewhere.

The balance of this reserve represents future work commitments to projects within the Former Snowy River Local Government Area.

#### 4.2.8 Former Bombala LGA

This reserve was established upon the Merger of Snowy River Council, Bombala Council and Cooma Monaro Council, into Snowy Monaro Regional Council. This reserve initially held the transferred balances of the previous councils reserves, not already allocated elsewhere.

The balance of this reserve represents future work commitments to projects within the Former Bombala Local Government Area.

#### 4.2.9 Stronger Communities Fund Interest

This reserve is used to accumulate interest on unspent Stronger Communities Fund grant income. As per the deed agreement, interest is to be accumulated on unspent grant income and allocated to the projects listed under this funding agreement.

## 5 Changes to Restrictions

Any new restricted reserves will only be formed via a council resolution. Council must be clear about the purpose of the reserve, how funds are to be accumulated in the reserve and how the funds are to be spent, for example, through a capital works program. A review of the reserves will be undertaken annually.

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## 1 Related Documents

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

### Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2016.#.1 Developer Contributions Plan

250.2016.#.1 Development Servicing Plans

### Variation

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

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### 9.2.3 MONTHLY FUNDS MANAGEMENT REPORT - SEPTEMBER 2022

Record No: I22/724

#### OFFICER'S RECOMMENDATION

That Council

- A. Receive the report indicating Council's cash and investments position as at 30 September 2022; and
- B. Receive the certificate of the Responsible Accounting Officer.

#### ISSUES

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

#### RISK ASSESSMENT

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

Total cash and investments are managed to ensure the protection of the principal invested, there is appropriate levels of liquidity to fund service provision and investment returns are maximised within policy and statutory constraints.

#### FINANCIAL IMPACTS

As interest rates rise, the investment strategy needs to be agile to ensure Council can take advantage of higher yield investments when they are presented. Budgets may need to be adjusted to reflect increasing interest rates.

**RESPONSIBLE OFFICER:** Chief Financial Officer

#### CERTIFICATION:

I, Tracy Sligar, Responsible Accounting Officer of Snowy Monaro Regional Council hereby certify, as required by Clause 212 of the Local Government (General) Regulation 2021, that investments as detailed in this report have been invested in accordance with Section 625 of the *Local Government Act 1993*, the Regulations and Council's Investment Policy.

#### OPTIONS CONSIDERED

Council's Monthly Funds Management Report meets the requirements of Council's current Investment Policy and regulatory requirements.

To take advantage of increasing interest rates, a move has been made to maximise the investment portfolio that is placed in cash products, such as term deposits. This reduces the amount held in at call accounts, which are now earning lower yields than term deposits. Diversifying the portfolio's maturity dates will enable Council to have access to cash on a regular basis, if required, and ensure agility to be able to access term deposits with higher yields as they become available.

## IMPLEMENTATION PLANS

Investment of surplus funds that are not required to manage short-term cash flow.

## EXISTING POLICY/DECISIONS

Council's Investment Policy (SMRC258)

The Policy was reviewed in April 2020 by Council Resolution Number 72/20 and was next due for review on 16 April 2022. The Audit, Risk and Improvement Committee have agreed to review any changes to the policy prior to any proposed changes being considered by the Council for adoption. It is proposed to present a reviewed Investment Policy to Council before the end of the calendar year 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.

## BACKGROUND

### Council's Cash and Investments 30 September 2022:

DATE INVESTED	FINANCIAL INSTITUTION	Short-Term Rating	Long-Term Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	National Australia Bank - Cash at Bank	A1+	AA-	Cash	1,134,050	*Tiered	n/a
n/a	National Australia Bank - At Call	A1+	AA-	At Call	7,144,004	1.20%	At Call
29-Jun-18	National Australia Bank	A1+	AA-	TD	4,000,000	3.93%	29-Jun-23
11-Sep-18	Rabodirect	A1	A	TD	2,000,000	3.33%	08-Sep-23
17-Dec-18	Rabobank Australia	A1	A	TD	2,000,000	3.15%	16-Dec-22
17-Sep-19	Bank of Queensland	A2	BBB+	TD	1,000,000	1.85%	19-Sep-23
23-Oct-19	Bank of Queensland	A2	BBB+	TD	1,000,000	1.80%	23-Oct-23
17-Mar-20	ING Bank	A1	A	TD	1,000,000	1.63%	17-Mar-25
20-Mar-20	Bank of Queensland	A2	BBB+	TD	1,000,000	1.85%	19-Mar-25
27-Jan-21	National Australia Bank	A1+	AA-	TD	5,000,000	0.80%	27-Jan-26
02-Dec-21	Judo Bank	A3	BBB-	TD	1,000,000	1.10%	02-Dec-22
17-Mar-22	Bendigo and Adelaide Bank Limited	A2	BBB+	TD	4,000,000	1.15%	17-Mar-23
05-May-22	MyState	A2	BBB+	TD	5,000,000	3.25%	03-Nov-23
05-May-22	Judo Bank	A3	BBB-	TD	4,000,000	2.95%	05-May-23
22-Jun-22	MyState	A1+	AA-	TD	4,000,000	4.30%	26-Jun-24
18-Aug-22	National Australia Bank	A1+	AA-	TD	40,000,000	2.90%	18-Nov-22
23-Aug-22	Australian Military Bank	A2	BBB+	TD	2,000,000	4.41%	22-Aug-24
					85,278,055		

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



### Council's Unrestricted and Restricted Funds 30 September 2022:

Council's Restricted and Unrestricted cash balances are reported in the Monthly Budget Review Statement report.

**Unrestricted Funds** are current funds with no internal or external restrictions imposed on them as to use or purpose, including grants to be applied to projects in the current financial year. Unrestricted funds are not completely free of restrictions, as they are still subject to Council regulations.

**Restricted Funds** refer to funds that cannot be used for general purposes as they are either subject to some form of external legislative, contractual obligation or are kept for the purpose of funding commitments that are expected to arise in the future. They are stated and restated each year and disclosed more fully in the audited general purpose financial report for each June year end.

### Cash Flow Forecast to 30 June 2023:

Month	Opening Balance	Closing Balance	Movement (+/-)
September	3,023,586.39	1,134,050.31	(1,889,536.08)
10/2022 (*)	1,134,050.31	1,622,646.40	488,596.09
11/2022 (*)	1,622,646.40	2,186,031.55	563,385.15
12/2022 (*)	2,186,031.55	3,327,245.76	1,141,214.21
01/2023 (*)	3,327,245.76	4,211,810.71	884,564.95
02/2023 (*)	4,211,810.71	7,762,911.71	3,551,101.00
03/2023(*)	7,762,911.71	7,110,398.65	(652,513.06)
04/2023 (*)	7,110,398.65	9,409,530.08	2,299,131.43
05/2023 (*)	9,409,530.08	6,517,163.66	(2,892,366.42)
06/2023 (*)	6,517,163.66	4,113,301.51	(2,403,862.15)

\* Projected cash flow for 2022/23 based on 21/22 actual cash flow movements.

### Investment Portfolio Return:

Benchmarking is used by Council as a gauge for the performance of its portfolio against its investing universe (*universe*: securities sharing a common feature – liquidity, return patterns, risks and ways to invest). A suitable benchmark to review the return on Council's portfolio is the Bank Bill Swap Rate (BBSW), or Bank Bill Swap Reference Rate – a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities – most notably floating rate bonds.

9.2.3 MONTHLY FUNDS MANAGEMENT REPORT - SEPTEMBER 2022

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Month	YTD Annualised Return	Monthly Average Interest Return	90 Day Bank Bill*	Margin
September	2.11%	2.64%	3.06%	-0.43%
August	1.84%	2.10%	2.46%	-0.35%
July (2022)	1.59%	1.59%	2.15%	-0.56%

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

**ATTACHMENTS**

Nil

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#### 9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

Record No: I22/731

##### OFFICER'S RECOMMENDATION

That the Budget Review Statement for the month ended 30 September 2022 be received and the variations noted therein be approved.

##### ISSUES

This Monthly Budget Review Statement for September 2022 (the 'Statement') requests variations to the recently adopted budget for 2022/23 as subsequent information has been received that requires inclusion in the current year budget.

All carry forwards and budget adjustments for September 2022 result in an increase to the operational deficit, with a \$1.651m Net Operating Result before Capital items. The increase to the operational deficit is primarily due to operational projects that have carried forward from 2021/22 into 2022/23. The majority of the projects are funded by unspent grants. A thorough review of the 22/23 budget will be undertaken systematically over the coming months and budget adjustments will be undertaken to better reflect the projected outcome of 2022/23 financial year.

The budget movements for the month of September see a small saving of approximately \$84k, which forms part of the overall projected deficit.

The balances reported are current at the date of preparation, i.e. 07 October 2022. Actual balances reported do not include accruals.

This Monthly Budget Review Statement for September 2022 comprises:

- Responsible Accounting Officer's Statement
- Income and Expenses Budget Review Statement
  - By type
  - By business unit
- Cash and Investments Budget Review Statement
- Capital Budget Review Statement
- Other expenses – Consultancies and Legal Fees
- Contracts entered into during the quarter
- KPI's

##### Responsible Accounting Officer's Statement

It is my opinion that the Monthly Budget Review Statement for Snowy Monaro Regional Council for the month ended 30 September 2022 indicates that Council's projected financial position as at 30 June 2023 is unsatisfactory, having regard to the estimates of income and expenditure and the original budgeted income and expenditure.

My opinion above, that Council's projected financial position as at 30 June 2023 is unsatisfactory has been based on the following factors:

1. a deficit budget, when accumulated with previous years' deficits, is not financially sustainable;
2. a deficit budget does not enable the governing body to plan for unforeseen events;
3. a deficit budget relies on a deterioration of the capital base for ongoing operations.

Recommended remedial action to deal with this unsatisfactory position includes:

- a. Future budgets need to be in surplus to restore to an adequate level of working capital;
  - b. Revenue opportunities must also be considered;
  - c. Service reductions to core services should be avoided by exhausting all other options first.
-

9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

**Income and Expenses Budget Review Statement – By Type**

Budget review for the month ended 30 September 2022

**Income & expenses - Council Consolidated**

(\$000's)	Original budget 2022/23	Approved Changes					Revised budget 2022/23	Variations for this Sep Mth	Notes	Projected year end result	Actual YTD figures	Variance Surplus (Deficit)
		Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS						
<b>Income</b>												
Rates and annual charges	33,992						33,992	-		33,992	23,393	(10,599)
User charges and fees	17,860			33	66		17,959	-		17,959	2,102	(15,857)
Other revenues	363						363	-		363	97	(266)
Other income							-	-		-	-	-
Grants and contributions - operating	28,959				432		29,391	862	1	30,253	3,522	(25,869)
Grants and contributions - capital	88,231			2,000	392		90,623	2,473	2	93,096	7,592	(83,031)
Interest and investment revenue	1,288						1,288	-		1,288	543	(745)
Net gain from disposal of assets	356			500			856	-		856	148	(708)
Rental income	1,075						1,075	-		1,075	302	(773)
<b>Total income from continuing operations</b>	<b>172,124</b>	<b>-</b>	<b>-</b>	<b>2,533</b>	<b>890</b>	<b>-</b>	<b>175,547</b>	<b>3,335</b>		<b>178,882</b>	<b>37,699</b>	<b>(137,848)</b>
<b>Expenses</b>												
Employee benefits and on-costs	30,753			(5)			30,748	-		30,748	6,593	24,155
Borrowing costs	5						5	-		5	1	4
Materials and services	31,991	1,317		38	498		33,844	779	3	34,623	6,794	27,050
Depreciation and amortisation	20,309						20,309	-		20,309	3,754	16,555
Other expenses	1,752						1,752	-		1,752	524	1,228
Net Loss from disposal of assets							-	-		-	-	-
<b>Total expenses from continuing operations</b>	<b>84,810</b>	<b>1,317</b>	<b>-</b>	<b>33</b>	<b>498</b>	<b>-</b>	<b>86,658</b>	<b>779</b>		<b>87,437</b>	<b>17,666</b>	<b>68,992</b>
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,317)</b>	<b>-</b>	<b>2,500</b>	<b>392</b>	<b>-</b>	<b>88,889</b>	<b>2,556</b>		<b>91,445</b>	<b>20,033</b>	<b>(68,856)</b>
<b>Net Operating Result before Capital Items</b>	<b>(917)</b>	<b>(1,317)</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>(1,734)</b>	<b>83</b>		<b>(1,651)</b>	<b>12,441</b>	<b>14,175</b>

Actual YTD figures are reported on a cash basis at the time of the report, with accruals yet to be processed.

Operational carry forwards have increased the budgeted deficit to \$1.651m. All are funded from Specific Purpose Unexpended Grants reserve except for the detailed design of the Monaro Rail Trail which is Councils Co-contribution to the project and is funded from Uncompleted works cash reserve. Details below:

**Operational Carry Forward Expenditure – By Work Order**

Project Details			Externally Restricted			Internally Restricted		
Fund	Work Order	Budget Revotes	Specific Purpose	Water Fund	Sewer Fund	Uncompleted Works	Waste Mgt	Former Snowy LGA
01-General	00001552 - Shared Trails Weeds Brush Down Stations and Signage	\$ 3,631	3,631					
01-General	00001556 - Regenerative Ag Project - National Landcare Program - Smart Farms	\$ 31,795	31,795					
01-General	00002397 - A Helping Hand - SMRC Weed Management Project - NSW Bushfire Recovery Program	\$ 13,255	13,255					
01-General	00002464 - WAP - Training and Upskill Project	\$ 5,000	5,000					
01-General	00002541 - Detailed design of two sections of the Monaro Rail Trail	\$ 46,900	0			46,900		
01-General	00002950 - LRCIP 2 - Rural Sealed Rds Maintenance - Budget Only	\$ 198,179	198,179					
01-General	00002951 - LRCIP 2 - Rural UnSealed Rds Maintenance - Budget Only	\$ 335,865	335,865					
01-General	00003131 - Crown Reserve Improvement Fund 2021-2022 - Cooma Crown Reserves	\$ 14,202	14,202					
01-General	00003132 - Crown Reserve Improvement Fund 2021-2022 - Bombala and Delegate Rivers	\$ 2,741	2,741					
01-General	00003133 - Crown Reserve Improvement Fund 2021-2022 - Jindabyne Crown Reserves	\$ 978	978					
01-General	00003134 - Crown Reserve Improvement Fund 2021-2022 - Bombala Crown Reserves	\$ 7,168	7,168					
01-General	00003135 - Crown Reserve Improvement Fund 2021-2022 - Crown Roads	\$ 4,630	4,630					
01-General	00003169 - Facilitate building compliance audits on 14 of Councils Community Halls	\$ 285,571	285,571					
01-General	00003179 - SE04604 Purchase of chemical	\$ 7,350	7,350					
01-General	00003200 - 2021-2022 NSW Weeds Action Program - New Weed Incursion - Orange Hawkweed	\$ 15,000	15,000					
01-General	00003227 - LRCIP 3 - Rural Sealed Rds Maintenance - Budget Only	\$ 344,322	344,322					
<b>Totals</b>		<b>\$ 1,316,587</b>	<b>\$ 1,269,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>

9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

**Income and Expenses Budget Review Statement – By Type Continued.....**

Variations for September resulted in a slight decrease in operational expenditure due to the removal of Biodiversity Grants duplicated in the original budget and a reduction in operating expenditure in Waste management. Details below:

**Notes Details**

1.	Biosecurity Weeds - Remove duplicated operational grants	(42,131)	
	Rural Roads: LRCIP 2 - further milestone payments	656,579	
	Home Care Packages - new clients	224,080	
	Emergency Management - Community Recovery Officer - extension to acquit funding	23,000	
			861,528
2.	Bridges: Approved variation to Fixing Country Bridges Program - Round 2	1,466,715	
	Rural Roads: LRCIP 2 - further milestone payments	198,179	
	Unrban Streets: BLERF Grant 0592 - Adaminaby Streets Improvement	808,239	
			2,473,133
3.	Biosecurity Weeds - adjust expenditure budget due to duplication of income and expense in original budget	(109,499)	
	Rural Roads - continued work supported by additional grant funding	656,579	
	Home Care Packages - additional expenditure associated with new clients funded by additional income above	224,080	
	Emergency Management - additional expenditure associated with additional income above	23,000	
	Waste Management - adjusting operating expenditure to better reflect 22/23 work program	(16,000)	
			778,160

**Income and Expenses Budget Review Statement – By Business Unit**

Budget review for the month ended 30 September 2022

**Income & expenses - Council Consolidated**

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Mth	Notes	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS					
<b>Business Unit</b>											
Asset Management	(113)						(113)	-		(113)	(73)
Biosecurity	(1,087)	(107)					(1,194)	68		(1,126)	(152)
Building Certification	(144)						(144)	-		(144)	46
Cemetery Operations	57						57	-		57	26
Communications & Engagement	(699)						(699)	-		(699)	(223)
Community Facilities	8,175			(47)			8,128	-		8,128	(189)
Community Services Management	(338)						(338)	-		(338)	(98)
Community Support Programs	311						311	-		311	(266)
Corporate Projects	(267)						(267)	-		(267)	(62)
Customer Service	(246)						(246)	-		(246)	(89)
Development Certification	(975)			47			(928)	-		(928)	(89)
Economic Development	13,676	(47)					13,629	-		13,629	(97)
Emergency & Fire Services	(1,174)			500			(674)	(500)		(1,174)	(1,670)
Executive Team	(1,486)						(1,486)	-		(1,486)	(501)
Financial Services	(1,523)						(1,523)	-		(1,523)	(555)
Fleet & Plant	1,490						1,490	-		1,490	306
General Purpose Revenue	22,643						22,643	-		22,643	20,169
Governance	(608)			(15)			(623)	-		(623)	(29)
ICT	(2,709)						(2,709)	-		(2,709)	(998)
Internal Audit	(184)						(184)	-		(184)	(6)
Land & Property	(421)	(286)					(707)	500		(207)	(351)
Library	(726)						(726)	-		(726)	(199)
Open Space & Recreation	1,573				10		1,583	-		1,583	2,551
Organisational Development	(680)						(680)	-		(680)	(28)
Public Health & Environment	(245)						(245)	-		(245)	(9)
Ranger Services	(236)			15			(221)	-		(221)	(70)
Records Management	(223)						(223)	-		(223)	(59)
Residential Aged Care	3,419				818		4,237	-		4,237	(579)
Resource and Waste	1,685						1,685	16		1,701	5,517
Risk Management	(576)						(576)	-		(576)	(1,268)
Road Infrastructure	28,666	(878)		2,000	64		29,852	2,473		32,325	(899)
Strategic Planning	(1,350)						(1,350)	-		(1,350)	(224)
Tourism & Events	(977)						(977)	-		(977)	(97)
Water & Sewer	20,463				(500)		19,963	-		19,963	(221)
Workforce Management	2,143						2,143	-		2,143	519
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,318)</b>	<b>-</b>	<b>2,500</b>	<b>392</b>	<b>-</b>	<b>88,888</b>	<b>2,557</b>	<b>-</b>	<b>91,445</b>	<b>20,033</b>
Discontinued operations - surplus/(deficit)											
<b>Net operating result from all operations</b>	<b>87,314</b>	<b>(1,318)</b>	<b>-</b>	<b>2,500</b>	<b>392</b>	<b>-</b>	<b>88,888</b>	<b>2,557</b>		<b>91,445</b>	<b>20,033</b>
<b>Net operating result before capital items</b>	<b>(917)</b>	<b>(1,318)</b>		<b>500</b>	<b>-</b>	<b>-</b>	<b>(1,735)</b>	<b>84</b>		<b>(1,651)</b>	<b>12,441</b>

9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

## Cash and Investments Budget Review Statement

Budget review for the month ended 30 September 2022

### Cash & investments - Council Consolidated

(\$000's)	*Opening Balance 2022/23	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Mth	Notes	Projected year end result	Actual YTD figures
			Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS					
<b>Externally restricted <sup>(1)</sup></b>												
Section 7.11	3,265	(1,337)						1,928			1,928	3,265
Section 64 - water	4,179	(2,226)						1,953	226	5	2,179	4,179
Section 64 - sewer	3,563	(2,721)						842	2,721	2	3,563	3,563
Specific purpose unexpended grants	27,783		(9,055)					18,728			18,728	27,783
Water fund	21,948	(22,041)	(1,310)					(1,403)	19,737	4	18,334	21,948
Sewer fund	4,193	(14,392)	(917)					(11,116)	13,702	1	2,586	4,193
Domestic waste management	1,149							1,149			1,149	1,149
Snowy River Hostel accommodation bonds	1,519							1,519			1,519	1,519
Yallambee Lodge accommodation bonds	1,740							1,740			1,740	1,740
Crown land reserves	1,614					(300)		1,314			1,314	1,314
Boco Rock Community Reserve	31							31			31	31
Kamoto-Cooma friendship scholarship fund	45							45			45	45
Other	76							76			76	76
<b>Total externally restricted</b>	<b>71,105</b>	<b>(42,717)</b>	<b>(11,282)</b>	-	-	(300)	-	<b>16,806</b>	<b>36,386</b>		<b>53,192</b>	<b>70,805</b>
(1) Funds that must be spent for a specific purpose												
<b>Internally restricted <sup>(2)</sup></b>												
Plant and vehicle replacement	626							626			626	626
Employees leave entitlements	1,383							1,383			1,383	1,383
Deposits, bonds & retentions	1,366							1,366			1,366	1,366
Uncompleted works	810		(810)					-			-	810
Waste management	2,719	(2,121)	(750)					(152)	152	3	-	2,719
Yallambee Lodge/Snowy River Hostel	271							271			271	271
Former Snowy LGA	699		(130)					569			569	569
Former Bombala LGA	1,692							1,692			1,692	1,692
Stronger communities fund interest	1,390							1,390			1,390	1,390
<b>Total internally restricted</b>	<b>10,956</b>	<b>(2,121)</b>	<b>(1,690)</b>	-	-	-	-	<b>7,145</b>	<b>152</b>		<b>7,297</b>	<b>10,826</b>
(2) Funds that Council has earmarked for a specific purpose												
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>4,433</b>	-	-	-	-	-	-	<b>4,433</b>	-		<b>4,433</b>	<b>3,647</b>
<b>Total Cash &amp; investments</b>	<b>86,494</b>	<b>(44,838)</b>	<b>(12,972)</b>			(300)		<b>28,384</b>	<b>36,538</b>		<b>64,922</b>	<b>85,278</b>

**Note:** Opening balances as at 1/7/22 reflect unaudited balances that are still subject to change. Actual balances reflected are adjusted opening balances before budget movements. No actual reserve transfers have been processed at the time of this report.

Carry Forward budget adjustments are discussed within the Capital works and Income and Expense Budget Review Statements.

Details of the variation requests for the month are summarised below:

Notes	Details	
1.	Adjusting the funding from reserves for the allowance for asset renewals for all backlog work in water & wastewater that was included in the original budget. The amended budget is now aligned with planned works for 2022/23 Funding plant replacement has been doubled up between Reserves and Proceeds from sale. Funding from reserves is to be reduced Adjusting the funding from reserves for the allowance for asset renewals for all backlog work in water & wastewater that was included in the original budget. The amended budget is now aligned with planned works for 2022/23	(10,429,497) (79,000) (3,194,000)
2.	Adjusting the funding from reserves for the allowance for asset renewals for all backlog work in water & wastewater that was included in the original budget. The amended budget is now aligned with planned works for 2022/23	(2,721,000)
3.	Funding plant replacement has been doubled up between Reserves and Proceeds from sale. Funding from reserves is to be reduced	(152,000)
4.	Adjusting the funding from reserves for the allowance for asset renewals for all backlog work in water & wastewater that was included in the original budget. The amended budget is now aligned with planned works for 2022/23 Funding plant replacement has been doubled up between Reserves and Proceeds from sale. Funding from reserves is to be reduced Funding has been reallocated between reserves to better reflect the actual funding source for the current works program	(19,853,000) (110,000) 226,000
5.	Funding has been reallocated between reserves to better reflect the actual funding source for the current works program	(226,000)



9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

## Capital Budget Review Statement

Budget review for the month ended 30 September 2022

### Capital budget - Council Consolidated

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Mth	Notes	Projected year end result	Actual YTD figures	Variance Surplus (Deficit)
		Carry forwards	Other than by QBRs	Jul MBRS	Aug MBRS	Sep MBRS						
<b>Capital expenditure</b>												
New assets												
- Plant & equipment	80						80	-		80	78	2
- Land & buildings	4,644	200		500	818		6,162	(150)	1	6,012	346	5,816
- Roads, bridges, footpaths	8,950	3,194			64		12,208	0		12,208	290	11,918
- Stormwater	50	1,000			300		1,350	-		1,350	16	1,334
- Water	-						-	-		-	16	(16)
- Wastewater	-						-	-		-	16	(16)
- Waste	100						100	-		100	16	
- Other	18,480	498		-			18,978	0		18,978	567	18,411
Renewal assets (replacement)												
- Plant & equipment	2,279						2,279	-		2,279	40	2,239
- Land & buildings	3,973	84					4,057	(15)	2	4,042	123	3,934
- Roads, bridges, footpaths	33,117	579		2,000			35,696	2,286	3	37,982	1,525	34,171
- Stormwater	130						130	-		130	16	114
- Water	34,267	1,988					36,255	(20,241)	4	16,014	748	34,241
- Wastewater	21,598	917			(500)		22,015	(10,429)	5	11,586	2,014	21,877
- Waste	2,021	750					2,771	(347)	6	2,424	2,014	
- Other	9,717	2,446			10		12,173	(1,704)	7	10,469	138	12,035
Loan repayments (principal)							-			-		
<b>Total capital expenditure</b>	<b>139,405</b>	<b>11,656</b>	<b>-</b>	<b>2,500</b>	<b>692</b>	<b>-</b>	<b>154,253</b>	<b>(30,599)</b>		<b>123,651</b>	<b>7,963</b>	<b>146,059</b>
<b>Capital funding</b>												
Rates & other untied funding	6,186						6,186			6,186		(6,186)
Capital grants & contributions	88,231			2,000	392		90,623	2,473	8	93,096	7,592	(83,031)
Reserves:												
- External restrictions/reserves	44,838	10,763			300		55,901	(33,263)	9	22,638		(55,901)
- Internal restrictions/reserves		893					893			893		(893)
New loans												
Receipts from sale of assets												
- Plant & equipment								341	10	341	148	148
- Land & buildings				500			500			500		(500)
Proposed internal loan	150						150	(150)	11	-		(150)
<b>Total capital funding</b>	<b>139,405</b>	<b>11,656</b>	<b>-</b>	<b>2,500</b>	<b>692</b>	<b>-</b>	<b>154,253</b>	<b>(30,599)</b>		<b>123,651</b>	<b>7,740</b>	<b>(146,513)</b>
<b>Net capital funding - surplus/(deficit)</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>		<b>0</b>	<b>(223)</b>	<b>(454)</b>

The capital works program has decreased to \$124m. The addition of carry forward works into the 22/23 budget, resulted in the identification of some duplicated work included in the original budget, which has now been removed and the asset renewal work for water and waste water has been removed as it represented the total backlog of work to be completed. This has now been aligned with the planned works for 2022/23.

Details of the variation requests for the month are summarised below:

Notes	Details	
1.	Budget adjustment to remove work associated with unapproved internal loans for detailed design of New Civic Complex	(150,000)
2.	00000409 - Bombala Arts & Innovation Centre - reduced original budget to account for carry forwards	(15,128)
3.	Bridges: Additional funding from Fixing Country Bridges Program - Round 2 Rural Roads: LRCIP Round 2 Grant funding to support continued works 00001464 - Ryrie Street Michelago Extension - reduced original budget to account for carry forwards Urban Streets: BLERF Grant 0592 - Adaminaby Streets Improvement - recognising grant finding to support capital works	1,466,715 198,179 (186,821) 808,239
4.	Adjusting the allowance for backlog of works for water & wastewater that was included in the original budget. The amended budget is now aligned with the planned works for 2022/23. 00000347 - Delegate & Bombala Water Treatment Plant Upgrade reduced original budget to account	(19,563,484) (677,700)
5.	Adjusting the allowance for backlog of works for water & wastewater that was included in the original budget. The amended budget is now aligned with the planned works for 2022/23.	(10,429,497)



9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

Notes	Details	
6.	Reduced original budget to account for carry forwards- 00000303 - Cooma Compost Facility - 00002770 - Concept Design Only Jindabyne Transfer Station Upgrade	(223,640) (124,243)
7.	Reduced original budget to account for carry forwards- 00002089 - Nimmitabel Showground Luncheon and Bar Upgrades 00000403 - Jindabyne Sportsground Upgrade Amenities 00000401 - Bombala Swimming Pool Upgrade 00000401 - Bombala Swimming Pool Upgrade 00000402 - Cooma Swimming Pool Upgrade	(52,106) (110,837) (778,421) (392,193) (370,873)
8.	Bridges: Additional funding from Fixing Country Bridges Program - Round 2 Rural Roads: LRCIP Round 2 Grant funding to support continued works Urban Streets: BLERF Grant 0592 - Adaminaby Streets Improvement - recognising grant finding to support capital works	1,466,715 198,179 808,239
9.	Adjusting the funding from reserves for the allowance for asset renewals for all backlog work in water & wastewater that was included in the original budget. The amended budget is now aligned with planned works for 2022/23	(33,263,243)
10.	Adjusting the funding for the plant renewal program for water, waster water & waste to account for sale proceeds	341,000
11.	Budget adjustment to reflect unapproved internal loan for detailed design of New Civic Complex	(150,000)

9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

**Capital Carry Forward Expenditure – By Work Order**

Fund	Work Order	Budget Revotes	Externally Restricted			Internally Restricted		
			Specific Purpose	Water Fund	Sewer Fund	Uncompleted Works	Waste Mgt	Former Snowy LGA
04 - Waste Mgt	00000303 - Cooma Compost Facility	\$ 239,640					239,640	
04 - Waste Mgt	00000304 - Jindabyne Landfill Quarry Expansion	\$ 385,955					385,955	
01 - General	00000331 - Bobeyan Road Upgrade Sealing Adaminaby to ACT Border	\$ 3,193,644	3,193,644					
03 - Sewer	00000338 - Bombala Timor Street Pump Station Upgrade	\$ 717,141			717,141			
02 - Water	00000347 - Delegate & Bombala Water Treatment Plant Upgrade	\$ 677,700	677,700					
01 - General	00000363 - Bombala Exhibition Ground Caretaker House Renovation \$75K	\$ 151,090	151,090					
01 - General	00000401 - Bombala Swimming Pool Upgrade	\$ 791,537	399,344			392,193		
01 - General	00000402 - Cooma Swimming Pool Upgrade	\$ 749,950	379,077			370,873		
01 - General	00000403 - Jindabyne Sportsground Upgrade Amenities Changerooms	\$ 110,837	110,837					
01 - General	00000409 - Bombala Arts & Innovation Centre Building Upgrade	\$ 15,128	15,128					
01 - General	00001405 - Aitchison Cottage Berridale Upgrades - WIP from T1 PJ100001	\$ 15,000	15,000					
01 - General	00001431 - SR PP-183 Demolition Toilet Block Jindabyne Town Centre	\$ 21,872	21,872					
01 - General	00001432 - SR PP-192 Public Toilet Block Jindabyne Town Centre	\$ 24,001	24,001					
01 - General	00001464 - Ryrie Street Michelago Extension	\$ 186,823	186,823					
01 - General	00001894 - Bombala Caravan Park Electrical Upgrade T1 PJ150533	\$ 53,477	53,477					
01 - General	00001921 - Community facility in Cooma (shared use) (SCF Round 2)	\$ 199,561	199,561					
01 - General	00002071 - Bombala Showground Electrical Upgrades PP336 Showground	\$ 84,755	84,755					
01 - General	00002089 - Nimmitabel Showground Luncheon and Bar Upgrades	\$ 52,106	52,106					
01 - General	00002245 - Stormwater - BUDGET ONLY	\$ 1,000,000	1,000,000					
01 - General	00002256 - Ginger Leigh Playground Stage 2	\$ 4,860	4,860					
03 - Sewer	00002262 - Kalkite STP Electrical Works	\$ 200,000			200,000			
01 - General	00002521 - Jindabyne Holiday Park Hydrant and Hose Reel PP299	\$ 492,791	492,791					
04 - Waste Mgt	00002770 - Concept Design Only Jindabyne Transfer Station Upgrade	\$ 124,243					124,243	
01 - General	00002942 - LRCIP 3 - Jindabyne Swimming Pool Roof Structure HVAC	\$ 407,112	277,112					130,000
01 - General	00002949 - LRCIP 2 - Gravel Resheeting - Budget Only	\$ 198,179	198,179					
01 - General	00003096 - Bombala Showground Painting Exhibition Hall CWA Building a	\$ 54,126	54,126					
02 - Water	00003191 - Watermain Replacement Delegate Corrowong Rd and Victoria	\$ 260,000		260,000				
02 - Water	00003192 - Watermain Replacement Bombala Chusan St	\$ 320,000		320,000				
02 - Water	00003193 - Watermain Replacement Cooma Hill Street	\$ 370,000		370,000				
02 - Water	00003194 - Watermain Replacement Cooma Amaroo Street	\$ 190,000		190,000				
02 - Water	00003196 - Delegate Raw Water Rising Main Replacement	\$ 170,000		170,000				
01 - General	00003228 - LRCIP 3 - Gravel Resheeting - Budget Only	\$ 194,322	194,322					
<b>Total</b>		<b>\$ 11,655,850</b>	<b>\$ 7,785,805</b>	<b>\$ 1,310,000</b>	<b>\$ 917,141</b>	<b>\$ 763,066</b>	<b>\$ 749,838</b>	<b>\$ 130,000</b>

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & legal expenses overview

Expense	YTD expenditure (actual dollars)	Budgeted (Y/N)
Consultancies	51,875	Y
Legal Fees	68,367	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

9.2.4 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 30 SEPTEMBER 2022

## Contracts entered into during the quarter – 1 July to 30 September 2022

Budget review for the quarter ended 30 September 2022

### Part A - Contracts listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract value	Start date	Duration of contract	Budgeted (Y/N)	Notes
Tinder Alpine Constructions	Nimmitabel Showground - Lunchroom upgrade	103,268	01/08/22	20 weeks	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

## Key Performance Indicators Budget Review Statement – Industry KPI's (OLG)

KPI's for the financial year 2021/22 are not provided until the statements have been audited as they are still subject to change.

Not all OLG KPI's have been reported as at 30 September 2022. Improvements to the reporting systems need to be undertaken to assist with this reporting.

Budget review for the month ended 30 September 2022

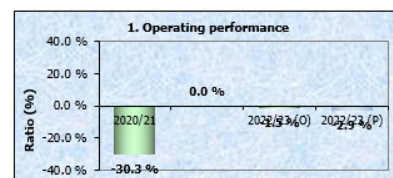
(\$000's)	Current projection		Original budget 22/23	Actuals prior periods	
	Amounts	Indicator		21/22	20/21
	22/23	22/23			

NSW local government industry key performance indicators (OLG):

### 1. Operating performance

Operating revenue (excl. capital) - operating expenses	2,507	-2.93 %	-1.52 %	-30.27 %
Operating revenue (excl. capital grants & contributions)	85,786			

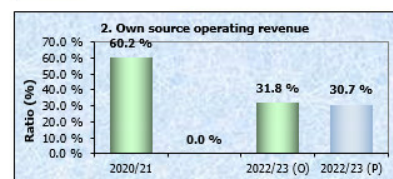
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



### 2. Own source operating revenue

Operating revenue (excl. ALL grants & contributions)	54,677	30.71 %	31.84 %	60.19 %
Total Operating revenue (incl. capital grants & cont)	178,026			

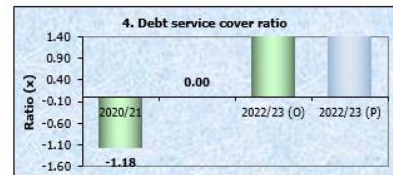
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



### 4. Debt service cover ratio

Operating result before interest & dep. exp (EBITDA)	17807	1483.92	3808.20	-1.18
Principal repayments + borrowing interest costs	12			

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	High	High	No
Financial Sustainability	High	High	No
Legislative Governance and Compliance	Low	Low	Yes

Risk Type	Current Risk	Expected Risk	Within Accepted
Reputation and Image	High	High	No
Service Delivery	Low	Low	Yes

**Asset management:** The underfunding of maintenance and delays in asset refurbishment have placed Council in a high risk position that assets will not provide the expected level of service. This risk cannot be addressed within a single year's budget. The Council needs to develop a policy of surplus budgets in the long term to adequately renew its existing infrastructure thereby reducing this risk.

**Financial sustainability:** Council should strive for developing budgets that provide an operating surplus before capital grants and contributions. The surplus generated is then available to restore working capital to an adequate level and minimise the risk of being exposed to unexpected financial shocks.

**Legislative governance & compliance:** A Quarterly Budget Review Statement is a minimum requirement to be reported to Council, however, in the interests of public scrutiny of Council's budgetary control, management provides timely reporting of budget reviews on a monthly basis.

**Reputation and image:** Deficit budgets indicate to the community that future generations will be required to restore working capital and pay for the services delivered in advance. Until a long term financial plan is adopted by the Council that clearly demonstrates how the financial position will be restored, the projected deficit in this type of review will be viewed negatively by the community.

## FINANCIAL IMPACTS

The financial impacts are identified in the above statements.

**RESPONSIBLE OFFICER:** Chief Financial Officer

## OPTIONS CONSIDERED

This is the third monthly review for the 2022/23 financial year.

Budgets will continue to be subject to further reviews each month. As we progress through the 22/23 financial year, we will be thoroughly reviewing the current year's budget which may result in significant changes to the budget. This will help inform the development of the 23/24 financial year budget.

## IMPLEMENTATION PLANS

The 2022/23 budget and operational plan was adopted in June 2022. It provides for the progressive elimination of operating deficits with a nominal original deficit of \$917,711.

Monthly reviews by operations need to focus on recognising income earlier and absorbing any unplanned financial shocks for the financial year.

**BACKGROUND**

Nil.

**ATTACHMENTS**

Nil

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9.3.1 TABLING OF DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS

**9.3.1 TABLING OF DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS**

Record No: 122/575

**OFFICER'S RECOMMENDATION**

That Council note the disclosures of pecuniary interest returns completed by councillors and designated staff for the period 1 July 2021 to 30 June 2022.

**ISSUES**

Council's Code of Conduct requires councillors and staff holding a designated position as at 30 June each year to complete a disclosure, which is to be lodged with the Chief Executive Officer.

Council is required to keep a pecuniary interest register containing the returns of councillors and designated persons and make these publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009.

**RISK ASSESSMENT**

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

**FINANCIAL IMPACTS**

The costs of administration of the returns are contained within council's operational budget.

**RESPONSIBLE OFFICER:** Coordinator Governance

**OPTIONS CONSIDERED**

To be compliant with the code of conduct and GIPA Act it is advised against considering any other option.

**IMPLEMENTATION PLANS**

Following the council meeting, the register of disclosures will be published on council's website.

**EXISTING POLICY/DECISIONS**

- Code of Conduct
- Government Information (Public Access) Act 2009

## **BACKGROUND**

Part 4 of the council's code of conduct requires councillors and designated persons to lodge a return of their pecuniary interest. These returns are classified as mandatory proactive release under the GIPA Act, as such the returns are required to be published on council's website.

Disclosing the information contained in returns furthers openness, transparency and accountability in local government, the GIPA Act requires these interest disclosures to be made publicly available. However, the Information and Privacy Commission has recognised that these returns may contain sensitive and personal information of staff and councillors, which individuals may have concerns about disclosing publicly.

Section 6(4) of the GIPA Act requires agencies to "facilitate public access to open access information contained in a record by deleting matter from a copy of the record to be made publicly available, if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record, and it is practicable to delete the matter."

Accordingly councillors and designated persons may request for certain information be redacted prior to returns being published on council's website. These requests are considered and weighed against any interest in release of the information.

## **ATTACHMENTS**

1. Register of Disclosures by Councillors and Designated Persons (*Under Separate Cover*)

### 9.3.2 DELEGATIONS OF MAYOR AND CHIEF EXECUTIVE OFFICER

Record No: I22/705

#### OFFICER'S RECOMMENDATION

That Council

- A. Delegates, pursuant to Section 377 of the Local Government Act, 1993, to the person holding the position of Mayor the exercise of Council's powers, functions, duties and authority to approve (with the Chief Executive Officer) the attendance of Councillors at any seminar, conference, meeting or training course, where funds have been provided in the budget, provided that such delegation shall not be exercised if there is a Council meeting prior to the closing date of registration unless the Mayor and Chief Executive Officer are of the view that a delay in registration will preclude Councillors' attendance.
- B. Delegates, pursuant to Section 377 of the Local Government Act, 1993, to the person holding the position of Chief Executive Officer, and from time to time, holding the aforementioned position in an acting capacity, the exercise of Council's powers, functions, duties and authorities arising from the Act and all other acts, regulations and Council policies, subject to the limitation specified in Section 377 (1) of the Local Government Act.

#### ISSUES

Council is required to review its delegations within the first 12 months of each term of office.

To allow for efficient and expedient exercise and performance of Council's powers and duties Council delegates certain authorities to the persons holding the position of Mayor and Chief Executive Officer (CEO).

The amount of legislative requirements means that prescriptive delegations to the CEO can easily lead to unexpected gaps in the ability to operate the organisation, which is why an exception process is the best practices for these delegations.

The current delegations are not seen to have created issues and are therefore recommended to continue.

#### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
External Political Environment	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes
Service Delivery	Low	Low	Yes

Reviewing and approving the delegations is low risk and ensures compliance with relevant legislation.



## **FINANCIAL IMPACTS**

The cost of managing delegations is within the budget.

**RESPONSIBLE OFFICER:** Coordinator Governance

## **OPTIONS CONSIDERED**

Without delegations in place all decisions must be made at a council meeting before any action can be taken. This would add significant delays in many instances as well as additional administrative work, which is currently not funded. The impact of seeking all decisions to be undertaken at Council meetings will be to add many additional reports to the meetings. This is not seen to be either an efficient or effective way to run the organisation.

Delegations to the CEO can be done by detailed lists of the actual delegated authorities. In this case provisions under over 100 pieces of legislation would need to be listed and reflected in the delegation list approved by Council. The delegations will need to be changed whenever the legislation changes. This includes a higher risk that legislation will be overlooked and thus hold up operations. It also leads to increased work to seek to identify whether any particular issue is covered by the delegations. The additional work and risk is not seen to provide additional benefits.

Consideration was given to extending the exceptions to the delegated authority beyond those currently in place. No issues were identified with the current delegations to support a change.

## **IMPLEMENTATION PLANS**

Once adopted Council's website will be updated to reflect the current resolution.

## **EXISTING POLICY/DECISIONS**

Delegations are implemented in accordance with the [Local Government Act Part 3 Delegation of functions](#). Review of the delegations is in accordance with [Section 380 of the Local Government Act](#).

### **Discretionary delegations - Mayor**

By resolution of 23/18, 15 February 2018, council conferred the powers below to the Mayor that are not legislated:

- Conferences, Seminars and Meetings: To approve (with the Chief Executive Officer) the attendance of Councillors at any seminar, conference, meeting or training course, where funds have been provided in the budget, provided that such delegation shall not be exercised if there is a Council meeting prior to the closing date of registration unless the Mayor and Chief Executive Officer are of the view that a delay in registration will preclude Councillors' attendance.

The same resolution set the delegations of the CEO as set out in the recommendation above.

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## **BACKGROUND**

### **The position**

#### **Role of the Mayor**

The position of Mayor has legislated power to exercise or perform on behalf of the Council the following powers, authorities, duties or functions under the Local Government Act ([Section 226](#)):

- a) to be the leader of the council and a leader in the local community,
- b) to advance community cohesion and promote civic awareness,
- c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- e) to preside at meetings of the council,
- f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- i) to promote partnerships between the council and key stakeholders,
- j) to advise, consult with and provide strategic direction to the Chief Executive Officer in relation to the implementation of the strategic plans and policies of the council,
- k) in conjunction with the Chief Executive Officer, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- l) to carry out the civic and ceremonial functions of the mayoral office,
- m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- n) in consultation with the councillors, to lead performance appraisals of the Chief Executive Officer,
- o) to exercise any other functions of the council that the council determines.

There are other powers under other legislation, such as:

- a) To expel a Councillor from any meeting of Council where acts of disorder occur - Local Government Act, section 233.
  - b) CEO - Temporary Appointment: To appoint a temporary replacement should the holder of the position of Chief Executive Officer be sick or absent - CEO contract of employment.
  - c) Chief Executive Officer - Leave: To approve leave of absences for the Chief Executive Officer - CEO contract of employment.
-

As these powers are legislated council is not required to provide delegation to undertake these powers. They are listed to allow councillors to understand there is no need for delegation of authority for legislated functions such as these.

### **Delegation to the CEO**

Under section 333 of the Local Government Act the CEO has the following functions:

- a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- b) to implement, without undue delay, lawful decisions of the council,
- c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- g) to exercise any of the functions of the council that are delegated by the council to the Chief Executive Officer,
- h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- i) to direct and dismiss staff,
- j) to implement the council's workforce management strategy,
- k) any other functions that are conferred or imposed on the Chief Executive Officer by or under this or any other Act.

Exercising these functions requires delegations to be in place where functions are not specifically linked to the position of the CEO and are only referred to as being given to Council. Because Council is impacted by a wide range of legislation the list of these becomes very lengthy.

Some legislation and processes do directly provide authority to the CEO. Any functions delegated to the Council by Departmental Chief Executives or Ministers, subject to any express limitations imposed by the Departmental Chief Executive or Minister, tend to be directly to the CEO.

If a function is conferred or imposed on an employee of the Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the CEO.

The CEO is limited in exercising any delegated authority must do so in accordance with Council's adopted policies.

### **Limitations in the Local Government Act**

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The Local Government Act, [Section 377 \(1\)](#), identifies the powers of the Council that must be exercised by the Council. While these cannot be delegated it is common practice to include that these exemptions are applicable in inclusive delegations, such as proposed for the CEO. This is primarily to assist those outside of local government with sufficient information to understand the way the legislation and delegation of authority work. These powers also cannot be delegated to the Mayor.

- a) the appointment of a general manager (Chief Executive officer),
- b) the making of a rate,
- c) a determination under section 549 as to the levying of a rate,
- d) the making of a charge,
- e) the fixing of a fee,
- f) the borrowing of money,
- g) the voting of money for expenditure on its works, services or operations,
- h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- j) the adoption of an operational plan under section 405,
- k) the adoption of a financial statement included in an annual financial report,
- l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
- p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- s) the making of an application, or the giving of a notice, to the Governor or Minister,
- t) this power of delegation,
- u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

## ATTACHMENTS

Nil

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### 9.3.3 ORGANISATIONAL PERFORMANCE REPORT - SEPTEMBER 2022

Record No: I22/710

#### OFFICER'S RECOMMENDATION

That Council note the progress outlined in the report.

#### ISSUES

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

Snowy Monaro Regional Council (SMRC)

Action and Task Progress Report- Standard

#### OVERVIEW

##### OP ACTION SUMMARY

By Performance

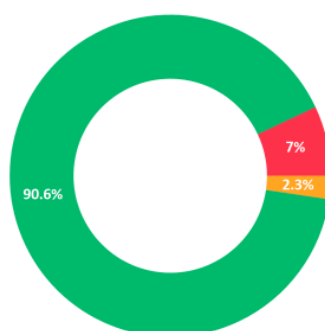
**271** On Track

**21** Off Track

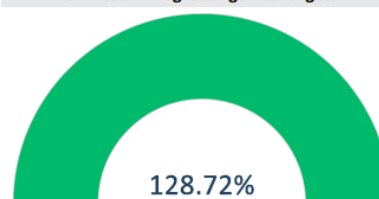
**7** Monitor

**0** Not Applicable

##### OP Action Status



##### OP Action Progress Against Targets



299 op actions reported on  
271 At least 90% of op action target achieved  
07 Between 70% and 90% of op action target achieved  
21 Less than 70% of op action target achieved  
00 op actions with no target set

##### OP ACTION PLANS



GREEN

At least 90% of op action target achieved



AMBER

Between 70% and 90% of op action target achieved



RED

Less than 70% of op action target achieved



No target set

\* Dates have been revised from the Original dates

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

#### Delivery Program: 6.2.1 Support and Encourage Local Business

OP Action Title: Provide Economic Development Newsletter

The quarterly Economic Development newsletter has been sent out with over 600 recipients having engaged with the content. Council has taken the initiative to provide links to the Grant Guru product (which Council subscribes to) and has proven to be the most popular content with readers. The continued increase in the number of engaged recipients is encouraging, providing valuable data for improvements to continued stakeholder engagement.

#### Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects

<b>OP Action Title: 10.3.12.7 PROJECT: Fixing Local Roads Round 1 – Upgrade of Springfield Road</b>
Springfield Road Upgrade construction works have begun in late July. Stage 1 of the project is currently nearing completion, with Stage 2 beginning within the next month. This project has been long awaited within the local community and with the project fast approaching stage 2, the project will likely be completed ahead of schedule.
<b>Delivery Program: 13.2.29 Undertake effective issue management to reduce Council's reputational risk</b>
<b>OP Action Title: 13.2.9.1 Address high corporate risk road reserve alignments, prioritising issues identified by notifiable authorities</b>
In September 2022, a longstanding and complex legacy matter relating to Werralong Road was resolved in full. This matter spanned across many years and was a legacy matter from a former Council. Given the number of stakeholders involved and the financial implications to resolve the issue, this is a very good outcome for Council and the Werralong Road community.

**Table 2: Projects and activities requiring monitoring**

<b>Delivery Program: 14.1.1 Provide communication and engagement support to the organisation</b>
<b>OP Action Title: 14.1.1.3 PROJECT: Establish a Customer Request Management system to improve customer service and streamline allocation of requests through the organisation</b>
<b>Status:</b> Background research on costings and commitments undertaken. Next actions to be taken post presentation of service reviews. Project on hold awaiting recommendations on FF4.
<b>Impact:</b> There is moderate impact in not having a fully functional Customer Request System across the organisation. A lack of consistent approach in managing customer requests, limits Council's ability to manage customer requests efficiently and to be able to use reporting data to inform business improvements.
<b>Delivery Program: 10.3.5 Undertake reactive maintenance of transport infrastructure</b>
<b>OP Action Title: 10.3.5.1 Undertake reactive maintenance</b>
<b>Status:</b> Reactive Maintenance work is being undertaken across the road network. Repairs continue to be carried out after the various natural disaster events, in addition to maintaining other damages that arise through typical road use, with repairs being prioritised based on risk.
<b>Impact:</b> The forecast continued rain events predicted to occur will have further impact to Council's reactive maintenance program. Cumulative reactive work impacts Council's resourcing ability to respond timely, and further reinforces priority based on risk.
<b>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</b>
<b>OP Action Title: 10.3.12.23 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Jerrara Drive, East Jindabyne</b>

<p>OP Action Title: 10.3.12.24 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Street, Nimmitabel</p> <p>OP Actin Title: 10.3.12.25 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Cooma North Public School, Mittagang Road, Cooma</p> <p>OP Action Title: 10.3.12.26 Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Primary &amp; High School, Bright Street</p> <p>OP Action Title: 10.3.12.27 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Monaro High School, Mittagang Road, Cooma</p> <p>OP Action Title: 10.3.12.28 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Eucumbene Road/Kosciuszko Road, Kalkite</p>
<p><b>Status:</b> Funding deeds have been signed, however work has not yet started for the installation of the above Bus Shelters.</p> <p><b>Impact:</b> While the installation of the bus shelters has not commenced, and are showing as projects running behind schedule, the timeframe for installation is short once the funding has been received at Council. The impact is minimal to the overall timeframes planned for delivery.</p>
<p><b>Delivery Program: 10.3.12 Delivery of funded transport infrastructure projects</b></p> <p>OP Action Title: 10.3.12.29 PROJECT: Construction new access road segment EOC Polo Flat, Cooma</p>
<p><b>Status:</b> Works not yet commenced</p> <p><b>Impact:</b> Minimal Impact – While the project has not commenced, it is part of the overall project for the new RFS Emergency Operations Centre at Polo Flat, which has also not commenced.</p>
<p><b>Delivery Program: 12.4.1: Maintain and operate Council owned pools.</b></p> <p>OP Action Title: 12.4.1.1 Swimming pools are available and open to the community</p>
<p><b>Status:</b> Public Pools will re-open to the public between October long weekend and second weekend in November. Adaminaby Pool has some plumbing challenges that have made the opening schedule ambiguous at the time of the update.</p> <p><b>Impact:</b> Moderate to Major Impact – Given the unknown extent of the maintenance issues at Adaminaby, opening for the season may be impacted. This may cause some reputational issues considering the impending roof repairs at Jindabyne pool will also result in closure. This does however, highlight the ongoing issue in the lack of legacy investment towards Councils' built assets in maintenance and asset renewal.</p>
<p><b>Delivery Program: 2.2.3 maintain amenities throughout the region</b></p> <p>OP Action Title: 2.2.3.4 PROJECT: Jindabyne Town Centre Toilet Block Demolition</p> <p>OP Action Title: 2.2.3.5 PROJECT: Jindabyne Town Centre Toilet Block</p> <p><b>Delivery Program: 12.1.2 Operate and maintain Council owned buildings</b></p> <p>OP Action Title: 12.1.2.10 PROJECT: Jindabyne Town Centre Improvements</p>

OP Action Title: 12.4.2.18 PROJECT: Jindabyne Town Centre Pavers\*

**Status:** There is potential to consolidate the above projects into one project with all Jindabyne Town Centre Projects. A separate report to Council will be prepared with a view to integrate with SAP Plans. A meeting with the State Government is planned for October 2022, with a report following to Council.

\*Noting - Pavers project will be difficult to realise until the issues with the awnings have been addressed (guttering, awnings and water run off must be addressed before pavers are replaced or they will need to be replaced in 50% of usual life span)

Awnings are responsibility of shop owners, and it can be difficult to gain consensus when there is no strata/body corporate in place to facilitate decision making

**Impact:** The impact is that these projects may be delayed, however, practical and financial efficiencies may be gained through working with the stage government to deliver.

## RISK ASSESSMENT

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

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

## FINANCIAL IMPACTS

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

**RESPONSIBLE OFFICER:** Coordinator of Strategy Development



### **OPTIONS CONSIDERED**

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

### **IMPLEMENTATION PLANS**

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

### **EXISTING POLICY/DECISIONS**

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

### **ATTACHMENTS**

1. Organisational Performance Report - September 2022



## Organisational Performance Report – September 2022

Snowy Monaro Regional Council (SMRC)

camms**strategy**

Print Date: 11-Oct-2022

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## OVERVIEW

### OP ACTION SUMMARY

By Performance

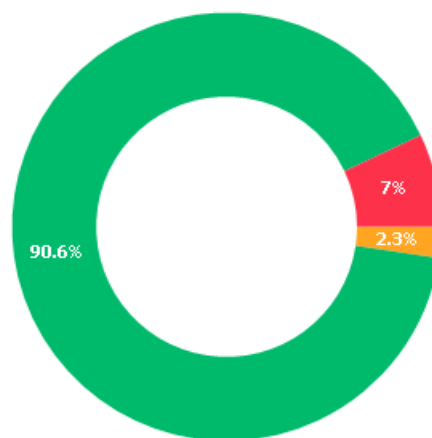
**271** On Track

**21** Off Track

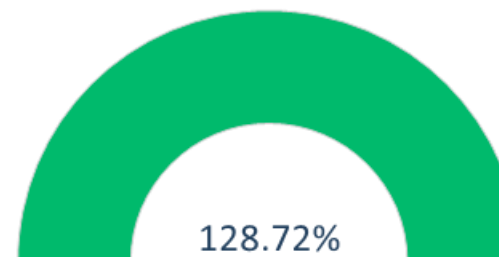
**7** Monitor

**0** Not Applicable

#### OP Action Status



#### OP Action Progress Against Targets



299 op actions reported on  
271 At least 90% of op action target achieved  
07 Between 70% and 90% of op action target achieved  
21 Less than 70% of op action target achieved  
00 op actions with no target set

### OP ACTION PLANS



**GREEN**

At least 90% of op action target achieved



**AMBER**

Between 70% and 90% of op action target achieved



**RED**

Less than 70% of op action target achieved



No target set

\* Dates have been revised from the Original dates

## Communications Portfolio

### Communications

#### Communication and Engagement


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

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

**OP Action Progress Comments:** Daily reports from AH call centre monitored and shared with relevant teams. Monthly meetings with AH call centre manager to address any changes or issues.

*Last Updated: 01-Aug-2022*


OP Action Title: 14.1.1.2 Ensure consistent branding outlined in the Corporate Style Guide is used across the organisation through continued education and support

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

**OP Action Progress Comments:** Additional templates being made, documents being uploaded and IT issues being addressed. Project is ongoing

*Last Updated: 02-Sep-2022*

OP Action Title: 14.1.1.3 PROJECT: Establish a Customer Request Management system to improve customer service and streamline allocation of requests through the organisation


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED

**OP Action Progress Comments:** Background research on costings and commitments undertaken. Next actions to be taken post presentation of service reviews. Project on hold awaiting recommendations on FF4


*Last Updated: 02-Sep-2022*

OP Action Title: 14.1.1.4 PROJECT: Prepare and implement Community Engagement Strategy


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	80%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Ahead of schedule, draft developed, final review being undertaken. Community Participation Plan is incorporated. Presenting to Council briefing in September <i>Last Updated: 26-Sep-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Distributed fortnightly. Promotion for subscriber signup ongoing. Average signup of 18 new subscribers per week. Open rates way above industry standard at approx 60% per issue. <i>Last Updated: 01-Aug-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Ongoing - daily and weekly to more than 40 media outlets, within region, ACT and beyond. <i>Last Updated: 01-Aug-2022</i>						

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	9%	24.99%	 RED
<b>OP Action Progress Comments:</b> Calendar of events established. Activation Plan in place for spring. Attended Cooma Rotary markets for the first time and it was successful and will attend again. <i>Last Updated: 26-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Engagement	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Strategy developed for waste to ensure coordinated and effective implementation. Framework to be used for new weeds education plan.						
<i>Last Updated: 26-Sep-2022</i>						

## Economic Development and Tourism

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	17%	24.99%	 RED
<p><b>OP Action Progress Comments:</b> The Events Funding Policy has been adopted by Council and is currently in Council's Document Control Process. Once completed, the Policy and Application Form will be uploaded to the web and open for applications. Currently in the process of finalising the application form. The implementation of this policy has been frozen for the time being upon advice from the Mayor.</p> <p><i>Last Updated: 21-Sep-2022</i></p>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> The ED team has been sent a draft copy of the REDS for review. Feedback is required by DRNSW by 14 October.						
<i>Last Updated: 30-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> GREEN
<p><b>OP Action Progress Comments:</b> Snowy SAP Master Plan released. Coordinator Economic Development ongoing involvement and consultation with SAP and internal business units. Meeting monthly at present with the planning group from RGDC. A Project group has also been set up to liaise with RGDC on the SAP implementation projects.</p> <p><i>Last Updated: 21-Sep-2022</i></p>						


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

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

**OP Action Progress Comments:** Not started as yet. Due to begin this project in the December quarter. A team review of the existing DMP actions has been completed.

*Last Updated: 21-Sep-2022*


OP Action Title: 5.1.4.1 Publicise local events in region

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

**OP Action Progress Comments:** Weekly events e-newsletter distributed through digital channels every Friday. Event promotion (and sign-up promotion) through the Visitor Centre staff, Council websites, Social Media Channels and adverts. Individual event promotion via Social Media and Visit Cooma Calendar. Winter is typically a low season for events. Anticipating number of events to increase in spring. The Events Officer has also been working with community groups on events to receive grant funding from the reconnecting the regions fund once council receives the funds.

*Last Updated: 21-Sep-2022*

OP Action Title: 5.1.4.2 PROJECT: Monaro Rail Trail - Undertake investigation and scope the Monaro Rail Trail


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

**OP Action Progress Comments:** The Trail Development Plan for stage 1A has been completed by the Consultants and working with MRT Inc on the Business Case. A grant application to the Business Case and Strategy Development Fund has been submitted seeking funding for a TDP for stage 2 and reports on biodiversity and biosecurity for stage 1A. Currently awaiting the outcome of the grant application.


*Last Updated: 21-Sep-2022*

OP Action Title: 5.1.6.1 Review Council tourism websites quarterly for content updates


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Tourism Promotions and Events Officer has reviewed website arrangements. Daily checks and page reviews undertaken with amendments implemented immediately. General aim is to address any gaps in current content about the region. <i>Last Updated: 21-Sep-2022</i>						


OP Action Title: 5.1.6.2 Post new social media content fortnightly

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Social Media content includes event notices, weather and road updates, tourism stories interests and other items of interest is posted regularly. Social Media: 24 Facebook posts made during September (1st to 23rd) on Cooma VC Facebook. Reach: 6,355. Engagement 4,406 Bombala VC FB 20 posts Reach: 999, 230 engaged. Instagram - Reach 1670, Engages: 221 for Cooma. <i>Last Updated: 23-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Economic Development met with Rob de Fegely from South East NSW Forestry Hub. He advised that the Hub has received part of their funding from the federal government and will be developing a work plan to spend it. An advisory group will be formed with the first meeting hopefully in September. Councils ED staff will be invited to participate in the group once formed. No advice of group provided yet. ED staff are organising to catch up with Hub chair Rob again, preferably in October. <i>Last Updated: 28-Sep-2022</i>						

OP Action Title: 5.2.1.2 PROJECT: Investment Attraction Strategy


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN



**OP Action Progress Comments:** Not intended to start this project until December quarter.

*Last Updated: 25-Aug-2022*


OP Action Title: 5.2.1.3 PROJECT: CBD Activation Plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Economic Development	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	

**OP Action Progress Comments:** Not intended to start this project until December quarter.

*Last Updated: 25-Aug-2022*


OP Action Title: 6.2.1.1 Meet with three main chambers of commerce

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

**OP Action Progress Comments:** Economic Development Officer meets and liaises with the three Chambers regularly and during the last month has spoken to representatives from all three chambers. Of note is that the Bombala Chamber President is shortly to step down from the role.

*Last Updated: 23-Sep-2022*


OP Action Title: 6.2.1.2 Provide Economic Development newsletter

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

**OP Action Progress Comments:** August quarterly newsletter has been sent out. Over 600 recipients have engaged with the content. Links to the Grant Guru product (which the ED unit subscribes to) has been the most popular content with readers.

*Last Updated: 23-Sep-2022*

OP Action Title: 6.2.1.3 Hold Business Awards

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

**OP Action Progress Comments:** Next Business Awards - 2023 (held every two years). Planning for the business awards will commence in earnest in February. The ED team have held a project scope and discussion meeting to plan the course for the Awards next year.


*Last Updated: 23-Sep-2022*

## Executive Office

### Executive Office

#### Executive Office


OP Action Title: 13.2.1.1 Business papers completed and published to Council webpage

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Business papers completed and published to Council webpage on 8 September 2022.

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.1.2 Minutes of Council meeting uploaded to Council webpage

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Unconfirmed Minutes of Council meeting uploaded to Council webpage on 19 September 2022.

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.2.1 The CEO, Mayor, Councillors and Executive are supported in their roles

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** The CEO, Mayor, Councillors and Executive are supported in their day to day roles through assistance provided by the following positions and cohorts;  
EA to CEO, Mayor and Councillors  
Executive Support Officer

Secretary Council and Committees  
Executive Assistant Cohort  
Knowledge Exchange, Engagement and Networking Cohort (KEEN meetings)

September 2022 included;  
\* Secretariat for Boco Rock Committee  
\* Formal ELT Meetings  
\* Ordinary Council Meeting  
\* Hosting Citizenship Ceremony  
\* Arranging AEC FSR meetings  
\* Meetings with community on issues such as DAs, Roads, Biosecurity, etc

*Last Updated: 26-Sep-2022*

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Executive Assistant to CEO, Mayor and Councillors	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** Registers with Council decisions are kept updated after each meeting - action completed on 16 September 2022.


*Last Updated: 26-Sep-2022*

## Finance Portfolio

### Financial Services

#### Finance

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

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

**OP Action Progress Comments:** Planning tasks to begin in November

*Last Updated: 25-Aug-2022*

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	75%	75.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Currently on target with year end plan. Annual year end audit is underway.						
Last Updated: 28-Sep-2022						

OP Action Title: 13.2.10.3 Completion of quarterly Budget Review Statements to Council

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	24%	24.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Monthly reporting process is now bedded down with a current review of information and content to improve reliability and relevance of information being reported.						
<i>Last Updated: 02-Aug-2022</i>						

OP Action Title: 13.2.10.4 Ensure Council meets its taxation compliance obligations

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	24%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> On target. Monthly BAS completed and lodged on time.						
<i>Last Updated: 28-Sep-2022</i>						

OP Action Title: 13.2.10.5 Cash flow management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	24%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Monthly reporting process is now bedded down with a current review of information and content to improve reliability and relevance of information being reported.						
<i>Last Updated: 02-Aug-2022</i>						

OP Action Title: 13.2.10.6 Accounts Receivable Management

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	24%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Rates notices sent within legislated timeframes. Work is continuing on reducing the current outstanding Rates balances. <i>Last Updated: 28-Sep-2022</i>						
OP Action Title: 13.2.10.7 Review the oncosting methodology to ensure that current costs are accurately reflected in the services and projects reliant on specific purpose revenue						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	16%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> New finance management staff have begun conversations with budget managers to determine adequacy of overall costing methodologies. Update of model will coincide with forward budget process. <i>Last Updated: 25-Aug-2022</i>						
OP Action Title: 13.2.10.8 Development and implementation of Grant Funding Policy and Procedures to ensure sound governance and consistency across the organisation in the application for and management of grants						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Finance	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> This task is coinciding with the current requirements for the year end financial statement process. <i>Last Updated: 02-Aug-2022</i>						
OP Action Title: 13.2.10.9 PROJECT: Investigate and model Special Rate Variation (SRV) scenarios						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	30%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> The Financial Sustainability review is currently underway. Outcomes from the review will be incorporated into a new Long Term Financial Plan that will model potential Special Rate Variation scenarios.						

Last Updated: 28-Sep-2022

OP Action Title: 13.2.10.10 PROJECT: Independent Financial Audit

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

**OP Action Progress Comments:** Financial Sustainability Review is underway with the successful applicant, AEC Group. Fortnightly reports are provided by AEC Group to the FSR committee, Executive team and Councillors.

Last Updated: 28-Sep-2022

## Operations Portfolio

### Built & Natural Environment

#### Biosecurity

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

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

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

Last Updated: 26-Sep-2022

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

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

**OP Action Progress Comments:** No State priority weeds were identified during the reporting period, however staff are monitoring for their presence during inspections. NSW Department of Primary Industries conducted Prohibited matter training at Cooma during July. Biosecurity staff from SMRC, QPRC and Eurobodalla Council were in attendance. Prohibited matter weeds are

those with the highest level of control in NSW and are either not yet present in NSW or not yet established. Legislation is used to prevent the entry or establishment of these weeds into NSW. Orange Hawkweed is the only Prohibited matter weed known to occur within the Snowy Monaro region. The Biosecurity and Communications team are currently working on a State alert weed flyer to be incorporated into correspondence provided to landowners.

*Last Updated: 26-Sep-2022*


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

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

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

*Last Updated: 26-Sep-2022*


OP Action Title: 7.2.1.1 High risk pathways inspected

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

**OP Action Progress Comments:** High risk pathways are those areas that act specifically as conduits for the spread of weeds, ie roadsides and waterways. The Biosecurity team monitor these areas continually; however surveillance increases as the growing season nears and Council's weed control program commences. Surveillance of waterways has recently highlighted the presence of Watercress and Creeping buttercup, which have proven to be invasive. Weeds like Coolatai grass occur in isolated patches along the Monaro highway and are spread by vehicle and plant movements. Coolatai grass is currently dormant. Surveillance will re-commence as we enter late spring and summer. Chilean needle grass occurs along some roadsides and Travelling Stock Routes. It is most visible during late winter and is currently the focus of high risk pathway inspections. Hairy bittercress was recently identified on the highway between Cooma and Bombala during a high risk pathway inspection.

*Last Updated: 26-Sep-2022*


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

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

**OP Action Progress Comments:** High risk sites are routinely monitored throughout the year and form an important part of Council's property inspection program. These are typically high visitation sites or sites that pose a higher risk from the introduction of new weed species. Inspections performed during the reporting period did not identify any unexpected weed incursions.

*Last Updated: 26-Sep-2022*

OP Action Title: 7.4.1.1 Public and private lands inspected

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

**OP Action Progress Comments:** 446 property inspections were performed during the months of July to August. Boggy conditions continue to hamper access to properties, thus limiting the areas in which our Biosecurity Officers can operate. Inspections are currently skewed towards smaller holdings that can be accessed on foot or with less chance of getting bogged and causing damage to a ratepayers property.

*Last Updated: 26-Sep-2022*


OP Action Title: 7.4.1.2 Review Local Weed Management Plans

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

**OP Action Progress Comments:** The South East Regional Strategic Weed Management Plan is currently under review, which has significant bearing on the review of Council's Local Weed Management Plan. No progress was made towards reviewing the Local Weed Management Plan during the reporting period, however a Councilor briefing was held during August, in addition to a Biosecurity Advisory Committee meeting; both of which were used to advise attendees of the process involved in reviewing the plan. Review of the plan is scheduled for the final quarter of 2022-23.

*Last Updated: 26-Sep-2022*

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


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

**OP Action Progress Comments:** During the 2021-2022 financial year Council awarded 3yr contracts to a number of local weed control suppliers. 2022-2023 will see Council enter year 2 of this contract arrangement. Council completed a thorough weed control program on its network of roads, reserves and operational lands during the 2021-2022 financial year. All works were completed in accordance with community expectations and the principles of the Snowy Monaro Region Local Weed Management Plan. Minor control works were conducted internally by staff during the reporting period where outstanding issues were identified. Contractors were not instructed to perform work during this period. Works are expected to recommence in October 2022.

*Last Updated: 23-Aug-2022*



OP Action Title: 7.4.1.4 Contractors engaged in three year contracts

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

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

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

*Last Updated: 02-Sep-2022*

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

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

**OP Action Progress Comments:** No new Officers were appointed to Council's Biosecurity team during the reporting period. All existing Officers are trained in a number of compulsory Biosecurity courses, including introductory Biosecurity training, chemical accreditation, Self Enforcement Infringement System training and senior first aid training. During July Cooma hosted NSW Department of Primary Industries during a two day Prohibited matter identification course. Staff from Snowy Monaro Regional Council, Queanbeyan Palerang Regional Council and Eurobodalla Council were in attendance. During August two Biosecurity Officers completed Compliance and Regulatory training. Two more officers will receive training in the next round.

*Last Updated: 26-Sep-2022*

OP Action Title: 7.4.1.6 Review pesticide notification plans

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Building Certification	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div> <div></div> <div></div> <div></div> </div> GREEN

OP Action Title: 1.1.2.2 Undertake mandatory inspections for Construction Certificates


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

**OP Action Progress Comments:** All mandatory inspections undertaken within 48 hours of request. A total of 52 inspections undertaken during the September reporting period.

*Last Updated: 27-Sep-2022*

#### Cemeteries

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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 28-Sep-2022*


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

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

**OP Action Progress Comments:** All reservations are recorded and stored in Council's database.

*Last Updated: 01-Aug-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Council's contractors were appointed and continue to do excellent work in keeping the Cooma Cemetery to a high standard.						
<i>Last Updated: 01-Aug-2022</i>						

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Meetings for the Cemetery Advisory Committee have been established in InfoCouncil. The first meeting for the 2022-2023 financial year was held on 01 August 2022. The next meeting will be held in November 2022.						
<i>Last Updated: 26-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Council's cemetery team has met with the project management team to discuss the scope of works required to develop a project management plan.						
<i>Last Updated: 01-Aug-2022</i>						

#### Development Assessment


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

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

**OP Action Progress Comments:** In the period 20/08/2022 to 19/09/2022 41 Development Applications were determined. Of the 38, 12 were for non-residential uses. Of these DAs, 66% were completed within 40 days which exceeds the 50% target for these application types. The assessment of these applications was undertaken in accordance with required legislation.

*Last Updated: 27-Sep-2022*

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

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

**OP Action Progress Comments:** In the period 20/08/2022 to 19/9/2022 30 Development Applications were determined. Of the 38, 14 were for residential uses. Of these DAs, 79% were completed within 40 days which exceeds the 70% target for these application types. The assessment of these applications was undertaken in accordance with required legislation.

*Last Updated: 07-Oct-2022*


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

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

**OP Action Progress Comments:** In the period 20/08/2022 to 19/09/2022, 11 formal Property Information Requests were issued. Of these 63% were completed within 10 business days which is under the target of 70% for these application types. The planning staff continue to provide feedback and advice to customer enquiries over the phone, via email and face to face within the time frames stipulated by the customer service charter.

*Last Updated: 27-Sep-2022*


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

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


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

*Last Updated: 19-Aug-2022*

OP Action Title: 1.1.6.1 Assess Planning Certificates


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> In the period 20/08/2022 and 19/09/2022 276 Planning Certificates were issued. The breakdown of these certificates was as follows: Drainage Diagrams - 50, s88G -0, 174 Planning Certificates 10.7(2), 40 Planning Certificates 10.7(2) &amp; (5), Outstanding orders and notices certificates - 12. Work is currently underway to create a report to determine the actual business days for processing of these applications in order to accurately report on the percentage of applications that are being processed within 10 days of receipt of payment.</p> <p><i>Last Updated: 27-Sep-2022</i></p>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> In the period 20/08/2022 to 19/09/2022 1 s138 approval under the Roads Act was issued, the subject application was not issued within required statutory time frames due to negotiations needed between the applicant and Council as to the location of the subject works. The development engineering staff have provided advice within the requirements of the customer service charter.</p> <p><i>Last Updated: 27-Sep-2022</i></p>						

#### Public Health & Environment

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	55%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Council's consultant Environmental Health Officer has moved through 55% of our food premises. These represent the bulk of our winter only business.</p> <p><i>Last Updated: 26-Sep-2022</i></p>						


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

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

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

*Last Updated: 26-Sep-2022*


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

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

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

*Last Updated: 01-Aug-2022*

OP Action Title: 7.1.3.1 Responding to environmental complaints

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

**OP Action Progress Comments:** Council followed up two environmental incidents during September both being illegal dumping of building waste materials. Upon investigation no evidence apparent for issue of infringement notices. Material cleaned up and disposed of at Councils landfill facility. Both matters reported to EPA illegal dumping website.

*Last Updated: 26-Sep-2022*


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

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


**OP Action Progress Comments:** Council followed up two environmental incidents during September both being illegal dumping of building waste materials. Upon investigation no evidence apparent for issue of infringement notices. Material cleaned up and disposed of at Councils landfill facility. Both matters reported to EPA illegal dumping website.

*Last Updated: 26-Sep-2022*

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Routine water samples are being undertaken on a weekly basis. No additional boiled water alerts were issued during the month of September. <i>Last Updated: 26-Sep-2022</i>						

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Planning works have commenced for the development of a backflow prevention policy and procedure. A draft policy and procedure is currently being edited. <i>Last Updated: 23-Aug-2022</i>						

#### Rangers

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Rangers respond to all issues relating to stock being out. <i>Last Updated: 26-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> During the September reporting period 24 call were received and all were responded to and recorded in Councils' after hour log. <i>Last Updated: 26-Sep-2022</i>						

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




Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Council's Rangers investigated 2 dog attacks during the month of September. One was declared menacing and one was declared dangerous. <i>Last Updated: 07-Oct-2022</i>						
OP Action Title: 13.2.7.1 Undertake routine parking patrols						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Patrols undertaken in September included 424 tyres chalked and 55 offences being detected. <i>Last Updated: 30-Sep-2022</i>						
OP Action Title: 13.2.7.2 Undertake patrols of unlawful camping within leased foreshore area around Lake Jindabyne throughout winter period						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	95%	95.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Council has been undertaken weekend evening and random week night patrols of the unlawful camping activities in Jindabyne. During the month of September 199 cautions and 187 infringement notices were issued during these patrols. Some day time patrols are being undertaken during the week to talk with campers. <i>Last Updated: 07-Oct-2022</i>						
OP Action Title: 13.2.7.3 PROJECT: Develop and implement a community education program to improve parking habits of motorists in the region						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Public Health and Environment	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Work has commenced on the development of education material with 10 fact sheets on parking related offences being created. <i>Last Updated: 25-Aug-2022</i>						

## Community Services

### Community Facilities


OP Action Title: 12.2.1.1 Cooma saleyards are available for local and regional use

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

**OP Action Progress Comments:** Cooma Saleyards had one sale day in September 2022. Both employees supporting the Cooma site however have resigned. The purpose and function of the Saleyards is under review. Council staff have received training in how to run a sale should this be required.

*Last Updated: 29-Sep-2022*


OP Action Title: 12.2.1.2 PROJECT: Review the provision of Saleyard services

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

**OP Action Progress Comments:** A report has been endorsed by the Council for Bombala Saleyard (Stock Depot) to move towards an EOI for leasing.

*Last Updated: 30-Sep-2022*


OP Action Title: 12.2.2.1 Council owned truck washes are available for use

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

**OP Action Progress Comments:** Truckwash at both Cooma and Bombala have been accessible and used regularly.

*Last Updated: 29-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	0.00%	 GREEN

**OP Action Progress Comments:** The process to begin the review of the future direction of the Bombala Truck wash can now begin with our new Coordinator of Community Facilities.

*Last Updated: 29-Sep-2022*


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

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

**OP Action Progress Comments:** Public Pools will re-open to the public between October long weekend and second weekend in November. Adaminaby Pool has some plumbing challenges that have made the opening schedule ambiguous at the time of the update.

*Last Updated: 29-Sep-2022*

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

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

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

*Last Updated: 29-Sep-2022*


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

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

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

*Last Updated: 30-Sep-2022*

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

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

**OP Action Progress Comments:** This is due to begin in the new year

*Last Updated: 30-Sep-2022*


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

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

**OP Action Progress Comments:** Council caravan parks have been operational 100% of the available days and continue to provide service to the region.

*Last Updated: 29-Sep-2022*

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


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

**OP Action Progress Comments:** Operation and leasing arrangements have been reviewed with no change predicted at this time.

*Last Updated: 29-Sep-2022*

#### Community Support Program


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

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


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

*Last Updated: 01-Aug-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> No meeting has been held since the last. Still on track with meeting outputs. <i>Last Updated: 29-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> All service streams have been delivered however output data is not yet available to determine if service levels have been reached. Funding is maintained this month. <i>Last Updated: 26-Aug-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> All service streams have been delivered however output data is not yet available to determine if service levels have been reached. Funding is maintained this month however trend indicates due to a lack of drivers that our outputs may not be met. This is yet to be confirmed. Funding at this stage is not impacted. <i>Last Updated: 26-Aug-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Youth Council went ahead in September as planned. An extraordinary meeting was also held to review grant opportunities. <i>Last Updated: 29-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> The School Holiday Program was cancelled due to staffing challenges. Actively working on the Ryder Program Trailer as a region-wide initiative as well as with the YMCA and Jindy Pride.						
<i>Last Updated: 29-Sep-2022</i>						

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

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

## Library Services

OP Action Title: 12.1.1.1 Continue to provide and maintain the highly successful Tech Savvy sessions for our seniors to fill an education gap

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Tech Savvy Seniors has been successfully run again at Cooma Library and Bombala Library and is scheduled to start at the new Jindabyne Library in October. <i>Last Updated: 29-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Community Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Have had the successful opening of the Jindabyne Library which is now fully operational, with 1441 individual visits to the new library in September. Bombala and Cooma continue with full services. The mobile library is running on a reduced schedule as we have been unable to recruit a driver/operator.						

Last Updated: 29-Sep-2022

#### Residential Aged Care


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

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

**OP Action Progress Comments:** Feedback and satisfaction surveys continue to be completed monthly. Feedback from Snowy River Hostel is exemplary, and feedback from Yallambee Lodge is very good.

Last Updated: 29-Sep-2022

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

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

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

Last Updated: 29-Sep-2022

#### Infrastructure

##### Civic Maintenance

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

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

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

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


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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 25-Aug-2022*


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

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

**OP Action Progress Comments:** Grants are being investigated for upgrades

*Last Updated: 01-Aug-2022*


OP Action Title: 12.4.2.4 PROJECT: Investigate Highview Park Jindabyne

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

**OP Action Progress Comments:** To begin later in November

*Last Updated: 27-Sep-2022*


OP Action Title: 12.4.2.5 PROJECT: Formalise a Playground Inspections Program

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



**OP Action Progress Comments:** Templates previously created are being used, however a more efficient and consistent repetitive work order system is being investigated - also integrations into an annual works program/asset management system will be investigated as part of field force four outcomes. Workshop planned to help possibly integrate into Vault  
*Last Updated: 27-Sep-2022*


OP Action Title: 2.2.3.1 Maintain amenities throughout the region

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

**OP Action Progress Comments:** A number of facilities are still being repaired after vandalism, Adaminaby, Jindabyne town centre, Nijong and Norris park toilets. The team have responded to breakages and reports of malfunctioning equipment as soon as humanly possible. Cleaning has been to schedule. Council and Nimmitabel action group have received praise from travelers due to the installation of new toilets at the Nimmitabel Lake Williams rest area.  
*Last Updated: 30-Sep-2022*


#### Land & Property

OP Action Title: 12.1.2.1 Maintain Commonwealth DoHA parameters

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


**OP Action Progress Comments:** Progressive action and communication with the Commonwealth in place to ensure SRHC alignment with DoHA parameters.  
- September 2022: Commonwealth approved director change as notified by the primary Lessee at the SRHC site.  
*Last Updated: 27-Sep-2022*

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

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

**OP Action Progress Comments:** Formation of Building Management Committee pending finalisation of subdivision arrangements and issue of updated 88B instrument.  
- September 2022: Essential Energy have requested further detail for the electricity easement on survey plan. Pending surveyor feedback.  
*Last Updated: 27-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	15%	24.99%	 RED

**OP Action Progress Comments:** Structure of project plan to be developed across relevant internal business units; priority site cascade to be defined.  
- September 2022: Jindabyne Library security system install was guided for the ability to deliver future integration at other Council sites.

*Last Updated: 27-Sep-2022*


OP Action Title: 12.2.3.1 Commence development of policies and procedures

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

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

*Last Updated: 01-Aug-2022*


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

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

**OP Action Progress Comments:** Gap related to acquisition and disposal policy & process certainty identified; action taken - Drafts in development. Progressive assessment of gaps ongoing.

*Last Updated: 01-Aug-2022*


OP Action Title: 12.2.4.1 Updating of legacy land ownership titles

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

**OP Action Progress Comments:** Land ownership titles being updated to SMRC progressively along with constant engagement in tidying up legacy land matters as issues become known.

*Last Updated: 01-Aug-2022*


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

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

**OP Action Progress Comments:** Crown Land management is a collaborative process, and the implementation of the mandated Plans of Management will assist Council to better guide the community expectations around these holdings. Note: Plans of Management are in development.

*Last Updated: 01-Aug-2022*


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

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

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

*Last Updated: 30-Sep-2022*

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

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

**OP Action Progress Comments:** Progressive response and investigation of road reserve alignment matters to triage actions and help shape solutions/treatment options.  
- September 2022: Longstanding & complex legacy matter relating to Werralong Road resolved in full.

*Last Updated: 27-Sep-2022*

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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OP Action Title: 14.2.2.1 Land management issues are addressed						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Land & Property	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<p><b>OP Action Progress Comments:</b> Progressive and ongoing communication and consult between SMRC &amp; SHL in play to cohesively enable best management practices for the multiple land holdings of joint interest to both organisations.</p> <p>- September 2022: Exchanged contracts in place for Council land purchase from SHL for both Waste Transfer Station &amp; Water Treatment Plant purposes in Jindabyne. Council participating in Cooma EOC/Fire Control Centre Project control group.</p> <p><i>Last Updated: 27-Sep-2022</i></p>						

OP Action Title: 10.3.1.1 Undertake Council's 2022/23 Resealing Program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	7%	7.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Asset Renewal list has been received by Infrastructure Department, as assessment of roads for resealing is currently underway.						
Last Updated: 25-Aug-2022						

OP Action Title: 10.3.10.1 Undertake scheduled 2022/23 Transport Infrastructure Maintenance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Transport Infrastructure Maintenance is currently ongoing.						
Last Updated: 25-Aug-2022						


OP Action Title: 10.3.12.1 PROJECT: Deliver externally funded projects through Transport for NSW and RMCC Agreement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	25%	25.00%	 GREEN

**OP Action Progress Comments:** Scope and Program of Works is currently under development by TfNSW under the RMCC Agreement for Council.  
RMCC Maintenance works for Quarter 1 of TfNSW expected program is continuing.

*Last Updated: 25-Aug-2022*


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

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

**OP Action Progress Comments:** Mila Road Upgrade is currently being designed by consultants for Council.  
Geotechnical investigations and survey have been completed, and liaising with key stakeholders is currently underway.

*Last Updated: 30-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	21%	21.00%	 GREEN

**OP Action Progress Comments:** The design for the Dry Plains Road Upgrade continues to be underway. Geotechnical Investigation and survey have been completed.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.4 PROJECT: Fixing Local Roads Round 2 - Upgrade of Avonside Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	21%	21.00%	 GREEN

**OP Action Progress Comments:** The design for the Avonside Road Upgrade continues to be underway. Geotechnical Investigation and survey have been completed.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.5 PROJECT: Fixing Local Roads Round 3 – Upgrade of Shannons Flat Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	21%	21.00%	 GREEN

**OP Action Progress Comments:** The design for the Shannons Flat Road Upgrade continues to be underway. Geotechnical Investigation and survey have been completed.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.6 PROJECT: Fixing Local Roads Round 2 – Upgrade of Maffra Road

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

**OP Action Progress Comments:** Maffra Road Repair scope has been developed, and scheduling is yet to be done for construction works to begin.

*Last Updated: 02-Aug-2022*


OP Action Title: 10.3.12.7 PROJECT: Fixing Local Roads Round 1 – Upgrade of Springfield Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	60%	24.99%	 GREEN

**OP Action Progress Comments:** Springfield Road Upgrade construction works have begun in late July. Stage 1 of the project is currently nearing completion, with Stage 2 beginning within the next month.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.8 PROJECT: Safer Roads Program/R2R/Regional Road Block Grant – Numeralla Road

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Council have gone out to tender to for the construction of these works. Construction expected to start by January.

*Last Updated: 30-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Council have gone out to tender to for the construction of these works. Construction expected to start by November.

*Last Updated: 30-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Council have gone out to tender to for the construction of these works. Construction expected to start by January.

*Last Updated: 30-Sep-2022*


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

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

**OP Action Progress Comments:** Council is currently developing the tender for these works. As they coincide with the works under the Black Spot Program, these works will be tendered together.

*Last Updated: 30-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	5%	5.00%	 GREEN

**OP Action Progress Comments:** Quotes have been received for the work on Bobundara Road, however work has not yet progressed as efficiencies are being determined to consecutively undertake similar work on Monaro Highway.

*Last Updated: 02-Aug-2022*


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

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

**OP Action Progress Comments:** Council is currently developing the tender for these works. As they coincide with the works under the Safer Roads Program, these works will be tendered together.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.14 PROJECT: Roads to Recovery – Quidong Road Re-sheeting

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

**OP Action Progress Comments:** Quidong Road Re-Sheeting has not yet been undertaken. As there is limited Council staff to undertake work across the Region, priority roads are still being repaired after flood damage that occurred in February 2022.

*Last Updated: 02-Aug-2022*

OP Action Title: 10.3.12.15 PROJECT: Roads to Recovery – Rainbow Drive Stormwater Upgrade

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

**OP Action Progress Comments:** Rainbow Drive Stormwater Upgrade works have not yet started.

*Last Updated: 02-Aug-2022*

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



Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	8%	8.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway.						
<i>Last Updated: 30-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	8%	8.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway.						
<i>Last Updated: 30-Sep-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	8%	8.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Geotechnical Investigations, survey and stakeholder consultation are underway.						
Last Updated: 30-Sep-2022						

OP Action Title: 10.3.12.21 Fixing Country Bridges Program - Darbys Gully Bridge, Old Bombala Road, Nimmitabel

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	8%	8.00%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Geotechnical Investigations, survey and stakeholder consultation are underway.						
<i>Last Updated: 30-Sep-2022</i>						


OP Action Title: 10.3.12.22 Fixing Country Bridges Program - Black Flat Bridge, Black Flat Road, Williamsdale

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	8%	8.00%	 GREEN

**OP Action Progress Comments:** Geotechnical Investigations, survey and stakeholder consultation are underway.

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.23 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Jerrara Drive, East Jindabyne

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

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

*Last Updated: 30-Sep-2022*


OP Action Title: 10.3.12.24 PROJECT: Country Passenger Transport Infrastructure Grants Scheme - Bus shelter at Bombala Street, Nimmitabel

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 30-Sep-2022*

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


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

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

*Last Updated: 30-Sep-2022*

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> Works not yet started. <i>Last Updated: 07-Oct-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	10.00%	 GREEN
<b>OP Action Progress Comments:</b> Heavy Patching of Snowy River Way to begin in the next month to repair problem areas. Heavy Patching Program scope is currently being developed for the 22/23FY, and contracts for tender is also under development. <i>Last Updated: 30-Sep-2022</i>						


OP Action Title: 10.3.3.1 Undertake 2022/23 Gravel Resheeting

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Gravel resheeting work is underway in conjunction with the repairs from the DRFA Storm Damage Claims. <i>Last Updated: 25-Aug-2022</i>						


OP Action Title: 10.3.5.1 Undertake Reactive Maintenance

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Reactive Maintenance work is being undertaken across the road network. Repairs continue to be carried out after the various natural disaster events, in addition to maintaining other damages that arise through typical road use, with repairs being prioritised based on risk. <i>Last Updated: 30-Sep-2022</i>						


OP Action Title: 10.3.6.1 Undertake 2022/23 Footpath Renewals

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> No footpath renewal work has yet taken place. Asset Renewal list has been received by Infrastructure Department, as assessment of the list for footpath renewal is currently underway. <i>Last Updated: 25-Aug-2022</i>						


OP Action Title: 10.3.7.1 Undertake 2022/23 Kerb and Gutter Renewals

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> No kerb and gutter renewal work has yet taken place. Asset Renewal list has been received by Infrastructure Department, as assessment of the list for kerb and gutter renewal is currently underway. <i>Last Updated: 25-Aug-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> Eucumbene Stormwater Upgrade has not yet started. <i>Last Updated: 02-Aug-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> No rural culvert renewal work has yet taken place. Asset Renewal list has been received by Infrastructure Department, as assessment of the list for culvert renewal is currently underway. <i>Last Updated: 25-Aug-2022</i>						

OP Action Title: 10.3.9.1 Undertake 2022/23 Bridge Maintenance

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> This financial year, 5 bridges have undergone maintenance work, inclusive of deck replacement work and repair to approach roads. Bridge signage also continues to be erected across the bridges in the region. <i>Last Updated: 30-Sep-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Manager Infrastructure	In Progress	01-Jul-2022	30-Jun-2023	10%	10.00%	 GREEN
<b>OP Action Progress Comments:</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. <i>Last Updated: 25-Aug-2022</i>						

## Resource & Waste Services


### Resource & Waste


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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	45%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Resource and Waste have an ongoing working relationship with various external stakeholders such as CRJO. Resource and Waste also engage with various other Council regions to enhance, educate and inform each other. Meetings with CRJO were attended in both August 2022 and September 2022. <i>Last Updated: 30-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Ongoing throughout the year. Water testing will occur shortly at Adaminaby Transfer Station. During August, Jindabyne Landfill will also have water samples tested, along with Cooma Landfill testing water samples in December. Quarterly water samples are also taken from required licensed facilities throughout the year. 16.08.2022 Annual Water Report Due for Cooma Landfill in October 2022 <i>Last Updated: 07-Oct-2022</i></p>						

OP Action Title: 7.1.3.3 Completion of annual Waste and Resource Reporting Portal (WARRP) and Environmental Protection Authority (EPA) reports						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Resource and Waste Services	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Annual WARRP Report underway with expected completion in August. Annual EPA reports for the previous FY have been submitted. Water testing reports are due April and October  As per EPA licensing requirements the Annual WARRP report and EPA reports are now complete and have been lodged 16.08.2022  <i>Last Updated: 16-Aug-2022</i></p>						

OP Action Title: 7.1.3.4 Variation of EPA Licence to Cooma Landfill - submit request for variation to licence for Cooma Landfill for the transport and acceptance of waste material from Jindabyne Landfill to Cooma Landfill for disposal						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	30%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Verbal conversations have been held with the EPA regarding the variation to license, a written application is now required to be written and lodged with the EPA for this variation. <i>Last Updated: 30-Sep-2022</i></p>						


OP Action Title: 9.3.1.1 PROJECT: Liaise with NSW EPA to develop a Remediation Plan for legacy landfill sites, in order of priority to prepare a rehabilitation plan						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Manager Resource and Waste Services	In Progress	01-Jul-2022	31-Dec-2022	25%	49.80%	 RED

**OP Action Progress Comments:** Discussion are continuing with the EPA in relation to remediation plans for various legacy landfill sites.

Water testing will be conducted at the legacy landfill site at Eucumbene and Anglers Reach.

*Last Updated: 30-Sep-2022*


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

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

**OP Action Progress Comments:** Council continues to provide support for the provision of recyclable materials for regional art projects, council has not been approached by any art groups to date.

*Last Updated: 07-Oct-2022*


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

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

**OP Action Progress Comments:** Works for the Bombala scrapmart are completed with communications yet to occur. However, word of mouth and community excitement is allowing the facility to grow in popularity quickly.

*Last Updated: 30-Sep-2022*

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


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

**OP Action Progress Comments:** Both domestic and commercial kerbside collection continues to be expanded and improved. More kerbside collections are occurring in the Jindabyne area with 1,200 plus bins collected each week.


*Last Updated: 30-Sep-2022*

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



Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	35%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Investigations are currently underway to improve and expand collection runs in various areas across the council region. <i>Last Updated: 29-Jul-2022</i>						


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Resource and Waste Services	In Progress	01-Jul-2022	30-Jun-2023	90%	100.00%	 GREEN
<b>OP Action Progress Comments:</b> A kerbside waste audit was recently conducted across the region. The final report is still in process and will be received shortly.  Draft report has been received, Council are now waiting on final report. <i>Last Updated: 30-Sep-2022</i>						

## Water & Wastewater

### Water and Wastewater

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	10%	5.00%	 GREEN
<b>OP Action Progress Comments:</b> Tender Documentation and project scoping to be complete RFQ to be issued in October <i>Last Updated: 28-Sep-2022</i>						


OP Action Title: 9.2.2.1 Jindabyne Pump Station Overflow Pump Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	5%	5.00%	 GREEN

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

*Last Updated: 28-Sep-2022*


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

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

**OP Action Progress Comments:** Adaminaby STP and Berridale STP Annual Report finalised for submission Oct 1

*Last Updated: 28-Sep-2022*

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


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

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

BWA Alert for Jindabyne area issued Sept 27 due to high turbidity in at the water intake.

*Last Updated: 28-Sep-2022*

OP Action Title: 9.2.4.2 Council repairs water main breaks as a matter of urgency to ensure that the supply is returned to normal as soon as possible

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

**OP Action Progress Comments:** 4 water main breaks were recorded for the Month of September 2022. Service was returned to normal as soon as possible.


*Last Updated: 28-Sep-2022*

OP Action Title: 9.2.4.3 Unplanned water interruptions impact on Council's service delivery of safe water. Council endeavours to reduce the number of interruptions to maintain service

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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OP Action Title: 9.2.4.6 PROJECT: Cooma Water Treatment Plant weir and fishway upgrades						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	85%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<p><b>OP Action Progress Comments:</b> The SECI process as approved by council is ongoing and proving to be a successful endeavour to:</p> <ul style="list-style-type: none"><li>• reducing construction risk raise safety concerns to acceptable levels</li><li>• reducing construction risk to lower building costs</li></ul> <p>Able to report to management in October on deliverables.</p> <p><i>Last Updated: 28-Sep-2022</i></p>						

OP Action Title: 9.2.4.7 PROJECT: Development of water mains replacement program

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


**OP Action Progress Comments:** Project run in conjunction with Cooma hydraulic modelling.

- Producing a 20 year replacement program
- Will allow for funding applications to be accessed

Final draft for the report has had operational input and will be available in October

*Last Updated: 28-Sep-2022*

OP Action Title: 9.2.4.10 PROJECT: Cooma Water Treatment Plant raw water pump and variable speed drive upgrade

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	5%	5.00%	 GREEN

**OP Action Progress Comments:** The Cooma WTP upgrades for the raw water intake is still going through the full scoping phase and will be ready for operational review prior to the consultancy brief being released.

*Last Updated: 01-Aug-2022*


OP Action Title: 9.2.5.1 Council responds to sewerage incidents (including main breaks and chokes) in a timely manner to ensure maintained service delivery

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

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

*Last Updated: 01-Aug-2022*


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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 28-Sep-2022*


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

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

**OP Action Progress Comments:** There were 15 sewerage complaints received in September 2022. We are on track with the required less than 50 complaints per 1000 connections for the year.

*Last Updated: 30-Sep-2022*

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


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Manager Water Wastewater Operations	In Progress	01-Jul-2022	30-Jun-2023	70%	24.99%	 GREEN

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

- Road works are being completed
- SBR (Sewer Bio reactor) is having mechanical installations done
- Electrical works ongoing with good progress being made
- Electrical switch board installed
- Mechanical contractor has mobilised to site and has started installation works
- Structural contractor has mobilised to site and started installing all walkways

*Last Updated: 28-Sep-2022*

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


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

**OP Action Progress Comments:** Detailed design for the full project is at 75% complete.

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

*Last Updated: 26-Aug-2022*


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

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

**OP Action Progress Comments:** • Consultancy agreement for the engineering and process design has been issued

*Last Updated: 28-Sep-2022*

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

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

**OP Action Progress Comments:** - Design 95% complete




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

*Last Updated: 28-Sep-2022*

## Strategy Portfolio


### Corporate Projects

#### Corporate Projects

OP Action Title: 10.3.12.16 PROJECT: Adaminaby Long Vehicle and Truck Parking						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	15%	10.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Still awaiting design details. Transport for NSW approval was granted for Option 7 for the Truck Parking area and Light Vehicle Parking area. Confirmed positive response received from Snowy Hydro regarding supply of approximately 2,200 cubic metres of fill.</p> <p><i>Last Updated: 16-Sep-2022</i></p>						
OP Action Title: 10.3.12.17 PROJECT: Bobeyan Road Upgrade Sealing Adaminaby to ACT Border						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> SVC Road Crew on leave until September SMRC awaiting contract signature by SVC for next separable portion. SMRC Undertaking Archaeology works, surveys, community/landholder consultation and acquisitions. Request for Tender out for Jones Plains Bridge D&amp;C on new alignment. Road Base production from the Shannon Flat Quarry under-way. Contractor for bridge construction selected and contract prepared for signatures. SVC About to return in Oct with contract for next Separable Portion Signed.</p> <p><i>Last Updated: 27-Sep-2022</i></p>						
OP Action Title: 10.3.9.2 PROJECT: Cowbed Creek Bridge Replacement						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	In Progress	01-Jul-2022	30-Jun-2023	21%	24.99%	 AMBER


**OP Action Progress Comments:** Project was on hold awaiting funding.  
Additional funding secured project will now progress.  
Preparation of D&C Tender underway.  
*Last Updated: 27-Sep-2022*

OP Action Title: 10.3.9.3 PROJECT: Ryrie Street Michelago Extension

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


**OP Action Progress Comments:** Design revised to follow existing track through the edge of the rail corridor.  
Road design on new alignment complete.  
Booroomba Culvert Michaligo Road completed.  
Project stalled awaiting UGL approval for work in rail corridor.  
*Last Updated: 25-Aug-2022*

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

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

**OP Action Progress Comments:** Project open to traffic.  
Awaiting funding body acceptance of the Completion Report  
*Last Updated: 25-Aug-2022*

OP Action Title: 10.3.9.5 PROJECT: Deep Creek Bridge Replacement


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

**OP Action Progress Comments:** Bridge Construction Completed and open to traffic.  
Additional works on approach roads under-way to improve safety and driving comfort..  
Contractors engaged for approach road for Pavement upgrade, Guardrail realignment, Sealing.


*Last Updated: 27-Sep-2022*




OP Action Title: 10.3.9.6 PROJECT: Peak Creek Bridge Replacement

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Infrastructure Engineer	Completed	01-Jul-2022	30-Jun-2023	100%	100.00%	 GREEN
<b>OP Action Progress Comments:</b> Project completed <i>Last Updated: 30-Sep-2022</i>						

OP Action Title: 12.1.1.3 PROJECT: Jindabyne Community Library





Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	99%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Practical Completion issued 19 August Ministerial Launch 22 August Defects liability period has commenced (12 months from 19 August 2022) Financial acquittal and reporting underway with government funding bodies and final reports to be undertaken before end of October 2022 <i>Last Updated: 28-Sep-2022</i>						

OP Action Title: 12.1.2.4 PROJECT: New Civic Complex (Stage 1-Detailed Design)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	65%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Workshop held with ELT with Colliers and Cox Architects (Masterplanning) 3 Draft reports provided 2 extensions on scope requested Final designs (masterplans) and feasibility due September 2022 - delivered Additional investigations into retail options undertaken <i>Last Updated: 28-Sep-2022</i>						

OP Action Title: 12.1.2.5 PROJECT: Delegate School of Arts


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Project Officer	In Progress	01-Jul-2022	30-Jun-2023	15%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Stage 1 - new toilet - builder has completed demolition work and currently preparing site for new footings and concrete slab. Stage 2 &amp; 3 - currently reviewing proposal drainage plans - shared proposed works program with PWA for review and comments</p> <p><i>Last Updated: 18-Aug-2022</i></p>						
OP Action Title: 12.1.2.6 PROJECT: Yallambee Lodge New Section of Facility						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	17%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Designs complete. Garage demolition complete. DA lodgment underway. QS complete</p> <p><i>Last Updated: 06-Oct-2022</i></p>						
OP Action Title: 12.1.2.7 PROJECT: Bombala Arts and Innovation Centre Building Upgrade						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	17%	15.00%	 GREEN
<p><b>OP Action Progress Comments:</b> Request for Quotations in market. Works expected to commence October 2022 Economic Development continuing discussions to find potential lead tenant to cover ongoing running costs.</p> <p><i>Last Updated: 06-Oct-2022</i></p>						
OP Action Title: 12.1.2.8 PROJECT: Delegate Preschool Renewal of Drainage Systems						
<b>Responsible Person</b>	<b>Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Complete</b>	<b>Target</b>	<b>On Target %</b>
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	15%	15.00%	 GREEN

**OP Action Progress Comments:** - Upgrade from Fire Consultant - awaiting on FRNSW for the FEBQ review however, we are expecting delay from FRNSW due to their existing work load  
- Access Consultant has provided the Inspection report with Performance Solution report, and it is currently under review by internal stakeholders.

*Last Updated: 25-Aug-2022*

OP Action Title: 12.1.2.9 PROJECT: Strengthening Communities Safer Places Project


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

**OP Action Progress Comments:** Have received 13 of the 14 Audit Reports, once we have the final report we will be able to complete total works list to prioritize works and create individual project plans. We plan to engage with the halls communities/355 committees but will establish a working group within Council to carry out the project.

All the AED's and signage has arrived we will be able to roll these out within the next couple of months. We have received quotes for the First Aid + Remote which we will roll out next year.

*Last Updated: 06-Oct-2022*


OP Action Title: 12.1.2.10 PROJECT: Jindabyne Town Centre Improvements

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED

**OP Action Progress Comments:** To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government due October Council Meeting 2022

*Last Updated: 25-Aug-2022*


OP Action Title: 12.1.2.11 PROJECT: Aitchison Cottage Berridale

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	61%	24.99%	 GREEN

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

*Last Updated: 28-Sep-2022*


OP Action Title: 12.1.2.12 PROJECT: Bombala Caretaker Cottage

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

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

*Last Updated: 30-Sep-2022*

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

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

**OP Action Progress Comments:** Completed and handed over to Land & Property team.

*Last Updated: 01-Aug-2022*

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

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

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

*Last Updated: 30-Sep-2022*


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

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

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

*Last Updated: 30-Sep-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	8%	24.99%	 RED

**OP Action Progress Comments:** Training for new cohort scheduled for September 2022  
Updated documents for new Intranet (September) (internal)  
Simplified framework for public /355 use on external website (November)

*Last Updated: 28-Sep-2022*


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

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

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


*Last Updated: 30-Sep-2022*

OP Action Title: 12.4.2.6 PROJECT: Ginger Lee Playground

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


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

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	31-Dec-2022	75%	75.00%	 GREEN

**OP Action Progress Comments:** Work is due to be completed by 1 November 2022 - having issues locating the water pipes that connect to the water tank to connect the down pipes too. Otherwise all other work is complete.  
*Last Updated: 23-Sep-2022*


OP Action Title: 12.4.2.8 PROJECT: Lake Jindabyne Shared Trail

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

**OP Action Progress Comments:** - Engage approved valuer to prepare valuation reports  
- Continue work on ACHA  
- Continue to prep and submit ACHA for Tyrolean section  
- ACHA being completed for Kunama to East Jindabyne – completion October  
- Targeted Surveys scheduled for Spring 2022 – complete in Sept and Nov to align with species (surveys required for BDAR)  
- Report submitted to ELT on estimated construction costs

*Last Updated: 30-Sep-2022*


OP Action Title: 12.4.2.9 PROJECT: Jindabyne Sportsground Upgrade Amenities

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

**OP Action Progress Comments:** Showground user groups have approved the new grandstand roof design with only 1 change - requested some clear roofing to allow for natural light. Onsite construction is due to start on 17 October - there has been some delays with supplies. project is still going to take around 18 weeks to complete.

*Last Updated: 23-Sep-2022*


OP Action Title: 12.4.2.10 PROJECT: Jindabyne Skate Park Upgrade

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

**OP Action Progress Comments:** Community Consultation on initial concept complete. Report provided back to community. Establishing community group to guide project - 4 x students, Jindabyne Skate Association, SHL, Jindy Bowlo. Reporting on time for PWA/DRNSW Delivered under the BLER Fund.

*Last Updated: 01-Aug-2022*


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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	75%	70.00%	 GREEN

**OP Action Progress Comments:** Segments 1to 4 completed. Segment 5 has been commenced. Works will be suspended during school holidays. Awaiting final delivery of pavers. Proposed completion date is mid-December.

*Last Updated: 16-Sep-2022*


OP Action Title: 12.4.2.12 PROJECT: Cooma Regional Sports Hub

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

**OP Action Progress Comments:** Negotiations have taken place with the construction contractor (Project Coordination). This includes onsite meetings, site set-up plans and final amendments to contract. We are anticipating the contract to be signed by Project Coordination this week. Construction is scheduled to commence mid-October. Arrangements are being made for media release, sod-turning event and community working group updates.

*Last Updated: 28-Sep-2022*


OP Action Title: 12.4.2.16 PROJECT: Adaminaby Street Improvements

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

**OP Action Progress Comments:** Footpath in Denison Street to be completed by end of October. Still awaiting Geotechnical survey and design work underway. Waiting for final plans.

*Last Updated: 06-Oct-2022*


OP Action Title: 12.4.2.17 PROJECT: Bombala Showground Upgrades

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

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

*Last Updated: 30-Sep-2022*

OP Action Title: 12.4.2.18 PROJECT: Jindabyne Town Centre Pavers


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

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


*Last Updated: 25-Aug-2022*




OP Action Title: 12.4.2.19 PROJECT: Jindabyne Town Centre Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	5%	24.99%	 RED
<b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government due October Council Meeting 2022 <i>Last Updated: 25-Aug-2022</i>						

OP Action Title: 2.2.2.3 PROJECT: Bombala Caravan Park Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Support Officer	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Waiting for clarification on scope and budget. It has been suggested the original office space be utilised, this will negate underground electrical installation and reduce costs <i>Last Updated: 30-Sep-2022</i>						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	45%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Design of signage suite - completed review of draft with SMRC Comms team and CNR Committee - WG currently compiling feedbacks and last minute changes for final draft prior to manufacturing stage Upgrade Borrow Pits trail - Complete and open Upgrade trail from Crisp St to Southern Gate (past Scout Hall) - working RFS on the walking/fire trail but RFS will do most of the ground work <i>Last Updated: 30-Sep-2022</i>						

OP Action Title: 2.2.3.3 PROJECT: Mt Gladstone Amenities Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: Completed and handed over to Civic Maintenance team.						
Last Updated: 01-Aug-2022						

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	11%	24.99%	<div><div></div><div></div><div></div></div> RED
<b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government due October Council Meeting 2022						
<i>Last Updated: 25-Aug-2022</i>						


OP Action Title: 2.2.3.5 PROJECT: Jindabyne Town Centre Toilet Block

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	<div><div></div><div></div><div></div></div> RED
<b>OP Action Progress Comments:</b> To be consolidated with all Jindabyne Town Centre Projects via report to Council to integrate with SAP Plans. Report to follow meeting with State Government due October Council Meeting 2022						
<i>Last Updated: 25-Aug-2022</i>						

OP Action Title: 9.2.4.8 PROJECT: Bombala and Delegate Water Supplies


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
W&WW Project Management Consultant	In Progress	01-Jul-2022	30-Jun-2023	26%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Project Update from Water & Waste Water: The negotiation phase of this project has now been completed with the project awarded to the preferred contractor. Detail design will now commence. <i>Last Updated: 29-Sep-2022</i>						

OP Action Title: 9.2.4.11 PROJECT: Jindabyne Holiday Park Fire Service Upgrades

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Officer	In Progress	01-Jul-2022	30-Jun-2023	20%	15.00%	 GREEN

**OP Action Progress Comments:** - NRMA Have agreed to program/construction dates.  
- scope of works finalised  
- tender on Vendor Panel  
*Last Updated: 30-Sep-2022*


OP Action Title: 9.3.1.2 PROJECT: Jindabyne Landfill capping, scoping and design upgrade to transfer station

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	15%	24.99%	 RED

**OP Action Progress Comments:** GHD preparing closure plan for Jindabyne Landfill and design for transfer station  
Dedicated Project Management resource has joined Corporate Projects October 2022  
Waste operations team to plan for continued operations during construction  
Grant applications for transfer station to be prepared and submitted based on preferred design


*Last Updated: 06-Oct-2022*

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Project Specialist	In Progress	01-Jul-2022	30-Jun-2023	15%	24.99%	 RED

**OP Action Progress Comments:** See 9.3.1.2 joint project  
*Last Updated: 01-Aug-2022*


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

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

**OP Action Progress Comments:** Request for Tender via Vendor Panel have been assessed. Contract will be awarded soon.

*Last Updated: 06-Oct-2022*


OP Action Title: 9.3.1.5 PROJECT: Bombala Landfill Upgrades

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

**OP Action Progress Comments:** Awaiting progress on Jindabyne Landfill Project before commencement.

*Last Updated: 30-Sep-2022*


OP Action Title: 9.3.2.3 PROJECT: Cooma Compost Facility

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	In Progress	01-Jul-2022	30-Jun-2023	20%	15.00%	 GREEN

**OP Action Progress Comments:** Dedicated project management resource in corporate projects commenced October MRA preparing options study for consideration.  
Grant opportunities through EPA currently available

*Last Updated: 06-Oct-2022*

OP Action Title: 9.3.2.4 PROJECT: Complete weighbridge IT replacement

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

**OP Action Progress Comments:** Manager Waste on extended leave.

*Last Updated: 01-Aug-2022*

#### RFS/SES Support Service


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

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

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

*Last Updated: 01-Aug-2022*


OP Action Title: 13.2.14.1 Administration and support provided to LEMO

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

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

*Last Updated: 25-Aug-2022*

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

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

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

*Last Updated: 30-Sep-2022*

#### Risk Management

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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OP Action Title: 13.2.12.1 Council’s insurance policies are reviewed and updated						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Senior Project Manager	Completed	01-Jul-2022	30-Jun-2023	100%	50.00%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: All policies renewed for 2022						
Last Updated: 01-Aug-2022						

## Fleet and Plant

OP Action Title: 13.2.16.2 Maintain annual and ten year Plant Replacement Program						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Fleet & Plant	In Progress	01-Jul-2022	30-Jun-2023	20%	40.00%	<div><div></div><div></div><div></div></div> RED
OP Action Progress Comments: Maintenance of program underway. To be distributed to management group in November for review and feedback.						
Last Updated: 01-Aug-2022						

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

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

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

*Last Updated: 26-Sep-2022*


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

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

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

*Last Updated: 26-Sep-2022*

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

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

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

*Last Updated: 30-Sep-2022*

## Governance

### Governance

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

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

#### OP Action Progress Comments: 26 09 2022

Priority has been given to policies due for renewal by Council in the first 12 months of office and other statutory requirements . Since January 2022 the following policies/procedures have been reviewed and presented to council for consideration and adoption:

Donations and Sponsorship - March 2022  
Payment of Expenses and Facilities for Councillors - April 2022  
Payment of Superannuation to Councillors - May 2022  
Code of Meeting Practice - June 2022  
Council's Code of Conduct - October 2022

The raft of policies required to be adopted in the first 12 months of each council will be included in the policy management framework.

During this operational plan period a framework for policy and procedure review will extended to all policies will be scoped, and following approval, commence.

*Last Updated: 27-Sep-2022*

OP Action Title: 13.2.18.1 Delegations register is reviewed and updated

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


**OP Action Progress Comments:** The delegations of the CEO and Mayor will be presented to council in November 2022 for approval. This is one of the statutory requirements required by a new council in its first 12 months. Other delegations are reviewed on a position by position basis. Amendments to the delegations register are managed through a formal request process



culminating in final approval by the Chief Executive Officer.

*Last Updated: 01-Sep-2022*

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

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

**OP Action Progress Comments:** Formal GIPA information requests are being processed within the appropriate legislation.

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

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

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

*Last Updated: 27-Sep-2022*

OP Action Title: 13.2.20.1 Approved funding for donations and sponsorships





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

**OP Action Progress Comments:** The donations and sponsorship program is almost complete with applications processed and successful payment made in July. Recurring payments due for processing week beginning 29.08.2022.

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

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.21.1 Management of Designated Persons Returns


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	75%	100.00%	 AMBER
<b>OP Action Progress Comments:</b> Designated persons return forms were distributed with the collated returns due to be reported to council in October 2022 <i>Last Updated: 26-Sep-2022</i>						
OP Action Title: 13.2.22.1 Councillor induction and training opportunities						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	90%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Induction training for the new councillor is being coordinated by the executive office and will likely comprise of face to face on site and online training. <i>Last Updated: 29-Aug-2022</i>						
OP Action Title: 13.2.23.1 Code of Conduct complaints						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> There are no outstanding matters with all complaints managed in accordance with the procedures for the administration of the model code of conduct for local Councils in NSW. <i>Last Updated: 26-Sep-2022</i>						
OP Action Title: 13.2.24.1 Section 355 Advisory and Management Committee minutes and recommendations are reported to Council.						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Acting Coordinator Governance	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN

**OP Action Progress Comments:** At the ordinary meeting of Council on 15 September minutes of the Cooma North Ridge Reserve Advisory Committee Meeting Minutes held 25 May and 22 June 2022 and the Bombala Exhibition Ground Management Committee Meeting Minutes 13 July and 11 August 2022 will be presented to Council . A separate report seeking approval of a renewed charter and councillor representation on the Cooma North Ridge Reserve Advisory Committee was presented with Councillor Hopkins nominated.

Support for committees is provided on request comprising of phone and email support.

*Last Updated: 26-Sep-2022*


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

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

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

*Last Updated: 01-Aug-2022*


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

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

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

*Last Updated: 01-Aug-2022*


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

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

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

*Last Updated: 02-Aug-2022*

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

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Records Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN


**OP Action Progress Comments:** This action has not commenced. A scope of work will be developed by October 2022 to seek quotes for a digitisation program.

*Last Updated: 30-Sep-2022*

### Information and Communication Technology

#### Information and Communication Technology


OP Action Title: 11.1.1.2 Annual disaster recovery test to confirm the redundant data protection systems are able to support Council during disaster events

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

**OP Action Progress Comments:** To commence in February

*Last Updated: 02-Sep-2022*

OP Action Title: 11.1.1.3 Review fit for purpose applications:  
InfoCouncil, CAMMS Enterprise Resource Planning  
Mapinfo, SaaS subscription services (InOutBoard, Zoom, MessageMedia, Storyline360)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	5%	10.00%	 RED


**OP Action Progress Comments:** 2022 09 20 Infocouncil review requirements gathering process commenced triggered by issues with business paper creation for September meeting which identified possible limitations in existing 32 bit applications.


*Last Updated: 20-Sep-2022*


OP Action Title: 11.1.1.4 Cyber Security - Annual testing and review

OP Action Title: 11.1.2.1 End-user Support Helpdesk requests						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
OP Action Progress Comments: 2022 09 September Performance (to 20/09/2022)						
Requests Acknowledged within 30 mins = 61.2% (186 out of 304) (Target 90%)						
Last Updated: 11-Oct-2022						

OP Action Title: 11.1.6.1 Undertake the Capital Leasing Production Server and Storage Hardware Replacement Program for the financial year

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 2022 09 16 - Vendor meeting to discuss and amend specification proposal. 2022 09 05 - Server and storage specification proposal received from vendor. 2022 08 24 - Specification development ongoing.						
<i>Last Updated: 30-Sep-2022</i>						


OP Action Title: 13.2.11.3 Review, update and develop ICT policies and procedures						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	In Progress	01-Jul-2022	30-Jun-2023	25%	10.00%	 GREEN
<b>OP Action Progress Comments:</b> 2022 09 19 - Reviewed and updated 25 ICT Standards to reflect current departmental and organisation structure naming conventions..						
<i>Last Updated: 30-Sep-2022</i>						

OP Action Title: 3.2.1.4 PROJECT: Cemetery Plot Mapping Project						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator ICT	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	 GREEN
<b>OP Action Progress Comments:</b> To commence in October						
<i>Last Updated: 02-Sep-2022</i>						


## Internal Audit

### Internal Audit

OP Action Title: 13.2.26.1 ARIC meetings are held to ensure good performance and governance						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %

Chief Strategy Officer	In Progress	01-Jul-2022	30-Jun-2023	20%	20.00%	 GREEN
<b>OP Action Progress Comments:</b> One of the standard quarterly meetings has been held. Another meeting will occur to review the financial statements when they are finalised. <i>Last Updated: 28-Sep-2022</i>						


OP Action Title: 13.2.27.1 Actions from ARIC meetings are completed on time

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Strategy Officer	In Progress	01-Jul-2022	30-Jun-2023	82%	65.00%	 GREEN
<b>OP Action Progress Comments:</b> Most resolutions from the first meeting relate to noting information, leading to a high completion rate. <i>Last Updated: 28-Sep-2022</i>						


## Strategy Development

### Asset Management

OP Action Title: 10.2.1.1 Undertake Traffic Counts

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> 4 counters deployed this month <i>Last Updated: 27-Sep-2022</i>						

OP Action Title: 10.3.11.1 Annual works program for Infrastructure Transport

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<b>OP Action Progress Comments:</b> Draft program provided to Transport Operations for review <i>Last Updated: 27-Sep-2022</i>						


OP Action Title: 12.2.6.1 Review Asset refurbishment and replacement plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> The review has not yet started <i>Last Updated: 01-Sep-2022</i>						
OP Action Title: 12.2.6.2 PROJECT: Revaluation of assets - Buildings and Operational Land						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	10%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Compiling list of buildings and operational land <i>Last Updated: 27-Sep-2022</i>						
OP Action Title: 13.2.28.1 Asset Management Plans are reviewed						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Have not commenced reviews <i>Last Updated: 01-Sep-2022</i>						
OP Action Title: 13.2.29.1 Asset depreciation rates and useful lives are reviewed						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Team Leader Asset Management	In Progress	01-Jul-2022	30-Jun-2023	20%	24.99%	<div><div></div><div></div><div></div></div> AMBER
<b>OP Action Progress Comments:</b> Currently underway <i>Last Updated: 01-Aug-2022</i>						



### Corporate Reporting


OP Action Title: 13.2.30.2 Deliver service level statements to provide transparency and accountability

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

**OP Action Progress Comments:** Service descriptions have been developed for the primary services delivered by Council, and they are located as service descriptions within the Delivery Program and Operational Plan. Several Service Reviews are currently underway, development of CRM and completed Asset Management Plans all assist in informing service levels.

*Last Updated: 29-Jul-2022*


OP Action Title: 14.2.5.1 Undertake the Annual Community Satisfaction Survey

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	80%	75.00%	 GREEN

**OP Action Progress Comments:** Taverner Research group has been awarded the 2022 Customer Satisfaction Survey work. The survey has commenced and is due to be completed by 4 October 2022, with a report to be presented to Council's executive and Councillors' late October, early November.

*Last Updated: 26-Sep-2022*

OP Action Title: 14.3.1.1 Report on Council's progress and performance against the actions within the Operational Plan

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

**OP Action Progress Comments:** The monthly performance report has been prepared for the Council meeting to be held at the September, 2022 Council meeting.

*Last Updated: 26-Sep-2022*


OP Action Title: 14.3.2.1 Prepare an Annual Report for the community highlighting Council's achievements against the Delivery Program

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	40%	50.00%	 AMBER

**OP Action Progress Comments:** The project plan for the Annual Report has been prepared, and development of the report is progressing well. The statutory reporting component should be drafted by the end of this week, leaving the finalised signed-off Financial Statements and highlights of achievement against the previous Delivery Program to be completed, ready for the Annual Report to be endorsed by Council no later than 30 November 2022.

*Last Updated: 26-Sep-2022*

OP Action Title: 15.1.2.2 Annual review of the Delivery Program undertaken, to ensure it aligns with the CSP


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

**OP Action Progress Comments:** Initial project planning is underway, with internal stakeholder meetings to commence in late October to agree on milestone delivery and project task allocation and management.

*Last Updated: 29-Sep-2022*

#### Strategic Planning


OP Action Title: 1.1.8.1 Planning Proposals are assessed within the Local Environmental Plan Making Guidelines

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

**OP Action Progress Comments:** Relevant Planning Proposal Received by Council are being appropriately assessed in accordance with Council policy and NSW Government Guidelines. As of August 2022 Council has one active planning proposal. The planning proposal received was reported to Council in September and has been progressed based on Council's resolution.

*Last Updated: 27-Sep-2022*

OP Action Title: 1.2.2.1 Assist in the delivery of related events and activities

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

**OP Action Progress Comments:** Delivered NAIDOC week events in relation to all schools event and family fun day event. This action is complete as per the measure in the Operational Plan. We are assisting in the delivery of a international day of people with disability event.

*Last Updated: 30-Sep-2022*

OP Action Title: 1.2.3.1 Support community groups to plan and deliver their own events, access grant funding, enable volunteerism

12.2.3.2 PROJECT: Arts and Culture Strategy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</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 to run the all schools NAIDOC week event. Another example is coordinating the Jindabyne Safety meeting working with many community groups to empower them to achieve positive outcomes. To progress outcomes from the Jindabyne community safety meeting a meeting has been scheduled to discuss youth related services in Jindabyne. <i>Last Updated: 27-Sep-2022</i>						
12.2.6.3 PROJECT: Parking Gap Analysis for Cooma						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	Not Started	01-Jul-2022	30-Jun-2023	0%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> This has not yet commenced and will commence once the Arts and Culture committee have had an opportunity to meet. No further update. <i>Last Updated: 25-Aug-2022</i>						
12.4.2.13 PROJECT: Local Infrastructure Contributions Plan (LICP) - staged development						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	20%	0.00%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Undertaking surveys and data collection for parking in the Cooma CBD to inform gap analysis. <i>Last Updated: 27-Sep-2022</i>						
12.4.2.13 PROJECT: Local Infrastructure Contributions Plan (LICP) - staged development						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	Completed	01-Jul-2022	30-Jun-2023	100%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> This project has been completed ahead of schedule and new plan has been adopted by Council and taken effect. No further update <i>Last Updated: 27-Sep-2022</i>						

OP Action Title: 12.4.2.14 PROJECT: Recreation Strategy

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

**OP Action Progress Comments:** A community survey and targeted stakeholder engagement has been undertaken. Council staff are currently drafting the strategy. Internal stakeholder workshops are currently being undertaken to inform the draft strategy.

*Last Updated: 27-Sep-2022*


OP Action Title: 12.4.2.15 PROJECT: Cooma and Cooma Back Creek Beautification

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

**OP Action Progress Comments:** A project has been scoped for the area of the Cooma Back Creek from the Southern Cloud Memorial to the Lambie Gorge, but not including the Lambie Gorge. The project is a collaboration of Cooma Land Care, Cooma Lions and Cooma Rotary, and includes Box Elder tree removal, planting of native plants and shrubs involving local schools, replacement of an existing footbridge, extension footpath leading to Lambie Gorge, and mounting of a monument at the Southern Cloud memorial site. Council has assisted in the grant application process under the Stronger Countries Community Funding Round 5 with Rotary being the lead organisation. Further grant opportunities in early 2023 will open under NSW Floodplain management scheme with Council seeking funds to address actions identified within the Floodplain Risk Management Studies and Plans, which include Vegetation Management Plans. This will include the rest of Cooma Back Creek North of the bridge from Sharp Street and Cooma Creek through the township.

*Last Updated: 26-Sep-2022*

OP Action Title: 14.2.6.1 Provide feedback on State Significant Development (SSD) applications


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

**OP Action Progress Comments:** Draft SEARs from Billingra Solar Farm SSD application were received and Council Staff have provided relevant comments. No further update and no additional SSD applications have been received. No further update.

*Last Updated: 27-Sep-2022*

OP Action Title: 14.2.7.1 Provide a response to relevant policy changes

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
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Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	 GREEN
<p><b>OP Action Progress Comments:</b> Ongoing advocacy. A rehab provider has requested assistance to work with SAP on providing rehab service to Jindabyne. As per the measure response has been provided and contact with SAP team has been made. As per the outcomes of the Jindabyne Community Safety meeting, a meeting has been arrange to discuss greater youth services in Jindabyne.</p> <p><i>Last Updated: 27-Sep-2022</i></p>						


OP Action Title: 15.1.3.1 PROJECT: Climate Change Resilience Strategy						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Coordinator Strategy Development	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Investigation of funding opportunities underway. High-level enquiries with CivicRisk Mutual have already taken place to determine whether any opportunities exist through our insurer for an internal climate risk assessment for the organisation; unfortunately, no funding is available to support such an initiative. External funding opportunities have been pursued. It is likely that some funding to Council from NSW Dept Planning for reimbursement for Council staff time towards the SAP over the next 12 months will take place. An internal decision has been made to use these funds for the delivery of a Climate Change Resilience Strategy in the FY year of 2022/2023. This Strategy will be outsourced due to internal capacity and subject matter expertise not currently within Council. It is likely, once the scope of works has been prepared, that the project will be delivered in the second half of the FY.						
<i>Last Updated: 26-Sep-2022</i>						

OP Action Title: 4.1.1.1 Community development supports and facilitates internal and external committees, including S355 and interagency						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	25%	24.99%	<div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Continuing to run various committees including interagency. Regional health and wellbeing and Arts and Culture Committee meeting are expected to occur in October.						
Last Updated: 27-Sep-2022						

OP Action Title: 4.1.1.2 PROJECT: Reconciliation Action Plan						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	50%	24.99%	<div><div></div><div></div><div></div><div></div></div> GREEN
<b>OP Action Progress Comments:</b> Draft plan has been conditionally approved by Reconciliation Australia. Draft plan will now be reported to Council to be placed on Public Exhibition. Expected to be reported to November Council meeting. No further update.						

*Last Updated: 25-Aug-2022*


OP Action Title: 4.1.1.3 PROJECT: Develop and implement Child Safe Organisation Program

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

**OP Action Progress Comments:** Draft policy, draft framework and draft reporting guide have been prepared. Project group meets once a month and project is anticipated to be ongoing. A Council staff representative attended an online forum has held by Office of the Children's Guardian and Local Government NSW.

*Last Updated: 27-Sep-2022*


OP Action Title: 8.1.1.1 PROJECT: Development of the new Local Environmental Plan (LEP) - Staged development plan

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** A comprehensive LEP is being draft and expected to be reported to Council this calendar year. A briefing with Councillor's on the draft LEP was held on 1 September. Internal workshops have been held with Council's Development Team. Draft mapping is currently being prepared.

*Last Updated: 27-Sep-2022*


OP Action Title: 9.2.3.3 PROJECT: Development Servicing Plans (DSPs)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	40%	24.99%	 GREEN

**OP Action Progress Comments:** Draft DSPs are being drafted and a briefing with Councillors was held on 26 August. Based on Councillor feedback DSPs are being revised and DSPs are intended to be reported to Council in November to be placed on public exhibition for 6 weeks.

*Last Updated: 27-Sep-2022*

OP Action Title: 9.2.3.4 PROJECT: Disability Inclusion Action Plan (DIAP)

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Planner	In Progress	01-Jul-2022	30-Jun-2023	15%	5.00%	 GREEN

**OP Action Progress Comments:** Project plan has been prepared and undertaking literature review. Draft outcomes review from previous plan has commenced. Legislation has been changed and a new framework for DIAPs has been implemented. Department of Community and Justice will be holding an information session in September. Further update will be provided after this meeting.

*Last Updated: 30-Sep-2022*

OP Action Title: 9.2.4.9 PROJECT: Development of the Integrated Water Cycle Management (IWCM) Plan and Grey Water Management Plan

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

**OP Action Progress Comments:** Project scope has been drafted for a gap analysis and preparing project plan for new IWCM project. Meeting was held on 24 August with DPE Water to discuss process and regulatory framework for IWCM project.

*Last Updated: 30-Sep-2022*

## Workforce Management Portfolio

### Workforce Management

#### Workforce Management


OP Action Title: 13.2.31.1 Payroll is undertaken

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

**OP Action Progress Comments:** Two staff trained in payroll. Third staff member commencing. capability is increasing.

*Last Updated: 26-Sep-2022*


OP Action Title: 13.2.31.2 Evaluation of salary system is undertaken

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

**OP Action Progress Comments:** Step review and implementation completed July 2022. Next major review in July 2023

*Last Updated: 01-Aug-2022*


OP Action Title: 13.2.31.3 Performance reviews are undertaken

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	20%	30.00%	

**OP Action Progress Comments:** New process is on agenda for ELT 4/10. Staff consultation will occur in October for November roll out.

*Last Updated: 26-Sep-2022*


OP Action Title: 13.2.31.4 Vacant positions are recruited within two months

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

**OP Action Progress Comments:** Process to fill are functioning a lot quicker, however there are still some jobs that we can not attract suitable employees for. We will continue attempting different advertising strategies. No New Comments.

*Last Updated: 26-Sep-2022*


OP Action Title: 13.2.32.1 New employees inducted into WHS

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

**OP Action Progress Comments:** New online tool is monitoring induction training and all new employees are now asked to complete this.

*Last Updated: 30-Sep-2022*

OP Action Title: 13.2.32.2 WHS incidents are reported

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

**OP Action Progress Comments:** Reports of incidents are increasing in frequency due to an increased focus on WH&S by new staff

*Last Updated: 01-Sep-2022*



OP Action Title: 13.2.32.3 Undertake workplace safety inspections

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

**OP Action Progress Comments:** Now targeting ELT members with monthly performance data to increase performance.

*Last Updated: 26-Sep-2022*


OP Action Title: 13.2.33.1 Undertake an Australian Business Excellence Framework (ABEF) self-assessment of the organisation

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

**OP Action Progress Comments:** External reviews on key work areas have commenced. Implementation of field Force Four review also commencing.

*Last Updated: 01-Aug-2022*


OP Action Title: 13.2.33.2 Process Management Framework: Develop and implement a framework for effectively capturing, mapping, analysing and improving business processes

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Chief Workforce Officer	In Progress	01-Jul-2022	30-Jun-2023	10%	24.99%	 RED

**OP Action Progress Comments:** We are rearranging staffing within Workforce to increase the focus on this area. Recruitment has not given us the staff we needed. Watch for progress October onward

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.34.1 Assets service review is undertaken and outcomes are reported to Council


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

**OP Action Progress Comments:** Review commenced 22/8. Should be completed September 22.

Has now been completed and report presented to ELT

*Last Updated: 26-Sep-2022*

OP Action Title: 13.2.34.2 Service review program is to be completed outlining which service reviews are to be undertaken within the next four years

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

**OP Action Progress Comments:** Staffing changes being made to give us a small team to focus on this. Training to follow and then roll out.

*Last Updated: 01-Aug-2022*



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#### 9.3.4 BOCO ROCK COMMUNITY ENHANCEMENT FUND COMMITTEE CHARTER

Record No: I22/713

##### OFFICER'S RECOMMENDATION

That Council endorse and adopt the updated Boco Rock Community Enhancement Fund Committee charter.

##### ISSUES

A periodic review of the Boco Rock Community Enhancement Fund Committee charter was undertaken which identified a number of improvements to meet current requirements including format changes, updated timeframes, changes to the amount of times the committee meets each year and minor language amendments to improve clarity.

##### RISK ASSESSMENT

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

The review and adoption of the amended charter is a low risk activity.

##### FINANCIAL IMPACTS

The updated charter does not impact, or propose changes to, the economic activity of the committee.

**RESPONSIBLE OFFICER:** Governance Coordinator

##### OPTIONS CONSIDERED

Given there have been no issues reported that indicate significant reform is required, it is not recommended any action be taken outside of adopting the updated charter.

##### IMPLEMENTATION PLANS

Following Council's decision the committee will be notified and the charter published.

### **EXISTING POLICY/DECISIONS**

The Committee was established pursuant to the project approval of the Boco Rock Wind Farm Pty Ltd, approved by the NSW Government Department of Planning. The Committee exercises its function, as imposed on Council, through the condition of the development approval. Detail of the conditions of approval are provided in the charter which is reviewed periodically.

Council confirmed the status of the committee and councillor representation by resolution 19/22 at the ordinary council meeting of 17 February 2022.

### **BACKGROUND**

The Boco Rock Community Enhancement Fund Committee is an external committee which council is required to attend.

The revised charter was presented to the committee at the meeting of 10 August 2022 to review and approved the revised draft prior to submission to Council for adoption.

The committee agreed to accept the changes with the exception that Cooma and Bombala “area” references change to “Local Government Area” (LGA). The decision reflected a desire to retain clear understanding of the former LGAs that the conditions of funding refer to and under which applications are accepted for consideration and funds disbursed. A map of the former LGAs was added for clarity.

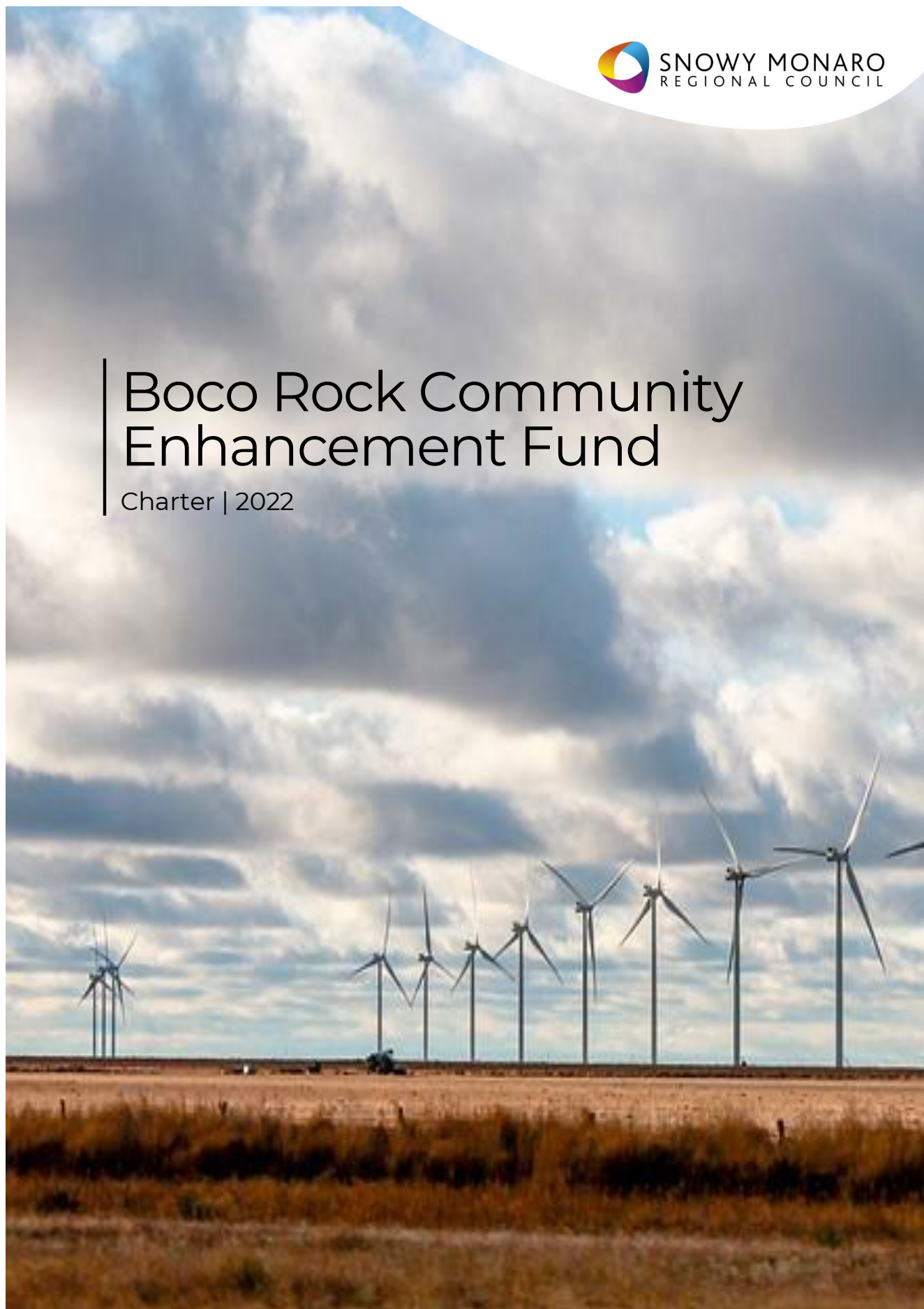
### **ATTACHMENTS**

1. Boco Rock Committee Charter



# Boco Rock Community Enhancement Fund

Charter | 2022



Record of versions

Version	Date Published	Reason for Amendments	Resolution	Author or Document Owner
2	26/08/2022	Periodic Revision		Governance Support Officer

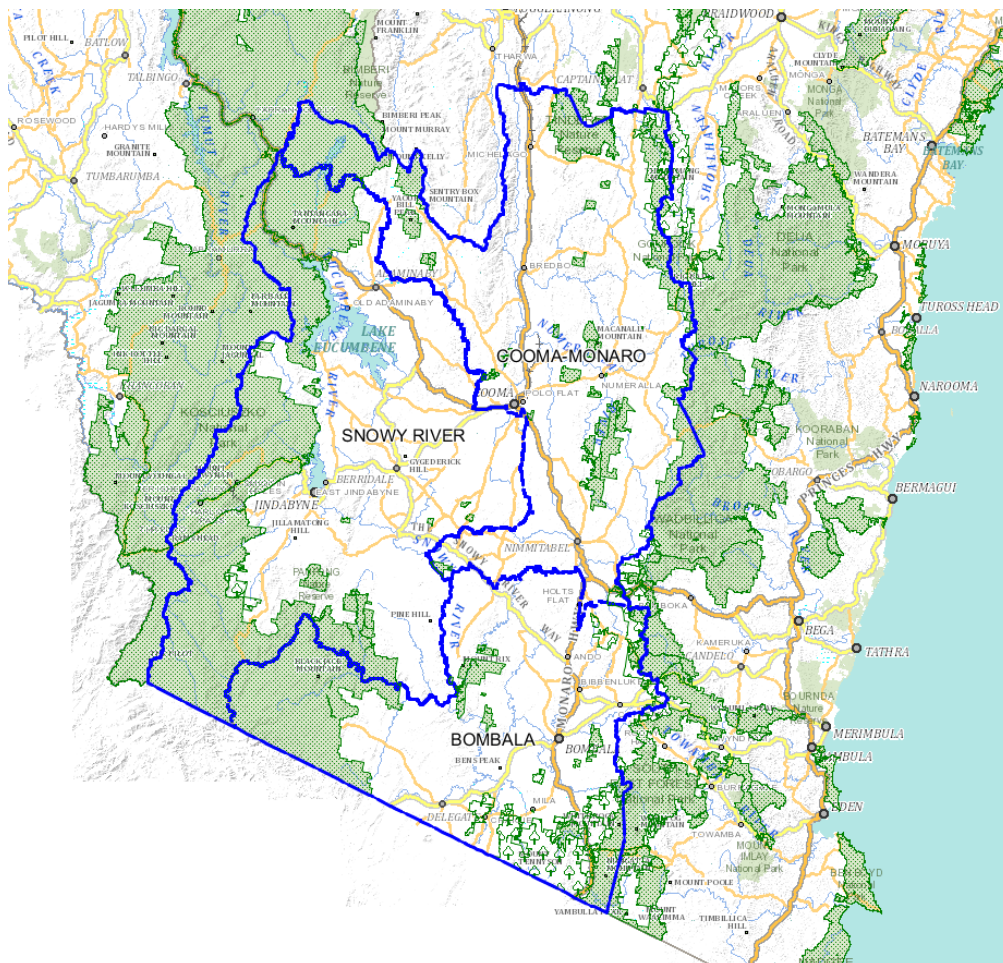
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SNOWY MONARO REGIONAL COUNCIL

Boco Rock Community Enhancement Fund  
| Committee Charter

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SNOWY MONARO REGIONAL COUNCIL

Boco Rock Community Enhancement Fund  
| Committee Charter

1 Objective of the Committee

The Boco Rock Community Enhancement Committee (the Committee) is responsible for assessing applications and approving funds submitted through a funding application process.

2 Power of the Committee

The Committee has been established pursuant to the project approval of the Boco Rock Wind Farm Pty Ltd, approved by the NSW Government Department of Planning.

Extract from the Development Approval (DA):

*Prior to commencement of construction of the project, the Proponent shall establish a Community Enhancement Fund Program to be jointly administered by (the former) Bombala and Cooma-Monaro Shire Councils to fund community enhancement measures and offset any potential residual amenity impacts associated with the wind farm project within these Local Government Area's. Community enhancement measures may include (but are not necessarily limited to):*

- Improvements to community infrastructure and services;
- Sustainability initiatives; and
- Opportunities for local economic and tourist development.

The Committee exercises its function, as imposed on Council, through the condition of the development approval.

- The Committee has the authority to determine the distribution of funds provided by the Boco Wind Farm Developer;
- The Committee shall exercise its power by considering any matter relating to its purpose in a formal meeting and by making formal recommendations.
- The power of the Committee is limited to the exercise of its function. It does not have power to make decisions that will bind the Council or to commit the expenditure of the Boco Rock trust to any other organisation, outside the application process.

3 Role of the Committee

The role of the Committee is to administer the distribution of funds provided by the Boco Rock Wind Farm Pty Ltd.

- Assess applications from the Cooma-Monaro and Bombala LGA's;
- Ensure applications deliver community benefits;
- Support the work of existing and future community projects through the application process;
- Select successful grant applications;
- Make decisions within the given schedule;
- Champion the partnership within and outside the Committee;
- Represent the Committee by attending project openings and participating in photo opportunities as part of the acquittal process on request.

## 4 Structure and Composition of the Committee

The Committee shall consist of nine (9) members; equal representation is to be given to community representatives from the Bombala and Cooma-Monaro LGA's. Each member will have a single vote. As such, the Committee shall be made up of:

- Mayor (Chairperson)
- Chief Executive Officer (alternate to be SMRC staff member acting in this position or a delegate)
- 1 Boco Rock Wind Farm Representative (an alternate must be nominated by CWP Renewables Pty Ltd)
- 1 Councillor representing the Cooma-Monaro LGA
- 1 Councillor representing the Bombala LGA
- 2 Community Representatives from the Cooma-Monaro LGA
- 2 Community Representatives from the former Bombala LGA

## 5 Appointment of the Committee

Councillor Representative

- The two councillor representatives shall be appointed for the term of office;
- The councillor representatives are to be from the Bombala and Cooma-Monaro LGA's;
- Should no one be elected to Council from the Bombala and/or Cooma-Monaro LGA's, the Council is to appoint a delegate from within its elected members that will, without bias, represent these LGA's;
- Councillor representatives shall be confirmed by Council resolution.

Community Representatives:

- The term of the community representative shall be two (2) years;
- Nominations for the new community representatives will be advertised locally, this will occur every 2 years;
- Community representatives will be determined by the Sub Committee and confirmed by resolution of the Council;
- Following completion of their term, community representatives must not stand for selection on the Committee for a period of years; and
- If at the time of reselection, and there are no nominees, former Committee members may be asked to apply.

## 6 Sub Committee

The Boco Rock Community Enhancement Fund Sub Committee (the Sub Committee) is established to select community representatives.

- The Sub Committee will meet twice every 2 years, or as required;
- Nomination of community members by the Sub Committee is to be reported to Council for approval by resolution;
- If a community representative is unable to fulfil commitments, the Sub Committee will re-assess initial applicants. If no alternate is available, the term will be completed with one less community representative.

## 6.1 Composition of the Sub Committee

The Sub Committee shall be made up of:

- Mayor (Chairperson)
- Chief Executive Officer (alternate to be SMRC staff member acting in this position or a delegate)
- 1 Boco Rock Wind Farm Representative (an alternate must be nominated by CWP Renewables Pty Ltd)
- 1 Councillor representing the former Cooma-Monaro LGA
- 1 Councillor representing the former Bombala LGA

## 7 Meetings

The submission cycle will be managed from June to October annually, with meetings scheduled to enable discussion and assessment of applications.

Meetings are restricted to committee members.

- Following the confirmation of the community representatives, a meeting will be held by the Committee to discuss the charter, the funding schedule and criteria for submissions.
- The Committee will hold a minimum of 2 meetings annually;
- Additional meetings may be called and seven (7) days' notice must be given;
- Scheduled meetings will include:
  - Discussion of advertising and timing of submissions
  - Providing the Committee with applicant submissions
  - Updates on the progress of projects and acquittals
  - Assess submissions and appoint funding to successful applications
- Business papers will be distributed to members 7 days prior to the scheduled meeting;
- Any additional agenda items are to be submitted to the Committee Secretary, a minimum of 14 days before the meeting. Members submitting items must ensure that the content is given in such detail to assist all members in understanding the issue being raised.
- If a Committee member wishes to raise an "urgent item" that is not on the agenda, it is at the Chairperson's discretion to determine an appropriate course of action.
- Decisions of the Committee are by consensus;
- The meeting location will be at Nimmitabel Community Centre, Clarke Street Nimmitabel NSW 2631.
- The committee may also, by agreement, choose to conduct meetings remotely when required, with a minimum of 7 days' notice.
- Members may attend meetings via audio-visual means. Notice must be give a minimum of three (3) working days prior to the meeting date.
- Failure to attend three consecutive meetings without submitting a satisfactory explanation or request for leave of absence will forfeit membership on the Committee.
- Minutes are to be adopted by the Committee at its next meeting, or within 3 weeks via group email confirmation if the next meeting is more than 12 weeks away.

SNOWY MONARO REGIONAL COUNCIL

Boco Rock Community Enhancement Fund  
| Committee Charter

## 8 Disclosure of Interest

Members are responsible for declaring and managing any interest in items for consideration before the committee. This disclosure will be noted and a disclosure form must be completed.

Interests are defined in Council's Code of Conduct.

## 9 Quorum

The quorum will consist of 5 including at least one (1) community representative from each of the 2 LGA's.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson. Otherwise, those present can hold an informal meeting to discuss matters. Any decisions taken by the Committee are not recognised until they have been endorsed by a meeting where a quorum is present.

## 10 Vacancies

Vacancies on the Committee will be filled by the relevant selection process for that particular representative. The term of any substituted member appointed shall be the same term as that of the member absent, whose position has been vacated or forfeited.

If a community representative vacancy is filled, it does not preclude that member from applying for membership at the end of that term.

## 11 Principal Office Bearers

### 11.1 Chairperson

The Chair shall be the Mayor.

If the Chair is absent from a meeting and no Deputy Chairperson has been previously appointed, the Committee shall elect a member to chair the meeting in the absence of the Chairperson.

### 11.2 Secretariat

Council shall provide secretarial support for all meetings. The secretariat shall:

- Prepare all records, including the business paper, minutes and any reports or recommendations.
- Provide members of the Committee with adequate notice of meetings confirming the date, time and venue.
- Ensure the minutes of the meeting are promptly distributed to all members for review, no more than 7 business days after each meeting.
- Ensure the adopted minutes are signed by the Chairperson and presented to the next Council meeting.

## 12 Review

The charter will be reviewed once during each term of council, or at the request of the Committee or Council.

### 9.3.5 PROPOSED RE-ESTABLISHMENT OF ALCOHOL FREE ZONES AND ALCOHOL PROHIBITED AREAS

Record No: I22/716

#### OFFICER'S RECOMMENDATION

That Council commences 30-days of public consultation on the proposed re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas.

#### ISSUES

Alcohol Free Zones (AFZs) and Alcohol Prohibited Areas (APAs) were established in Cooma and Jindabyne between June and October 2018. These zones were re-established in June 2019 and are set to expire on 31 October 2022.

Under Section 644 of the *Local Government Act 1993* (the Act), and the related Ministerial Guidelines on Alcohol Free Zones 2009 (the Guidelines), an Alcohol Free Zone may be re-established for further periods each not exceeding four years, providing that the relevant procedures including a defined public consultation process are followed.

Council has received a letter of support from NSW Police in regard to the re-establishment of Alcohol Free Zones and Alcohol Prohibited Areas in Cooma and Jindabyne.

This public consultation process includes:

- A published notice which includes relevant operational information (place, times, and dates) of the proposed zones
- The opportunity for the proposal to be publicly inspected (e.g. at SMRC offices front counters and online)
- A 14 day period for representations to be made by the general public
- A copy of the proposal to be provided to:
  - The officer in charge of the police station within or nearest to the proposed zones
  - Each holder of a licence in force under the *Liquor Act 2007* for premises that border on, or adjoin or are adjacent to, the proposed alcohol-free zone

NSW Police, relevant liquor licence holders, and organisation/s able to speak on behalf of an Aboriginal or culturally and linguistically diverse group must be given a 30 day period in which to make representations.

Council must consider all representations and submissions when considering the re-establishment of the zones.

#### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Asset Management	Low	Low	Yes
Economic Activity	Low	Low	Yes

9.3.5 PROPOSED RE-ESTABLISHMENT OF ALCOHOL FREE ZONES AND ALCOHOL PROHIBITED AREAS

Environmental Security	Low	Low	Yes
External Political Environment	Low	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes

There is minimal risk expected with the commencement of a public consultation process. Providing the community with the opportunity to present their views on the proposed re-establishment of AFZs / APAs is an important civic leadership function as well as a requirement under the *Act*.

### FINANCIAL IMPACTS

	Amount	Details
Current Annualised Net Cost		
Estimated Annualised Net Cost	750	Total cost of adhesive overlays + installation divided by four year implementation period
Capital Investment	2,500	Purchase of updated stickers
	500	Installation of stickers
Capital Funding Source	3,000	Strategy Development budget

The above costs show the cost of proceeding with an extension of the alcohol free zones to allow councillors to consider if they wish to extend the alcohol free zones.

The expected cost should the zones be re-established of \$2,500 will be funded entirely by the existing Strategy Development budget.

The cost of a 30 day public exhibition process is expected to be minimal. Public notice will be issued via Council's usual Communications channels including media release, social media, and Council's print media advertising. A letter has been drafted for the approximately 27 liquor licence holders requiring notification, which will be sent via post or email. Letters have also been drafted for NSW Police and relevant community organisations, to be delivered via email.

**RESPONSIBLE OFFICER:** Community Development Planner

### OPTIONS CONSIDERED

1. Allow AFZs / APAs to lapse – not recommended. NSW Police are in support of the re-establishment of the zones as it provides them with a mechanism to manage potential anti-social behaviour in public spaces. The signage infrastructure is already in place; removal and potential re-installation down the track would not be a cost effective process.
2. Prepare a proposal to re-establish zones in line with existing established zones – preferred. The implementation of the zones since 2019 has been successful and NSW Police are in support of their re-establishment in line with the existing zones. The days and times of

operation are consistent across the region and allow for enjoyment of public spaces while also providing a mechanism for enforcement if and when required.

3. Prepare a proposal to establish new zones and/or significantly redefine the scope of existing zones e.g. dates / times of operation, geographic boundaries and expansion into other villages – not recommended. The existing zones are effective and manageable, with infrastructure in place and a sound level of community awareness. NSW Police support the existing zones and do not identify the need for expansion into other towns and villages at this time. The public consultation on the current proposal will allow SMRC to consider potential changes to the existing zones based on public submissions.

## **IMPLEMENTATION PLANS**

Consultation will be undertaken comprising of:

- Public notice in print and social media
- The opportunity for the proposal to be publicly inspected (e.g. at SMRC public front counters and online)
- Targeted stakeholder engagement with NSW Police, relevant liquor licence holders, and organisation/s able to speak on behalf of an Aboriginal or culturally and linguistically diverse group
- Targeted stakeholder engagement not required by the Act but identified as good practice by SMRC staff e.g. with NSW Health, local community service organisations.

The entire community will be given a 30 day response period in order to comment on the proposed extension of the alcohol free zones. This period will commence following Council's resolution regarding the recommendation.

Once the public consultation period is completed, a report will be prepared for Council which summarises the community response to the proposal, and makes a recommendation regarding the potential re-establishment of AFZs and APAs.

## **EXISTING POLICY/DECISIONS**

Nil

## **BACKGROUND**

Alcohol Free Zones and Alcohol Prohibited Areas are established with the primary objective of preventing disorderly behaviour caused by the consumption of alcohol in public areas, in order to improve public safety.

Only a local government authority may establish an AFZ, via the prescribed process of public consultation followed by council resolution. APAs do not require a resolution of council, however this is considered best practice.

### **Distinction between Alcohol Free Zones and Alcohol Prohibited Areas**

While the terms are used reasonably interchangeably, Alcohol Free Zones and Alcohol Prohibited Areas are distinct from each other under the Act based on their location:

---



- Alcohol Free Zones are located on a road-related public place (such as car park, public road or footpath).
- Alcohol Prohibited Areas are located on a non-road-related public place (such as a park or beach or reserve).

### **Enforcement of Alcohol Free Zones and Alcohol Free Areas**

Enforcement action under the *Act* includes seizure and disposal of alcohol, including the bottle, can, or receptacle.

All enforcement of AFZs / APAs within SMRC is currently undertaken by NSW Police.

The *Act* and *Guidelines* provide for enforcement of AFZs / APAs by Council Officers with the relevant authorisation in writing by the Commissioner of Police, providing that Council has adopted a specific AFZ / APA enforcement process.

The current proposal recommends that enforcement continues to be conducted solely by NSW Police.

### **The existing Alcohol Free Zones and Alcohol Prohibited Areas**

Existing AFZs / APAs were established in Cooma and Jindabyne in June 2019.

The locations of the existing AFZs / APAs are highlighted in the attached map.

The existing AFZs / APAs are operational year-round.

The times of operation are slightly different for existing AFZs and APAs, in part to provide for an extended enjoyment of parks and reserves during summer months.

- Alcohol Free Zones (car parks, roads, footpaths) operate from 7pm – 9am each day
- Alcohol Prohibited Areas (parks and reserves) operate from 9:30pm – 9am each day

Details on the effectiveness of the existing zones can be found in the letter from NSW Police (attached) in support of the re-establishment of the existing zones.

### **The current proposal for exhibition**

The current proposal is to re-establish the existing Alcohol Free Zones and Alcohol Prohibited Areas in Cooma and Jindabyne for a period of 4 years from the date of Council endorsement.

The proposal does not currently intend to change the geographic boundaries of the existing zones, or to establish zones in other towns and villages.

The proposal does not currently intend to change the times of operation of the existing zones, namely:

- Alcohol Free Zones 7pm – 9am each day
- Alcohol Prohibited Areas 9:30pm – 9am

The proposal recommends that enforcement continues to be conducted solely by NSW Police.

The current proposal may change following the public consultation period, based on submissions received. Any changes will be reflected in the proposal presented to Council at the end of the consultation period.

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**ATTACHMENTS**

1. Map of AFZs / APAs - Cooma
2. Map of AFZs / APAs - Jindabyne 1
3. Map of AFZs / APAs - Jindabyne 2
4. NSW Police submission regarding continuation of AFZs / APAs in the SMRC region



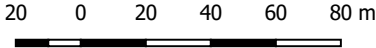


Proposed Alcohol Prohibited  
and Alcohol Free Zones  
Cooma Map

Legend

- Parcel
- Alcohol Prohibited Areas

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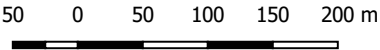


Proposed Alcohol Prohibited  
and Alcohol Free Zones  
Jindabyne Map 1

Legend

- Alcohol Prohibited Areas
- Alcohol Free Zones

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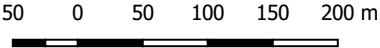


Proposed Alcohol Prohibited  
and Alcohol Free Zones  
Jindabyne Map 2

Legend

 Alcohol Prohibited Areas

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

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

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

Alcohol free and alcohol prohibited zones were established in Cooma and Jindabyne between June and October 2018. The Snowy Monaro Regional Council is now considering re-establishment of those zones from October 2022.

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

**Crime Prevention principles, Community Safety principles and perceived social costs**

The prohibition of alcohol consumption in public areas is an important and ongoing strategy adopted by many councils within New South Wales to help curb antisocial behaviour and alcohol related crime in specified areas.

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

The Intergovernmental Committee on Drugs had stressed the importance of reducing the supply of alcohol within regional areas. The National Drug Strategy document mentions the importance of local council's involvement in campaigns to help shape the culture of young people and their acceptance of alcohol. Further the document identifies the importance of alcohol harm reduction and encourages strategies that

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For non emergencies

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help to reduce harm to individuals. One of the good practice examples includes creating safer settings such as 'dry areas' through the establishment of alcohol free zones and alcohol prohibited areas.

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

The National Crime Prevention Framework cites crime prevention principles that can reduce the long-term costs associated with crime and can reinforce social cohesion within communities. The conclusion reached is that the implementation of alcohol free zones and alcohol prohibited areas assists in reducing the amount of alcohol consumed within public areas and thus assists in reducing the likelihood of crime occurring.

The signage displayed upon the establishment of alcohol free zones and alcohol prohibited area's not only enable's law enforcement officers to actively reduce the amount of alcohol consumed within the public sphere, it also has the effect of informing community members and visitors that the town does not welcome 'street drinkers'. Signs are an 'ownership' cue and form a principle of association with Crime Prevention Through Environmental Design. Areas that appear 'owned' and 'cared for' are less likely to be damaged or littered and are more likely to be respected.

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

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

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

The Monaro Police District do not consider a single alcohol related offence as being within their degrees of tolerance. There exists a financial and social cost with the commission of any alcohol related offence. Costs are incurred in clearing up broken bottles and rubbish, the repair of damaged property, the physical

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**NSW Police Force**

and psychological harm inflicted upon those who are affected by violent crime or by the impact on the town's reputation.

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

### **Alcohol Free Zones (boundaries)**

There is no submission to change the current boundaries of the Alcohol-Free Zones established in 2018. Police support their re-establishment. However after consultation with the Monaro Police District Licensing Officer, it is also suggested that the foot path along the front of the 'Old Shops' also be Alcohol Free Zones.

Due to COVID restrictions, a number of the License Premises now have a packaged Liquor license's, meaning that person's can now purchase alcohol from the license premises and sit on the seating along the shop front's and consume alcohol.

It is also suggested that the carpark and nature strip along Kosciuszko Road between the 'Old Shops' and Banjo Paterson park also be considered to be a Alcohol free Zone. Making this an Alcohol free zone would also discourage patron's drinking alcohol between the Banjo Paterson Inn and the Lake Jindabyne Hotel and reinforce that alcohol consumption is only to be consumed within the license premises.

### **Alcohol Prohibited Areas (boundaries)**

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

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

**Period from 6<sup>th</sup> June 2022 to 30<sup>th</sup> August 2022**

### **Jindabyne**

During the aforementioned period there has been an increase in alcohol related crimes in the Jindabyne area. Like many other tourist destinations COVID 19 had a huge impact on the Ski Season during 2020 and 2021. During 2021 many parts of the population of NSW and Australia could not travel to the Ski Fields and many premises also closed during this time. As a result alcohol related crimes and statistics from the past two years are distorted due to this reason.

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It, however can not be denied that the 2022 has been a very busy season with many people attending the area for the first time in a number of. As such, alcohol related crime has increased during the 2022 year. The following observations can be supported by data contained on the NSW Police Force Computerised Operational Policing System (COPS).

BOSCAR Statistic also can not be relied upon as the statics do not cover the 2022 Ski Season as they are only to the end of March 2022.

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

**Street Offences:** Street offences are predominantly committed by persons in public places who are affected by alcohol. These offences include, but are not limited to, the use of offensive language, the act of street fighting and offensive behavior such as urinating in public. There was an increase in the number of offences from the previous years however once again the previous year statistics compared to this year is distorted as a result of COVID-19 restrictions over the previous years.

**Malicious Damage:** Malicious Damage offences include, but are not limited to, the destruction of public and personal property and graffiti offences. During the 2022 snow season the number of reported malicious damage offences have in the Jindabyne area from the year prior.

**Assault:** Whilst overall there was increase in alcohol related assaults in Jindabyne in 2022, these offences were not committed in increased numbers within the designated alcohol free and alcohol prohibited zones. The commission of these offences peaked in the initial stages of the season however, following an increased in enforcement activity around licensed premises, the offences significantly declined towards the end of reporting period. Most of these offences occurred within the license premises of vicinity of the license premises.

## Cooma

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

### Monaro Police District

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

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

**Street Offences:** Street offences are predominantly committed by persons in public places who are affected by alcohol. These offences include, but are not limited to, the use of offensive language, the act of street fighting and offensive behavior such as urinating in public. These offences were stable during the past year.

**Malicious Damage:** Malicious Damage offences include, but are not limited to, the destruction of public and personal property and graffiti offences. The reported incidents within the Cooma area have also remained stable and with the reported incidents committed within the designated alcohol free/prohibited zones also decreased

**Assault:** The assaults in Cooma area during the designated period in 2022 was also stable. There were not increased numbers of assaults committed within the designated alcohol free and alcohol prohibited zones.

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

Senior Constable Emma Tubman  
Crime Prevention Officer  
Monaro Police District  
30<sup>th</sup> August 2022

**Monaro Police District**

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### 9.4.1 REVIEW OF COUNCIL'S CODE OF CONDUCT

Record No: I22/451

#### OFFICER'S RECOMMENDATION

That Council

- A. Adopt the attached code of conduct.
- B. Revoke the current gifts and benefits policy.

#### ISSUES

Within the first 12 months after an ordinary election, council must review the code of conduct. Under section 440 (3) of the Local Government Act, a council's code of conduct must incorporate the provisions of the model code.

The code of conduct is attached for council's consideration. The document remains unchanged except for formatting.

No issues have been identified that would indicate there is a need for changes in the adopted code of conduct.

The regulation of gifts and benefits are enforceable and suitably covered under the code of conduct. The current gifts and benefits policy may be revoked as it is effectively duplicating part 6 of the code of conduct. The enforcement of gifts and benefits conditions is not diluted by revoking the policy.

#### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
External Political Environment	Low	Low	Yes
Health and Safety	Low	Low	Yes
Legislative Governance and Compliance	Low	Low	Yes
Reputation and Image	Low	Low	Yes

The adoption of a reviewed code of conduct aligned with a model code is low risk.

#### FINANCIAL IMPACTS

The costs of administration are contained within council's operational budget.

**RESPONSIBLE OFFICER:** Coordinator Governance

### **OPTIONS CONSIDERED**

Council may consider including provisions that supplement the model code of conduct. There have been no incidents occurring that have indicated a need for additional controls over those in the existing policy.

Council may choose to retain the gifts and benefits policy. This option is not recommended as having duplicated policies increases the administrative costs and increases the chance of errors occurring when one policy changes and not the other.

### **IMPLEMENTATION PLANS**

Following council resolution, the code of conduct will be placed on Council's website and disseminated internally to councillors and staff.

### **EXISTING POLICY/DECISIONS**

- The Local Government Act 1993, Section 440 Code of Conduct
- The Local Government (General) Regulations 2021
- Model Code of Conduct for Local Councils in NSW (2020)
- Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (2020)

### **BACKGROUND**

Council's current code of conduct, adopted 17 September 2020, incorporates the provisions of the 2020 model code of conduct. This document also includes a supplementary clause for Social Media (clause 8.21) which was first introduced in May 2019.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of council's code of conduct.

### **ATTACHMENTS**

1. Code of Conduct
-



# Policy

## Code of Conduct

<b>Responsible portfolio</b>	Strategy	<b>Document Register ID</b>	250.2016.1.5
<b>Policy owner</b>	Coordinator Governance	<b>Review date</b>	20/10/2024
<b>Date of Council Meeting</b>	20/10/2022	<b>Resolution Number</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	Local Government Act 1993 Local Government (General) Regulation 2005 Children and Young Persons (Care and Protection) Act 1998 Crimes Act 1900 Election Funding Act 2018 Environmental Planning and Assessment Act 1979 Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 NSW Anti-Discrimination Act 1977 Ombudsman Act 1976 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994 The Ombudsman Amendment (Child Protection and Community Services) Act 1998 Work Health and Safety Act 2011 Disability Discrimination Act 1992 Human Rights and Equal Opportunity Commission Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984 State Records Act 1998 Health Privacy Principles Information Protection Principles		
<b>Aim</b>	State the aim of the policy – what is its intent?		

## 1 Policy Details

### 1.1 Introduction

Snowy Monaro Regional Council has a commitment to providing all staff with a common understanding of the professional standards of behaviour required in our work within Council for the Community and as such has also produced guidelines which must be read in conjunction with the Model Code of Conduct.



## 1.2 The Model Code of Conduct

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

## 1.3 SMRC Code of Conduct

The Snowy Monaro Regional Council Code of Conduct includes all clauses from the Model Code of Conduct with the addition of a supplementary clause on Social Media Clause 8.21.

## 1.4 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

Sections 440 and 440AA of the Act require every council to adopt a code of conduct and procedures for the administration of the code of conduct that incorporate the provisions of the Model Code and Model Code Procedures respectively.

In adopting procedures for the administration of their adopted codes conduct, councils may supplement the Model Code Procedures. However provisions of a council's adopted procedures that are not consistent those prescribed under the Model Code Procedures will have no effect.

## 1.5 Conduct Reviewer and Conduct Review Panel

The New Model Code of Conduct allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so.

SMRC will seek to use the Canberra Region Joint Organisation (CRJO) reviewer panel in the management of Code of Conduct Complaints.

## 1.6 Complaints Coordinator

In accordance with the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, the Complaints Coordinator shall be Council's Public Officer.



## 2 Related Documents

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

### **Documentation**

#### **Supporting Documents**

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020

#### **Policy**

250.2016.8.1	Privacy Management
250.2016.2.3	Payment of Expenses and Provision of Facilities for Mayor and Councillors
250.2016.55.4	Purchasing and Tendering
250.2016.4.2	Communications
250.2016.67.1	Grievance
250.2017.338.1	Public Interest Disclosures (PID) – Internal Reporting
250.2016.174.2	Motor Vehicle Leaseback and Private Use

#### **Procedure**

250.2016.81.3	Credit/Purchase Card
---------------	----------------------

#### **Forms**

250.2016.85.4	Councillor and Employees Register of Gifts and Benefits
250.2021.64.1	Disclosures by Councillors and Designated Persons Return
250.2022.98.1	Special Disclosure of Pecuniary Interest

### **Variation**

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



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**PART 1 INTRODUCTION**

The Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Note: References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



## PART 2 DEFINITIONS

In this code the following terms have the following meanings:

LGA	the Local Government Act 1993
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers.
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations.
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated.
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the Environmental Planning and Assessment Act 1979
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
local planning panel	a local planning panel constituted under the Environmental Planning and Assessment Act 1979
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations



the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to.



## GENERAL CONDUCT OBLIGATIONS

### General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
  - b) is contrary to statutory requirements or the council's administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

### Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
  - b) offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

### Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
  - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct
  - b) belittling or humiliating comments
  - c) spreading malicious rumours
  - d) teasing, practical jokes or 'initiation ceremonies'



- e) exclusion from work-related events
  - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
  - g) displaying offensive material
  - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
  - b) disciplinary action for misconduct
  - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
  - d) directing a worker to perform duties in keeping with their job
  - e) maintaining reasonable workplace goals and standards
  - f) legitimately exercising a regulatory function
  - g) legitimately implementing a council policy or administrative processes.

### **Work health and safety**

- 3.12 All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
  - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
  - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
  - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
  - e) report accidents, incidents, near misses, to the chief executive officer (CEO) or such other staff member nominated by the CEO, and take part in any incident investigations
  - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

### **Land use planning, development assessment and other regulatory functions**

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

### **Binding caucus votes**

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined



position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

### **Obligations in relation to meetings**

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c) deliberately seek to impede the consideration of business at a meeting.



## PART 4 PECUNIARY INTERESTS

### What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
  - (b) "de facto partner" has the same meaning as defined in section 21C of the Interpretation Act 1987.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
  - (b) your interest as a ratepayer or person liable to pay a charge
  - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
  - (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
  - (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee



- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii) security for damage to footpaths or roads
  - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

#### **What disclosures must be made by a designated person?**

4.8 Designated persons include:

- (a) the CEO
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.





- 4.10 A designated person must disclose in writing to the CEO (or if the person is the CEO, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The CEO must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the CEO must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### **What disclosures must be made by council staff other than designated persons?**

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the CEO the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the CEO must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### **What disclosures must be made by council advisers?**

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

#### **What disclosures must be made by a council committee member?**

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

#### **What disclosures must be made by a councillor?**

- 4.20 A councillor:
  - (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
  - (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.



### Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the CEO a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
  - (b) 30 June of each year, and
  - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
  - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The CEO must keep a register of returns required to be made and lodged with the CEO.
- 4.25 Returns required to be lodged with the CEO under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the CEO under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

### Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
  - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the CEO in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
  - (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or



person that may be the subject of consideration by the council or council committee after the date of the notice.

- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
    - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.
- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
  - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - (b) that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.



## PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

### What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the CEO, such a disclosure is to be made to the staff member's manager. In the case of the CEO, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
  - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.



- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the CEO, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the CEO, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

### Political donations

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
  - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a "reportable political donation" has the same meaning as it has in section 6 of the Electoral Funding Act 2018
  - b) "major political donor" has the same meaning as it has in the Electoral Funding Act 2018.



- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

### **Loss of quorum as a result of compliance with this Part**

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:
    - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
  - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b) that it is in the interests of the electors for the area to do so.
- 5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

### **Other business or employment**

- 5.23 The CEO must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the CEO in writing of the employment, work or business and the CEO has given their written approval for the staff member to engage in the employment, work or business.
- 5.25 The CEO may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.



- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
  - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
  - c) require them to work while on council duty
  - d) discredit or disadvantage the council
  - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

### Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

## PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

### Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the





provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

### **How are offers of gifts and benefits to be dealt with?**

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
  - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
  - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
  - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the CEO in writing. The recipient, manager, or CEO must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
  - b) the estimated monetary value of the gift or benefit
  - c) the name of the person who provided the gift or benefit, and
  - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

### **Gifts and benefits of token value**

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
  - b) gifts of alcohol that do not exceed a value of \$100
  - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d) prizes or awards that do not exceed \$100 in value.

### **Gifts and benefits of more than token value**

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to; tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person





associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

### **“Cash-like gifts”**

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

### **Improper and undue influence**

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

## **PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS**

### **Obligations of councillors and administrators**

- 7.4 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.5 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the CEO by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the CEO
  - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.6 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.



### Obligations of staff

- 7.7 Under section 335 of the LGA, the role of the CEO includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.8 Members of staff of council must:
- a) give their attention to the business of the council while on duty
  - b) ensure that their work is carried out ethically, efficiently, economically and effectively
  - c) carry out reasonable and lawful directions given by any person having authority to give such directions
  - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
  - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

### Inappropriate interactions

- 7.9 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
  - f) councillors and administrators being overbearing or threatening to council staff
  - g) council staff being overbearing or threatening to councillors or administrators
  - h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
  - i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
  - j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
  - k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
  - l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's CEO or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.



## PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

### Councillor and administrator access to information

- 8.1 The CEO is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The CEO and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The CEO must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

### Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

### Refusal of access to information

- 8.8 Where the CEO or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The CEO or public officer must state the reasons for the decision if access is refused.

### Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- subject to clause 8.14, only access council information needed for council business
  - not use that council information for private purposes
  - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
  - only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.



### Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b) protect confidential information
  - c) only release confidential information if you have authority to do so
  - d) only use confidential information for the purpose for which it is intended to be used
  - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
  - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
  - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

### Personal information

- 8.12 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
  - b) the *Health Records and Information Privacy Act 2002*
  - c) the Information Protection Principles and Health Privacy Principles
  - d) the council's privacy management plan
  - e) the Privacy Code of Practice for Local Government

### Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
  - b) the representation of employees with respect to grievances and disputes
  - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.



- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.

- 8.19 You must not convert any property of the council to your own use unless properly authorised.

### Internet access

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.
- 8.21 You must not use social media to post comments, photos, sound recordings or other information that:
- a) compromises your capacity to perform your official duties in an unbiased manner
  - b) has the potential to have a negative impact on your working relationships within the council or with external parties
  - c) is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council
  - d) has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive
  - e) divulges confidential council information
  - f) breaches the privacy of other council officials or those that deal with council
  - g) contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or
  - h) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

### Council record keeping

- 8.22 You must comply with the requirements of the State Records Act 1998 and the council's records management policy.
- 8.23 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.24 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.25 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

### Councillor access to council buildings

- 8.26 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the CEO.



- 8.27 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the CEO (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.28 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

## PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

### Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i) to prevent or disrupt the effective administration of this code under the Procedures.

### Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.



- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are a councillor or the CEO, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

#### **Disclosure of information about the consideration of a matter under the Procedures**

- 9.10 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.11 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.12 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.13 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.14 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

#### **Complaints alleging a breach of this Part**

- 9.15 Complaints alleging a breach of this Part by a councillor, the CEO or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.16 Complaints alleging a breach of this Part by other council officials are to be managed by the CEO in accordance with the Procedures.



## SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

### Part 1: Preliminary

#### Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.





*return date* means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

#### **Matters relating to the interests that must be included in returns**

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.



## Part 2: Pecuniary interests to be disclosed in returns

### Real property

5. A person making a return under clause 4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

### Gifts

9. A person making a return under clause 4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

### Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
  - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or



- c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

### **Interests and positions in corporations**

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

### **Interests as a property developer or a close associate of a property developer**

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

### **Positions in trade unions and professional or business associations**

21. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and



- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

### **Dispositions of real property**

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

### **Sources of income**

26. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.



### Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
    - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:
    - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
    - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
  - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

### Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.



## SCHEDULE 2: FORM OF WRITTEN RETURNS OF INTEREST SUBMITTED UNDER CLAUSE 4.21



Form | 250.2021.64.2

### Disclosures by Councillors and Designated Persons' Return

Councils' code of conduct, Schedule 2: form of written return of  
interests submitted under clause 4.21

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the CEO after becoming a councillor or designated person, **do not complete Parts C, D and I** of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the CEO and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the CEO, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the CEO and are submitting a new return for the new financial year, **you must complete all parts** of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using **BLOCK LETTERS** or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word **"NIL"** is to be placed in an appropriate space under that heading.

#### Important Information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the CEO in a register of returns. The CEO is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosures by Councillors and Designated Persons' Return	Issue: 02/08/2022	Revised: 20/10/2024	Page 1 of 5
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**Disclosure of Pecuniary Interest and other matters** \_\_\_\_\_  
[full name of councillor or designated person]

As at \_\_\_\_\_ In respect of the period from \_\_\_\_\_ to \_\_\_\_\_  
[return date] [30 June of the previous year to 30 June current year]



\_\_\_\_\_  
Councillor or designated person's Signature Date \_\_\_\_\_

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest (e.g. Owner or part owner)

**B. Source of Income**

1. Source of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June.

Source of income I receive from an occupation at any time since 30 June

Description	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June.

Sources of income I receive from a trust since 30 June.

Name and address of settlor (e.g. family trust)	Name and address of trustee

3. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June.

Sources of other income I received at any time since 30 June (e.g. rental income, shares, dividends, second job)




C. Gifts	
Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Date on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel undertaken

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June





**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**J. Discretionary disclosures  
(e.g. anything further to disclose, like member of Service Club, committee etc.)**



If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

As at \_\_\_\_\_ In respect of the period from \_\_\_\_\_ to \_\_\_\_\_  
 [return date] [30 June of the previous year to 30 June current year]



Councillor or designated person's Signature \_\_\_\_\_ Date \_\_\_\_\_

[illegible]



## SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37



Form | 250.2022.98.1

### Special Disclosure of Pecuniary Interest

Submitted under Clause 4.37 of the Code of Conduct

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Code of Conduct.

1. This form must be completed using **BLOCK LETTERS** or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

<sup>1</sup> Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

250.2022.98.1	Issue: 12/09/2022	Revision: 12/09/2024	Page 1 of 2
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**Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37 of the Code of Conduct**

Special disclosure of pecuniary interest by \_\_\_\_\_  
[full name of councillor]

In the matter \_\_\_\_\_

Which is to be considered at a meeting of \_\_\_\_\_  
[name of council or committee (as the case requires)]

To be held on the \_\_\_\_\_  
(meeting date)

**Pecuniary interest**

Address:

(the affected principal place of residence of the councillor or an associated person, company or body (the identified land))

Relationship of identified land to the councillor  
(tick or cross one box)

- ☐ The councillor has an interest in the land (e.g. is the owners or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise)
- ☐ An associated person of the councillor has an interest in the land
- ☐ An associated company or body of the councillor has an interest in the land

**Matter giving rise to pecuniary interest**

Nature of the land is subject to a change in zone/planning control by the proposed LEP (the subject land)<sup>2</sup>  
(tick or cross one box)

- ☐ The identified land
- ☐ Land that adjoins or is adjacent to or is in proximity to the identified land.

Current zone/planning control  
[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]

Proposed change of zone/planning control  
[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]

Effect of proposed change of zone/planning control on councillor or associated person  
(tick or cross one box)

- ☐ Appreciable financial gain
- ☐ Appreciable financial loss

If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest

\_\_\_\_\_  
Councillor Signature

Date \_\_\_\_\_

#### 9.4.2 DRAFT COMMUNITY ENGAGEMENT STRATEGY

Record No: I22/687

##### OFFICER'S RECOMMENDATION

That Council endorse the draft Community Engagement Strategy attached (as amended) for public exhibition for a period of no less than 28 days.

##### ISSUES

The *Local Government Act 1993* states council must prepare and implement a Community Engagement Strategy based on social justice principles for engagement with the local community in developing and reviewing the Community Strategic Plan.

As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods of engaging each group, and give due consideration must also be given to the expected levels of service expressed by the community when preparing the Community Strategic Plan.

The Integrated Planning and Reporting Framework (IP&R) is underpinned by strong effective and meaningful engagement. The Community Engagement Strategy sets out Council's position relating to engagement with all stakeholders, including those in our community, businesses, state agencies and non-government organisations. Engaging with stakeholders is essential to creating plans that will truly represent the aspirations and needs of the local community.

This Strategy will also be used during the development of the Community Strategic Plan and councils' other planning activities.

##### 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	Medium	Low	Yes
Reputation and Image	Medium	Low	Yes
Service Delivery	Medium	Low	Yes

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## FINANCIAL IMPACTS

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

Nil financial impacts – within usual scope of business. The Communications Team has developed this strategy in-house, negating the need to outsource to a consultant.

**RESPONSIBLE OFFICER:** Chief Communications Officer

## OPTIONS CONSIDERED

It is a statutory requirement in accordance with the *Local Government Act 1993* that all Councils in NSW comply with the IP&R guidelines.

Councils are required to devise a Community Engagement Strategy for the development and review of the Community Strategic Plan.

## IMPLEMENTATION PLANS

The Community Engagement Strategy will be placed on public exhibition for a period of 28 days. During this time, stakeholders have the opportunity to provide feedback through Council's Your Say Snowy Monaro website.

The public exhibition of the draft Community Engagement Strategy will be made available to the community on Council's websites, with links shared on social media and via Councils e-newsletter, advertised in local newspaper paper, along with hard copies made available at the four Council office locations.

## EXISTING POLICY/DECISIONS

The *Local Government Act 1993* states that Council must establish and implement a Community Engagement Strategy.

This strategy will work in partnership with the Community Participation Plan, as per the *Environmental Planning and Assessment Act 1979*.

## BACKGROUND

The first stages of the Community Strategic Planning process is to prepare a Community Engagement Strategy. The strategy should allow for public participation at various stages of the planning process and identify key stakeholder groups.

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9.4.2 DRAFT COMMUNITY ENGAGEMENT STRATEGY

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The draft Community Engagement Strategy has been prepared by Council's Communications Team, this process included a Councillor briefing scheduled in early October. Once the draft is endorsed by Council, community members will be able to provide comments and feedback during a 28 day public exhibition period. Community feedback and any required amendments will then be presented to Council for their final adoption.

**ATTACHMENTS**

1. Draft SMRC Community Engagement Strategy 2022-2026
2. Appendix 2 Snowy Monaro Community Participation Plan

# COMMUNITY ENGAGEMENT STRATEGY 2022-2026





## Acknowledgment of Country

Snowy Monaro Regional Council acknowledges the Traditional Custodians of the region's land and water: the Ngarigo, Walgalu, Southern Ngunnawal and Bidawal Peoples.

We pay our respects to Elders past, present and emerging.



## Record of Versions

Version	Date Published	Reason for Amendments	Resolution	Author/Document Owner
1.0	11/10/2022	Draft for public exhibition		Communications

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## Introduction

The purpose of the Community Engagement Strategy is to improve our engagement through a framework to guide how we involve and listen to our Snowy Monaro community. This will assist to shape our region's aspirations, build foundations for our community and provide opportunities for all voices to be heard. Our goal through this framework is to achieve meaningful planning and service delivery outcomes that reflect our community's priorities and needs.

This document sets out the expected levels and methods of engagement that Council will undertake over the next four years. This strategy will be implemented in line with our Community Participation Plan (Appendix).

Our five corporate values form the foundation on which our Community Engagement Strategy is built. This strategy will play a key role in Council achieving our vision of being a *trusted community partner*.

## Strategy vision

The purpose of the Community Engagement Strategy is to provide a framework to guide how we involve and listen. Through clear and meaningful community engagement, Snowy Monaro Regional Council will seek out, create and facilitate opportunities for community members to provide input, be heard and, through their participation, shape our collective future in a meaningful and tangible way.

We will report back to our community on what we hear to show how your engagement leads to tangible action that reflects the needs and priorities of our community.

We aim to ensure that everyone across our region receives reliable and timely information on which to base their views and opinions. Put simply: you'll get the information you want, when you want it, and when you speak with us, what you say will matter. Our role is to facilitate a constructive two-way avenue of communication between Council and our community, partnering together to build a better future for the region.

## Values guiding engagement

Council's corporate values	
<b>Solutionary</b>	<ul style="list-style-type: none"><li>→ Collaborate with others to find solutions</li><li>→ Proactively draw on other people's knowledge, skills and experience</li><li>→ Experiment with different ways of doing things</li></ul>
<b>Together</b>	<ul style="list-style-type: none"><li>→ Include others and keep them in the loop</li><li>→ Cooperate positively and do our part</li><li>→ Be helpful inside and outside the organisation</li></ul>
<b>Accountable</b>	<ul style="list-style-type: none"><li>→ Honest and own successes and failures</li><li>→ Transparent and work to the best of our ability</li><li>→ Receptive to constructive feedback</li></ul>
<b>Innovative</b>	<ul style="list-style-type: none"><li>→ Look for better ways to complete our work</li><li>→ Willing to learn new things</li><li>→ Review what we've done to find improvements for the future next time</li></ul>
<b>Caring</b>	<ul style="list-style-type: none"><li>→ Respectful of other people</li><li>→ Appreciate other people and give praise where praise is due</li><li>→ Show a genuine interest in others</li></ul>

# Key objectives

Snowy Monaro Regional Council is committed to providing meaningful consistent community engagement that will be proactive and accessible through a diverse range of mediums.

**We aim to:**

- participate in meaningful, accessible and diverse engagement that has outcomes and actions measured both internally and externally
- provide a well-coordinated planned approach to engagement
- monitor and review our engagement practices to ensure they stay relevant in meeting our community's needs and expectations
- connect with and listen to our community
- build and maintain relationships with all of our region's stakeholders
- identify not only those who are engaged, but those who may be impacted
- report back to the community on the results of engagement activities
- keep on top of best practices by recognising and responding to trends and behaviour changes to remain not only connected with the community, but to learn and improve how we engage

## Our region

We are a region that is proud of its history. The Snowy Monaro Regional Council acknowledges that Aboriginal people – the Bidjawal, Ngarigo, Walgalu and Southern Ngunnawal – are the original inhabitants and remain the custodians of the land on which we live and work.

We are a culturally diverse region, thanks in part to the Snowy Scheme that saw more than 100,000 people from over 30 countries flock to the region to work on one of the civil engineering wonders of the modern world. To this day, our region enjoys the many benefits of our multicultural society, with the number of countries, ethnic backgrounds, language groups and people continuing to grow.

The Snowy Monaro region is home to 21,666 people and reflects a degree of cultural diversity that has its roots in agriculture, early gold mining, the Snowy Mountains Scheme, timber logging and tourism.

The region covers 15,162 square kilometres with major urban areas surrounded by rolling plains and mountain ranges. While Council's head office is located in Cooma, an additional three locations, in Berridale, Bombala and Jindabyne, provide services to our community.

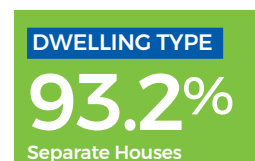
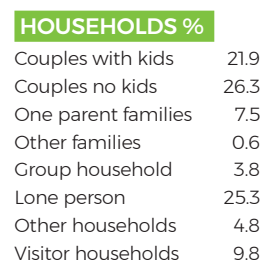
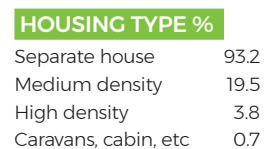
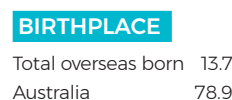
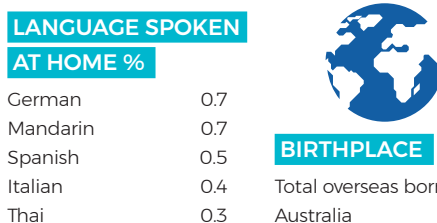
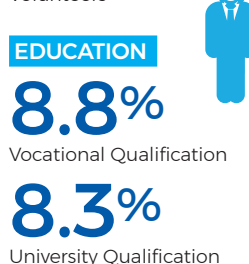
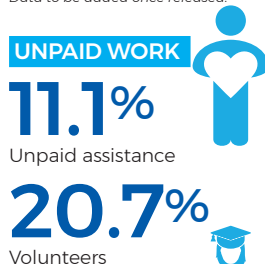
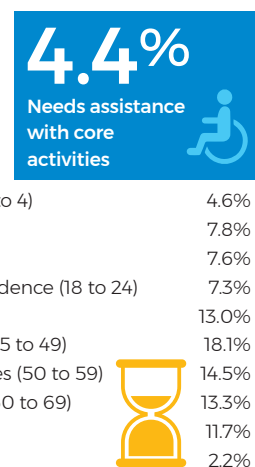
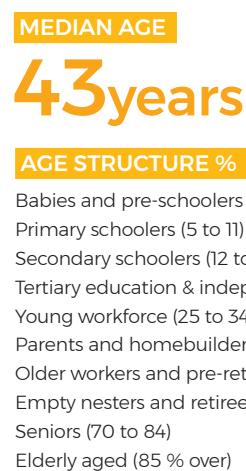
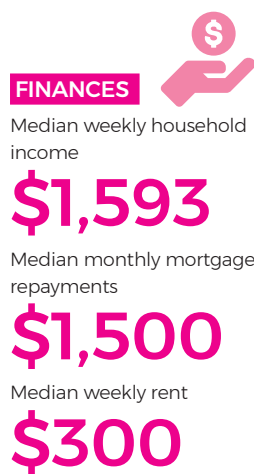
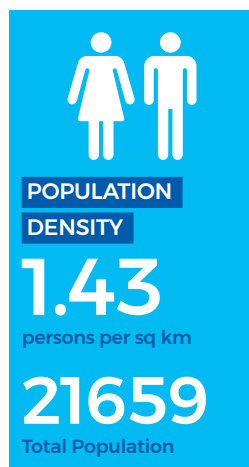
The Snowy Monaro region has always been a place where people have recognised opportunities and worked hard to realise them. It is a place of great potential but there are challenges that we must tackle. Population and demographic change is one such challenge. We must properly accommodate and care for an increasingly older and diverse population, while welcoming newcomers and meeting the needs of this new and diverse community.

\*Population data as of the Census 2021, residents who note this region as their usual place of residence.



## Our community

This information is a snapshot from more comprehensive Census 2021 data.



## Community engagement framework

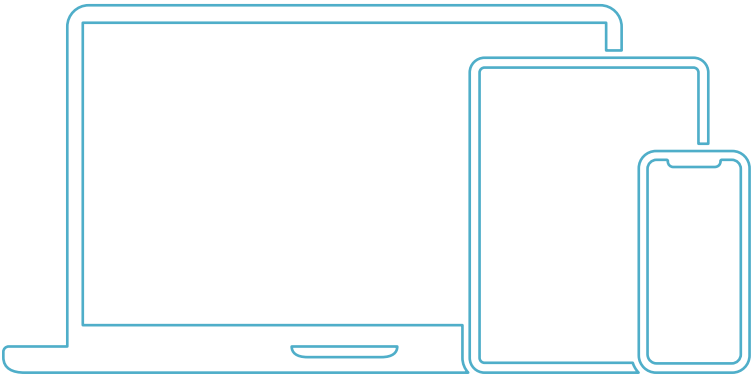
Council is committed to our engagement practices of delivering communication aligned to the [International Association of Public Participation \(IAP2\)](#) principles of the Public Participation Spectrum. The Code of Ethics for Public Participation Practitioners supports and reflects IAP2's Core Values for the Practice of Public Participation. The Core Values define the expectations and aspirations of the public participation process.

The table below outlines the different levels of input and influence the community may have over a particular project. It is our goal to give the people of the Snowy Monaro as much say as the legislation, regulation, and practical realities of a given project allow.

Increasing impact on the decision → → →					
	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public
Promise to the Public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide

## Roles and responsibilities

Roles and responsibilities	
Mayor and Councillors	Demonstrate commitment to community through effective engagement including liaison with community, collaboration and contribution to engagement. Establish partnerships while representing and advocating for the best interests of the community.
CEO	Ensure compliance with legislative obligations, oversee adequate delegation and endorse initiatives that are appropriate and inclusive.
Employees	Ensure planned processes are consistent, aligned with relevant regional, state and federal equivalents and delivered in alignment with Council's values. Report back on how data collected through engagement has influenced the decision. Regularly monitor and evaluate the effectiveness of processes.
Community	Openly and actively participate in a variety of engagement opportunities. Provide respectful contributions through various means to ensure the community's voice is heard in decision-making activities. Deliver feedback on practices or process where improvements are identified.



# Risk and opportunities

Council will advise the community on the negotiable elements for each project, asking for input on community expectations. At times, there will be occasions where community engagement cannot define the outcome of the decision making due to (but not limited to):

- legislation and compliance
- budget, revenue and funding stipulations
- work, health and safety
- procurement

- Council incorporates IAP2’s Code of Ethics into our
- actions, and will provide the community with a clear
- understanding of the guiding principles and how
- these will be defined alongside social justice principles
- identified as:
- → access and rights
- → equality and diversity
- → participation and supportive environments
- 
- 

IAP2 Code of Ethics	
1. Purpose	We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body
2. Role of practitioner	We will enhance the public’s participation in the decision-making process and assist decision-makers in being responsive to the public’s concerns and suggestions
3. Trust	We will undertake and encourage actions that build trust and credibility for the process among all the participants
4. Defining the public’s role	We will carefully consider and accurately portray the public’s role in the decision-making process
5. Openness	We will encourage the disclosure of all information relevant to the public’s understanding and evaluation of a decision
6. Access to the process	We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions
7. Respect for communities	We will avoid strategies that risk polarising community interests or that appear to “divide and conquer”
8. Advocacy	We will advocate for the public participation process and will not advocate for interest, party, or project outcome
9. Commitments	We ensure that all commitments made to the public, including those by the decision-maker, are made in good faith
10. Support of the practice	We will mentor new practitioners in the field and educate decision-makers and the public about the value and use of public participation

## Encouraging conversations

Council recognises that views gathered through conversations and engagement should be representative of a broad cross section of the community.

Where possible, Council is committed to ensuring open access through:

- Use of accessible venues
- Promotion of accessibility options
- Ensuring a range of engagement methods are used
- Provision of easy read materials or direct support to interpret documents

In addition, we have identified some specific groups that may require additional considerations when communicating or undertaking engagement.

### CHILDREN

- Use clear and informal language, free from jargon and acronyms
- Avoid potentially intimidating techniques and venues
- Inform young people about what Council does

### YOUNG PEOPLE

- Use clear and informal language, free from jargon and acronyms
- Consider incentives
- Choose venues accessible to public transport
- Use existing relationships (eg. children and youth services)

### WOMEN

- Choose venues that are safe, in visible and public locations and directly accessible

### OLDER PEOPLE

- Use large print
- Choose accessible venues
- Consider transport options
- Use existing relationships

### ABORIGINAL PEOPLE

- Invite and encourage involvement of respected elders
- Use clear language, free from jargon and acronyms
- Use existing relationships (eg. Aboriginal Liaison Officer and Aboriginal Community Reference Group)

### PEOPLE WITH A DISABILITY

- Use clear language, free from jargon and acronyms
- Avoid activations that require long periods of concentration
- Encourage participants to bring support person
- Consider information format
- Ensure adequate lighting
- Be on the same level
- Avoid or reduce background noise whenever possible
- Repeat and rephrase as required
- Consider Auslan Interpreter Service

### WORKING FAMILIES

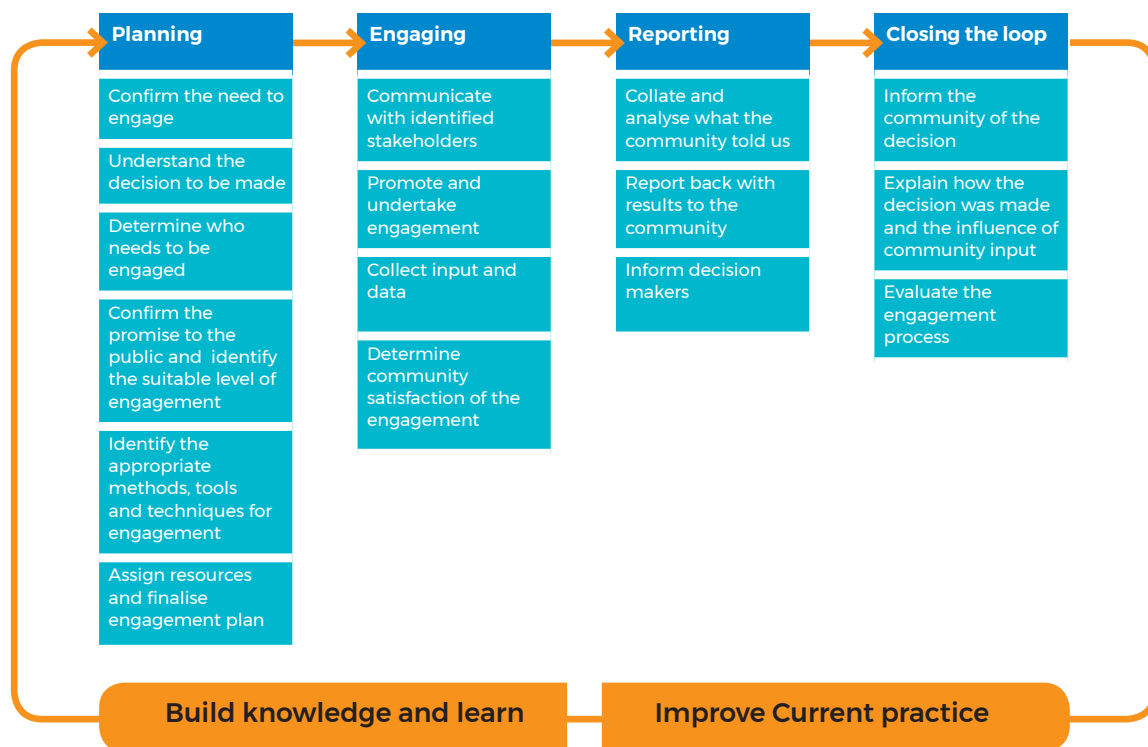
- Consider timing and childcare needs
- Consider venue options that are appropriate for children

### CULTURALLY DIVERSE COMMUNITY

- Use clear language
- Consider use of interpreters
- Translate printed material
- Respect cultural differences
- Invite respected community leader
- Consider dietary requirements

## Community Engagement Process

Our region follows the below process when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.



### High impact

There is a high level of impact or risk (perceived or real) on the region as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.

### Medium impact

There is a medium level of impact or risk (perceived or real) on the region as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.

### Low impact

There is a low level of impact or risk (perceived or real) on the region as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

## Community Engagement Plan

In preparing for engagement, Council aims to involve inclusive conversations in our communities, including those community members who may require alternate considerations, such as those with a disability, women, young people, older people, working families, remote living (connectivity limitations) and culturally diverse communities.

Stakeholder identification	
Community	For community wide-issues, providing general information, eg. rates and property matters.
Elected Representatives	Local, State and Federal representatives act as advocates for the people in a wide variety of matters. Councillors are an important connection point/source with our community.
Other Government Agencies	Council has a large advocacy role to play in advising other levels of Government of the needs and expectations of the community.
Business and industry	In matters where Chamber of Commerce, local business or industry group representatives are active and can provide information regarding the needs of the business community.
Service users	Park and recreational users, travellers and visitors, waste facility users, contractors or suppliers, tourists, libraries and halls.
Specific target groups	Specific groups may be targeted for their expertise in certain areas; these could include age or gender specific, cultural, Aboriginal and Torres Strait Islander, disability, environmental and sporting groups.
Interest groups	Relevant groups or committees (community or social) comprising local residents should be consulted in relation to their particular interest areas and needs.
Employees	For projects and issues that may impact or influence service or operational delivery of other departments, opportunities exist to integrate program delivery and share knowledge and expertise to add value to the process. Employees in most instances are also residents of the Snowy Monaro region and as such, are an important connection with our community.

Once Council reviews collated data from engagement activities, there will be different levels of community sentiment delivered on the commitment, with outcomes that will be reported as:

For our community, we will provide various levels of in-person and digital engagement with appropriate innovative cost-effective activities to facilitate conversations with key stakeholders and targeted audiences in our community.

Engagement Method	Inform	Consult	Involve	Collaborate
Drop-in/pop-up sessions/stalls	✓	✓	✓	
Community meetings	✓	✓	✓	
Information & briefing sessions	✓			
Workshops or focus groups	✓	✓	✓	✓
Media: Newspaper articles, media release or public notices and advertisement, radio, etc.	✓			
Printed promotional material – brochures, flyers, letters, posters, rates inserts, newsletters and static display	✓			
You Say Snowy Monaro website – survey, quick polls, forum, budget simulation or mapping tools	✓	✓	✓	✓
Council Website	✓			
Social media	✓			
eNewsletter – digital production fortnightly distribution	✓			
Email – direct or via communications/industry groups	✓			
SMS message – emergency only	✓			



The following Stakeholder Analysis Matrix example outlines the proposed community engagement approach including target group, level of engagement, interest, influence and impact expected. This is one of the tools used to inform our engagement plans, which will remain flexible to allow for new opportunities to reach our diverse community, their changing needs and add value to our engagement process.

Stakeholder Analysis Matrix Template					
Stakeholder group	Role/Connection	Benefits of involvement	Level of interest	Level of influence	Level of impact
Individuals, sectors or known groups. - Chamber of Commerce - community groups/ organisations - youth - media - Councillors - other levels of Government - additional stakeholders as identified	The stakeholders' role and their connection to the project or proposition. What expectation does the stakeholder group have of the organisation in relation to participation, information and involvement in the project? - to be kept informed on the overall progress of the project. - to be involved in providing relevant operating issues.	What the stakeholder group can bring to the project that is of benefit. - to provide feedback on operational aspects of the facility. - to assist in planning appropriate programs. - to assist in providing clarification on issues	What level of interest does the stakeholder group have in the final outcome? - significant level of interest - moderate interest - low interest	What level of influence will the stakeholder group have on the final outcome? e.g. IAP2 Spectrum (Inform, consult, involve, collaborate, empower)	The level of impact that the issue, project or proposition, will have on the stakeholder groups. - signification impact - moderate Impact - low impact

## Stakeholder mapping and engagement tools

We continually review and evolve the ways in which we communicate and engage with our community, based on identified needs and evaluation of new and emerging technologies and techniques.

Stakeholder Categories	Drop-in/ Pop-ups	Community meetings	Information & briefing sessions	Individual meetings	Workshops	Media	Displayed promotional material	Letter box drop	You Say Snowy Monaro	Council Website	Social media	eNewsletter	Email	Text message / SMS
Whole of community	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Absentee rate payers								✓	✓	✓	✓	✓	✓	✓
Elected Representatives		✓	✓	✓	✓								✓	
Other Government Agencies			✓	✓									✓	
Business and industry		✓				✓	✓	✓	✓	✓	✓	✓	✓	
Service users	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Specific target groups	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Community & interest groups	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	
Employees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Localities and preferred methods of engagement

The Snowy Monaro is a geographically diverse region, covering a huge area with a disparate array of terrain, ecology, environments and climates.

The communities in these different areas can – and often do – have vastly different needs, priorities and problems than one another. Our Community Engagement Strategy recognises and celebrates that this geographic diversity is important, and needs to be taken into consideration when planning and executing engagement activities across the region.

Stakeholder Categories	Drop-in/ Pop-ups	Community meetings	Information & briefing sessions	Individual meetings	Workshops	Print media	Displayed promotional material	Letter box drop	You Say Snowy Monaro	Council Website	Social media	eNewsletter	Email	Text message / SMS
Adaminaby	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Berridale	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Bibbenluke		✓	✓		✓	✓		✓	✓	✓	✓	✓		
Bredbo	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Bombala	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Cathcart		✓	✓		✓	✓		✓	✓	✓	✓	✓		
Cooma	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Dalgety	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Delegate	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
East Jindabyne	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Jindabyne	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Kalkite		✓	✓		✓	✓			✓	✓	✓	✓		
Michelago	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Nimmitabel	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Numeralla	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Smith's Road	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	

## Goals

1. Build robust processes and systems to support our communication and community engagement activities
2. Develop a culture of proactive communication and community engagement practices
3. Deliver tailored communication and community engagement to meet the needs of our diverse communities
4. Strengthen Council's relationships with internal and external stakeholders

1. Build robust processes and systems to support our communication and community engagement activities			
No.	Action	Timeframe	Measures
1.1	Develop a communications and community engagement toolkit for Council employees	March 2023	<ul style="list-style-type: none"> <li>Framework developed</li> <li>Training rolled out throughout the organisation</li> <li>Communications and Engagement module added to corporate induction process</li> <li>All engagements close the communication loop with our community by reporting back what was heard</li> </ul>
1.2	Develop, implement and promote an internal engagement framework to employees	March 2023	<ul style="list-style-type: none"> <li>Framework developed</li> <li>Training rolled out throughout organisation</li> <li>Communications and Engagement module added to corporate induction process</li> <li>All engagements close the communication loop with our community by reporting back what was heard</li> </ul>
1.3	Review Communications and Social Media Policy	August 2023	<ul style="list-style-type: none"> <li>Policies adopted</li> </ul>
1.4	Develop Crisis Management Media protocol	August 2023	<ul style="list-style-type: none"> <li>Develop a procedure aligned with external stakeholders</li> </ul>
1.5	Develop and implement Council Style Guide and templates	August 2023	<ul style="list-style-type: none"> <li>Style Guide developed</li> <li>Templates developed</li> <li>Branding transitioning in line with new branding</li> </ul>
1.6	Audit and catalogue images used across the organisation to ensure consistent level of quality and style	February 2024	<ul style="list-style-type: none"> <li>Images will be catalogued and easily accessible to internal and external stakeholders</li> </ul>
1.7	Develop design guidelines for sub-brands, including how the Council logo will be integrated into materials and assets	August 2024	<ul style="list-style-type: none"> <li>% completion reported to SMT and ELT quarterly</li> <li>All branding material reflects Council's Style Guide</li> </ul>

2. Develop a culture of proactive communication and community engagement practices.			
No.	Action	Timeframe	Measures
2.1	Collaborate between business units to create situational awareness and engagement opportunities	Ongoing	<ul style="list-style-type: none"> <li>· All department are visible in our community</li> <li>· Engagement opportunities continue to increase annually and across more diverse areas</li> <li>· Refer to the stakeholder engagement at monthly business unit meeting, ensuring activities, projects and campaigns are adequate and well planned for</li> <li>· Implemented mechanisms have shifted internal culture in embracing alternate methods of engagement in keeping up-to-date and relevant with digital demands and trends</li> </ul>
2.2	Communicate transparently and honestly about the role of Council, our decisions and activities.	Ongoing	<ul style="list-style-type: none"> <li>· Level of influence is clearly communicated to relevant stakeholders throughout processes</li> <li>· 75% of relevant projects have utilised the strategic engagement framework</li> <li>· 80% of project meetings are attended</li> <li>· Increase in positive feedback from the community regarding our engagement activities</li> </ul>
2.3	Ensure adequate communication and engagement resources are planned for, and included in, all Council projects, event and activity planning	Ongoing	<ul style="list-style-type: none"> <li>· Provide value to the community by being budget conscious in managing community expectations</li> </ul>
2.4	Share news stories and other information with our community through appropriate methods of communication.	Ongoing	<ul style="list-style-type: none"> <li>· Attend 80% of country shows for the year</li> <li>· Attend community events throughout the region as appropriate</li> </ul>
2.5	Share news stories and other items of community through appropriate methods of communication	Ongoing	<ul style="list-style-type: none"> <li>· All departments are featured in our eNewsletter at least once a year</li> <li>· Continue to grow of digital audiences</li> <li>· Minimum of twelve internal feature stories shared with employees via internet. – SAM per year</li> </ul>
2.6	Engagement success is measured by established metrics to gain, collate and use statistically valid data to ensure accurate representation that is reflective of our community	Ongoing	<ul style="list-style-type: none"> <li>· Engagement data reflects participation from across our region, demographics and stakeholder groups. Level of participation across demographic categories is in-line with verified demographic data</li> </ul>
2.7	Ensure a consistent approach to community engagement that is meaningful, inclusive and timely	Ongoing	<ul style="list-style-type: none"> <li>· Update Councillors with progress and results</li> <li>· Evaluate data and report back to the community</li> <li>· All stakeholders will have the opportunity to connect with us through the engagement process</li> </ul>

3. Deliver tailored communication and community engagement to meet the needs of our diverse community.			
No.	Action	Timeframe	Measures
3.1	Ensure consistent and accessible brand, style, tone of voice and language for council and all of our sub-brands material.	Ongoing	• Awareness and education is implemented through induction and learning lunches
3.2	Maintain and enhance our Your Say Snowy Monaro engagement website	Ongoing	• Site visitation, usage, registration and participation metrics
3.3	Continue to develop Council's website to enhance user experience.	Ongoing	• Site visitation, usage, and participation metrics
3.4	Monitor and evaluate emerging engagement trends to ensure that our engagement is always meeting the changing needs of our community in relevant ways.	Ongoing	• Changing demographics in the Snowy Monaro and shifting needs are reviewed and diverse strategies are utilised
3.5	Consolidating the delivery of all Council newsletters	October 2023	• All newsletter created and distributed under a single platform
3.6	Continue to develop and enhance user experience of Council's intranet platform, SAM	Ongoing	• Increased engagement, visitation, utilisation

4. Strengthen Council's relationships with internal and external stakeholder groups.			
No.	Action	Timeframe	Measures
4.1	Build stronger relationships with hard to reach communities	Ongoing	• Enhance community mapping and network contacts
4.2	Develop a tailored approach to ensure transparent and open access across the community	Ongoing	• Utilise communication channels document with consistent updates to ensure all relevant audiences are addressed in their preferred way
4.3	Facilitate opportunities for Council departments to collaborate on communication and engagement projects as appropriate	Ongoing	• Communications Team to hold monthly meetings with each department
4.4	Deliver innovative strategic engagement within the community to strengthen a positive corporate image, resulting in the community having pride in their region	Ongoing	• Personalise our external and internal customer service with Council employees

## Monitoring and measuring progress

Council's Communications Portfolio now has the foundations and skills to grow, adapt and connect more comprehensively than ever with our community, through existing and emerging networks. This strategy provides the framework to ensure our processes are open, honest and transparent to our community, and it will provide pathways for residents to contribute to making the Snowy Monaro a desirable place to live, work and visit.

Council will proudly grow its image through its engagement activities, events and services to the community, being more visible, proactive and approachable.

With the Community Engagement Strategy, Council seeks to remain a trusted community partner by being mindful, open, respectful and responsive. We will engage with our community, listen to the voices of our community, and build a foundation for innovative achievements, striving always for continuous improvements, evolving practices and better methods to ensure we remain contemporary and relevant.

We will use consistent best practice to continuously and proactively assess the success of our engagement activities.

Measured against demographic data and judged by the relevance and quality of the data obtained through the engagement, it is our goal that everyone in the Snowy Monaro has the opportunity to engage with us on the subjects and issues that they care about.

It is our responsibility to ensure that equality of access and opportunity is available to all, and where we find that we have fallen short, we will do what is necessary to ensure every member of our community can participate and play a substantive role in our collective decision making.

We will achieve this through reviews of data, consultation exit surveys, follow-up questionnaires, a community satisfaction survey and whatever means is appropriate to not only self-assess, but hear from participants how we did and where we, as a Council, can improve.

Further to this, we aim to be transparent, open and share this data and these measures of our success with the community.

## Review

With the Community Engagement Strategy, Council seeks to remain a trusted community partner by being mindful, open, respectful and responsive. We will engage with our community, listen to the voices of our people, and build a foundation for innovative achievements, striving always for continuous improvements, evolving practices and better methods to remain contemporary and relevant.



## Appendix | **Community Participation Plan**

The Community Engagement Strategy works alongside Council's Community Participation Plan (CPP) and is intended to make it easier for the community to understand how to participate in planning matters in NSW. The requirement to prepare a CPP applies to all relevant planning authorities under the Environmental Planning and Assessment Act 1979 (EP&A Act).

Council's CPP sets out how and when planning authorities will engage with its community on the planning functions it performs. The CPP also sets out the minimum public exhibition timeframes relevant to the planning authority that are provided in Schedule 1 to the EP&A Act.

## Appendix 2 Snowy Monaro Community Participation Plan

Community participation and stakeholder engagement are vital for successful planning outcomes. Snowy Monaro Regional Council have developed this multi-faceted framework to engage with the community. This Community Participation Plan has been prepared in line with the Environment Planning and Assessment Act 1979 (EP&A Act) and the Department of Planning and Environment Guidelines. This plan outlines the legislative requirements and Council's policy for community participation in the planning system including but not limited to:

- Development Applications
- Planning Proposals and Plan Making
- Development Control Plan Amendments
- Nominated Integrated Development
- Designated Development

Community participation is an overarching term covering how we engage the community in our work under the EP&A Act, including plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, Local Government and State and Commonwealth Government agencies.

### Objectives

- To provide opportunity for those potentially impacted by development to comment on possible impacts
- To provide clarity and consistency in the notification process
- To specify development/s considered 'advertised development' for the purposes of the Act
- To outline circumstances in which direct notification and/or advertising will be undertaken

## What is a Community Participation Plan

Community participation plans were included in the *Environmental Planning and Assessment Act 1979* in 2018. Community participation plans are designed to make participation in the planning system clearer for communities. It achieves this by setting out when and how you can participate in the planning system.

Community participation plans are outlined in Division 2.6 of the *Environmental Planning and Assessment Act 1979* and must contain, as a minimum, those items stated in Part 1 of Schedule 1 in the *Environmental Planning and Assessment Act 1979*.

Table 1 and 2 below outlines the legislative requirements for public notification of documents and Table 3 below outlines Council's policy on notification for all other planning related matters.

## Community Participation Plan Principles

The following community participation principles guide Council's approach to community consultation and engagement:

- ***The community has a right to be informed about planning matters that affect it***
- ***Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning***
- ***Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning***
- ***The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered***
- ***Community participation should be inclusive and planning authorities should actively seek views that are representative of the community***
- ***Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made***
- ***Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account)***
- ***Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development***

The community participation plan principles are core to the public engagement approaches undertaken by Council in relation to planning matters. These principles guide Snowy Monaro Region communities' participation in the planning System.

## Legislative and Policy Requirements for Public Exhibition

### Objectives

- To provide opportunity for those potentially impacted by development to comment on possible impacts
- To provide clarity and consistency in the notification process
- To specify development/s considered 'advertised development' for the purposes of the Act
- To outline circumstances in which direct notification and/or advertising will be undertaken

### Prescriptive requirements

#### Application

This chapter applies to all development applications which pertain to lands in the Snowy Monaro region. Note that development applications do not necessarily include new building works.

This chapter does not apply to development which is exempt or complying development.

Council imposes a fee upon applicants for costs incurred in providing notice to the community. Fees are specified in Council's Fees and Charges.

### Provision of a public notification period

Where notification is required, Council provides a period of notification of fourteen (14) calendar days unless another period is outlined in tables 1, 2 or 3.

Tables 1, 2 and 3 detail the minimum notification requirements for different types of development applications. Notice as prescribed by tables 1, 2 and 3 is provided during the notification period. Ordinarily, notice is only provided for development types featured in the tables.

At the commencement of the notification period, direct notice of development applications is sent to applicable property owners (as noted in tables 1, 2 and 3). This is described in Section 5.2.3.

During the period of public notification the development application and accompanying documents will be available for inspection at Council's main and branch offices during normal business hours.

The period **between 20 December and 10 January (inclusive) is excluded** from the calculation of a period of public exhibition.

Community members may make submissions during the public notification period as described at Section 5.2.7 onwards.

In certain circumstances Council may waive notification requirements. These circumstances include where there is no discernible impact from the development and where notifying the public would be futile.

### Means of direct notification and who will be notified

Direct notice of development applications is sent as a mailed letter to applicable property owners (as noted in tables 1 and 2) as listed in Council's records.

For a property with multiple owners, written notice to one owner is considered notice to all owners (as per clause 88(2)(c) of the Regulations). Council notifies all owners if aware of their address details in association with the property.

If land is a lot within the meaning of the *Strata Schemes (Freehold Development) Act 1986*, written notice to the owners' corporation is considered written notice to the owners of each lot within that strata scheme.

If land is a lot within the meaning of the *Strata Schemes (Leasehold Development) Act 1986*, written notice to the lessor under the Leasehold Strata Scheme concerned and to the owners' corporation is considered written notice to owners or occupiers of each lot within that Scheme.

In all instances detailed in the preceding two paragraphs, Council reserves the right to give individual notice to owners within strata schemes.

### Additional provision of public notice

Council reserves the right to distribute or otherwise provide notice to the community additional to requirements outlined in sections above and in tables 1, 2 and 3. Additional notification occurs at discretion of Council officers having regard to potential impacts of proposed development. Costs of additional notification are borne by the applicant.

### Legislative requirements to provide public notice

Notification requirements for some types of development are legislated by the State of New South Wales. Council must follow the requirements of NSW legislation. These types of development are listed in Table 1 and Table 2. Further

detail is contained within the legislation and any relevant environmental planning instruments.

**Table 1: New South Wales legislative requirements for notification (Plan Making)**

Type of development	Minimum notification requirement	Advertise in newspaper	Additional comments
<b>Legislative Requirements</b>			
Draft Community Participation Plan	Any public authority with a potential interest	Yes	Minimum advertising period of 28 days
Draft Regional and District Plans	Any public authority with a potential interest	Yes	Minimum advertising period of 28 days
Draft Local Strategic Planning Statements	Any public authority with a potential interest	Yes	Minimum advertising period of 28 days
Planning Proposals for Local Environmental Plans subject to a gateway determination	Adjoining owners Any public authority with a potential interest	Yes	Minimum advertising period of 28 days or a) if a different period of public exhibition is specified in the gateway determination for the proposal — the period so specified, or b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal — no public exhibition
Draft Development Control Plans	Any public authority with a potential interest	Yes	Minimum advertising period of 28 days
Draft Contribution Plans	Any public authority with a potential interest	Yes	Minimum advertising period of 28 days

Table 2: New South Wales legislative requirements for notification (Development Assessment)

Type of development	Minimum notification requirement	Advertise in newspaper	Additional comments
<b>Legislative Requirements</b>			
'Nominated integrated development': any development requiring approval under the <i>Heritage Act 1977</i> , <i>Water Management Act 2000</i> or <i>Protection of the Environment Operations Act 1997</i>	Adjoining owners Any public authority with a potential interest	Yes	Minimum advertising period 28 days Advertise in local newspaper.
Designated Development	Adjoining owners Any public authority with a potential interest	Yes	Minimum advertising period of 28 days (Schedule 1 of the EP&A Act) Signage to be provided on site For other requirements see clauses 56-60 of Regulations Advertise in local newspaper
State Significant Development	Minimum advertising period of 28 days (Schedule 1 of the EP&A Act) Consent Authority advertising requirements as per the NSW Government Department of Planning Community Participation Plan For other requirements see clauses 56-60 of Regulations		
Environment Impact Statement obtained under Division 5.1 or Environmental Impact Statement for State Significant Infrastructure under Division 5.2	Minimum advertising period of 28 days (Schedule 1 of the EP&A Act) Consent Authority advertising requirements as per the NSW Government Department of Planning Community Participation Plan		

Council-adopted requirements to provide public notice

Table 3: Snowy Monaro Regional Council adopted requirements for notification

Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
<b>Subdivision</b>				
All types of subdivision less than 20 lots not including boundary adjustments	14 days	Adjoining and opposite owners	No	Nil
All types of subdivision 20 lots or more	28 days	Adjoining and opposite owners (28 day notification) Council will notify owners adjacent to road routes expected to service the site.	Yes	
<b>Residential Accommodation</b>				
Dwelling houses less than 2 storeys	Nil	Nil	No	No notification required. Unless determined otherwise by assessing officer
Dwelling houses 2 storeys or more	Zone RU 1-4 – Nil Zone C 1-4 – Nil Zone R5 – Nil for lots over 1 hectare in size All other zones – 14 days (including zone R5 for lots below 1 hectare in size)	Adjoining and opposite owners No notification requirement for rural areas ('RU' zones 1-4), C zones or R5 lots over 1 hectare.	No	No notification requirement for rural areas ('RU' zones 1-4), C zones or R5 lots over 1 hectare. Unless determined otherwise by assessing officer
Dual occupancy or secondary dwellings	Zone RU 1-4 - Nil All other zones - 14 days	Adjoining and opposite owners	No	No notification requirement for rural areas ('RU' zones 1-4)

Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
Alterations and additions for new habitable storey	Zone RU 1-4 – Nil Zone C 1-4 – Nil Zone R5 – Nil for lots over 1 hectare in size All other zones – 14 days (including zone R5 for lots below 1 hectare in size)	Adjoining and opposite owners	No	No notification requirement for rural areas ('RU' zones 1-4), C zones or R5 lots over 1 hectare
Residential flat buildings, multi-dwelling housing (inc. seniors /disability housing), boarding house, hostel, group home, Shop top housing	14 days	Adjoining and opposite owners	At Council officers' discretion	Nil
<b>Commercial and Industrial Development (including extractive industries and rural industries)</b>				
Tourist and visitor accommodation, eco-tourist facilities	14 days	Adjoining and opposite owners as per comments to right	At Council officers' discretion	Illumination and Temporary signage shall be notified. (TfNSW if relevant and adjoining/opposite land owners)
Commercial development, public use facilities, venues, crowd-attracting uses, recreation facilities	14 days	Adjoining and opposite owners. Council may broaden notification subject to circumstances of the site and intensity of use anticipated	At Council officers' discretion	



Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
Industrial development, storage, transport depots	14 days	Adjoining and opposite owners  Council may notify owners adjacent to road routes expected to service the site, when site is outside employment 'E' zones.	When located outside 'Industrial' zones	Public authorities will be notified as deemed necessary by Council
Extractive industries, rural industries and intensive agricultural developments	14 days	All properties within 500m of the development site.  Council may broaden notification subject to circumstances of the site	Yes	Public Authorities will be notified as deemed necessary by Council
Alterations and Additions to Commercial development, public use facilities, venues, crowd-attracting uses, recreation facilities	At Council officers' discretion	At Council officers' discretion	At Council officers' discretion	Nil notification where development does not result in an increase to GFA.
<b>Miscellaneous</b>				
Development seeking to vary a development standard via Clause 4.6 of an LEP	14 days	Adjoining and opposite owners	At Council officers' discretion	
Signage	Nil  Illuminated temporary signage shall be notified for 14 days	At Council officers' discretion	At Council officers' discretion	Illuminated temporary signage shall be notified for 14 days (adjoining and opposite owners and TfNSW if necessary)

Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
Works of any category impacting LEP heritage items or impacting a heritage conservation area	14 days	Adjoining and opposite owners This may be expanded or reduced at Council officers' discretion	At Council officers' discretion	Works should be notified if substantially altering the appearance or themes of a heritage item, as viewed from public roads or neighbouring property  Apply these rules in addition to another category of works in this table  Only work to heritage items triggers this section. Development proposed as a conservation incentive is notified according to the relevant category in this table
Change of Use	At Council officers' discretion – Please see additional comments column	Adjoining and opposite owners	At Council officers' discretion	Residential change-of-use notified only when intensity of use proposed is greater than a single dwelling  Other change-of-use notified in accordance with applicable category for that new use in this table

Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
Electricity generating works	14 days Nil in 'Industrial' or 'Rural' zones if capacity is less than 100kw	Adjoining and opposite owners Council may broaden notification subject to circumstances of the site.	No	For any electricity generating works, only notify in 'I' zones and 'RU' zones 1-4 if capacity is equal to or greater than 100kw
Restricted premises, sex services premises	14 days	Adjoining and opposite owners	Yes	Nil
Home Occupation (sex services)	14 days	Adjoining and opposite owners	No	Nil
Division 8.2 Reviews	As per original application	As per original application	As per original application	As per original application
<b>Section 4.55 Modifications:</b>				
(s4.55(1))	Nil	Nil	No	Nil
(s4.55(1A))	Nil – Unless determined otherwise by Council officer	At Council officer's discretion - Adjoining and opposite owners and any objector to the development.	No	Minimum notification period of 14 days Notification period may be waived for minor modifications with no resulting change to impacts
(s4.55(2))	14 days	Adjoining and opposite owners and any objector to the development	Same as original application	Notification for a period not exceeding 14 days but otherwise in the same manner as the original application.
(s4.56)	As per original application	As per original application	As per original application	As per Clause 119 of the EP & A Regulation

Type of development	Minimum Notification Period	Minimum notification requirement	Advertise in newspaper	Additional comments
<b>Other Items</b>				
One off events	14 days	At Council officers' discretion	At Council officers' discretion	
Any other development not listed above, which in the opinion of Council may have adverse or detrimental impacts.	14 days	At Council officers' discretion	At Council officers' discretion	

**Note:** Where development falls into multiple categories, the greater notification requirement is fulfilled. Council may also broaden notification beyond adjacent and opposite owners where the pattern of lots near the development is unusual.

Where items are 'at Council officers' discretion' adverse or detrimental impacts will be considered as per the development assessment template.

Some proposed developments are amended by applicants prior to determination. Council will provide renewed notice of amended proposals where potential impacts of the development are significantly altered. Those notified of the original proposal or who made a submission will be notified of the amended proposal in those cases.

Written objections made to original development proposals will still be considered by Council in determination of amended development applications. If objections are withdrawn following amendment and re-notification these are not considered by Council in its final determination.

Development identified by Table 2 as requiring advertising in the newspaper is considered to be 'other advertised development' for the purposes of the Environmental Planning and Assessment Regulations 2000.

### Submissions

Submissions regarding development applications may be made by any person. To have received formal written notification is not a condition of submission.

Submissions are required in writing. All submissions must be received by Council by close of business on the final day of the notification period. Extensions are granted at the discretion of Council officers. Potential late submitters should contact Council to confirm the granting of such extensions.

Emailed submissions are preferred for reasons of promptness. Emailed submissions must include signature(s) of submitter(s). When emailing submissions, such emails must include the relevant DA number in the subject of the email and must be sent to [records@snowymonaro.nsw.gov.au](mailto:records@snowymonaro.nsw.gov.au) for formal registration.

Signed submissions can be sent by mail or hand delivered to Council offices. Council will accept postal correspondence marked on the day of closure of the notification period. Original facsimile/s will be required not more than seven (7) days from the final day of the notification period.

Submissions must clearly state the relevant development application number and the name and address of the person making the submission if this is an objection; the grounds of objection are required to be specified.

Submitters should provide Council an email address to receive notice of Council meetings where the application may be considered. Council will formally acknowledge any submissions received.

**Please note:** comments made via Social Media are **not** considered a submission.

#### Political donations

When making a written submission to Council objecting to or in support of a development application the person who makes the written submission is required to disclose any reportable political donations and gifts made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined. This includes:

- a) all reportable political donations made to any local Councillor of that Council (a reportable political donation made to a 'local Councillor' includes a reference to a donation made at the time the person was a candidate for election to the Council). Reportable political donations include those of or above \$1,000; and
- b) all gifts made to any local Councillor or employee of that Council.

If you think that the above may apply to you Council urges you to read and complete the 'Political Donations Disclosure Statement' and return it with your submission. Please note that failure to disclose this information or make a false disclosure is an offence. This form is available from Council's website or offices.

#### Late Submissions

Council **does not guarantee** submissions received following closure of the notification/advertising periods, without an extension having been granted, will be considered in determination of the applications.

#### Submissions are Public Documents

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If an application is to be determined by Council at a Council meeting any submission made will be reproduced in the business paper for that meeting which is a public document. Council endeavours not to publicly disclose any personal information contained in attached submissions.

Interested persons may view or obtain submissions made in respect of development applications. There is no entitlement to view or obtain personal information contained in any submission. Such permission is obtained through a formal process designed for this purpose.

#### Other Community Participation Requirements

- A public authority is not required to make available for public inspection any part of an environmental impact statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason
  - Timeframes are in calendar days and include weekends
  - If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day
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### 9.4.3 FUTURE USE OF THE COOMA TO BOMBALA RAIL CORRIDOR

Record No: I22/728

#### OFFICER'S RECOMMENDATION

That Council

- A. Support the continued planning for the Monaro Rail Trail from Queanbeyan to Cooma, and Bombala to Jincumbilly, including finalising the business case and potential lease discussions with TfNSW for those sections (noting this is not a resolution to apply for funding to construct the rail trail or enter a lease, but to commence discussion);
- B. Provide a written undertaking to Cooma Monaro Railway (CMR) that Council will agree to vary any future rail trail lease between Bombala and Jincumbilly (at no cost to CMR) to enable reinstatement of the rail line (at no cost to Council) should Stage 4 funding of the CMR Operational Business Plan (Version 2.3.2 August 2022) be received, and subject to Stages 2 and 3 of that Plan (ie Cooma to Nimmitabel) having been constructed prior to this;
- C. Not undertake to fund the cost of relocating the MRT if point B (above) eventuates;
- D. Resolve to continue to work with all parties on continuing investigations of potential shared use arrangements, costings, feasibility evaluations, etc along the rail corridor between Cooma and Bombala
- E. Inform state agencies (TfNSW, DRNSW) and federal and state members of Council's adopted position on this matter

#### ISSUES

At its previous meeting on 15 September 2022, Council considered a report on the Monaro Rail Trail including a possible grant application for construction funding (Regional Tourism Activation Fund). For a variety of reasons (outlined in the previous report), the Council is not yet in a position to apply for construction funding for this project.

#### Proposed shared trail use

Among the pre-construction issues requiring resolution is a Council position on the prospects for shared use of the Cooma to Bombala section of the rail corridor.

The shared use of the corridor would be between a rail trail (championed by the community group MRT Inc) and a tourist railway (championed by the community group Cooma Monaro Railway Inc). This was the subject of considerable debate among Councillors at the September meeting. Council resolved to invite Cooma Monaro Railway Inc to present to their ideas and ambitions and for a report to be provided back to the October Council meeting.

#### Cooma Monaro Railway (CMR)

Representatives CMR Inc attended the Councillor briefing session on 6 October 2022 in Cooma. At the briefing, the representatives presented and discussed their Concept Plan for the further renewal and reinvigoration of the Cooma Railway Station Complex. CMR Inc has already completed a significant amount of work in the station precinct including substantial refurbishment of the station building and conversion into a museum, also hosting monthly fresh produce markets. Several other rail yard buildings have been upgraded and refreshed, and CMR Inc is expecting delivery of a 32 class steam locomotive next year. The Concept Plan, presentation and

Operational Business Plan are available at the following links (provided with permission from CMR Inc):

**Summary Presentation:**

[https://cmrailway.sharepoint.com/:b:/g/board/ETNRxbRdQgpLqAizJhigL-kBf\\_fi76SOlaPOZTDWIUzvXg?e=1pOzuW](https://cmrailway.sharepoint.com/:b:/g/board/ETNRxbRdQgpLqAizJhigL-kBf_fi76SOlaPOZTDWIUzvXg?e=1pOzuW)

Operational Business Plan:

[https://cmrailway.sharepoint.com/:b:/g/board/Efg2mlGSK2tHoPG9wIW3pwBnLuPiUosJ\\_OOEV7QZaM6kQ](https://cmrailway.sharepoint.com/:b:/g/board/Efg2mlGSK2tHoPG9wIW3pwBnLuPiUosJ_OOEV7QZaM6kQ)

The CMR Operational Business Plan (OBP) includes a plan for a reinvigorated tourist rail which shows operation on the rail line between Cooma (Snowy Junction) and ultimately Bombala station. The plan is to expand the tourist rail operations in four stages, commencing with re-establishment of Cooma station to Cooma racecourse (Snowy Junction) in Stage 1. Planned Stage 2 would expand the line from Cooma station to Rock Flat. Planned Stages 3 and 4 would further expand the line from Rock Flat to Nimmitabel and then ultimately from Nimmitabel to Bombala. The proposed timeline in the OBP would see train operations from Cooma to Bombala commence in 2030. The CMR team made it clear their presentation and have also stated on their website that they have no objection to sharing the rail corridor with the rail trail.

Both community groups involved in this matter are agreed and supportive of the use of the rail corridor between Queanbeyan and Cooma (Snowy Junction) as a rail trail. Council reinforced this in its previous resolution by resolving to continue work on development of this section of the corridor for a rail trail.

However the future use of the corridor between Cooma and Bombala is contentious.

**Bombala**

From an economic development perspective the background to this contention is the economic future of the Bombala township. Council's Bombala Region Softwoods Industry Bushfire Recovery Study (Softwoods Industry Study) anticipates that the forestry industry in and around Bombala is likely to face timber supply shortfalls in the 2030s as a result of the enduring impact of the losses from the black summer bushfires. This has increased the urgency for Bombala as a town to diversify its economic base before then.

The rail trail and railway both present opportunities to increase tourism to Bombala. However a shared use corridor creates a number of rail trail design issues and inevitably increase its cost. For the tourist railway, fixing the track to be suitable for heavy rail locomotives and rolling stock between Cooma and Bombala is likely to cost many millions of dollars. The CMR OBP does not, at present, contain estimates of construction costs of reinstating the rail line south of Rock Flat, while it estimates the cost of reinstating the rail line from Cooma to Rock Flat at \$11.8m. The completed Trail Development Plan for Stage 1a of the MRT estimates construction cost for the Bombala to Jincumbilly rail trail section at \$6.5m, and Nimmitabel to Old Bombala Road at \$4.5m (ex gst).

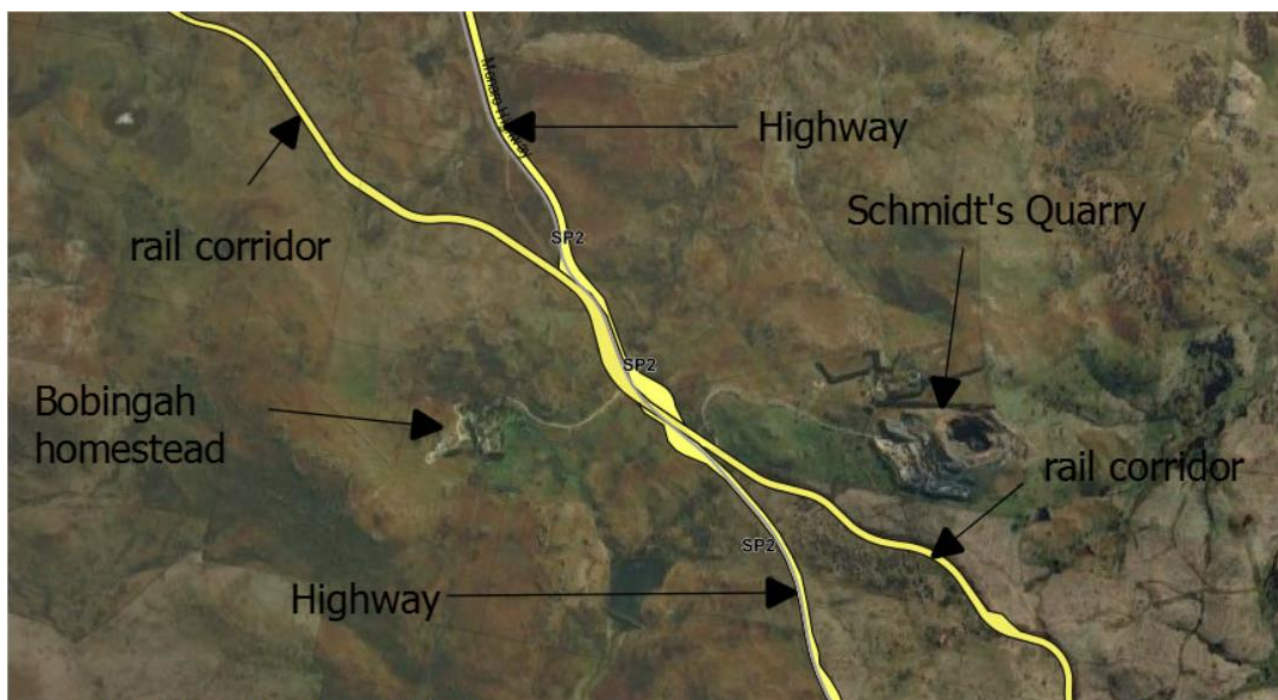
Both community groups have indicated a willingness to work towards a shared corridor scenario between Cooma and Rock Flat. However between Rock Flat and Bombala a shared corridor poses increasing problems for the rail trail. In addition, the possibility of a dual use of the corridor at the Bombala end has created uncertainty which may result in Bombala missing out on the benefits of a \$1m election promise from local Federal MP Kristy McBain.

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9.4.3 FUTURE USE OF THE COOMA TO BOMBALA RAIL CORRIDOR

A key issue is the likelihood of a level crossing being approved by Transport for NSW (TfNSW) between Cooma and Nimmitabel. In this section the rail corridor crosses the Monaro Highway, adjacent Bobingah Homestead and Schmidt's Quarry, shown on the map below.



What is immediately obvious about this crossing point is the angle at which the highway and rail corridor intersect. Their respective corridors in fact appear to merge together for a distance of about 700m. This particular circumstance may result in additional complications and/or costs in the design of a level crossing at this location, however this cannot be confirmed without specific engineering advice. TfNSW will not provide a definitive decision on whether a level crossing will be approved in this location without a specific application for a level crossing being submitted to them for determination. Such an application would need to include engineering design of the proposed crossing and feasibility study for the tourist rail.

However TfNSW has provided some initial general advice on level crossings on the Monaro Highway to Council. They advise that at grade crossings of the Monaro Highway for both rail and pedestrians (rail trail) should be avoided on the following grounds:

- The Centre for Road Safety (CRS) policies state that at grade crossings for pedestrians/cyclists should be in a maximum 80km/h speed zone and that new level crossings should be avoided wherever possible in favour of alternative options
- TfNSW has concerns about the reopening of level crossings given the impact on traffic flow and potential safety implications, especially given the existing high speed environment
- The Austroads Guide to Traffic Management Part 6 recommends all rail crossings of major roads be grade separated.

Additional information on relevant state policies on level crossings are at following links:

- <https://roadsafety.uat.transport.nsw.gov.au/stayingsafe/level-crossings/index.html>
- <https://www.transport.nsw.gov.au/sites/default/files/media/documents/2017/construction-of-new-level-crossings-policy-0714.pdf>

9.4.3 FUTURE USE OF THE COOMA TO BOMBALA RAIL CORRIDOR

While TfNSW is not in a position (without a specific level crossing design proposal) to outright reject a level crossing at this location, it is clear from discussions that if a level crossing was to be approved it would require a reduction in the speed limit in the vicinity to 80km/h (either permanent or variable) and an exhaustive analysis of all possible alternative options before an approval could be considered. There is also no guarantee that even if both these pre-conditions were satisfied TfNSW would issue an approval. They reserve the right to refuse any level crossing application where safety issues cannot be adequately addressed.

This advice, while high level and not specific to the circumstances at the crossing location near Bobingah, still provides a reasonably sound basis for Council to make an assumption that a level crossing in this location is *unlikely to highly unlikely* to be approved by TfNSW, whether the crossing be for a railway or a rail trail. A grade separated crossing or avoidance of the crossing altogether appear to be the only two design alternatives regardless of the preferred use of the rail corridor at this point. The fact that a level crossing may have previously existed at this location would be taken into account by TfNSW but would not be a determining factor in itself. Similarly if a Feasibility Study for the tourist rail indicated it had a strong case as a viable project that would benefit the region, TfNSW would also take this into account in their consideration of a level crossing application. The safety of both road and rail corridor users remains the paramount consideration, and in general terms level crossings do not have a desirable safety record, hence the current state policy positions about them.

If Council now wishes to form a position on its preferred use of the rail corridor, it will need to do so in the absence of conclusive information. Unknown information summarised as follows:

Significant unknown factors at this stage	Comment
TfNSW approval of a level crossing at Bobingah	Unlikely to highly unlikely based on current policy and discussions with TfNSW, but cannot be completely discounted without a specific determination of an application by TfNSW
The cost of constructing a rail trail sharing the corridor with rail between Nimmitabel and Bombala	Likely to add considerable cost between Nimmitabel and Bombala due to required duplication of all culverts and bridges, and diversion outside of the rail corridor onto private property to avoid cuttings and embankments
The cost of reinstating the railway between Cooma and Bombala	CMR has estimated from Cooma to Rock Flat in their OBP of \$11.8m. Cost likely to be considerably more to reinstate the track to Bombala, particularly if grade separation is required at the Bobingah highway crossing
Feasibility of either project once costs above are known	Both the cost of sharing the rail corridor for the MRT and the cost of a grade separated highway crossing at Bobingah for the rail are likely to negatively impact the benefit-cost ratio for each project, perhaps prohibitively.
A secured grant funding source for either	Both projects rely on grants from state or

project	federal governments for completion with no funding (other than \$1m for the Bombala MRT) sourced or guaranteed at this point.
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Council is not the ultimate determining authority for the use of the rail corridor. The rail corridor is owned by the Transport Asset Holding Entity of NSW (TAHE) and managed and maintained by UGL Regional Linx. TfNSW provides management oversight and has regulatory and administrative responsibilities for both the highway and the rail corridor. Other agencies and/or not for profit bodies which include Transport Heritage NSW and DPE Heritage NSW also have significant roles to play in the rail corridor, as do other licencing and safety agencies. If Council is to form a position on its preferred use of sections of the rail corridor, it would be doing so at this stage only as an advocate for that position to other levels of government and the community, and as a future potential lease holder should a rail trail ever be constructed in the corridor.

## RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Economic Activity	Medium	Low	Yes
External Political Environment	Low	Medium	Yes
Reputation and Image	Low	Medium	Yes

The circumstances concerning the use of the rail corridor between Cooma and Bombala have developed such that should the Council form a definitive position on its preferred use of the corridor then it risks alienating one of the community groups involved, and possibly wider sections of the community that support the position of that view. This means there are implications in this decision for both Council's reputation and image as well as the external political environment.

However, making a decision on a preferred use of the rail corridor will also resolve some degree of the uncertainty that has existed concerning the proposed Bombala to Jincumbilly section of the MRT. Council's Bombala Region Softwoods Industry Bushfire Recovery Study anticipates that the forestry industry in and around Bombala is likely to face timber supply shortfalls in the 2030s as a result of the enduring impact of the losses from the black summer bushfires. This has increased the urgency for Bombala as a town to diversify its economic base. The rail trail is viewed as a key part of this diversification. Where there is a firm decision from Council, regardless of the direction of the decision, further decisions can be made as to whether to keep the MRT in the picture for Bombala's future or move on to other ideas. However where there is uncertainty in this regard it makes it difficult to set a strategic direction for Bombala's economic future.

## FINANCIAL IMPACTS

The recommendation of this report does not have any direct implications for Council's budget at this point as it is only recommending a Council position on an issue. However, if the recommendation is adopted, it will be a step closer (there are other steps to take as well) towards a position where the Council may decide to apply for construction funding for the Monaro Rail Trail. Once this point is reached there will be obvious financial implications for Council.

**RESPONSIBLE OFFICER:** Coordinator Economic Development

## OPTIONS CONSIDERED

Some options available to Council on this matter are set out below with different positive and negative implications considered. Note that these are not intended to be exhaustive, but only to provide some high level framework to assist Council decision making.

Option	Some likely positive implications	Some likely negative implications
<i>1. Support CMR business plan for tourist train from Cooma to Bombala, exclusively in rail corridor, with no MRT</i>	Three towns receive full benefits of tourist rail  The costs of the rail trail are reduced, being limited to Queanbeyan to Cooma only  Allows diversity of tourism product in LGA – both MRT and tourist rail	The benefits of the rail trail are reduced, and possibly its feasibility  Economic benefits for Bombala will likely take longer to be realised  Less than MRT Inc's ambitions for the rail trail
<i>2. Support MRT from Cooma to Bombala, exclusively in rail corridor, with no tourist rail</i>	Full benefits of rail trail achieved  Benefits to Bombala received quicker than exclusive rail	No benefits of train south of Cooma, limited operations in Cooma  Maximum ongoing costs to Council from the rail trail  Loss of diversity of a potential tourism product in LGA
<i>3. Support CMR and MRT shared use of the corridor from Cooma to Bombala</i>	Avoids the need to choose between uses  Benefits of train and rail trail in all three towns along the route  Rail and rail trail can complement each other and possibly increase benefits of each  Provides for diversity of tourism product in LGA	No feasibility study conducted as yet, making 'educated' assumptions without it  Likely to diminish amenity of the rail trail  Likely to substantially increase capital and operational costs of the rail trail, possibly making it unviable
<i>4. Support CMR/MRT shared use of the corridor to Rock Flat, beyond Rock Flat to</i>	Allows for a tourist train to operate on a length of rail comparable to other tourist	Reduces or loses the uniqueness and competitive edge of the CMR tourist rail

9.4.3 FUTURE USE OF THE COOMA TO BOMBALA RAIL CORRIDOR

<i>Bombala exclusively support MRT with no tourist rail</i>	<p>trains</p> <p>Allows benefits of MRT to Bombala</p> <p>Provides for diversity of tourism product in LGA</p>	<p>over other tourist rails</p> <p>Less than CMRs ambitions for the rail</p> <p>Requires sorting of shared use arrangements between Cooma and Rock Flat, which will impact costs of MRT</p>
<i>5. Support CMR tourist train to Rock Flat exclusively with no MRT, support MRT from Rock Flat to Bombala exclusively, with no tourist train</i>	<p>Avoids the complications of shared use</p> <p>Benefits of MRT to Bombala</p> <p>Allows for a tourist train to operate on a length of rail comparable to other tourist trains</p> <p>Reduces costs of rail trail</p> <p>Provides for diversity of tourism product in LGA</p>	<p>Would result in a break in the rail trail</p> <p>Less than CMR's ambitions for the rail</p> <p>Less than MRT Inc's ambitions for the rail trail</p>
<i>6. Defer decision until a feasibility study can be carried out on the economic viability and costs of a shared corridor between Cooma and Bombala, or at least Nimmitabel and Bombala</i>	<p>Waits till all the facts are known on the feasibility of shared use before making a decision</p> <p>Was the agreed position between parties at the conclusion of the series of CMR-MRT Inc meetings chaired by the Mayor</p>	<p>Will cost time and create uncertainty until study is completed</p> <p>No current budget or funding source for study</p>
<i>7. Support MRT exclusive use from Bombala to Jincumbilly now, acknowledging that the rail trail will move if the railway reinstatement is ever funded for stage 4 of the CMR plan</i>	<p>Allows the MRT from Bombala to Jincumbilly to proceed now</p> <p>Doesn't discount the possibility of rail returning to the route</p> <p>Will likely result in earlier economic benefit for Bombala</p> <p>Allows benefits to be received short term while longer term planning, costing and feasibility evaluations can be carried out</p> <p>Allows for diversity of tourism product in LGA</p>	<p>Adds a new substantial cost to the MRT in the longer term</p> <p>Assumes alternate placement for MRT can be found, acquired and funded at reasonable cost, and risks the MRT will be lost to Bombala</p> <p>Will require binding assurance from Council to CMR that the corridor will be vacated and Council's lease surrendered or varied to accommodate the rail line if the time comes</p> <p>Will add cost to CMR of replacing and reinstating the</p>

9.4.3 FUTURE USE OF THE COOMA TO BOMBALA RAIL CORRIDOR

		lifted rail for that section  If the CMR timeline in the OBP is accurate, the situation may arise where the MRT may be constructed but within a few years have to be moved or removed altogether.
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On the basis of probabilities and likely costs and benefits, the best short term option to pursue is considered to be option 7, which forms the basis for the recommendation of this report. However, this option increases the costs to both the MRT and the tourist rail in the medium to longer term if the Stage 4 plan from CMR to reinstate the rail eventuates. As the CMR plan forecasts the tourist train running to Bombala by 2030, the situation could arise where the MRT is constructed and then is required to be moved from the corridor not long afterwards, assuming the MRT can be constructed in the next few years. This option also risks the MRT being lost altogether not long after it may have been constructed if an alternative route and funding cannot be found. To counter this risk, this option assumes that Stage 4 of the CMR plan will take longer than 2030 to eventuate, or may not eventuate at all in the life of the MRT lease.

## IMPLEMENTATION PLANS

Whatever decision Council makes regarding its position on the use of the corridor, this will feed into plans for the MRT as they continue to develop.

## BACKGROUND

At its meeting on 15 September 2022, the Council made the following resolution:

### COUNCIL RESOLUTION

259/22

That Council

- A. Continue to provide in principle support to Monaro Rail Trail Inc;
- B. Request a comprehensive briefing from Cooma Monaro Rail Group to Council;
- C. Continue to work on the development of Queanbeyan to Cooma segment of the proposed rail trail and;
- D. That a report come back to Council to the next meeting.

**Moved Councillor Stewart**

**Seconded Councillor Frolich**

**CARRIED**

### Record of Voting

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

*Councillors Against: Councillor Williamson.*

## **ATTACHMENTS**

Nil

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**9.5.1 RESOLUTION ACTION SHEET UPDATE**

Record No: I22/692

**OFFICER'S RECOMMENDATION**

That Council receive the resolution update for the period ending September 2022.

**BACKGROUND**

In order to provide Councillors with updates on resolutions of Council, a report has been generated with a summary of actions that are current and have recently been completed, for the period ending September 2022.

The In Progress Resolution Action Sheet for period ending September 2022 is attached to this report.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

**ATTACHMENTS**

1. Updates to October Meeting - In Progress Actions up to end of September 2022
-



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1097	15 September 2022	268/22	<b>CEO Performance Review</b> That Council: A. That the Council note this Mayor's Minute which includes the CEO's Performance Review Panel's position following the Annual Review for 2021/22. B. The Panel in accordance with clause 8.3 of the CEO's Contract of Employment has noted the Better than Satisfactory (a term referred to in the CEO's Contract of Employment) performance. C. That for the 2022/23 Performance Review period the Performance Agreement Part D – Annual Projects & Priorities be included in the 2022/2023 Performance Agreement following determination by the Panel and the CEO.	Executive Assistant to CEO, Mayor, and Councillors	07/10/2022 – PB: Letter from Mayor received.  27/09/2022 – JB: Performance Review Letter from Mayor to CEO, is with Mayor for approval. Item is complete.	17/10/2022	Y
1096	15 September 2022	265/22	<b>Motions for LGNSW Conference</b> That Council submit the following motions to LGNSW for consideration at the LGNSW Annual Conference being held on Sunday 23 October to Tuesday 25 October 2022: 1. That access to the Biosecurity information data base managed by DPI be broadened beyond statutory bio-security officers to include other appropriate stakeholders such as Landcare, local agronomists and relevant non-government and government agencies. 2. That the NSW Government prioritise working in partnership with regional and rural Councils, especially those with seasonal demands for short term and	Executive Assistant to CEO, Mayor, and Councillors	27/09/2022 – JB: Part 2 has been actioned, motion submitted to LGNSW Conference on 24/9/2022. Part 1 withheld due to receipt of rescission motion.	17/10/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			tourist accommodation, that may include but not be limited to: a. Removing policy and legislative barriers that prevent incentivising owners putting existing housing into the long term rental market. b. Working proactively with stakeholders (eg Land Councils) to release more land for housing developments, with 25% allocated to social housing/ key workforce housing (Cooma Model). c. Fund more social and emergency housing and accommodation.				
1095	15 September 2022	241/22	<b>Planning Proposal - 56 Hilddowns Road, Kalkite</b> That Council: A. Submit the planning proposal to the Minister of Planning for a gateway determination. B. Advise the Department of Planning and Environment that Council wishes to be issued with an authorisation to use its delegation for the planning proposal. C. Proceed with consultation on the planning proposal in the event the NSW Department of Planning & Environment issues a gateway determination.	Team Leader Strategic Planning	27/09/2022 – AA: A. Completed B. Completed C. Awaiting outcome of Gateway determination from DPE and will action conditions as required.	17/10/2022	N
1094	15 September 2022	260/22	<b>Ordinary Council Resolution Number Duplicate Issue</b> That Council: A. Note the duplication errors within the 28 June 2021 Extraordinary Council Meeting and	Secretary Council & Committees	23/09/2022 – LB: Resolution number duplicate issue fixed. Action Completed.	17/10/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			15 July 2021 Council Meeting Minutes resolution numbering, and B. Approve the amendment to the duplicate resolution numbers to include the addition of 'A' in order to create an individual specific resolution number.				
1093	15 September 2022	259/22	<b>Monaro Rail Trail - Potential Construction Funding Grant Applications</b> That Council A. Continue to provide in principle support to Monaro Rail Trail Inc; B. Request a comprehensive briefing from Cooma Monaro Rail Group to Council; C. Continue to work on the development of Queanbeyan to Cooma segment of the proposed rail trail and; D. That a report come back to Council to the next meeting.	Coordinator Economic Development	05/10/2022 – MA: A. Noted B. Briefing to Councillors organised for 6 October C. Noted	17/10/2022	N
1092	18 August 2022	217/22	<b>Construction of NSW Rural Fire Service emergency operations centre in Cooma - land acquisition and access construction</b> That Council A. Enter into an agreement with Snowy Hydro Limited (SHL) to enable progression of the future construction of an Emergency Operations Centre (EOC) on the land adjacent to Council's current holding of Lot 1 DP 832813; the key agreement elements being: i) Council to secure the land required to achieve legal & practical access to the intended EOC location via Geebung Street	Coordinator Land & Property	30/9/22 – TP: Project Control Group for EOC/Cooma Fire Control Centre (FCC) project initiated with RFS.  05/09/2022 – TS: 22/23 Budget updated.  30/08/22 - TP: Elements A - D & F will be initiated. Element E - Completed.	30/06/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>COOMA, through subdivision (boundary adjustment) by negotiation with the neighbouring landholder (Lot 2 DP 832813);</p> <p>ii) Council to construct suitable access road segment through to the intended SHL boundary, enabling access to both the future EOC site and reaching the boundary of SHL's residual landholding (indicative access path as per the report image);</p> <p>iii) Council to action the development approval process in relation to the specified access road segment;</p> <p>iv) SHL to transfer to Council approximately 2 hectares of land (part of SHL owned Lot 14 DP 250029) upon completion of the access road segment referred to in A ii).</p> <p>B. Proceed with the subdivision (boundary adjustment) actions as necessary in order to deliver the new access road segment as identified in A ii);</p> <p>C. Classify any land acquired, for both the new public access road segment and the intended gifted transfer from SHL of 2 Ha of land (part of Lot 14 DP 250029) related to the EOC construction in the Polo Flat area of Cooma, as operational land in accordance with the Local Government Act 1993;</p> <p>D. Add the construction of the new access road segment for the EOC in Polo Flat area of Cooma to the capital works program within Council's 2022-2026 Delivery Program and 2022-2023 Operational Plan;</p>				

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>E. Assign a budget of \$500,000 (capital project), with understanding that revenue from the intended land sale of Stage 3D Leesville Industrial Estate will provide the corresponding cost offset (linkage to Resolution 154/21 activities);</p> <p>F. Note that the other costs associated with the development and construction of the EOC will be borne by the NSW Rural Fire Service.</p>				
1090	18 August 2022	216/22	<p><b>Stronger Country Communities Fund - Round 5</b></p> <p>That</p> <p>A. the following project list be the priority listing for the application for the Stronger Country Communities Fund:</p> <p>(a) Bombala swimming pool accessibility upgrades</p> <p>(b) Bombala Showground electricity upgrades</p> <p>(c) Cooma Showground electricity upgrades</p> <p>(d) Street beautifications – Berridale</p> <p>(e) Nimmitabel Showground accessibility upgrades</p> <p>(f) Aitchison's cottage restoration.</p> <p>B. That following further investigation projects up to a value of approximately \$2million be included in the application where reasonable scope and costs can be determined.</p>	Senior Project Manager	<p>06/10/2022 – DR:</p> <p>A clause in the latest grant guidelines requires that the projects not have any incomplete grant funding that relates to the projects. This has ruled out a number of the projects, particularly the Bombala and Cooma showgrounds, where existing projects cannot proceed until additional funding can be sourced to upgrade the incoming power supply.</p> <p>The grant will proceed with seeking funding towards further stages of the Berridale master planning work as the top priority and include upgrading Aitcheson Cottage, as the heritage significance of that building means that preservation is important.</p> <p>30/08/2022 – DR:</p> <p>Work is progressing on identifying which projects can be lodged. A new provision in the grant guidelines sets out that projects which still have grant funding unspent from any Commonwealth or State source are not eligible. This rules out further works on the swimming pools.</p>	19/09/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1088	18 August 2022	215/22	<p><b>Minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee meeting held 19 May 2022</b></p> <p>That Council</p> <p>A. Receive and note the information in the report on the minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee meeting held 19 May 2022.</p> <p>B. Write to the Local Land Services' Chair on behalf of the Committee seeking the appointment of an African lovegrass Coordinator to be based out of the Cooma Local Land Services office specifically to progress the African lovegrass strategy within the Snowy Monaro region.</p> <p>C. On behalf of the Committee, invite local member, Nichole Overall to the next Biosecurity Advisory Committee meeting, or to an extraordinary meeting on a date that suits Ms Overall, to present the African lovegrass strategy, proposed solutions and funding requirements.</p>	Coordinator Biosecurity	<p>28/09/2022 – BJ: Action completed.</p> <p>31/08/2022 – BJ: Letter sent to Local Land Services Chair on 25 August 2022 seeking the appointment of a dedicated African lovegrass Coordinator at Cooma Local Land Services Office. General Manager for South East Local Land Services was copied into this request. As at 31 August 2022, no response has been received., - Letter sent to Member for Monaro, Nichole Overall on 25 August 2022 inviting Ms Overall to the 17 November 2022 meeting of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee or to an extraordinary meeting on a date more suited to Ms Overall. As at 31 August 2022, no response has been received.</p>	19/09/2022	Y
1086	18 August 2022	213/22	<p><b>Snowy Monaro Villages Water Safety Scoping Study Findings</b></p> <p>That Council</p> <p>A. Place a copy of the Snowy Monaro Villages Water Safety Scoping Study (attachment A) on its website.</p> <p>B. Develop a revised long term financial plan that incorporates the lifecycle costs of</p>	Team Leader Strategic Planning	<p>2022/10/06 – AA: A. The document has gone through the document control process and is in the process of being placed on the Council website. B. No further update.</p> <p>05/09/2022 – AA:</p>	19/09/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			implementing the improved water quality recommendations and the impacts on the residents, to assist in consulting with the community on the findings of the report.		A. Document is being processed through document control to receive a number and then will be uploaded to the website. B. Strategic Planning Staff are working with the Water and Wastewater and Assets Teams to identify lifecycle costs and investigate sustainable funding sources for these costs.		
1085	18 August 2022	209/22	<b>Lease of Bombala Saleyard</b> 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.	Manager Community Services	07/10/2022 – KS: Further investigation being conducted by Coordinator Facilities and Community Services Manager. Investigations are centred around meeting minimum code expectations. This included a trip to Bega Council to look at their facilities.  05/09/2022 – JM: Expression of interest documents being processed.	30/11/2022	N
1084	21 July 2022	190/22	<b>Sewer Easement Request - Council Owned Lot 2 DP 748500 in Leesville area Jindabyne - Related to Subdivision Works Certificate 11.2000.3000067.1</b> That Council A. Approve and proceed with allowing an easement for sewer purposes to be created in the relevant area of Lot 2 DP 748500, pursuant to Section 88B of the Conveyancing Act 1919; B. Agree that all costs incurred in actioning the easement creation are the responsibility of the developer (the applicant; linked to SWC 11.2000.3000067.1) inclusive of survey, general legal, and any registration fees costs.	Coordinator Land & Property	30/09/22 – TP: No further update at this point.  30/08/22 - TP: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.  02/08/2022 - TP: The resolution actions will be initiated.	22/08/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1082	21 July 2022	180/22	<b>Transfer of Grant Funding from Eucumbene Boat Ramp Project.</b> That Council approve the redirection of the outstanding amount from Round 2 Stronger Country Community Fund (SCCF2 – 0349 – A) in the amount of \$ 121,411 to complete the restoration of the Adaminaby Big Trout.	Project Specialist	21/09/2022 – GH: Variation requested submitted to Grants Management Office.  04/08/2022 – GH: Quotes underway, variation request to Stronger Country Communities Fund to be submitted before progressing.	22/08/2022	N
1081	21 July 2022	189/22	<b>Sewer Easement Request - Council Owned Lot 18 DP 255651 in Nettin Circuit area Jindabyne - Related to Subdivision Works Certificate 25.2021.220.1</b> That Council A. Approve and proceed with allowing an easement for sewer purposes to be created in the relevant area of Lot 18 DP 255651, pursuant to Section 88B of the Conveyancing Act 1919; B. Agree that all costs incurred in actioning the easement creation are the responsibility of the developer (the applicant; linked to SWC 25.2021.220.1) inclusive of survey, general legal, and any registration fee costs.	Coordinator Land & Property	30/9/22 – TP: No further update at this point.  30/08/22 - TP: A - Completed - applicant advised; B - In progress by applicant; CEO will execute required documentation at appropriate time.  02/08/2022 - TP: The resolution actions will be initiated.	22/08/2022	N
1078	21 July 2022	181/22	<b>Showground Stimulus Fund - Bombala Caretakers Cottage</b> That Council A. Proceed with obtaining a minimum of 2 quotes for the renovation of the Bombala cottage and a report comes back to Council B. Not proceed with the previously approved \$75,000 loan for the caretaker cottage project.	Senior Project Manager	22/09/2022 – CM: Actions being undertaken as per Council resolution.  24/08/2022 – CM: Paper in September Council Meeting Papers  04/08/2022 – SM: Quotes being sourced in preparation for an update report for the August Council meeting.	22/08/2022	Y



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1077	21 July 2022	188/22	<b>Post Exhibition Report - Local Approvals Policy for Recovery Pods and Temporary Housing on Private Property</b> That Council A. Adopt the Local Approvals Policy B. Notify persons who made a submission of Council's decision C. Notify current recipients of Recovery Pods and Resilience NSW of the adoption of the Local Approvals Policy	Strategic Land Use Planner	26/09/2022 – EH: A. part not completed - Policy has been agreed upon by Council and will be adopted with consent from Office of Local Government (OLG) B. part completed - No submissions were received, therefore no responses were provided C. part not completed - Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was 12/09/2022 where they received notes from the Planning Department. Updates to the policy were made in line with the recommendations from the Planning Department without changing the requirements of the policy. Policy was then sent for approval by the OLG. No response has been received since. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received. Action is not complete.  29/08/2022 - EH: A. part not completed - Policy has been agreed upon by Council and will be adopted with consent from Office of Local Government (OLG) B. part completed - No submissions were received, therefore no responses were provided C. part not completed - Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was	22/08/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>29/08/2022 where they anticipate to receive notes from referral from the Planning Department by the 02/09/2022. Delays have occurred due to their team members off with Covid and budget estimates taking up time within the OLG. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received. Action is not complete.</p> <p>28/07/2022 - EH:  A. Policy has been agreed upon by Council and will be adopted with consent from Office of Local Government (OLG).  B. No submissions were received, therefore no responses were provided.  C. Resilience NSW has been informed of adoption, pod recipients will be informed after consent from OLG has been received. OLG was originally contacted 22/06/2022, latest contact from OLG was 21/07/2022 where they anticipated a 10 day wait until the LAP was signed off. A document register number has been requested for the LAP to be ready to be placed on the website when consent from OLG has been received.</p>		
1073	21 July 2022	179/22	<b>Minutes from Councils Management and Advisory Committees</b> That Council A. Receive the minutes of the Adaminaby Hall, Bombala Exhibition Ground, Michelago Hall management committees.	Manager Community Services	07/10/2022 – KS: No further update.  05/08/2022 – KS: A contact list has been received and contact will be made to complete this action.	22/08/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			B. Make contact with committees who utilise the online booking system to ensure teething problems are resolved and a report provided at the next meeting				
1071	21 July 2022	197/22	<p><b>Accounting Treatment of Rural Fire Service ('Red Fleet') Assets</b></p> <p>That</p> <p>A. Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.</p> <p>B. Re-affirms its complete support of and commitment to local RFS brigades noting that Snowy Monaro Regional Council's action is entirely directed towards the NSW Government's unacceptable position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils.</p> <p>C. Council writes to the local State Member Nichole Overall MP, the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP:</p> <p>(a) Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;</p> <p>(b) Advising of the impact of the Government's position on Council finances of this accounting treatment;</p>	Chief Communications Officer	<p>26/09/2022 – JT: Completed.</p> <p>31/08/2022 - GW: Point F: 1. Media release, 2. Website news article, 3. eNewsletter, 4. Social post - shared, Complete.</p> <p>08/08/2022 - JB: Letter sent to the Auditor-General.</p> <p>01/08/2022 – JB: Letters to Ministers sent on 1/8/22.</p>	22/08/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>(c) Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Snowy Monaro Regional Council's financial statements;</p> <p>(d) Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is under the control of and the property of the RFS; and</p> <p>(e) Amending s119 of the <i>Rural Fires Act 1997</i> so that the effect is to make it clear that RFS assets are not the property of councils.</p> <p>D. Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC:</p> <p>(a) Advising Members of Snowy Monaro Regional Council's position, including providing copies of correspondence to NSW Government Ministers; and</p> <p>(b) Seeking Members' commitments to support NSW Councils' call to amend the <i>Rural Fires Act 1997</i> as set out in correspondence.</p>				

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>E. Council writes to the Auditor General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government and will not record RFS assets in Snowy Monaro Regional Council's financial statements, noting that the State Government's own Local Government Accounting Code of Practice and Financial Reporting provides for councils to determine whether or not they record the RFS assets as council assets.</p> <p>F. Council promotes these messages via its digital and social media channels and via its networks.</p>				
1070	21 July 2022	192/22	<p><b>Organisational Performance Report - June 2022</b></p> <p>That Council vary the 2021-2022 operational plan and 2022-23 operational plan as follows:</p> <p>A. Defer action 10.1.4.4 - Process Management Framework: Develop and implement a framework for effectively capturing, mapping, analysing and improving business processes to the 2022-2023 Operational Plan.</p> <p>B. Defer Project 8.2.2.7 PROJECT (CW): Kalkite Sewage Treatment Plant electrical upgrades to the 2022-2023 Operational Plan.</p>	Coordinator Strategy Development	<p>27/09/2022 – GM: Completed.</p> <p>26/08/2022 – GM: Actions updated into Operational Plan – Completed.</p> <p>3/08/2022 – AA: Noted, deferred actions and projects to be reallocated to operational plan as per resolution.</p>	22/08/2022	Y

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			C. Defer Project 8.2.2.6 PROJECT (CW): Cooma Water Treatment Plant raw water pump and variable speed drive upgrade to the 2022-2023 Operational Plan.				
1069	16 June 2022	166/22	<b>Tender Recommendation Report Bombala &amp; Delegate Water Treatment Plants Design &amp; Construction</b> The Council, pursuant to s 178 (3) (e) of the Local Government Act: A. Appoint Water Treatment Australia as preferred tenderer and authorise the CEO to negotiate the final compliance aspects for the WTP Design and Construct tender. B. Authorise the CEO to negotiate with the second place tenderer if negotiations with the preferred tenderer fail. C. Authorise the CEO to sign the necessary contract documentation.	Manager Water Wastewater	06/10/2022 – CW: DPIE has approved all aspects of the procurement process and the tender has been formally let to Water Treatment Australia with the design process starting.  05/09/2022 – JM: Negotiations have concluded. Approval sought from DPIE Water to appoint contractor.  03/08/2022 – CW: Negotiations are ongoing and have progressed well.  07/07/2022 – JD: Letters to all tenderers have been compiled and negotiations will begin in the next couple of weeks.	30/09/2022	N
1068	16 June 2022	161/22	<b>Support for Jindabyne</b> That Council A. Actively seek out and apply for available grant opportunities, such as the NSW Community Building Partnership Grant, or other suitable community infrastructure grants for the purpose of	Chief Operating Officer	07/10/2022 – JM: Inspection for street lighting undertaken. Confirming budget implications with Essential Energy.  05/09/2022 – JM: Arranging inspection of streets to identify preferred locations for additional street lighting.	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>installing additional street lighting in Jindabyne township and streets</p> <p>B. Work with government at both State and Federal level to find available options for better transport solutions for Jindabyne. Examples include, but are not limited to; additional taxi licences, community/government funded buses, lobbying to ride-share companies like Uber to include Jindabyne as a service area</p> <p>C. Work with Snowy Mountains Liquor Accord to gain further advice on what else council can do to assist the community from a local government level</p>		<p>03/08/2022 – JM: Contact made with Essential Energy to confirm process for additional street lighting once identified. Letter of support for CCTV received from NSW Police.</p> <p>06/07/2022 – JM: Community safety meeting held with key stakeholders on 5 July 2022. Key actions identified to be worked on before reporting back to stakeholders.</p>		
1064	16 June 2022	153/22	<p><b>Road Naming - Biilmann Close for new road proposed in 13 lot subdivision under DA 10.2019.3004109.1</b></p> <p>That Council endorse the name Biilmann Close to go to the Geographical Names Board for pre-approval and to be publicly advertised for a period of 28 days.</p>	GIS Administrator	<p>06/10/2022 – BH: Request has been sent to Geographical Names Board (GNB) to move this road naming proposal from 'Under Review' in the road naming portal so that it can be progressed to approval and gazetted by the GNB.</p> <p>05/09/2022 – BH: Report submitted for September Ordinary Council meeting. Next step will depend on outcome of Council's consideration for that report.</p> <p>04/08/2022 – BH: Name found to be same as a local business name for owner/developer. A second report for September Ordinary Council Meeting</p>	18/07/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					consideration to be submitted detailing circumstances and officer recommendation.  24/06/2022 – BH: No action at this stage.		
1063	16 June 2022	152/22	<b>Road Naming Proposal - Rosamond Place for new road in 17 lot subdivision (DA 10.2020.220.1 17)</b> That Council endorse the name Rosamond Place to go to the Geographical Names Board for pre-approval and to be publicly advertised for a period of 28 days.	GIS Administrator	06/10/2022 – BH: Report being drafted for November 2022 Council Meeting to approve Rosamond Place for approval after Geographical Names Board endorsed and no community submissions were received.  05/09/2022 – BH: Community Consultation complete with no submissions or objections. No further action at this point - report for Council approval will be submitted for October ordinary council meeting.  04/08/2022 – BH: Current in public advertisement period. Submitted to Geographical Names Board and pre-approved.  24/06/2022 – BH: No action at this stage.	18/07/2022	N
1062	19 May 2022	130/22	<b>Alice Street Jindabyne Close of Part of Road Reserve - Highview Subdivision Stage 6A Part 2 - Boundary Adjustment followed by land transfer to Owner of Lot 15 DP 1237920</b> That Council A. Approve and proceed with closure of part of the Alice Street road reserve in Jindabyne (an area of approximately	Land & Property Coordinator	03/10/2022 – TP: Completed.  30/09/2022 – TP: A - Completed; B - Completed; C - Noted; D - Completed;	20/06/2022	Y



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>150.2 metres square which is identified as Lot 1 DP 1283940 in the draft survey plan attached) at the specified southern location of the cul-de-sac, in accordance with the Roads Act 1993;</p> <p>B. Approve and proceed with boundary adjustment of the subject land area;</p> <p>C. Agrees that all costs incurred in actioning the boundary adjustment and partial road closure are the responsibility of the adjacent landowner (Lot 15 DP 1237920), inclusive of survey, general legal, registration fees and title creation costs incurred;</p> <p>D. Recognise that the 150.2m2 portion of the public road closed will initially remain vested in Council as operational land for the purposes of the Local Government Act 1993;</p> <p>E. Approve for the land parcel (identified as Lot 1 DP 1283940 in the draft survey plan attached) to be disposed of via gifted transfer to the owner of Lot 15 DP 1237920 once road closure is complete, recognising that the owner of Lot 15 DP 1237920 was the original subdivider of the land comprised in the to-be-closed road segment immediately before the public road was created;</p> <p>F. Note that Alice Street in Jindabyne will be re-aligned, extended and dedicated as Council public road upon finalisation of Stage 6A Part 2 of the Highview Estate subdivision.</p>		<p>E - Property exchange executed 30/9/22. Transfer complete;</p> <p>F - Noted/Completed.</p> <p>30/08/22 – TP:</p> <p>A - Completed;</p> <p>B - Completed;</p> <p>C - Noted;</p> <p>D - Completed;</p> <p>E - In progress;</p> <p>F - Completed.</p> <p>02/08/22 - TP:</p> <p>A. In progress - Gazette published.</p> <p>B. Completed - Plan of subdivision approved by SMRC Planning.</p> <p>C. Noted - Conveyed to and understood by the relevant external party.</p> <p>D. Completed - Record of classification noted.</p> <p>E. Pending - To be completed at the appropriate time.</p> <p>06/07/2022 – TP:</p> <p>A. In progress - Survey plan has lodged with LRS; once lot identification has been processed by LRS the Gazette notice will be published formalising the road closure (partial)</p> <p>B. Completed - Plan of subdivision approved by SMRC Planning.</p> <p>C. Noted - Conveyed to and understood by the relevant external party.</p> <p>D. Completed - Record of classification noted.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>E. Pending - To be completed at the appropriate time.</p> <p>31/05/2022 – TP: A &amp; B In progress - Plan of Subdivision of part of Alice Street for title issue, and road closure under the Roads Act 1993, lodged in planning portal. C. Noted - Conveyed to and understood by the relevant external party. D. Completed - Record of classification noted. E. Pending - To be completed at the appropriate time.</p>		
1059	19 May 2022	129/22	<p><b>Cooma Weir Construction - Tender Evaluation Panel Recommendation</b></p> <p>That Council</p> <p>A. Cancel tender 066-2021 Construction of Cooma Weir and Fishway Replacement due to the high risk of the current environmental and economic conditions.</p> <p>B. Accept the Select Contractor Early Involvement proposal from Leeds Engineering and conduct a detailed pre-construction planning phase to reduce apparent risk to all prospective tenderers.</p> <p>C. Re-issue the tender in the second half of 2022 calendar year as a select tender to the four tendering companies that have submitted tender returns this round with a proposed construction start date of January 2023.</p>	Manager Water Wastewater	<p>06/10/2022 – CW: No further updates.</p> <p>05/09/2022 – JM: No further updates.</p> <p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: This is progressing well and is on track to be completed in the next few months so that the tender can be readvertised at the end of 2022.</p> <p>27/05/2022 – JD: Meeting held with Leed to establish SECI working arrangement. Contractual arrangements being finalised currently.</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			D. Actively seek additional funding streams for the project to be constructed.				
1051	21 April 2022	95/22	<p><b>Land Acquisition for Road Reserve Alignment - Micalago Road &amp; Ryrie Street Extension, Michelago</b></p> <p>That Council</p> <p>A. Approve and proceed with the acquisition of land described as part of Lot 1 DP 1158327 &amp; Lot 5405 DP 1244970 for the purpose of creating road reserve over existing (Micalago Road) and new infrastructure (Ryrie Street), in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</p> <p>B. Where necessary, make an application to the Minister and the Governor for approval to acquire part of Lot 1 DP 1158327 &amp; Lot 5405 DP 1244970 by compulsory process under Section 186(1) of the <i>Local Government Act 1993</i> and in accordance with the provisions of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>; and</p> <p>C. Classify the land acquired as operational land in accordance with the <i>Local Government Act 1993</i>.</p>	Coordinator Land & Property	<p>30/09/22 – TP: A - In progress, land acquisition process sequenced by PWA. B - To be actioned at the appropriate time; C - Completed.</p> <p>30/08/22 - TP: PWA engagement active to deliver matter.</p> <p>2022/07/26 - SR: Matter sitting with PWA for delivery - No further updates.</p> <p>30/06/2022 – SR: Matter sitting with PWA for delivery - No further updates</p> <p>30/05/2022 – SR: Engagement email sent to PWA - estimated delivery time from PWA 18-24 months.</p> <p>04/05/2022 – SR: A.B. &amp; C – Matter to be referred to PWA for execution.</p>	30/06/2024	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1046	21 April 2022	97/22	<p><b>Purchase of Lot 9 DP239506 and Part Lot 5 DP239506 Jindabyne from Snowy Hydro Limited for Future Provision of Water Treatment Plant and Waste Transfer Station Respectively</b></p> <p>That Council</p> <p>A. Proceed with purchase of lot 9 DP239506 Jindabyne from Snowy Hydro Limited for the future provision of a water treatment plant and passive recreation and upon purchase classify the land as operational land in accordance with the <i>Local Government Act 1993</i>;</p> <p>B. As part of the purchase of lot 9 DP239506, enter into a lease with Snowy Hydro Limited for the management of part lot 11 DP239506 being for Lake Jindabyne foreshore land for a period of 45 years at a cost of \$100 per annum (indexed by CPI);</p> <p>C. Proceed with purchase of part lot 5 DP239506 Jindabyne from Snowy Hydro Limited for the future provision of a waste transfer station and upon purchase classify the land as operational land in accordance with the <i>Local Government Act 1993</i>;</p> <p>D. Proceed with a subdivision (boundary adjustment) as part of the sale process to adjust the property boundary to align with the survey boundary of land to be acquired.</p>	Chief Operating Officer	<p>07/10/2022 – JM: Part lot 5 registration has occurred. Settlement to occur shortly.</p> <p>05/09/2022 – JM: All contracts signed, awaiting confirmation of exchange.</p> <p>03/08/2022 – JM: Awaiting contract of sale signature by Snowy Hydro for water treatment plant site. Contract of sale for waste transfer station now with Council, under review before signature.</p> <p>06/07/2022 – JM: Awaiting contract of sale signature by Snowy Hydro for water treatment plant site. Surveys being undertaken for waste transfer station site.</p> <p>07/06/2022 – JM: No further update.</p> <p>10/05/2022 – JM: Implementation of resolution has commenced.</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1044	21 April 2022	109/22	<b>SMRC Support for Currawarna Aged Care Bombala</b> That Council continue to work with the Currawarna Community Group, Federal and State governments, relevant ministers, NSW Southern Health District, and Catholic Archdiocese's to develop a sustainable solution for aged care services for Bombala and surrounds.	Chief Operating Officer	<p>07/10/2022 – JM: Meeting held with Save Currawarna community group, Mayor Davis, COO, Federal MP and Sapphire Coast Community Aged Care (SCCAC). High level of support continuing to be provided by Snowy Monaro Regional Council to assist Currawarna to recommence operations under their alternative operating plan of a supported living facility utilising funding under home care packages. SMRC and SCCAC continuing to provide significant resources in support of this Bombala community group.</p> <p>05/09/2022 – JM: Survey of community support providers expanded to include the community in general. Pop up stalls held in late August. Survey closes in September. Federal government confirmed interest in results. Meeting scheduled with Currawarna community group and Federal MP for September.</p> <p>03/08/2022 – JM: Met with representatives of Save Currawarna Community Group on 03/08/2022 to discuss Currawarna options and identify specific support that can be provided by SMRC. Survey of community support service providers released on 02/08/2022 to identify service gaps.</p> <p>06/07/2022 – JM: No further update.</p> <p>07/06/2022 – JM:</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Further meeting of SMRC aged care community services providers held on 1 June 2022 to commence gap analysis of services and identify opportunities to strengthen service provision. Focus on entire SMRC area.  10/05/2022 – JM: Discussions with key stakeholders in relation to aged care services for Bombala and surrounds have commenced.		
1041	21 April 2022	96/22	<b>Feral Predator Free Area at Nungatta - Temporary Closure of Laings Road</b> That Council proceeds with temporary closure of Laings Road using section 116 of the Roads Act 1993 to support the establishment of the Nungatta feral predator free area.	Chief Operating Officer	07/10/2022 – JM: No further update.  05/09/2022 – JM: No further update.  03/08/2022 – JM: Awaiting response from Transport for NSW.  06/07/2022 – TP: Council is awaiting the preferred wording from Transport for NSW for the 'consent request' to be then tabled back to the State by Council. The State will then approve the request, thus formalising the temporary closure period (traffic regulation) under s116 of the Roads Act 1993.  07/06/2022 – JM: Public advertising closed with no submissions. Now proceeding with closure process.  10/05/2022 – JM: Advertising of temporary closure has occurred, currently in public notification phase.	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
1032	17 March 2022	55/22	<b>Bombala Showground Lot Consolidation</b> That Council consolidate eight lots (Lot 10 DP 1097766, Lot 11 DP 1097766, Lot 12 DP 1097766, Lot 13 DP 1097766, Lot 14 DP 1097766, Lot 1 DP 151403, Lot 1 DP 151404 and Lot A DP 154400) known as the Bombala Showground into one allotment.	Coordinator Land & Property	30/09/22 – TP: No further update at this point.  30/08/22 - TP: No further update at this point.  26/07/2022 - SR: Plans & administration sheet lodged with LRS awaiting registration.  30/06/2022 – SR: Survey work completed. Administration sheet signed and returned to surveyor for lodgement.  30/05/2022 – SR: Survey works delayed due to internal competing priorities. Estimated delivery time June 2022.  29/04/2022 – SR: Title name change complete, awaiting consolidation plan from surveyor to progress the matter further.  01/04/2022 – SR: Title name change initiated with BMR & surveyor engaged to undertake works. ETA of consolidation plan is early May 2022.	31/10/2022	N
1023	18 November 2021	284/21	<b>Road Reserve Closure &amp; Disposal - Dry Plains Road - Lot 6 &amp; 7 DP 1018626</b> That Council A. Approve proposal to finalise closure of Lot 6 & 7 DP 1018626 as road reserve in accordance with the Roads Act 1993; and	Coordinator Land & Property	30/09/22 – TP: Advice received from Essential Energy that 88B Instrument will need adjusting to meet EE terminology requirements. Updated 88B Instrument formatted by BMR, and advice has been sought from surveyor to ensure EE	30/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>acknowledge that the land vests as operational land with Council, to then be used in compensation;</p> <p>B. Approve transfer of ownership of the closed road reserve known as Lot 6 &amp; 7 DP 1018626 to adjoining landholder, being the applicant of Development Application 38/96, in Accordance with the Roads Act 1993, with associated fees and charges to be covered by the relevant adjoining landholder;</p> <p>C. Authorise the CEO to approve any terms for disposal of the relevant land parcel from Council to the adjoining landholders, and negotiate a purchase price equal to the resultant associated transfer costs only; recognising that the land for Dry Plains Road Reserve was given in kind to Council as public road.</p>		<p>references are correct on survey plan documentation.</p> <p>30/08/22 - TP: Confirmation received that public road reserve element has been removed from title of both Lot 6 &amp; 7 DP 1018626. Elements B &amp; C now able to progress.</p> <p>26/07/2022 - SR: A. Gazette Notice for closure published 24/06/2022, Awaiting advice from Essential Energy for administration sheet mailing address. B. Dependant on resolution A being completed, C. All documents to date executed.</p> <p>30/06/2022 – SR: A. Gazette Notice for closure published 24/06/2022. 88B instrument sent to Essential Energy for execution, 11R form lodged with LRS to remove Public Road Notification from title. B. Dependant on Res A being completed C. All documents to date executed</p> <p>30/05/2022 – SR: Response from DPIE received able to progress with road reserve closure. Awaiting S88B Instrument for power line easement.</p> <p>29/04/2022 – SR: No further update, still awaiting response from latest correspondence to DPIE.</p> <p>01/04/2022 – SR:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res A: Response being drafted to DPIE addressing their concerns regarding connectivity of road reserve issue. Once this matter is cleared closure can proceed</p> <p>Res B: Dependant on A being finalised</p> <p>Res C: No further negotiations required at this stage, finalisation is dependent on Res A being completed.</p> <p>02/03/2022 – SR:</p> <p>Res A: Addressing received feedback from notifiable authorities. Easement creation is now required and there is a requirement to address road connectivity issues further west prior to closing lot 6 &amp; 7 DP 1018626.</p> <p>Res B: Dependant on A being finalised.</p> <p>Res C: Ongoing negotiations conducted due to easement creation, agreeance from land holder received.</p> <p>24/01/2022 – SR:</p> <p>Res A: Awaiting response to Statement of Title Particulars lodged with LRS. Feedback from notifiable Authorities received and review being conducted.</p> <p>Res B: Dependant on part A being finished.</p> <p>Res C: Written agreement received from landholder.</p> <p>16/12/2021 – SR:</p> <p>Res A: SOTP Lodged with LRS, notification sent to notifiable authorities &amp; notice to be advertised in Monaro post 05/01/2021.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Res B: Dependant on Res A being finished, Res C: Written agreement received from landholder.		
997	21 October 2021	259/21	<b>Smith's Road Rezoning</b> That Council A. Supports in principle, rezoning the northern end of Smiths Road from Environmental Management Zone (E3) to Environmental Living (E4) to reflect the current pattern of development and existing land use. B. Revises the Rural Land Use Strategy consistent with the original staff proposal to rezone the northern end of Smiths Road from E3 to E4, as contained in the first draft, while noting the costs associated with the rezoning process. C. Collaborates with the Smiths Road community to develop a financially responsible process, that will enable Council to commence, during the 2022/23 FY, the necessary studies and strategic planning required, to eventually incorporate the proposed rezoning into the new Snowy Monaro Land and Environment Plan.	Team Leader Strategic Planning	27/09/2022 – AA: Council has received a bushfire study from the Smiths Road Community, Council staff are reviewing it and preparing the Draft LEP. Council staff are seeking preliminary feedback from the RFS on the bushfire study and proceeding to provide a draft LEP to Council by the end of the year.  06/09/2022 – AA: No further update.  03/08/2022 – AA: Meeting was held at Smiths Road on 31 July and this item was discussed with the community. Continue to progress as per resolution.  03/08/2022 - AA: Meeting was held at Smiths Road on 31 July and this item was discussed with the community. Continue to progress as per resolution.  07/07/2022 – AA: No further update.  23/05/2022 – AA: Workshops being held with councillors to discuss implications of this proposal.  28/04/2022 – AA: No further update.	15/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>21/03/2022 – AA: No further update.</p> <p>23/02/2022 – AA: A. Noted. B. No revision required as this is consistent with the draft Rural Land Use Strategy. C. A LEP budget proposal is being prepared for Councils consideration that seeks a sustainable funding approach to achieve outcomes sought by this resolution.</p> <p>13/12/2021 – AA: A. Noted. B. No revision required as this is consistent with the draft Rural Land Use Strategy. C. Costs associated will be better understood once strategic bush fire study for the area is received. Consultation will be undertaken with RFS to ascertain what further work is required (if any).</p>		
983	26 August 2021	187/21	<p><b>Cooma Compost Facility and Crown Road</b> That Council</p> <p>A. Acquire Lot 1 DP 1075191 by compulsory acquisition process from Crown Lands under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purpose of waste facility</p> <p>B. That the land be dedicated as operational land in accordance with the Local Government Act 1993</p>	Coordinator Land & Property	<p>30/09/22 – TP: Waste Manager has confirmed that internal budget transfer/allocation is imminent. Courtesy advice to PWA actioned, notifying that land acquisition engagement will be finalised in the coming weeks.</p> <p>30/08/22 - TP: Awaiting Waste budget confirmation for this project piece, thus PWA engagement &amp; commencement of acquisition process delayed</p>	30/06/2024	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			C. That this acquisition is not for the purpose of resale or compensation D. That the necessary application be made to the Minister for Local Government and the Governor E. Authorise the Chief Executive Officer to execute all required documentation		26/07/2022 - SR: No further update.  30/06/2022 – SR: No further update.  30/05/2022 – SR: No further update.  29/04/2022 – SR: No further updates.  01/04/2022 – SR: No further update.  02/03/2022 – SR: No further update - Awaiting budget advice for further progression.  24/01/2022 – SR: No further update.  16/12/2021 – SR: A. PWA Proposal received & being reviewed for approval. B. No action required. C. No action required, D. Dependant on 'A'. E. Dependant on 'A'.  25/11/2021 – SR: Awaiting for estimation from PWA for acquisition works, should be received week ending 05/12/2021.		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					B. no action required. C. no action required. D. dependent on 'A'. E. dependent on 'A'.  14/10/2021 – SR: Contact made with PWA to initiate process.		
978	15 July 2021	164A/21	<b>Expression of Interest Submissions</b> <b>Community Use Tenancy 17 Bent Street</b> <b>JINDABYNE - Lot 2 DP 860886</b> That Council authorise further discussions with the EOI stakeholder groups with the aim of developing a feasible mixed occupancy model to benefit the community and meet the caveat terms.	Coordinator Land & Property	30/09/22 – TP: No further update at this point.  30/08/22 - TP: Awaiting confirmation of the caveat change amendment sought from NSW Property. Further prompt to the DPIE sent on 12/8/22.  02/08/2022 - TP: No further update at this point.  06/07/2022 – TP: Awaiting confirmation of the caveat change amendment sought from NSW Property.  31/05/2022 –TP: No further update at this point.  03/05/2022 – TP: No further update at this point.  01/03/2022 – TP: No further update at this point.  31/01/2022 – TP:	30/09/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>NSW Navy Cadets have advised that they will not pursue their use of the site. Awaiting confirmation of the caveat change amendment sought from NSW Property. Review of use model and consideration of other suitable groups (in consult with the Monaro Family Support Services &amp; Monaro Care &amp; Early Learning Centre) to occur.</p> <p>01/11/2021 – TP: To inform user MOU drafting – Awaiting further advice from NSW Navy Cadets for their use aspect. Awaiting confirmation of the caveat change amendment sought from NSW property.</p> <p>01/10/2021 – TP: Incoming tenant groups have access to venue, with general fit out &amp; maintenance tasking being actioned at the site. A basic deed of Deed of Agreement will guide occupancy for the initial 4 6 month period; this will allow time for practical functional elements to be fine-tuned for all stakeholders, and thus better inform the long term lease design.</p> <p>05/09/2021 - TP: Agreement reached with the EOI user groups on shared use of space basic arrangements at the 17 Bent Street site. Finalising the agreement to ensure community groups can engage with the venue in September 2021.</p> <p>04/08/2021 - TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Further contact from Property NSW anticipated in the coming week in relation to the permitted use nuances.		
974	15 July 2021	160A/21	<p><b>How can Council best leverage the State Government's recently announced policy on temporary supportive accommodation</b></p> <p>That Council</p> <p>A. Continue to work with the NSW Government to identify any current opportunities.</p> <p>B. Review the temporary supportive accommodation discussion paper when it is released and develop an action plan to ensure the regions issues are identified and addressed in any action plans that are developed.</p>	Coordinator Economic Development	<p>05/10/2022 - MA: Nothing further to report.</p> <p>30/08/2022 – MA: Same as previous update – in progress.</p> <p>25/07/2022 - MA: No further update.</p> <p>05/07/2021 – MA: A. Land and Housing Corp are in contact with the Council planners in relation to their Cooma subdivision. B. Discussion paper not yet released and no indication of timeline for release.</p> <p>30/05/2022 – MA: Same as previous update.</p> <p>04/05/2022 – MA: Same as previous update. Nil further update.</p> <p>05/04/2022 – MA: A: Coordinator Economic Development met with Land and Housing Corporation representatives to discuss economic development and market issues around Cooma. Continuing to work together regarding the state government pilot project subdivision at Cooma East. B: Discussion paper still not released</p>	16/08/2021	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>28/02/2022 – MA: A concept is currently being developed and will be presented to Councillors for review when ready.</p> <p>21/01/2022 – GW: No further update pending release of discussion paper.</p> <p>21/12/2021 – MA: Nil further update.</p> <p>02/11/2021 – MA: Same as previous update and likely to remain so for some time and timeline for release of the temporary supportive accommodation discussion paper is unknown.</p> <p>30/09/2021 – MA: Same as previous update. Nil further update.</p> <p>01/09/2021 – MA: Same as previous update. Nil further update.</p> <p>05/08/2021 - MA: Discussion paper not yet released by the State Government. Continuing to support the State Government's research for development opportunities in Cooma.</p>		
962	17 June 2021	154/21	<b>Leesville Civil Works Progression to Enable Sale of Subdivision Section 3D (4 Lots) - Sale of Industrial Land</b>	Coordinator Land & Property	<p>30/09/22 – TP: No further update at this point in time.</p>	30/06/2023	N



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>That Council</p> <p>A. Approve the completion of the essential civil works required for Stage 3D of the Leesville Industrial Estate subdivision in Jindabyne, expending up to \$600,000;</p> <p>B. Approve Lots 17, 18, 19 &amp; 20 in Stage 3D at Leesville Industrial Estate to be sold by public auction, once civil works are completed;</p> <p>C. Authorise the Chief Executive Officer to establish the reserve price for Lots 17, 18, 19 &amp; 20 at Leesville Industrial Estate ahead of the auction, and to negotiate with the highest bidder should any property fail to meet the reserve;</p> <p>D. Authorise the Chief Executive Officer to undertake all negotiations for the sale of Lots 17, 18, 19 &amp; 20 at Leesville Industrial Estate, including real estate agent engagement; and</p> <p>E. Authorise the Chief Executive Officer to execute all legal documents and contracts for the sale of Lots 17, 18, 19 &amp; 20 Leesville Industrial Estate.</p>		<p>30/08/22 - TP: No further update at this point.</p> <p>02/08/2022 - TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at present.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: No further update at this point.</p> <p>05/09/2021 - TP: A. In progress. B, C, D &amp; E: To be actioned upon completion of civil works.</p> <p>04/08/2021 - TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Delivery arrangements for the expanded civil works progressing.  02/07/2021 - TP: The resolution actions will be initiated.		
961	17 June 2021	153/21	<p><b>Request to close part of Mittagang Road Reserve - Boundary Adjustment followed by Land Sale to Owner of Lot 2 DP 815248</b></p> <p>That Council</p> <p>A. Approve to proceed partial road closure of Mittagang Road, being approximately 773m2, at the specified location, in accordance with the Roads Act 1993;</p> <p>B. Authorise the Chief Executive Officer to execute all necessary documents for the partial road closure and boundary adjustment;</p> <p>C. Agrees that all costs incurred in actioning the boundary adjustment and partial road closure are to be borne by the adjacent landowner (Lot 2 DP 815248), inclusive of general legal, registration fees and title creation costs incurred by Council;</p> <p>D. Obtain an independent valuation of the 773m2 land area that is the subject of the boundary adjustment to guide sale price setting;</p> <p>E. Approve the sale of the subdivided land parcel, approximate 773m2 in area, by private treaty to the adjacent landowner (Lot 2 DP 815248) subject to the</p>	Coordinator Land & Property	<p>30/09/22 – TP: A. Survey plan and Admin Sheet received from applicant's surveyor on 29/9/22; CEO sign off of Admin Sheet actioned. Lodgement via Planning Portal to be completed by applicant's representative. Once the LRS has issued a lot identification, then Land &amp; Property will be able to action the road closure gazette step. B. Pending - To be completed at the appropriate time. C. Noted - Conveyed to and understood by the relevant external party. D. Completed - valuation report received 1/8/22. E. Pending - To be completed at the appropriate time. F. Pending - To be completed at the appropriate time.</p> <p>30/08/22 - TP: No further update at this point.</p> <p>02/08/22 - TP: A In progress - All relevant information has been provided to the applicant's representative. The progression of the final survey and subdivision lodgement (boundary adjustment) now rests with the applicant. Once the LRS has issued a lot</p>	30/11/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			completion of the road closure process; and F. Authorise the Chief Executive Officer to negotiate the sale price and execute any documentation required to complete the sale, at the appropriate time.		<p>identification, then Land &amp; Property will be able to action the road closure gazette step. B Pending - To be completed at the appropriated time. C. Noted - Conveyed to and understood by the relevant external party. D. Completed - valuation report received 1/8/22. E. Pending - To be completed at the appropriate time. F. Pending - To be completed at the appropriate time.</p> <p>06/07/2022 – TP: A. In progress - All relevant information has been provided to the applicant's representative. The progression of the final survey and subdivision lodgement (boundary adjustment) now rests with the applicant. Once the LRS has issued a lot identification, then Land &amp; Property will be able to action the road closure gazette step. B. Pending - To be completed at the appropriate time. C. Noted - Conveyed to and understood by the relevant external party. D. In progress. E. Pending - To be completed at the appropriate time. F. Pending - To be completed at the appropriate time.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update at this point.</p> <p>01/03/2022 – TP: Item A: The partial road closure of the relevant section of the Mittagang Road reserve is queued for processing. Items B - F: Cost and administrative arrangements to be finalised to deliver clarity for both parties involved.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: No further update at this point.</p> <p>05/09/2021 – TP: No further update at this point.</p> <p>04/08/2021 - TP: In contact with the landowner's representative to progress mechanics and administration arrangements.</p> <p>02/07/2021 - TP: The resolution actions will be initiated.</p>		
952	17 June 2021	140/21	<b>Delegate Water Treatment Plant Reservoir &amp; Pump Station - Acquisition of Part Lot 1 DP 348134 Delegate - Acquisition of Easements - Application for Crown Licence</b>	Manager Water Wastewater Operations	06/10/2022 – CW: Licence document has been finalised and is in the process of being signed, Land acquisition has	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>That Council</p> <p>A. Authorise the CEO to:</p> <p>i. Negotiate the purchase under private treaty of part of Lot 1 DP 348134 Delegate or, if required;</p> <p>ii. Proceed with the Compulsory Acquisition of the land described as part of Lot 1 DP 348134 Delegate and having an area of approximately 507m<sup>2</sup> for the purpose of water treatment plant, two reservoirs (one existing) in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>a. Make an application to the Minister and the Governor for approval to acquire part of Lot 1 DP 348134 Delegate, having an area of approximately 507m<sup>2</sup>, by compulsory process under section 186(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;</p> <p>B. That the land being acquired within Lot 1 DP 348134, having an area of approximately 507m<sup>2</sup>, is to be classified as operational land;</p> <p>C. Application be made to the Minister for Local Government and the Governor to acquire easements for raw water pipeline purposes being 3 metres wide within (or over) Lot 2 DP 1015012 and Lot 8 DP 1167423 at Delegate by compulsory acquisition process in accordance with</p>		<p>been formally notified to Snowy Forests and the process has begun.</p> <p>05/09/2022 – JM: No further update.</p> <p>03/08/2022 – CW: No further updates.</p> <p>07/07/2022 – JD: No further updates.</p> <p>27/05/2022 – JD: No further updates.</p> <p>23/03/2022 – JD: No further updates.</p> <p>20/01/2022 – JD: No further updates.</p> <p>03/11/2021 – JD: No further updates.</p> <p>28/09/2021 – JD: No further updates.</p> <p>30/08/2021 – JD: Valuation of land has been received. Lawyers amending license following comments from Snowy Forests and SMRC.</p> <p>02/08/2021 – JD:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>Council's power under Section 186(1) of the Local Government Act 1993 in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>D. Application be made for a Licence from Department of Planning, Industry &amp; Environment, Crown Lands for purpose of town water supply infrastructure on the Delegate River adjacent to Lot 8 DP 1167423;</p> <p>E. Authorise the CEO to sign any documentation required for the acquisition processes defined.</p>		Valuation done on land required and agreement and license being drawn up by BMR Lawyers.		
951	20 May 2021	121/21 122/21	<p><b>Bombala streetscape remediation work</b></p> <p>That Council instruct the CEO to take all steps available to Council to ensure the Bombala Streetscape Upgrade project is completed to the agreed professional standard as soon as possible. Given the contract was expected to be complete at the start of 2020, the contractor has had many months to remediate the aspects of the contract which were not fulfilled. Ratepayers have waited almost five years for this project to be complete.</p>	Chief Operating Officer	<p>07/10/2022 – JM: RD Miller have responded confirming they will undertake the remediation work. Inception meeting planned.</p> <p>06/09/2022 – JM: No further update.</p> <p>03/08/2022 – JM: Awaiting response from RD Miller.</p> <p>06/07/2022 - JM: Expert determination has concluded in favour of Council. Now proceeding to ensure RD Miller rectifies defects.</p> <p>07/06/2022 – JM: Submissions made by Council and contractor for expert determination. Expert will review in June.</p>	30/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>10/05/2022 – GH: Expert determination has yet to occur on this dispute.</p> <p>08/10/2021 – JM: A dispute process has commenced with the contractor in accordance with the provisions of the contract. Currently in the negotiation to rectify stage. Next meeting scheduled for 12 Oct 2021 will see the contractor to present their recommended options for remediation.</p> <p>09/06/2021 – GH: Staff have provided detail on the identified issues to Council's legal representatives who are evaluating in accordance with the contract requirements and determining course of action to remedy.</p>		
950	20 May 2021	120/21	<p><b>Motion To Get A Report On A Bed Tax</b></p> <p>That Council provide a report on the benefits, possible charges, and methods of implementing a bed tax, or other user pays options modelled on successful tourist towns which utilise a user pays system in Australia and overseas.</p>	Coordinator Economic Development	<p>05/10/2022 - MA: Nothing further to report.</p> <p>30/08/2022 – MA: Same as previous update. Nil further update.</p> <p>09/08/2022 – MA: Report underway.</p> <p>25/07/2022 - MA: Coordinator Economic Development is working in a discussion paper regarding this issue, and aims to complete the paper later in the year.</p>		N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>05/07/2022 – MA: Same as previous update.</p> <p>30/05/2022 – MA: Same as previous update.</p> <p>04/05/2022 – MA: A discussion paper is being prepared on this subject to be presented to the Council in due course.</p> <p>05/04/2022 – MA: A subscription user pays model is being explored with MRT Inc in the development of the Monaro Rail Trail business case and TDP. Continuing research into other possible options for tourism funding as well.</p> <p>28/02/2022 – MA: As above.</p> <p>21/01/2022 – GW: No further update – can discuss with new Council but reviews of other region's not showing benefit or buy-in to date.</p> <p>21/12/2021 – MA: Nil further update.</p> <p>02/11/2021 – MA: No further update.</p> <p>30/09/2021 – MA: No further update.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>01/09/2021 – MA: A report will be provided in due course once ideas presented in the Council briefing have been developed further.</p> <p>09/06/2021 - MA: In progress.</p>		
929	15 April 2021	79/21	<p><b>Little Paupong Road</b> That Council</p> <p>A. Approve the proposal to create a road corridor over the constructed section of Little Paupong Road through Lots 69 and 70 DP 756708; with acknowledgement that all costs relating to the project will rest with Council.</p> <p>B. Request that Crown Lands transfer the nominated two sections of Crown road, which adjoin Lots 69 DP 756708 and 70 DP 756708, to Council as public road. With Council to then subsequently approve the road closing of these segments in accordance with the Roads Act 1993.</p> <p>C. Matter be brought back to Council for approval.</p>	Coordinator Land & Property	<p>30/09/22 – TP: No further update at this point.</p> <p>30/08/22 - TP: No further update at this point.</p> <p>26/07/2022 - SR: A&amp;B: Surveyor has been engaged to undertake works. Other Council works have been prioritised. B&amp;C: No further update at this point.</p> <p>30/06/2022 – SR: No further update.</p> <p>30/05/2022 – SR: Res A&amp;B: Surveyor has been engaged to undertake works - estimated delivery time is June (Other Council works have been prioritised). Res B &amp; C: Draft for July meeting started (delayed due to Infocouncil glitch).</p> <p>29/04/2022 – SR: Res A&amp;B: Surveyor has been engaged to undertake works - Estimated delivery time is</p>	30/09/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>June (Other Council works have been prioritised). Res B &amp; C: Draft for June Meeting started.</p> <p>01/04/2022 – SR: Res A&amp;B: Crown application approved and Gazette Notice published, surveyor can now be engaged for the creation of road reserve aligned with constructed section of Little Paupong Road., Res B &amp; C: Report to be drafted for June Council meeting, requesting approval to close Crown road reserves.</p> <p>02/03/2022 – SR: Res A &amp; B: Application sent to Crown Lands for transfer of road reserve to Council, Crown advised intention to publish Gazette Notice in March. Res C: Once application is approved matter can be returned to Council.</p> <p>31/01/2022 – TP: No further update at this point in time.</p> <p>15/12/2021 – SR: No further update.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: Awaiting response from Crown Lands in relation to the application lodged by Council on 10/8/21</p> <p>17/08/2021 - SR:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Application lodged 10/08 with Crown for transfer of Crown Road.</p> <p>04/08/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update.</p> <p>05/05/2021 – TP: The resolution actions will be initiated.</p>		
925	15 April 2021	85/21	<p><b>Council's Transition to Electric Vehicles and Low Greenhouse Gas Emissions Fleet</b></p> <p>That Council</p> <p>A. Develop a project plan for the transition to EV or alternative fuel uses that reduce the emissions of Council.</p> <p>B. Write to the Premier seeking the NSW Government not implement taxes on environmentally friendly vehicles as this will create a disincentive to uptake.</p> <p>C. Write to LGNSW asking them to lobby the State government not to implement taxes on environmentally friendly vehicles as per B above.</p> <p>D. Contact DPIE for information about their co-funding scheme for Council fleet operators to procure BEV passenger vehicles as per their net zero emissions policy Stage 1.</p>	Coordinator Fleet	<p>06/10/2022 – SS: A. The Fleet Management Procedure is driving fleet selections to minimise our environmental footprint by introducing new technologies where possible. Electric vehicles aren't an option due to a lack of infrastructure. B. The Government is committed to introducing a road user charge. Completed. C. As per B. Completed. D. Council has identified eight sites which are under investigation by Essential Energy to determine suitability.</p> <p>05/09/2022 – DR: No further update.</p> <p>03/08/2022 – SS: No further update.</p> <p>06/07/2022 – SS: No further update.</p>	31/01/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			E. Contact the Electric Vehicle Council to discuss becoming a site host for ESV chargers.		<p>24/05/2022 – SS: No further update.</p> <p>10/05/2022 – DR: No further update.</p> <p>29/04/2022 – SS: A. Council's transition to EV or alternative fuels is driven by the Fleet Management Procedure but also integrally linked to infrastructure upgrades and alternate fuel supplies which are currently lacking maturity for this region. B. NSW Government is committed to introducing a road user charge (RUC) at 2.5c/km from 1 July 2027 or when EVs reach 30% of new vehicle sales. Rate aligns with Victoria and South Australia. C. No further update. D. Co funding scheme is run as a reverse auction to subsidise identified Council funding. Currently not identified. E. Site hosting is currently being investigated.</p> <p>01/12/2021 – SS: No further update.</p> <p>10/10/2021 – DR: Reviews into the various supporting funds has so far indicated that funds are available to support private business and individuals to transition to</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>electric vehicles, but support for government agencies is not included in the programs. Continuing the gather information to allow for the various letters to be sent to cover the issues before Council in transitioning to electric vehicles.</p> <p>In the interim there are more hybrid vehicles entering the fleet, with these vehicles generally using about half the fuel of traditional combustion vehicles.</p> <p>30/09/2021 – SS: No further update.</p> <p>05/08/2021 – SS: No further update.</p> <p>07/06/2021 – SS: No further update.</p> <p>06/05/2021 – SS: No further update.</p>		
869	17 December 2020	259/20	<p><b>Bombala Sewerage Infrastructure Project - Relocation of Mahratta Street Pump Station and Bombala STP and Sewerage Infrastructure Budget Summary</b></p> <p>That Council:</p> <p>A. Approve installation of the Mahratta Street Pump Station at the option 2 site being north east of the skate park;</p>	Manager Water Wastewater Operations	<p>06/10/2022 – CW: No further update.</p> <p>05/09/2022 – JM: No further update.</p> <p>03/08/2022 – CW: No further updates.</p>	30/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. Approve an additional budget of \$230,000 from the water and sewer reserve; and</p> <p>C. Receive and note the information on previous budget variations for the Bombala STP Augmentation and Sewerage Infrastructure Upgrade projects as listed in this report.</p>		<p>07/07/2022 – JD: Heritage approval is causing a delay however GHD are continuing to push this and get the approval completed.</p> <p>27/05/2022 – JD: GHD appointed to assist with approval processes required for the pump station construction.</p> <p>25/03/2022 – JD: No further update.</p> <p>20/01/2022 – JD: Updated review of environmental factors for the project is nearing completion.</p> <p>03/11/2021 – JD: Approval in Principal received on 28/10/2021.</p> <p>28/09/2021 – JD: No further updates.</p> <p>30/08/2021 – JD: No further updates from JHG.</p> <p>02/08/2021 – JD: John Holland Group advised they will respond to us in the near future.</p> <p>09/06/2021 – JD: No further updates.</p> <p>04/05/2021 – JD:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Application submitted to John Holland Group for construction approval and owners consent on heritage application.</p> <p>30/03/2021 – JD: Heritage advisor currently progressing with the Heritage exemption application.</p> <p>02/03/2021 – JD: Design of the pump station in the new location is underway by GHD. The heritage consultant has carried out an assessment and this assessment and application for exemption in terms of the Heritage Act to commence shortly.</p> <p>15/01/2021 – JD: A. Council approved new location. Design work for new location has commenced. B. Complete. C. Complete.</p>		
864	17 December 2020	254/20	<p><b>Water and Wastewater Easement Acquisitions - Adaminaby and Bombala</b> That Council</p> <p>A. Application be made to the Minister for Local Government and the Governor to acquire easements for water supply purposes being 3 metres wide within (or over) Lot 287 DP 729870 and Lot 292 DP 729876 at Adaminaby by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land</p>	Coordinator Land & Property	<p>30/09/22 – TP: Due to positional changes as to the exact land sections being acquired (both easement &amp; freehold), to meet Bombala Wastewater (sewerage) needs, a refined resolution mandate will be required. Conferring with PWA prior to a further report to Council being initiated.</p> <p>05/09/2022 – JM: No further update.</p> <p>03/08/2022 – CW: No further updates.</p>	30/06/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>Acquisition (Just Terms Compensation) Act;</p> <p>B. Application be made to the Minister for Local Government and the Governor to acquire easements for purpose of sewer services being 3 metres wide within (or over) Lot 287 DP 729870 and Lot 292 DP 729876 at Adaminaby by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act;</p> <p>C. Application be made for a Licence from Department of Planning, Industry &amp; Environment, Crown lands for purpose of town water supply infrastructure on Lot 291 DP 729876 at Adaminaby;</p> <p>D. Application be made to the Minister for Local Government and the Governor to acquire easements for purpose of sewer pump station on Lot 5 DP 758129 and sewer line being 3 metres wide within (or over) Lot 5 DP 758129 at Bombala by compulsory process in accordance with Council's power under Section 187(1) of the Local Government Act 1993 and in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act; and</p> <p>E. Authorise the CEO to sign any documentation required for the acquisition processes</p>		<p>07/07/2022 – JD: No further updates.</p> <p>27/05/2022 – JD: No further updates.</p> <p>25/03/2022 – JD: No further update.</p> <p>20/01/2022 – JD: No further updates.</p> <p>03/11/2021 – JD: No further updates.</p> <p>28/09/2021 – JD: No further updates</p> <p>30/08/2021 – JD: No further updates</p> <p>02/08/2021 – JD: No further updates.</p> <p>09/06/2021 – JD: No further updates.</p> <p>04/05/21 – JD: No further updates.</p> <p>30/03/2021 – JD: No further update.</p>		



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					02/03/2021 – JD: Acquisition of easements has commenced. PWA procured to undertake this acquisition.  15/01/2021 – JD: Process has commenced. PWA engaged to assist SMRC with the applications.		
855	19 November 2020	240/20	<b>Bicentennial Garden/ Parks – Bombala</b> That Council: A. Ensures that gardens, trees and significant plantings in all parks throughout Snowy Monaro Regional Council area are to be protected by a Plans of Management that will manage parks and gardens, with a Tree Management Plan developed to ensure that trees are conserved into the future; B. Acknowledge that the Bombala Bicentennial Garden is significant to the community; and C. Assess the Bombala Bicentennial Garden by a heritage expert for inclusion on Council's Heritage Listing.	Coordinator Strategy Development	27/09/2022 – GM: To be added to the draft LEP heritage listings within SMRC LGA. LEP expected to be lodged in draft to NSW Planning mid 2023.  26/08/2022 – GM: To be added to the draft LEP.  03/08/2022 - AA: No further update.  24/06/2022 – GMc: To be included within the draft LEP by December 2022.  24/05/2022 – GMc: To be included in draft LEP by December 2022.  29/04/2022 – GMc: Process for heritage listing to be finalised through LEP process.  25/03/2022 – GMc: Process for heritage Listing to be finalised through the LEP process and Heritage NSW.  24/02/2022 – GMc:	15/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Process for heritage listing to be finalised through the LEP process and Heritage NSW.</p> <p>29/10/2021 – GMc: No further update – process for heritage listing to be finalised.</p> <p>30/09/2021 – GMc: No further update - Process for heritage listing to be finalised.</p> <p>30/08/2021 – GMc: No further update - Process for heritage listing to be finalised; however, discussion at 28 August Council meeting held concerns that future development in the area may be hampered by such listing. Enquiries to take place with Council's Heritage Officer to seek clarification around this.</p> <p>02/07/2021 – GM: No further update - Process for heritage listing to be finalised</p> <p>01/06/2021 – GMc: No further update - Process for heritage listing to be finalised</p> <p>04/05/2021 – GMc C. Council's Heritage Advisor has prepared a report recommending the trees within the Park are heritage listed.</p> <p>06/04/2021 – JM: No further update.</p>		

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					<p>03/03/2021 – JM: C. Assessment completed, currently being reviewed by Council's Strategic Planning team.</p> <p>29/01/2021 – JM: C. Assessment completed, currently being reviewed by Council's Strategic Planning team</p> <p>25/01/2021 – AA: C. Heritage consultant has undertaken an independent review of the Bicentennial Garden/Park against the NSW Heritage Councils criteria for local heritage listing. The heritage consultant concluded that Bicentennial Park meets the threshold for local heritage listing. The proposed listing will be incorporated into Councils new Snowy Monaro LEP and relevant planning proposal.</p> <p>30/11/2020 –JM: A. To be incorporated into draft the Plans of Management which will go out for community consultation planned for early March 2021. B. Completed. C. A request has been sent to Council's Heritage consultant to consider this item for heritage listing.</p>		
843	19 November 2020	228/20	<b>Strategy Review - Vale Street Land</b> That Council defer the report to a later date following a Councillor workshop.	Senior Project Manager	<p>22/09/2022 – CM: Draft provided to CSO and CEO for review. Council briefing expected November 2022.</p>	31/03/2022	N

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					<p>24/08/2022 – CM: Consultants have provided 2 interim/draft reports to staff. Both reports have resulted in additional options requested to be included. The final development of those options is currently underway with a report due in early September. The reports include master planning (architectural studies) and real estate feasibility options.</p> <p>04/08/2022 – CM: Report due mid-August 2022.</p> <p>06/07/2022 – CM: Colliers International and Cox Architects (ACT) reports due mid-July for review.</p> <p>01/06/2022 – CM: Colliers International have been engaged to assist with civic centre plans, which includes the review of the Vale Street land. Colliers undertaking a workshop with ELT mid-June with reports expected from their engagement, including master plan (Cox Architecture) last quarter 2022.</p> <p>24/01/2022 – DR: Work on determining options for the site has recommenced following recruitment of positions that had been vacant for some time. Colliers International will be engaged to undertake a review of the site and options for the future direction in relation to Council's offices.</p>		

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					<p>16/12/2021 – DR: No further update.</p> <p>30/11/2021 – DR: Two new staff commenced this week. This will allow tasks to be reassigned and allow this project to proceed.</p> <p>29/11/2021 – DR: Waiting on staff vacancies to be filled before strategy review to be undertaken.</p> <p>01/07/2021 - DR: Expressions of interest have been sought to undertake a review to identify if there is a viable option to develop new offices and the process will commence soon.</p> <p>06/05/2021 – DR: The closing date for expressions of interest to review options for the future use of the site have not yet closed.</p> <p>02/03/2021 – DR: Briefing completed in the Councillor Briefing Session on 04/02/21 with a Vale Street Property Workshop.</p> <p>29/01/2021 – DR: Time has been scheduled in an upcoming councillor briefing session for councillors to discuss this issue.</p> <p>27/11/2020 – DR:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					Time will be arranged for a fuller discussion on the options for the Council offices.		
840	19 November 2020	225/20	<b>Peak View Hall</b> That Council, in order to facilitate the Peak View community's access to Lions International funding to upgrade the Peak View Community hall: A. Support the proposal to relinquish care and control of Crown Reserve 56109 with care and control being transferred to an appropriate community based incorporated association such as the proposed Peak View Progress Association Inc.; B. Authorise the CEO to negotiate with relevant parties an outcome to satisfy the requirements of all parties including the Peak View Community, the Crown, the NSW Aboriginal Land Council, Lions International and the Rural Fire Service.	Coordinator Land and Property	30/09/22 – TP: No further update at this point.  30/08/22 - No further update at this point - awaiting advice from Crown Lands.  02/08/22 – TP: No further update at this point.  06/07/2022 – TP: Crown Lands update on 24/06/2022: "It is still within the system for the change over to take place." Process completion timeline is uncertain.  31/05/2022 – TP: Peak View Volunteer Bushfire Brigade Association provided their formal letter of request to the State to become the Crown lands manager for reserve 56109 on 8/5/22. Crown Lands to advise when process has been formalised from their side.  03/05/2022 – TP: Crown Land reviewing Council's wish to relinquish the role of Crown land manager for Reserve 56109 – Peak View Memorial Hal. The Peak View Volunteer Bushfire Brigade Association Incorporated (INC2101407) wish to assume the role of CLM.  01/03/2022 – TP:	31/08/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Item A &amp; B: Work is continuing to negotiate an outcome to satisfy the requirements of all parties including the Peak View community, the Crown, the NSW Aboriginal Land Council, Lions International and the Rural Fire Service. Council has received some conflicting advice from Crown Lands in terms of the smoothest way to progress - Further consultation is underway.</p> <p>31/01/2022 – TP: The Peak View Volunteer Bushfire Brigade Association have achieved incorporation status in the state of NSW, with indication that it will be this entity which will officially nominate as the alternate Crown land manager of the site. Land &amp; Property will table this revised scenario to Crown Lands as a concept just to make sure there are no conflicts from that side of things. , Note: From the Lions Club (funding) perspective, they have indicated that as long as the group is an incorporated not-for-profit entity then the Lions aspect can proceed.</p> <p>12/11/2021 – TP: This Peak View Hall scenario remains a work in progress, as the community group has still not formed themselves to a legal entity standard that meets the Lions Club funding needs. I've had recent chats with both Chris Reeks (Lions Club) &amp; James Barron (community stakeholder) and they are trying to sort out the logistics so that they can then offer us (as the current CLM of the site) a proposed pathway of arrangements.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>03/11/2021 – PB: Action now sits with land and property. Item to be transferred to Teena Patterson.</p> <p>28/09/2021 JB: The funding has been approved after delay and money is being allocated. The transfer of Crown Reserve 56109 with care and control to Peak View Progress Association is now going ahead. Teena Paterson is aware and can progress the transfer as needed</p> <p>09/08/2021 - GH: No further update.</p> <p>02/07/2021 – JB: No further update.</p> <p>09/06/2021 – JB: No further update.</p> <p>03/05/2021 - JB: Chris Reeks of Lions Club Cooma advised that there has been No further update regarding this funding.</p> <p>06/04/2021 – JB: Chris Reeks has advised that Lions Club is to meet 7/4/21 and this item will be discussed then. The estimated timing for funding is April 2021.</p> <p>26/02/2021 – JB:</p>		



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					<p>SMRC is waiting on advice from the Lions Club regarding their success in the grant before proceeding.</p> <p>27/01/2021 – JB: A. Completed B. Discussions in progress</p> <p>26/11/2020 – JT: Discussions are in progress.</p>		
798	17 September 2020	176/20	<p><b>Request for Easement Over Council Land in Cooma</b> That Council</p> <p>A. Approve the request to create an easement for water supply over Lot 2 DP 224408 subject to:</p> <p>i. All costs being borne by the owner of Lot 1 DP 224408.</p> <p>ii. Any disturbance to Lot 2 DP 224408 to be remediated by the applicant, as soon as possible, to the same condition as prior to disturbance.</p> <p>iii. The owner of Lot 1 DP 224408 obtaining a licence to pump water from Cooma Creek prior to installing the pipeline for water supply; and</p> <p>B. Authorise Council's CEO to execute any documents necessary to register the easement.</p>	Coordinator Land & Property	<p>30/9/22 – TP: No further update at this point.</p> <p>30/08/22 - TP: No further update at this point.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP:</p>	30/09/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Applicant initiated lodgement of easement creation documentation with SMRC's Planning Team. The owner's consent &amp; administration sheet were signed by CEO. Update has been sought from Planning as to the application's progression.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 - TP: No further update at this point.</p> <p>05/09/2021 - TP: Email sent to the relevant landowner seeking an update on the survey aspects in order to progress easement registration.</p> <p>04/08/2021 - TP: Water licence reference number 40AL418298 is confirmed as held by the Landowner. Land &amp; Property await further advice from the Landowner as to easement survey aspects.</p> <p>02/07/2021 - TP: No further update at this point</p> <p>06/06/2021 – TP: Follow up with the landowner benefiting from the easement as to the licence status required.</p> <p>05/05/2021 - TP: No further update at this point.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>31/03/2021 - TP: No further update.</p> <p>01/03/2021 – TP: No further update.</p> <p>14/01/2021 – LB: A. The landowner has been requested to notify Council when the pipeline has been installed so that Council has an opportunity to inspect the area to ensure that Council property has been remediated. He has agreed to be responsible for all costs and will send a copy of the water licence to Council when he is in possession of the Licence.</p> <p>04/12/2020 – LB: A&amp;B. Council will await notification from landowner that he has achieved a licence to pump water and that he has a plan ready to create the easement.</p> <p>23/10/2020 – LB A. Landowner has been notified and is proceeding with the plan. B. Landowner is aware that he needs a licence to pump water from Cooma Creek prior to Council signing off on the plan for easement.</p> <p>24/09/2020 – LB: A. The landowner will be notified of the Council resolution including the conditions of approval so that he can arrange for a surveyor to do a plan for the easement and an 88B for the terms of the easement.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					B. The owner of lot 1 will be notified that Council will not permit registration of the plan until he has obtained a licence to pump water from NSW Water. Documents will be sent to the CEO for execution when they are ready.		
794	17 September 2020	172/20	<b>Proposal to Close Part Mittagang Road - Yallambee Lodge</b> That Council; A. Approve the road closing of part of Mittagang Road in accordance with the <i>Roads Act 1993</i> ; B. Consolidate the new lot with lot 1 DP 841447 (Yallambee Lodge); and C. Authorise Council's CEO to execute all necessary documents to complete the road closing and lodgement of the plan of consolidation.	Coordinator Land & Property	30/09/22 – TP: Completed 11R form lodged with LRS to action removal of 'public road' use restriction from title of Lot 11 DP 1284435 (formerly part of Mittagang Road).  30/08/22 - TP: A & B: 11R form to action removal of public road reference on title of 11/1284435 to be lodged, supported by the published Gazette notification of the partial road closure (of the small segment of land that is now 11/1284435). C - CEO has executed all required documents to date.  26/07/2022 – TP: No further update.  30/06/2022 – SR: No further update.  30/05/2022 – SR: Res A & B: Plans Lodged with LRS - awaiting registration Res C: CEO executed all required documents to date  04/05/2022 – SR:	30/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res A &amp; B: Survey Deposit Plan for road closure have been returned to surveyor for LRS lodgement. Once LRS register the closure Deposit Plan we can move forward with consolidation Deposit Plans.</p> <p>Res C: CEO executed all required documentation to date.</p> <p>01/04/2022 – SR: Res A &amp; B: Partial Closure Draft Plans have been received from surveyor. Application for Post Certificate - Boundary adjustment lodged. Res C: CEO to sign administration sheet for road closure.</p> <p>03/02/2022 – SR: No further updates.</p> <p>24/01/2022 – SR: A, B &amp; C: Quote received from surveyor. Surveyor engaged to complete works.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 – TP: No further update at this point.</p> <p>05/09/2021 – TP: No further update.</p> <p>04/08/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further updates at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 - TP: No further update.</p> <p>28/02/2021 - TP: A-C - Consolidated of land adjacent to the service station at Yallambee process inadvertently used the incorrect resolution; thus road closure plan is required to be redone by surveyor to accurately reflect 'new' lot footprint &amp; labels.</p> <p>22/01/2021 – LB: No further update.</p> <p>04/12/2020 – LB: A. Letters have been posted. There is a 28 day period for reply.</p> <p>23/10/2020 – LB: A. Letters have been prepared and are ready to be posted. B. After the road is closed a plan of consolidation will be prepared by a surveyor and the plan will subsequently be lodged.</p> <p>24/09/2020 – LB: A. Letters will be sent in the next two weeks to the notifiable authorities and to properties surrounding Yallambee notifying them of the proposal to close the road.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					B. After the road is closed a plan of consolidation will be prepared by a surveyor and the plan will subsequently be lodged.		
789	17 September 2020	167/20	<b>Acquisition - Easement for Access Adaminaby Sewage Treatment Plant and Town Water Supply</b> That Council: A. Proceed with the compulsory acquisition of the interest in the land described as part Lot 287 DP 729870 Land fronting Snowy Mountains Highway, Adaminaby and having an area of approximately 22m for the purpose of easement for access to essential services being the Sewage Treatment Plant in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> ; B. Proceed with the compulsory acquisition of the interest in the land described as part Lot 292 DP 729876 having an area of approximately 200m and part Lot 292 DP 729876 Land fronting Chalker Street, Adaminaby and having an area of approximately 344m for the purpose of easement for access to essential services being Town Water Supply in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> ; C. Make an application to the Minister and the Governor for approval to acquire part Lot 287 DP 729870 Land fronting Snowy Mountains Highway, Adaminaby and having an area of approximately 22m and	Coordinator Land & Property	30/09/22 – TP: No further update at this point.  05/09/2022 - JM: No further update  03/08/2022 – CW: No further updates.  07/07/2022 – JD: No further updates.  27/05/2022 – JD: No further updates.  25/03/2022 – JD: No further update.  20/01/2022 – JD: No further updates.  03/11/2021 – JD: No further updates.  28/09/2021 – JD: No further updates.  30/08/2021 – JD: No further updates.  02/08/2021 – JD:	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>Part Lot 292 DP 729876 having an area of approximately 200m and part Lot 292 DP 729876 Land fronting Chalker Street, Adaminaby and having an area of approximately 344m for the purpose of easement for access to essential services by compulsory process under section 187(1) of the <i>Local Government Act 1993</i>;</p> <p>D. Classify the land as easement for access in accordance with the <i>Local Government Act 1993</i>;</p> <p>E. Authorise the CEO to sign any documentation required for this Acquisition process.</p>		<p>No further updates.</p> <p>09/06/2021 – JD: No further updates.</p> <p>04/05/2021 – JD: No further updates.</p> <p>30/03/2021 – JD: No further updates.</p> <p>02/03/2021 – JD: Acquisition currently underway.</p> <p>15/01/2021 – JH: No further update.</p> <p>25/11/2020 – JH: No further update.</p> <p>25/11/2020 – JH: A-D. Acquisition process underway and being managed by the Water/Wastewater Team. A. This will take place when required.</p> <p>23/09/2020 - JH: A-D. Acquisition process underway. E. This will take place when required.</p> <p>23/09/2020 - JH: A-D. Public Works Advisory (PWA) is being engaged to action this process so that Council secures permanent legal access swiftly. E. This will take place when required.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
775	20 August 2020	146/20	<b>Endorsement of SMRC Section 355 Manual</b> That Council send out a draft s355 manual to Committees for review and defer item until a Council workshop can be held.	Governance Officer	<p>06/10/2022 – LO: Discussion with staff developing the recreation and open space strategy has taken place to commence a review of relevant sections of the draft manual to ensure consistent advice and communications with the committees. The review will conclude after the presentation of the strategy to councillors at a workshop scheduled for November 2022.</p> <p>06/09/2022 – LO: No further progress since 04/08/2022.</p> <p>04/08/2022 – LO: Work has resumed updating the manual applying new style guide and updating GST management following discussion with finance staff.</p> <p>12/07/2022 – DR: No further update.</p> <p>02/06/2022 – LO: Process delayed due to ongoing vacancy in Governance team. Target date expected 1 September 2022.</p> <p>09/05/2022 – LO: Revision and consultation delayed due to vacancy in Governance team. Revised schedule to be provided following recruitment.</p> <p>09/03/2022 – ED</p>	01/09/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Draft manual under revision to reflect current structure. Draft to come to undergo consultation with internal stakeholder prior to ELT approval and Councillor workshop in June.</p> <p>12/10/2021 – DR: Target date changed – defer to allow new Councillors to be informed and agree to the approach.</p> <p>01/04/2021 – ED: No further update.</p> <p>30/03/2021 – ED: No further update.</p> <p>24/02/2021 – ED No further progress.</p> <p>19/01/2021 – JM: No further progress.</p> <p>26/11/2020 – JM: The consultation period for the committees closed on 12 November 2020 and Council has received 16 comments. Comments are currently being reviewed a report will be presented to the Councillors at the 4 February 2020 briefing session.</p> <p>02/11/2020 – JM: A webinar was held on 29 October 2020 with all section 355 committees. A workshop will be conducted with councillors on 3 December 2020.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>25/09/2020 – JM: Documentation has been subjected to a final review and proof read prior to being sent out.</p> <p>31/08/2020 – JM: The Chief Communications Officer is currently reviewing the manual, after which it will be circulated to all committees to review for one month. A webinar will be conducted with all committees to explain the changes and answer questions. A Council workshop will be conducted on 5 November 2020.</p>		
746	16 July 2020	107/20	<p><b>Health One Facility, Jindabyne</b> That Council</p> <p>A. Authorise the Chief Executive Officer to execute the Building Management Statement and take steps to finalise and sign the land sale agreement; and</p> <p>B. Approve the establishment of a Building Management Committee to oversee obligations of the Building Management Statement.</p>	Facilities Officer Snowy River Health Centre	<p>27/09/22 – NW: Essential Energy have requested further detail for electricity easement on survey plan. Sent to surveyor for further discussion and update.</p> <p>05/09/2022 - JM: No further update</p> <p>26/07/2022 - NW: Awaiting updated 88B Instrument from lawyers.</p> <p>05/07/2022 – NW: Awaiting updated Section 88B instrument from lawyers prior to Planning staff issuing stratum subdivision.</p> <p>31/05/2022 – TP: A – Complete B - Pending: Awaiting internal response from Planning Department as to issue of subdivision certificate.</p>	30/11/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/05/2022 – NW: A. Building Management Statement signed by CEO B. Plan of Subdivision awaiting review by Senior Council planners prior to establishment of Building Management Committee.</p> <p>01/03/2022 – NW: A. Building management statement signed by CEO. B. Finalising plan of subdivision prior to establishment of building management committee.</p> <p>06/09/2021 – TP: Follow up query to Planning as to status of subdivision approval.</p> <p>27/04/2021 – NW: Waiting on Subdivision Certificate approval.</p> <p>26/03/2021 – NW: Subdivision Certificate and Modifications now lodged by Dabyne Planning.</p> <p>02/03/2021 – NW: Discussions ongoing between Dabyne Planning and Kleven Spain Surveyors. Subdivision application forms submitted to CEO for signature.</p> <p>12/01/2021 – NW:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Surveyor provided plans although further information still required. Waiting on information to be forwarded.</p> <p>27/11/2020 – TP: No further update.</p> <p>27/10/2020 – NW: A. Awaiting surveyor to provide further information to enable registration of subdivision. Other party (HealthOne) still to sign the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne once above items have been finalised.</p> <p>24/09/2020 – NW: A. Status remains unchanged. Building Management Statement signed by Chief Executive officer. Information has been returned to surveyor for creation of subdivision. Waiting on lawyers for other party regarding the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne.</p> <p>26/08/2020 – NW: A. Building Management Statement signed by Chief Executive officer. Information has been returned to surveyor for creation of subdivision. Waiting on lawyers for other party regarding the Land Sale Agreement. B. Building Management Committee to be formed with HealthOne.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					22/7/2020 – NW A. Building Management Statement sent to Chief Executive Office for signing. B. Will work on creation of Building Management Committee once BMS signed.		
718	18 June 2020	80/20	<b>Acquisition of Land - RFS Shed Michelago</b> That Council A. Proceed with the compulsory acquisition of the Land described as part Lot 5405 DP 1244970 Land fronting Ryrie Street, Michelago between 369.945 Km and 370.000 Km and having an area of approximately 1,162.6m <sup>2</sup> for the purpose of Rural Fire Shed in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> ; B. Make an application to the Minister and the Governor for approval to acquire part Lot 5405 DP 1244970 Land fronting Ryrie Street, Michelago between 369.945 Km and 370.000 Km and having an area of approximately 1,162.6m <sup>2</sup> by compulsory process under section 186(1) of the Local Government Act 1993; C. Classify the land as operational land in accordance with the Local Government Act 1993; D. Note that this acquisition is not for the purpose of resale; and E. Authorise CEO to sign any documentation required for this Acquisition process.	Coordinator Land & Property	30/09/22 – TP: Valuation feedback received and in review.  30/08/22 – TP: Valuation actioned and payment for this service aspect approved. PWA progressing the matter.  26/07/2022 – SR: A. Plans of Acquisition have been registered with LRS, valuation still to be completed B. Dependant on A C. No Action Needed  30/06/2022 – SR: Res A: No further update - PWA still awaiting valuation Res B: Awaiting completion of A Res C: No Action Required Res D: No Action Required Res E: As Required  30/05/2022 – SR: Res A: No further updates Res B: Awaiting completion of A Res C: No Action Required Res D: No Action Required Res E: As Required  04/05/2022 – SR:	31/03/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res A: Awaiting valuation results, email sent to PWA requesting update for this matter.  Res B: Awaiting completion of A  Res C: No Action Required  Res D: No Action Required  Res E: As Required</p> <p>01/04/2022 – SR:  Res A: Awaiting valuation to be complete.  Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.  Res E: As Required.</p> <p>02/03/2022 – SR:  Res A: Valuer engaged via PWA.  Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.  Res E: As Required.</p> <p>24/01/2022 – SR:  Res A: SMRC reviewing PWA recommendation for valuation.  Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.  Res E: As Required.</p> <p>16/12/2021 – SR:  Res A: PWA reviewing valuation service quotes,  Res B: Awaiting completion of A.  Res C: No Action Required.  Res D: No Action Required.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res E: As Required</p> <p>15/09/2021 – SR: PWA received consent letter and plans with approval stamp from Transport For NSW (Railway), PWA will progress the matter with John Holland Rail, still on track for delivery by end of 2021 (PWA advised).</p> <p>17/08/2021 – SR: PWA advise project is still on track for delivery before end of year. PWA waiting for response from UGL Regional Linx.</p> <p>02/08/2021 - SR: Advice received from UGL Regional Linx takeover of John Holland - PWA advised acquisition should be complete before Jan 2022 take over.</p> <p>02/07/2021 – TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>27/04/2021 - JH: No further updated at this stage.</p> <p>23/03/2021 - JH: The survey plan has been prepared by PWA to enable the acquisition process to continue.</p> <p>28/02/2021 – JH: No further update.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>12/01/2021 – JH: No further update.</p> <p>25/11/2020 – JH: A to C: This process will take approximately 18 months.</p> <p>20/10/2020 - JH: A to C: Acquisition process underway. D &amp; E: Will be adhered to throughout this process.</p> <p>23/09/2020 - JH: A to C: Survey Plan Quote to be received shortly.</p> <p>26/08/2020 - JH: A to C: Acquisition process underway. Research has to take place to find gazette notices, survey plans to be prepared etc. D &amp; E: Will be adhered to throughout this process.</p> <p>22/07/2020 – JH: A to C: Acquisition process underway. D &amp; E: Will be adhered to throughout this process.</p> <p>24/06/2020 – JH: A to C: The Acquisition process will begin, this is a lengthy process as all items take place under strict timelines. D&amp;E. Complete.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
669	16 April 2020	69/20	<b>Bombala Commercial Precinct Painting</b> That Council A. Note the previous resolution ADA96/16 adopted by the Administrator; B. Note the previous resolution 297/17 adopted by Council; C. Rescind Part C of resolution 297/17 and replace it with: Authorise expenditure of \$10,000 directly to the Bombala and District Chamber of Commerce to assist with the current street upgrade project. The Chamber must agree to use the money on paint and provide supporting documentation to Council once the project is completed.	Economic Development Officer	<p>26/09/2022 – JM: Funds have been spent at both Murphy's and Bombala Electrical and Hardware for businesses to use on paints agreed upon with Pip Giovanielli. Currently Koathes has been completed, the Newsagency and Butcher are underway. Next up will be Lou Lou's, Kitchen 1888 then Murphy's Outdoor Living.</p> <p>25/08/2022 - JM: No further update.</p> <p>29/07/2022 - JM: Bombala Chamber of Commerce met with Pip Giovanelli, the heritage adviser to SMRC, to assist in business selection of heritage colours. With the view to be painting in the spring.</p> <p>25/07/2022 - GH: This resolution references the incorrect resolution number. Correct resolution number is 295/17.</p> <p>05/07/2022: - JM: Bombala Chambers are co-ordinating businesses to discuss the colour options available to them under the heritage colours with Council's heritage advisor to ensure adherence to council resolution 295/17 Part D. Bombala Chambers also applying the funds to both Buy-Rite Bombala and Murphy's Building Supplies for individual businesses to purchase agreed paint. Business are now hoping to get painting in the early spring once weather allows for outside painting.</p>	31/05/2021	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>30/05/2022 – MA: The Economic Development Officer has met with the Bombala Chamber president who advises that the target for completion remains the end of June but they are having difficulties finding tradespeople so the completion date may be extended.</p> <p>04/05/2022 – MA: Bombala Chamber have advised they are still working towards the end of June for completion of this project.</p> <p>05/04/2021 – MA: No further update. Will receive update from Bombala Chamber on progress during April.</p> <p>28/02/2022 – SB: No further update.</p> <p>24/01/2022 – SB: Bombala Chamber of Commerce advised they are aiming to complete this project by the end of financial year.</p> <p>21/12/2021 – SB: No further update.</p> <p>01/11/2021 – SB: Approximately \$2000 spent, COVID has impacted delivery.</p> <p>28/09/2021: SB</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update.</p> <p>31/08/2021: SB No further update.</p> <p>03/08/2021: SB No further update.</p> <p>30/06/2021: SB No further update</p> <p>01/06/2021 – SB: No further update.</p> <p>27/04/2021: SB No further update.</p> <p>25/03/2021 - SBly: No further update.</p> <p>25/02/2021 – SBly: No further update.</p> <p>29/01/2021 – MA: No further update.</p> <p>30/11/2020 – MA: Update received from Bombala Chamber of Commerce. They are still negotiating with main street businesses to cover the cost of labour for the painting, given the cost of the actual paint is covered by the project. Aiming for completion of project by May 2021.</p> <p>04/11/2020 – MA:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Still in progress by Bombala Chamber.</p> <p>28/09/2020 – MA: No further update.</p> <p>02/09/2020 – MA: Still in process of being implemented by Bombala Chamber.</p> <p>02/07/2020 – MA: Project in progress and resting with Bombala Chamber – No further update from below.</p> <p>03/06/2020 – MA: Arrangements for payment finalised. Awaiting reports from the chamber on execution of the project in due course.</p> <p>05/05/2020 – SB: A purchase order will be issued to the Chamber of Commerce this week so that they can send us an invoice and be paid.</p>		
660	19 March 2020	55/20	<p><b>Proposed Acquisition of Easement for Access to Middlingbank Quarry</b> That Council</p> <p>A. Enter into negotiations with the owner of lot 1 DP 1022898 for a right of way for access across his land.</p> <p>B. Engage the services of a surveyor to create a plan for registration of a right of way across lot 1 DP 1022898.</p> <p>C. Council to be responsible for all costs for creation and registration of the plan for the right of way.</p>	Manager Infrastructure	<p>07/10/2022 - ZC: No further update.</p> <p>05/09/2022 - JM: No further update</p> <p>03/08/2022 – JM: No further update</p> <p>07/07/2022 - ZC: No further action.</p>	30/12/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>D. Authorise the Chief Executive Officer to negotiate the compensation for the easement.</p> <p>E. Authorise the Chief Executive Officer to sign all necessary documents to give effect to the above.</p>		<p>07/06/2022 – JM: No further update.</p> <p>10/05/2022 – ZC: No further update.</p> <p>08/02/2022 – GS: All actions have been undertaken. The owners of Lot 1 refused to negotiate a right of carriageway through their property, so the resolution can be taken no further. There is a Crown road reserve through Lot 2 but negotiations with Crown Lands have not yet taken place over the use of that access point. A report will be prepared for Council consideration once Crown Lands have been consulted over the acquisition of the Crown road reserve.</p> <p>29/09/2021 – GS: This action will be subject to a Council report for consideration in November 2021.</p> <p>05/07/2021 – GS: The owner of Lot 1 DP 1022898 has stated they are not prepared to enter into negotiations for a right of carriageway between Middlingbank Road and Middlingbank Quarry. Discussions are underway with the owner of Lot 2 DP 1271068 to understand if options are available to create an access through that property with further options to acquire the Crown road (unformed) that's established along the boundary of Lot 1 and Lot 2.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>02/07/2021 - TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update.</p> <p>31/03/2021 - TP: No further update.</p> <p>28/02/2021 - TP: AA - Negotiations continue with Manager Infrastructure spearheading discussions. B Draft plan for right of access pending results of A. C-E These actions will take place at the appropriate time.</p> <p>22/01/2021 – LB: A. Letter has been sent to Council's solicitor requesting that he commence negotiations with the landowner for a right of way for access to the Quarry. B. Surveyor has submitted a draft plan for right of access and this will be finalized as soon as negotiations are completed.</p> <p>04/12/2020 – LB: A. Completed. B. Discussions are ongoing to decide the best approach for a permanent access.</p> <p>23/20/2020 – LB: A. The temporary agreement between SMRC and Mr Thomas for access to Middlingbank Quarry has been signed and is active from 2 November 2020 through to 30 April 2021.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Notice has been provided to Mr Thomas, in accordance with the agreement that Council intend to access Middlingbank Quarry to extract material in November 2020. Work to ensure the access road is suitable for heavy traffic will commence on Monday 2 November.</p> <p>B. The process to secure permanent access will commence shortly</p> <p>C. These actions will take place at the appropriate time.</p> <p>24/09/2020 – LB:</p> <p>A. The agreement has been executed by both parties and Council is planning dates for access to the quarry to extract material.</p> <p>26/08/2020 – LB:</p> <p>A. Council is currently negotiating an agreement with the landowner that will create a temporary access agreement for a 6 month period between November 2020 and April 2021.</p> <p>B. The surveyor has completed the survey for the easement for access subject to negotiation with the landowner.</p> <p>C. Council has engaged the surveyor and will be responsible for all costs.</p> <p>D. Further negotiations are required to understand if a permanent agreement for access to Middlingbank Quarry, through Mr Thomas's property is possible.</p> <p>28/07/2020 – LB:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. No update.</p> <p>B. Quotations for the survey were received. Despite numerous emails being sent to the surveyors only one surveyor responded and he has been requested to proceed as soon as possible.</p> <p>26/06/2020 – LB:</p> <p>A. Negotiations with landowners are ongoing.</p> <p>B. Requests for quotations for survey have been advertised.</p> <p>28/05/2020 – LB:</p> <p>A meeting took place with the landowner, his father, Manager of Infrastructure, Land and Property Officer and Council's solicitor, Mark Herbert. Negotiations are ongoing.</p> <p>24/4/2020 – LB:</p> <p>An email was sent to the landowner but there has been no response. A second email will be sent this week to be followed up with a phone call.</p> <p>26/03/2020 – LB</p> <p>Negotiations have commenced with the landowner.</p>		
643	19 March 2020	44/20	<p><b>Acquisition by Possessory Title - Lot 16 Section 1 DP 1242 - Berridale Memorial Park</b></p> <p>That Council</p> <p>A. Apply for possessory title over lot 16 Section 1 DP 1242 (Berridale Memorial Park)</p>	Coordinator Land & Property	<p>30/09/2022 – TP:</p> <p>No further update at this point.</p> <p>30/08/2022 - TP:</p> <p>No further update at this point.</p> <p>02/08/2022 - TP:</p>	31/12/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			B. Classify lot 16 Section 1 DP 1242 as community land upon acquisition.		<p>No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: Requisition deferred by LRS due to change in protocol by the State means review, and possible refreshment of documents, prior to re-lodgement of matter via online application.</p> <p>01/03/2022 – TP: No further update at this point.</p> <p>31/01/2022 – TP: Solicitors have flagged that re-lodgement of the entire document file was required due to change in LRS processing mechanics to online. There appears to be a telegraphed hesitancy within the LRS to view Council's ongoing maintenance of the property, to enable its continued use as a monument site, as sufficient to establish possession - Further investigation to be actioned by Land &amp; Property as to existence of any further historic evidence of dealings in relation to monument construction and primary use of site.</p> <p>1/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 – TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update at this point.</p> <p>05/09/2021 – TP: No further update at this point.</p> <p>04/08/2021 – TP: No further update at this point.</p> <p>02/07/2021 – TP: Responding to a further request from Revenue NSW, a letter has been sent confirming that upon acquisition - Lot 16 Section 1 DP 1242 – Berridale Memorial Park – will not be used for any trading undertaking</p> <p>06/06/2021 – TP: Amended application for possessory title lodged to include additional details of the grants of probate (as received from the Supreme Court of NSW).</p> <p>05/05/2021 – TP: Solicitors have confirmed that the required supporting Statutory Declarations from independent persons (2) have been obtained. NSW Revenue documentation finalised to enable transfer of land to be completed exempt payment of duty.</p> <p>31/03/2021 – TP: LRS requested details of two disinterested persons requested willing to provide Statutory Declarations related to prior treatment &amp; use of</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>land in question; details of such provided (with permission) to Solicitors.</p> <p>28/02/2021 – TP: Application for possessory title lodged with NSW LRS. Further legal paperwork being formatted including the Statutory Declarations of two "disinterested witness" to support Council's possessory claim.</p> <p>14/01/2021 – LB: A&amp;B Application for possessory title has been lodged with the LRS after discussions with the RSL. RSL has been assured that the land will be classified as community land upon acquisition.</p> <p>04/12/2020 – LB: A. A letter was received from Head Office of NSW RSL to say that Council should deal with the Snowy River Branch of the RSL with respect to future management of the park. An email was sent to the local RSL branch requesting consent for Council to proceed with the application for possessory title, with the assurance that the park would be classified as community land upon acquisition. The relevant sections of the Local Government Act pertaining to management of community land were also sent in the email as a link to assist the RSL in determining their response.</p> <p>23/10/2020 – LB:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. An email was sent to the local branch of the RSL asking for an update.</p> <p>B. To be completed upon acquisition of the land.</p> <p>24/09/2020 – LB:</p> <p>A. The Snowy River branch of the RSL was notified of Council's intention to apply for possessory title and the branch has sent the notification to The RSL's head office for a response.</p> <p>26/08/2020 – LB:</p> <p>Requisition on Title has requested an Old Title search which is currently being carried out by Crown Lands.</p> <p>26/08/2020 – LB</p> <p>A. Requisition on Title has requested an Old Title search which is currently being carried out by Crown Lands.</p> <p>B. Lot 16 will be classified upon acquisition through the resolution of Council.</p> <p>29/07/2020 – LB:</p> <p>The CEO has executed the documents.</p> <p>26/06/2020 – LB:</p> <p>Application is proceeding.</p> <p>28/05/2020 – LB:</p> <p>Documentation is being prepared to lodge an application for Possessory Title.</p> <p>24/04/2020 – LB:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Council's solicitor is presently gathering all the evidence to lodge with the application for possessory title. A surveyor has been engaged to do a survey plan for identification purposes.</p> <p>26/03/2020 – LB: Council's solicitor has been requested to prepare the documentation.</p>		
573	21 November 2019	443/19	<p><b>Werralong Road - Proposed Acquisition With and Without Consent</b> That Council</p> <p>A. Approves the acquisition without consent of proposed lots 4, 5, 7, 8 and 10 in the plan of acquisition for the purpose of public road under the provisions of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> in accordance with Division 1 Section 177 of the Roads Act 1993 and the making of the necessary application to the Minister and/or Governor.</p> <p>B. Approves the acquisition of proposed lots 1, 2, 3, 6 and 9 with consent for the purpose of public road under the provisions of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> in accordance with Division 1 Section 177 of the Roads Act 1993 and the making of the necessary application to the Minister and/or Governor.</p> <p>C. To authorise the General Manager to execute all documents relevant to the</p>	Coordinator Land & Property	<p>03/10/2022 – TP: Completed.</p> <p>30/08/2022 - TP: LRS registration to reflect SMRC ownership on title for 5 (of 10) lots has been finalised. Matter completed in full.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>31/05/2022 – TP: LRS registration to reflect SMRC ownership on title for 5 (of 10) lots remains pending. Council solicitors have prompted LRS again for progress request in relation to this final element.</p> <p>03/05/2022 – TP: The mandated compensation payment (\$82,983.00) to the 'without consent party has been completed. Remittance Advice of payment forwarded to the relevant party via email. Requisition information provided to the LRS on 11th April 2022 for administrative record update of Council as owner for the 5 parcels (with consent) &amp; 5 parcels (without consent).</p>	30/06/2022	Y

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>acquisitions both without consent and with consent on behalf of Council.</p> <p>D. Agrees to bear all costs for the acquisition of the proposed lots.</p>		<p>01/02/2022 – TP: Items A, B &amp; C - Complete. Item D - NSW Valuer General compensation determination has been received: Council are to pay the other party \$82,983 (inc GST). The compensation is restricted to 'disturbance' only; covers legal costs, land value costs &amp; fencing. The mandated compensation notice has been prepared and once executed by SMRC it will be distributed to the other party via solicitor channels.</p> <p>31/01/2022 – TP: Items A, B &amp; C - Complete. Item D - No further update at this point in time.</p> <p>01/11/2021 – TP: Elements A, B &amp; C – Complete. D - Council awaits Valuer General compensation advice related to the lots that were acquired by compulsory process (without consent).</p> <p>01/10/2021 – TP: Governor's approval to publish the supplied acquisition notices for the Werralong Road compulsory acquisition process has been received; Lots 4, 5, 7, 8 &amp; 10 DP 1245630 - Approved under Executive Council Minute # 34 (22 September 2021), Lots 1, 2, 3, 6 &amp; 9 DP 1245630 - Approved under Executive Council Minute # 28 (22 July 2020), Werralong Road (Lots 1-10 DP 1245630) - The publication of the acquisition notices (2) in the New South Wales Government Gazette occurred on 1st October</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>2021; this action brings the land described in the notices into Council's ownership. The final process element relates to compensation applicable to Lots 4, 5, 7, 8 &amp; 10 DP 1245630, with Council to be guided by the NSW Valuer General in relation to this aspect.</p> <p>05/09/2021 – TP:            Lots 4, 5, 7, 8 &amp; 10 DP1245630: The 90 day PAN period expires on Sunday 5th September 2021, at which time the OLG will submit the acquisition notice for the Governor's approval. Upon receipt of the Governor's approval, the OLG will provide Council with a copy of the approved acquisition notice and Minute Number to be used for the publication of the acquisition notice. It remains Council's responsibility to organise for the publication of the acquisition notice in the NSW Gazette.</p> <p>04/08/2021 - TP:            No further update at this point.</p> <p>02/07/2021 - TP:            No further update at this point.</p> <p>07/06/2021 – TP:            The PANs related to Werralong Road acquisition were formally issued on Monday 7th June 2021 to the relevant parties. Once the PANs are issued a 90 day sequence triggers, at the end of which the OLG submits the Acquisition Notice for the Governor's approval. Upon receipt of Governor's Approval, Council can then lodge the</p>		



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Government Gazette publication of the acquisition notice.</p> <p>05/05/2021 – TP: No further update at this point.</p> <p>31/03/2021 – TP: Updated application lodged with OLG to match the revised PAN (already executed) and reflects the inclusion references related to Lots 5 &amp; 7, as these lots are now actually now part of Lot 1 DP 1172849 (Downs's ownership). Letters sent to all involved landowners with status update.</p> <p>28/02/2021 – TP: Amended proposed acquisition notice tabled to the registered proprietor (external party) to ensure Lot 5 &amp; Lot 7 DP 1245630 (formerly Crown Reserve Roads) are encompassed, being as they are actually now part of Lot 1 DP 1172849 (Downs).</p> <p>22/01/2021 – LB: A. The OLG has confirmed that the application has been approved and is awaiting execution by the Minister. B. The land which was to be gifted to Council which is subject of the acquisition with consent cannot be gazetted as road until Council receives consent from the OLG to the acquisition without consent. The land to be gifted to Council was gifted on the condition that Council is successful in acquiring the land without consent.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>04/12/2020 – LB: A&amp;B. The paperwork returned from Office of Local Government appears to have overlooked sections of closed Crown reserve road, which have been sold prior to the adjoining landowner. Council is clarifying whether this was an oversight to ensure there are no future delays in the process of acquisition.</p> <p>23/10/2020 – LB: A. An email was received from one of the landowners on Werralong Road attaching an email from John Barilaro's office dated 23 October. The email from John Barilaro referred to a reply from the Minister for Local Government responding to correspondence from the landowner. The email inferred that the OLG has made a recommendation to the Minister to be considered in the near future.</p> <p>24/09/2020 – LB: No further update.</p> <p>26/08/2020 – LB: A&amp;B. OLG has not released consent for acquisition. Currently Council is unable to proceed until consent for acquisition without consent is received from OLG C&amp;D. Documents will be executed at the appropriate time. Costs are paid on invoice.</p> <p>27/07/2020 – LB:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Application was sent to OLG for consent to the acquisition. Email reply from OLG received 27/7/2020 consenting to the acquisition with consent.</p> <p>B. Application for acquisition of lots 4, 8 and 10 without consent is currently being assessed separately.</p> <p>C. The necessary documents will be sent to the CEO when necessary for execution.</p> <p>D. All costs are being paid by Council.</p> <p>26/06/2020 – LB: Council received a letter from the OLG to say that the process for requesting a shorter timeframe would result in the process taking longer due to their process. Therefore, Council has withdrawn its application to reduce the notification time. The legislated timeframe for notification is 90 days and Council should not anticipate a decision from the OLG for at least 3 months. Recent experience has demonstrated that the OLG is not providing decisions on applications for 6 months or more.</p> <p>28/05/2020 – LB: There has been no response from the OLG with respect to the application to reduce the notification time. The application is with the OLG.</p> <p>24/04/2020 – LB: The application for acquisition of Werralong Road has been lodged with the OLG. At the same time, an application to reduce the</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>notification time to 30 days has been lodged with the OLG.</p> <p>26/03/2020 – LB: The OLG returned the application. A new application is currently being prepared by Council's solicitors for submission to the OLG.</p> <p>02/03/2020 – LB: When consent is received from the OLG Werralong Road will be gazetted to Council.</p> <p>28/01/2020 – LB: Council's solicitor is presently preparing Section 30 Agreements for execution by landowners who are gifting their land to Council. The solicitors are also preparing the application to the OLG for consent to acquire a portion of the land for road through the process of acquisition without consent.</p> <p>02/12/2019 – LB: Resolution of Council has been sent to Council's solicitor to lodge with OLG for consent of the Minister and the Governor.</p>		
553	21 November 2019	422/19	<p><b>Managing Heavy Vehicles in Bombala Town Centre - Community Consultation</b></p> <p>That the matter be deferred for further consultation with the public including correspondence from the Bombala Chamber of Commerce.</p>	Coordinator Strategy Development	<p>27/09/2022 – GM: On-site discussions with Mayor and staff have taken place. No further action at this point.</p> <p>26/08/2022 – GM: Some on-site discussions with staff and Mayor undertaken.</p> <p>03/08/2022 - AA:</p>	30/06/2022	N

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update.</p> <p>24/06/2022 – GMc: This consultation work has not been planned for the 2022-2023 FY.</p> <p>24/05/2022 – GMc: This consultation work has not been planned for 22/22 financial year.</p> <p>29/04/2022 – GMc: This consultation work has not been planned for 22/23 financial year.</p> <p>25/03/2022 – GMc: This consultation work has not been planned for the 2021/2022 Financial Year within the Strategy Team. Consideration for this action to occur for the 2022-2026 Delivery Program.</p> <p>24/02/2022 – GMc: This consultation work has not been planned for the 2021/2022 Financial Year. Consideration will be given for this action to occur for the 2022-2026 delivery program.</p> <p>29/10/2021 – GMc: No further update - requested consultation has not been prioritised as part of the 2020-2021 Operational Plan. As per LSPS action 10.7 bypass investigations is a medium to long term action of 10-20 years.</p> <p>30/09/2021 – GMc:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update - Strategic Planning Team to seek additional information from Councillors.</p> <p>30/08/2021 – GMc: No further update - Strategic Planning to seek additional information</p> <p>02/07/2021 – GMc: No further update.</p> <p>01/06/2021 – GMc: No further update.</p> <p>04/05/2021 – GMc: No further update - Strategic Planning to seek further information.</p> <p>01/04/2021 – GMc: No further update - Strategic Planning to seek additional information.</p> <p>03/03/2021 – GMc: No further action at this stage.</p> <p>25/01/2021 – GH: An informal meeting was held between Bombala based councillors and relevant staff. The outcome of the meeting is to proceed with further community consultation.</p> <p>27/11/2020 – GH: A meeting has been arranged with Bombala based councillors to discuss options for further community consultation. Meeting proposed to</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>be held on 4 December 2020 and is open to any other interested councillor to attend.</p> <p>05/11/2020 – JM: No further update.</p> <p>25/09/2020 – GH: No further update.</p> <p>03/09/2020 – GH: No further update.</p> <p>01/07/2020 – AS: No further update. Consultation occurred from September 2019 to October 2019.</p> <p>01/06/2020 – GH: Communication distribution proposed re Bombala Town Centre Community Consultation:</p> <ul style="list-style-type: none"> <li>• Noticeboards – IGA and Newsagency</li> <li>• Bombala Times and Monaro Post</li> <li>• Facebook – Bombala Noticeboard</li> <li>• Facebook – SMRC page</li> <li>• Facebook – SMRC Business Forum Group</li> <li>• Radio – capital network and 2MNO</li> <li>• Notice at SMRC office</li> <li>• Info sent to SMRC customer service for any enquiries</li> <li>• SMRC website</li> </ul> <p>27/04/2020 – LN: Working with Chief Communications Officer to establish a strategy for community consultation during the COVID-19 restrictions.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					24/03/2020 – LN: No further update.  28/02/2020 – LN: Ongoing.  03/02/2020 – LN: Ongoing.		
439	21 November 2019	408/19	<b>Closure of Part of the Road Reserve in Barrack Street Cooma</b> That Council A. Approve the proposal to close part of the Barrack Street Cooma road reserve in accordance with the plan in this report; B. Classify this new lot as operational land; C. Approve the consolidation of lot 4 DP 32321 with the new lot to be created by the road closure; and D. Classify the new consolidated lot as operational land.	Property Officer	06/10/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  23/08/22 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  01/08 22 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress, no update from the surveyor. C: Complete.  28/06/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress advised by the surveyor on 30/05/22 that he has a couple of	30/06/2022	N



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>requisitions that need attending to on this and was hoping to work on them in late May/early June. C: Complete.</p> <p>31/05/2022 – GT: A: Complete B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress advised by the surveyor on 30/05/22 that he has a couple of requisitions that need attending to on this which he will hopefully work on it late in the week C: Complete.</p> <p>02/05/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress and No further update. C: Complete.</p> <p>04/04/2022 - GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress and No further update</p> <p>23/02/2022 – GT: A: Complete. B: Part 1 Complete - learner bike track has been constructed   Part 2 in progress and No further update. C: Complete.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>13/12/2021 – GT: No further update.</p> <p>25/11/2021 – GT: No further update.</p> <p>21/10/2021 – GT: Correspondence received from BMR confirming of registration of the land in the name of Snowy Monaro Regional Council. They have advised the surveyor as well.</p> <p>19/10/2021 – GT: Part 2: BMR confirmed the Application to Record a New Registered Proprietor electronically with LRS was lodged on 18 October 2021 - as it needed to be updated from The Council of the Shire of Cooma-Monaro. BMR will advise once the Application has been registered.</p> <p>27/09/2021 - GT: A: Complete. Approval granted - Council Meeting 21 November 2019. B: Part 1 Complete - learner bike track has been constructed   Part 2 In progress - plan is with LRS. Once registration is complete Jack Atkinson Surveying will notify Council and BMR can complete Application to Record a New Registered Proprietor for the land. C: Complete - only 2 objections were received and were responded to at the time.</p> <p>06/09/2021 - TP:</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Confirmation of status sought from surveyor.</p> <p>04/08/2021 - TP: No further update at this point.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: Follow up with Solicitor and Surveyor actioned to progress.</p> <p>31/03/2021 - TP: No further update.</p> <p>28/02/2021 - TP: No further update.</p> <p>22/01/2021 – LB: A&amp;B Plan has been lodged with LRS for registration when it will be classified as operational land.</p> <p>04/12/2020 – LB: A. An email was received from Crown Lands seeking clarification of the section of Barrack Street for investigation; clarified via email.</p> <p>23/10/2020 – LB: A. Awaiting information from Crown Lands. Email sent to Crown Lands requesting that this matter be expedited.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B-D. These actions will be carried out at the appropriate time.</p> <p>24/09/2020 – LB: A-B. Crown Lands responded to Council's email to say that the Old Title search is currently underway and we should receive the results shortly.</p> <p>C. A plan of consolidation will be prepared as soon as the road closing is registered.</p> <p>D. The consolidated lot will be classified as operational land upon registration of the plan.</p> <p>26/08/2020 – LB: Crown Lands have been reminded via email that we are still waiting on the results of the search to fulfil the requirements of the requisition. This action cannot proceed until plan is Registered.</p> <p>29/07/2020 – LB: Application has been sent to Crown Lands for an Old Title Search in accordance with the requisition from the LRS.</p> <p>26/06/2020 – LB: When the plan of subdivision was lodged, Council received requisitions on Title. A request has been sent to Crown Lands for evidence of gazettal of Barrack Street as a Council public road. Despite extensive research by Council staff and Council's solicitor definitive evidence was not found.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B. Plan of consolidation will be sought after the road closing is complete through lodgement of the plan.</p> <p>28/05/2020 – LB: Council's solicitor is currently carrying out investigations to provide information to the LRS.</p> <p>24/04/2020 – LB: The plan was lodged at the LRS and the surveyor is presently addressing a requisition from the LRS regarding the date of gazettal of Barrack Street Cooma as a Council public road.</p> <p>26/03/2020 – LB: The subdivision certificate has been released and the documents executed by Council. The documents have been delivered to the surveyor for lodgement at the LRS.</p> <p>02/03/2020 – LB: The plan will be lodged as soon as the subdivision certificate is to hand.</p> <p>20/01/2020 – LB: Registration of the plan should be gazetted soon.</p>		
429	17 October 2019	389/19	<p><b>Proposed Acquisition of Part Lot 6 DP 218752 for the Purpose of Road</b></p> <p>That Council, consistent with the guidelines contained within with the body of report:</p> <p>A. Authorise the General Manager to negotiate the purchase of 0.2542ha of lot 6 DP 218752;</p>	Coordinator Land & Property	<p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>26/07/2022 – TP:</p>	31/08/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>B. That Council be responsible for any additional costs including survey, legal fees, fencing;</p> <p>C. Authorise the General Manager to execute all necessary documents and affix Council's Seal if required; and</p> <p>D. Approach the plantation owners for a contribution towards the works prior to commencing the project.</p>		<p>Awaiting communication from surveyor regarding certificate of currency for requisition.</p> <p>30/06/2022 – SR: No further update - Surveyor to assess site on Friday 08/07/2022.</p> <p>30/05/2022 – SR: No further updates - Followed up with surveyor awaiting response.</p> <p>04/05/2022 – SR: Res A: ALRS requisition received, awaiting surveyor to address requisition. Res B: Council will pay engaged surveyor and solicitor Res C: To date all required documents have been executed Res D: As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid - Resolution D complete.</p> <p>01/04/2022 – SR: No further update.</p> <p>03/02/2022 – SR: Res A: Awaiting LRS registration of plans to allow for land ownership to be transferred. Res B: Council will pay engaged surveyor and solicitor. Res C: To date all required documents have been executed.</p>		

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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Res D: As per previous updates in 2020, the plantation is not impacted by the project therefore no contribution will be paid - Resolution D complete.</p> <p>24/01/2022 – SR: Subdivision Application (DA) approved. Plans to be registered with LRS.</p> <p>15/12/2021 – SR: Awaiting subdivision application approval.</p> <p>12/10/2021 – SR: Subdivision application lodged with Planning.</p> <p>28/09/2021 – SR: Signed Admin Sheet &amp; Subdivision Application received in Berridale Office, Admin Sheet to be returned to surveyor &amp; sub div application to be lodged.</p> <p>17/08/2021 – SR: Subdivision application &amp; administration sheet awaiting signature from landholder, once received subdivision application to be lodged with SMRC.</p> <p>02/08/2021 – SR: Mortgage has been released from lot as per title search, admin sheet and subdivision certificate application awaiting signature from landholder to proceed.</p> <p>02/07/2021 – TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Resolution elements A-C - Pending bank interest in the lot to be acquired being discharged (Lot 6 DP 218752) confirmation from landholder pending. D – Completed</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 – TP: No further update at this point.</p> <p>31/03/2021 – TP: No further update.</p> <p>28/02/2021 – TP: Discharge authority received from Landowner (due to Landowner having made error in initial document) and forwarded to bank to progress necessary mortgage discharge.</p> <p>22/01/2021 – LB: A-C. A phone conversation with the landowner on 13/1/21 revealed that he has been communicating with the Rural Bank who are slow to respond. The landowner has been asked to send the phone contact number to Council so that we can contact the Rural Bank and try to fast-track the process.</p> <p>D. A letter was sent to the plantation owners who responded to say that they declined to contribute to the project.</p> <p>04/12/2020 – LB:</p>		



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No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A-C. Email from the Bega Branch Manager of the Bendigo and Adelaide Bank this morning to confirm that they are waiting on a response from Rural Bank. Bega Branch Manager will notify Council when the discharge of mortgage has been registered.</p> <p>D. Letter has been sent to Plantation Owners.</p> <p>23/10/2020 – LB:</p> <p>A-C. Application for discharge of mortgage completed by landowner and sent to the bank for processing. Signed application for subdivision certificate and the Administration Sheet received from landowner. As soon as the landowner receives his Certificate of Title from the bank the plan of subdivision will be registered and contracts will be exchanged.</p> <p>D. Letter is being prepared for the plantation owners requesting that they contribute to the works.</p> <p>24/09/2020 – LB:</p> <p>A-C. The Title to lot 6 has a mortgage noted in the second schedule. The landowner has verified that the loan has been paid out. A discharge of mortgage application was forwarded to the landowner to complete and return to Council so that the mortgage can be removed from the title. Council is also waiting on the application for a subdivision certificate to be signed by the owner of the property.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>D. Nearby plantation owners to be approached in writing seeking contribution to the purchase.</p> <p>26/08/2020 –LB:</p> <p>A-C. When Land and Property receives the subdivision certificate the landowner can sign off on the plan and arrange for his bank to sign off after which the plan can be submitted to the LRS for registration. Waiting on landowner to sign the application for the subdivision certificate or send an email giving consent for the application to be lodged. The subdivision certificate has been done but can't be released until consent is received from the landowner.</p> <p>A. Council has paid for survey and legal fees will be paid upon receipt of invoice</p> <p>B. Documents will be signed by the CEO when appropriate.</p> <p>C. Plantation owners are not affected and therefore will not be asked for a contribution.</p> <p>27/07/2020 – LB:</p> <p>Council is currently waiting on the subdivision certificate so that the plan can be registered prior to settlement.</p> <p>26/06/2020 – LB:</p> <p>Council's solicitor has been asked to produce the contracts. Application for subdivision certificate has been submitted.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Purchase price has been negotiated and agreed by both parties.</p> <p>A. This acquisition does not affect the plantation owners.</p> <p>28/05/2020 – LB: An email has been sent to the surveyor each week asking for the plan of subdivision so that contracts for the purchase of the land can be exchanged. The plan has not been registered so the plan will need to be attached to the contract.</p> <p>24/04/2020 – LB: Council's solicitor is organising the contract and it is anticipated that exchange will take effect within the next month.</p> <p>27/03/2020 – LB: MOU has been returned to Council and Council's solicitor has been asked to arrange a contract.</p> <p>27/02/2020- JH: MOU with property owner, waiting return of same.</p> <p>15/01/2020 - JH: Staff have spoken to land owner and are waiting for a written response.</p>		
388	19 September 2019	343/19	<p><b>Proposed Compulsory Acquisition of Part Lot 7002 DP 1028529 Crown Land Travelling Stock Reserve</b></p> <p>That Council</p> <p>A. Approves the acquisition of the constructed section of Dalgety Road 20m</p>	Coordinator Land & Property	<p>30/09/2022 – TP: No further update.</p> <p>30/08/2022 – TP: No further update at this point.</p>	30/11/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>wide which traverses lot 7002 DP 1028529 for the purpose of public road through the process of <i>Land Acquisition (Just Terms Compensation) Act 1991</i> for the purposes of s.178 of the Roads Act 1993;</p> <p>B. Seek approval from the Minister for Local Government and/or the Governor in accordance with section 187 of the Local Government Act 1993 to give all necessary Proposed Acquisition Notices in accordance with the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>C. Upon receipt of the Minister's/Governor's approval, Council serve each PAN and take each other action necessary to carry out the acquisition;</p> <p>D. Upon receipt of the Minister's/Governor's approval Council give effect to the acquisition by publication of an Acquisition Notice in the NSW Government Gazette and such other publication as may be required by law;</p> <p>E. Pay compensation to all interest holders entitled to compensation by virtue of the compulsory acquisition on the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>F. That Council authorise the General Manager and the Administrator to complete and execute all documentation necessary to finalise and bring into force</p>		<p>26/07/2022 – SR: No further update.</p> <p>05/07/2022 – SR: Res A: Survey plans have been revised by stakeholders, minor corrections required to title and minor correction required on administration sheet. Once corrections are made plans and admin sheet will be lodged with LRS (plans previously referred to in action comments contained omissions and required alterations). Balance of resolution is process of delivering resolution A.</p> <p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: A. Surveyor advised works will be conducted before end of June 2022. B. Awaiting delivery of A C. Awaiting delivery of A D. Awaiting delivery of A E. Awaiting delivery of A</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: No further updates.</p> <p>24/01/2022 – SR: No further update.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>Council's acquisition of the land and if necessary to affix the Council seal to any documents related to the acquisition; and</p> <p>G. That upon acquisition the acquired Property is dedicated as road following gazettal of the acquisition;</p>		<p>16/12/2021 – SR: No further update.</p> <p>15/11/2021 – GT: A: COMPLETE. B: Part 1) Advice received from ORALRA - ALCs 11150, 40959 and 42460, have been amended to the extent that the portion of Lot 7002 DP 1028529 identified as proposed 'Lot 21' (being approximately 1.17 hectares) in the Draft Plan of Redefinition (at Attachment A: CM9: 21/114612), dated 30 April 2021, has been excluded from the claims (CM9: 21/114613). [The balance of these three claims is to remain 'on foot' for determination in due course]. B: Part 2) Awaiting Survey Plan.</p> <p>21/10/2021 – GT: A. COMPLETE B. Awaiting advice from ORALRA and registered plan from the surveyor. Once Public Works Advisory (PWA) have the survey plan and the ORALRA advice, they can advance the matter towards Office of Local Government application. C. Waiting on B. D. Waiting on C. E. Waiting on D.</p> <p>17/08/2021 - SR: Native title search received and email stating no objection to acquisition process from Bega LALC. Request for adjustment to land claim sent to ORALRA by ALC.</p> <p>04/08/2021 - TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>The surveyor has been instructed to lodge the plan for registration. When registration is confirmed, PWA will further proceed with the acquisition process. Preliminary confirmation from NSW Aboriginal Land Council that there should be no issues obtaining part-withdrawal of ALC 11150, ALC 40959 and ALC 42460 as it applies to the formed road area. Once PWA has received the registered DP advice from the surveyor, engagement with Bega LALC will be made to request that part-withdrawal.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>27/04/2021 - JH: Draft plans have been produced and are being reviewed by relevant staff and key delivery consultants.</p> <p>27/04/2021 - JH: Draft plans have been produced and are being reviewed by relevant staff and key delivery consultants.</p> <p>25/03/2021 - JH: Survey Plan being prepared with the aim for Deposited Plan Administration Sheet for signing early April.</p> <p>04/03/2021 - TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>No further update.</p> <p>22/01/2021 – LB: A. Quotation for Public Works Advisory has been approved and PWA has been asked to proceed.</p> <p>04/12/2020 – LB: A-G. Quote from Public Works Advisory to complete the acquisition of the travelling stock reserve is awaiting approval. NSW Aboriginal Land Council is considering the request to excise the road from their claim.</p> <p>03/11/2020 – LB: A-G. Quotation has been received from Public Works Advisory to carry out the compulsory acquisition process. Currently finalising approval. Also waiting on reply from the NSW Aboriginal Land Council.</p> <p>24/09/2020 – LB: A-G. Currently waiting on a reply from the NSW Aboriginal Land Council.</p> <p>26/08/2020 – LB: A-G. This acquisition has been placed on hold while further investigations through Local Land Services and Aboriginal Land Council are carried out.</p> <p>29/07/2020 – LB: A. Council is waiting on the survey to be completed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B. When the survey plan is received the application to the Minister and the Governor will be made.</p> <p>C. PANs will be served after the Minister and Governor's consent is received</p> <p>D. Gazettal will take place after consent of the Minister and the Governor is received</p> <p>E. Valuation has been requested from the Dept. of the Valuer General for land to be acquired without consent.</p> <p>F. Documents will be sent to the CEO for execution when appropriate.</p> <p>G. Upon acquisition the acquired property will be dedicated as road.</p> <p>26/06/2020 – LB: Surveyor is presently carrying out the work.</p> <p>28/05/2020 – LB: Surveyor advised that he will commence the survey in the next week.</p> <p>24/04/2020 – LB: Surveyor has been engaged and expects to commence the survey in the immediate future.</p> <p>26/03/2020 - LB: The NSW ALC has requested a survey plan be provided prior to proceeding. Quotations are currently being sought for the survey.</p> <p>02/03/2020 – LB:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					The NSW Aboriginal Land Council has given consent in principal and is waiting on a survey plan.  20/01/2020 – LB: Currently waiting on survey plan.		
347	15 August 2019	296/19	<b>Road Closure and Creation of Road Reserve - Badja Road</b> That Council A. Approve to formally close the Council public road that traverses lot 1 DP 124507, Lot 2 DP 1195991 and Lots 15,16 & 81 of DP 752146; B. Engage the services of a Surveyor to prepare a plan of subdivision for the creation of a road reserve over Badja Road; C. Agree to exchange the former closed road through the affected properties in compensation of the area required of the privately owned properties for the road reserve to be created over Badja Road; and D. Authorise the General Manager to execute the documents to give effect to the above	Coordinator Land & Property	30/09/2022 - TP: Awaiting advice from LRS as to status in order to progress.  30/08/2022 - TP: No further update at this point.  26/07/2022 - SR: A. Partially completed, as per 'B'. B. Objections cleared First title requested. C. Land exchange to occur when 'B' is finalised. D. To date all documents requiring execution have been completed by CEO.  30/06/2022 – SR: A. Partially completed, as per 'B' B. Crown Lands have requested further 14 Days, new end date of 14/07/2022, also clarification of closure with adjoining land holder will be undertaken in this time. , From this the Gazette can be completed leading to C. Land exchange to occur when 'B' is finalised. D. To date all documents requiring execution have been completed by CEO  30/05/2022 – SR: A. Partially completed, as per 'B'	31/03/2022	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>B. Plans have been registered with Land Registry Services. Notifications issued to neighbours adjoining road reserve, notifiable authorities and in newspaper. Feedback period closes 29/06/2022. From this the gazette notice can be completed leading to</p> <p>C. Land exchange to occur when 'B' is finalised.</p> <p>D. To date all documents requiring execution have been completed by CEO</p> <p>04/05/2022 – SR:  A. As Per "B"  B. Plans prepared and lodged with LRS - Requisitions have been lodge, awaiting assessment and registration  C. Exchange to occur once "B." has been completed.  D. All required documentation to date has been executed by CEO.</p> <p>01/04/2022 – SR:  No further update.</p> <p>02/03/2022 – SR:  Res A &amp;B: All LRS requisition items to be addressed by Council have been completed. Surveyor conducted site visit to assist with completing LRS requisition items required to be addressed by surveyor.  Res C: Exchange will occur when LRS registration is complete.  Res D: All required documents to date have been executed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>24/01/2022 – SR: No further update, response from LRS yet to be received.</p> <p>15/12/2021 – SR: No further update, response from LRS yet to be received.</p> <p>16/11/2021 – SR: Res A &amp; B: Survey Plans are awaiting LRS registration. Two out of three requisitions from LRS have been addressed with the surveyor. Crown Lands conducting further investigations on status of road reserve ownership, third requisition is dependent on Crown's findings. , Res C: Not actioned as A &amp; B need to be finalised first. Res D: All required paperwork has be executed to date.</p> <p>21/10/2021 – SR: Surveyor advised plans were lodged with LRS 30/09/2021.</p> <p>28/09/2021- SR: Followed up progress of this matter with surveyor, awaiting response.</p> <p>17/08/2021 - SR: Administration sheet signed by landholders, posted to surveyor 06/08/2021. Awaiting LRS fee for lodgement.</p> <p>02/08/2021 – SR:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Subdivision Approved - Awaiting signature from one landholder. Admin sheet &amp; plans will then be returned to Surveyor for lodgement with LRS.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>05/06/2021 – TP: Subdivision application lodged.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 - TP: Administration sheet signing in progress by required parties.</p> <p>28/02/2021 TP: Review of intended timeline to be conducted due to staff resource changes.</p> <p>01/03/2021 – TP: Review of intended timeline to be conducted due to staff resource changes.</p> <p>22/01/2021 – LB: A&amp;B Landowner has been contacted by phone to advise that Council is going to commence the road closing process in early 2021. Letters and advertising will commence in late January.</p> <p>04/12/2020 – LB: A&amp;B. Letters to affected landowners and notifiable authorities being prepared. The</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>road closing will effectively commence when the 28 day advertising period has ended.</p> <p>C. Letters to appropriate landowners include proposal to dedicate closed road in compensation for the area to be acquired.</p> <p>23/10/2020 – LB:</p> <p>A. Subject of resolution 296/19</p> <p>B. Survey plan has been received</p> <p>C. Exchange will occur at the appropriate time</p> <p>D. Documents will be executed at the appropriate time.</p> <p>24/09/2020 – LB:</p> <p>B. The plan has been received and letters regarding road closure in accordance with legislative requirements are being prepared.</p> <p>27/07/2020 – LB:</p> <p>A &amp; B. Council is in receipt of a draft plan which has been checked and the surveyor has been requested to provide the final plan with Administration Sheet. When the final plan is received an application will be submitted for Subdivision Certificate.</p> <p>26/06/2020 – LB:</p> <p>A. Surveyor has given assurance that the plan will be sent to Council in the next two weeks.</p> <p>B. This will be done in consultation with landowners after plan of subdivision is received.</p> <p>28/05/2020 – LB:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Contractor has been asked to forward plan and it is anticipated that it will be available very shortly.</p> <p>24/04/2020 – LB: Discussion with the contractor revealed that due to COVID-19, there would be some delay but the plan is now expected any day.</p> <p>26/03/2020 – LB: Council is waiting on survey plan before proceeding.</p> <p>02/03/2020 – LB: Survey work is currently being carried out.</p> <p>20/01/2020 – LB: Landmark Surveys have been engaged to carry out the survey and produce a plan.</p>		
227	17 April 2019	151/19	<p><b>Consolidation of Reserve no. 530002 Centennial Park and Lot 6 DP 758280 Cooma Visitors Centre as one Crown Reserve for General Community Use</b> That Council</p> <p>A. Request that the Crown add lot 6 DP 758280 to Reserve 530002 comprising Centennial Park and add an additional purpose of “General Community Use” to the Reserve.</p> <p>B. Relinquish Licence LI 453017 for the use of the Cooma Visitors Centre when Lot 6 DP 758280 is added to Reserve 530002.</p>	Property Officer	<p>26/09/2022 – GT: No further update.</p> <p>23/08/22 - GT: No further update.</p> <p>01/08/22 - GT: No further update.</p> <p>28/06/2022 – GT: No further update.</p> <p>31/05/2022 – GT: No further update.</p>	28/02/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>02/05/2022 – GT: No further update.</p> <p>04/04/2022 – GT: No further update.</p> <p>23/02/2022 – GT: No further update.</p> <p>13/12/2021 – GT: No further update.</p> <p>15/11/2021 – GT: No further update.</p> <p>19/10/2021 – GT: No further update.</p> <p>28/09/2021 - GT: No further update.</p> <p>01/09/2021 – GT: No further update.</p> <p>05/08/2021 - GT: Update from Crown Lands - Due to the differing reserve types Crown Lands have decided the best solution is to create a new Reserve for the Cooma Visitor Centre site, with the intention of appointing Council as Crown Land Manager (as is the case with the Centennial Park R530002). This will cancel the licence and associated fee. It will not consolidate both reserves. Currently the application is with the Minister to be assessed</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>approved. Crown Lands are unable to provide a time-frame but will notify us once this process is complete.</p> <p>04/08/2021 – GT: Followed up with Crown Lands. Awaiting a response.</p> <p>02/07/2021 – TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/21 - TP: No further update at this point.</p> <p>31/03/2021 - TP: Further prompts to Crown Land actioned. No further update.</p> <p>28/02/2021 – TP: No further update at this point in time.</p> <p>28/02/2021 – TP: Application for possessory title lodged with NSW LRS. Further legal paperwork being formatted including the Statutory Declarations of two "disinterested witness" to support Council's possessory claim.</p> <p>22/01/2021 – LB:</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A. Follow up phone calls to Crown Lands has confirmed that Crown Lands is still awaiting the native title assessment to be completed.</p> <p>04/12/2020 – LB: A. Crown Lands are waiting on a native title assessment to be completed internally prior to approval and gazettal.</p> <p>26/10/2020 – LB: A. A further email has been sent to Crown Lands requesting an update. B. The licence will be relinquished when Crown Lands has completed their processes.</p> <p>24/09/2020 – LB: A. An email has been sent to Crown Lands asking for an update on the progress of this matter.</p> <p>26/08/2020 – LB: A. Crown Lands has assured the Land and Property Officer that the documentation recommending the amendment to both reserves has gone before the Minister. B. The licence will be relinquished when Crown Lands has completed their processes.</p> <p>29/07/2020 – LB: This matter needs to be signed off by the Minister and then must be advertised in the Government Gazette as a part of the process. It</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>is anticipated that it may take some months to finalise.</p> <p>26/06/2020 – LB: Communication with NSW ALC confirmed that the claim over the Visitors Centre has been rescinded. This information will be relayed to Crown Lands with a request to expedite the matter.</p> <p>B. Crown Lands is presently preparing the documentation for transfer to Council as Crown Land Manager</p> <p>C. The licence will be relinquished in conjunction with transfer to Council Management.</p> <p>28/05/2020 – LB: Reminder was sent to Crown Lands last week. This matter will take some time to resolve at the Crown Lands level.</p> <p>24/04/2020 – LB: Crown Lands has advised that due to the COVID-19 Pandemic this process may suffer some delays.</p> <p>26/03/2020 – LB: Crown was sent a second reminder today. It is an involved process, and will take a while to review, given the current COVID-19 pandemic and the recent bushfires.</p> <p>02/03/2020 – LB: Negotiations with the Crown are ongoing. It is likely that the Crown would prefer lot 6 to be</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					placed under Council management & that the lease be rescinded. We are currently waiting on a reply.  20/01/2020 – LB: This matter has been escalated at Crown Lands to achieve a decision on the way forward.		
211	21 March 2019	127/19	<b>Delegate Disadvantaged Housing</b> That Council continue with the current arrangement of Facilities staff managing the tenants and maintenance on the properties pending community consultation, and bring a report back to Council.	Coordinator Land & Property	30/09/2022 – TP: No further update at this point.  30/08/2022 – TP: No further update at this point.  02/08/2022 – TP: No further update at this point.  06/07/2022 – TP: No further update at this point. NOTE: Any further report should involve integrated planning with the Housing and Social Services Committee.  31/05/2022 – TP: No further update at this point.  03/05/2022 – TP: No further update at this point.  01/03/2022 – TP: No further update at this point.  31/01/2022 – TP: SMRC continue to manage & own the properties in question. Future treatment of these land holdings as disadvantaged housing to be	31/03/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>reviewed in the context of the broader housing &amp; accommodation challenges being experienced across the LGA. Holistic approach required to also integrate forward planning with the recently initiated Housing and Social Services Committee.</p> <p>01/11/2021 – TP: No further update at this point in time.</p> <p>01/10/2021 - TP: Not further update at this point</p> <p>05/09/2021 - TP: No further update. SMRC continues to manage &amp; own the properties in question.</p> <p>04/08/2021 – TP: No further update at this point.</p> <p>02/07/2021 - TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: Updated option details being sought from Southern Cross Housing to enable accurate analysis in the present housing needs environment. Council continuing to manage properties.</p> <p>31/03/2021 - TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Consult with Community Engagement to enable concise information release after Easter period. Intended timing adjusted due to staff resource changes and competing active consultations. Council continuing to manage properties.</p> <p>28/02/2021 – TP: Forward advice and notice the community to occur in March 2021. Profile flagging the general topic &amp; basic elements of consideration.</p> <p>27/01/2021 – TP: No further update.</p> <p>27/11/2020 – TP: No further update.</p> <p>26/10/2020 – TP: Design of consultation mechanics pending, with input from former Facilities staff to be included.</p> <p>25/09/2020 – TP: It is anticipated that community consultation will be initiated in first quarter of 2021 calendar year.</p> <p>27/08/2020 – TP: Council continuing to manage properties. Review of the background and full context relating to this item required.</p> <p>24/07/2020 – KH: An initial handover has been conducted with a more detailed one to follow explaining what</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>steps have been taken so far and why, and to work together moving forward on this.</p> <p>26/06/2020 – KH: There is No further update as there has been too much occurring with bushfires and COVID.</p> <p>01/06/2020 – KH: No further update.</p> <p>28/04/2020 – KH: No further update.</p> <p>27/03/2020 – KH: No further update.</p> <p>02/03/2020 – KH: Mail out to the community at Delegate seeking their feedback to be arranged asap to gauge thoughts.</p>		
165	21 February 2019	68/19	<p><b>Parking in the laneway at the rear of the Jindabyne Town Centre</b> That Council</p> <p>A. Approve the proposal to enter into public consultation with the shopkeepers and owners in Jindabyne Town Centre regarding changes to the laneway at the rear of the shops.</p> <p>B. Receive a further report regarding the results of the public consultation and the proposed way forward together with detailed costings.</p>	Coordinator Land & Property	<p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: No further update at this point.</p> <p>02/08/2022 – TP: No further update at this point.</p> <p>06/07/2022 – TP: No further update at this point.</p>	31/12/2021	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>31/05/2022 – TP: No further update at this point.</p> <p>03/05/2022 – TP: No further update at this point.</p> <p>01/03/2022 – TP: Completion of actions under this resolution will be generated by the tabling of an overarching report considering multiple issues requiring addressing in the area.</p> <p>31/01/2022 – TP: Completion of actions under this resolution will be generated by the tabling of an overarching report.</p> <p>01/11/2021 – TP: No further update at this point.</p> <p>01/10/2021 - TP: Completion of actions under this resolution will be generated by the tabling of an overarching report for the precinct.</p> <p>05/09/2021 – TP: Internally developing guidance &amp; information towards an additional report to be tabled to Council, under the overarching cover of Corporate Projects, in the near future.</p> <p>04/08/2021 – TP: Internal discussions held on the development a proposed plan &amp; schedule of works for the</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>broader project (which this resolution item integrates with) of Jindabyne Town Centre upgrades.</p> <p>02/07/2021 – TP: No further update at this point.</p> <p>06/06/2021 – TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 - TP: No further update at this point.</p> <p>28/02/2021 - TP: Further advice as to SAP intentions pending. Once more integrated planning has occurred the project will be in a position to progress, in consult with Corporate Projects team.</p> <p>25/01/2021 – GH: Awaiting indication of SAP intentions for the Jindabyne Town Centre precinct.</p> <p>04/12/2020 – LB: A. This project needs to be incorporated within a range of projects currently underway in the Jindabyne town centre to ensure that a good outcome is achieved. Once more integrated planning has occurred the project will be scheduled.</p>		



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>23/10/2020 – LB:  A. This project has temporarily been place on hold.  B. Further report will be presented to Council at the appropriate time.</p> <p>24/09/2020 – LB:  A. Amended plan still to be received by Council.</p> <p>26/08/2020 – LB:  A. Council has requested a minor adjustment to the concept plan. Once the concept plan is amended, it is proposed to form a Steering Committee to guide the project to completion.  B. A report will be submitted for Council's consideration when the public consultation has taken place.</p> <p>29/07/2020 – LB:  A. Council is in receipt of the draft survey plan and is currently waiting on the design plan. When both plans are to hand Council will undertake public consultation.  B. Following public consultation a further report will be prepared for Council with detailed costings.</p> <p>26/06/2020 – LB:  The Road Safety Officer advised that the surveyor has been selected and the project is progressing.  A. Public consultation will take place when the survey and design is completed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>28/05/2020 – LB: RFQ sent out to four surveyors for quotation for survey and design. This is to be funded by RMS.</p> <p>28/05/2020 – LB: RFQ sent out to four surveyors for quotation for survey and design. This is to be funded by RMS.</p> <p>24/04/2020 – LB: Specification for the tender is currently underway. Collaboration between the Special Projects Officer and the Road Safety Officer is being undertaken in view of the issues encountered with the proposed construction of the public toilets in Jindabyne.</p> <p>26/03/2020 – LB: Tenders will be called for the survey and design work. When survey &amp; design is completed, staff will arrange for public consultation.</p> <p>02/03/2020 – LB: Waiting on survey and design so that public consultation can be arranged.</p> <p>03/02/2020 – LB: Shopkeepers and shop owners in the Jindabyne Town Centre have been notified by letter that Council has been successful in securing grant funding for survey and design of the back lane.</p>		
20	07 May 2018	162/18	<b>Proposal to Realign the Barry Way Jindabyne and to Address Issues with the Intersections of Barry Way with Eagle View Lane and Bungarra Lane</b>	Coordinator Land & Property	<p>30/09/2022 – TP: No further update at this point in time.</p> <p>30/08/2022 – TP:</p>	30/11/2023	N

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			<p>That Council</p> <p>A. Approve the proposal to realign The Barry Way over the constructed road from the intersection with MR286 to the boundary of the national park.</p> <p>B. Approve the proposal to apply to the Crown to transfer those sections of The Barry Way which are Crown reserve road to Council.</p> <p>C. Authorise staff to negotiate with landowners for acquisition of the constructed Barry Way and, where possible, to offer to close corresponding sections of paper road and to dedicate the land to the landowner in compensation.</p> <p>D. To engage the services of a surveyor to identify those sections of the Barry Way which are not on line with the constructed road.</p> <p>E. To acquire any Crown land upon which the Barry Way has been constructed through the process of the Land Acquisition (Just Terms Compensation) Act 1991 through the authority of the Roads Act 1993.</p> <p>F. Authorise the General Manager to execute any documents necessary to complete the project.</p> <p>G. Authorise the expenditure and allocate an amount of \$135,000 in the 2018/19 year Budget with funding to be provided from Stronger Communities Project PP-</p>		<p>Confirmation of budget availability sought internally.</p> <p>26/07/2022 – SR: No further update.</p> <p>30/06/2022 – SR: No further update.</p> <p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: No further update.</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: Resolution C: Site inspection undertaken. Agreement reached with both parties. Resolution G: Funding source to be further investigated. Resolution A, B, D, E, F: No further updates.</p> <p>24/01/2022 – SR: Resolution C: Site inspection successful, reached agreement with Barry party, awaiting response from Stevens Party. Resolution G: Funding source to be investigated further. Resolution A, B, D, E, F: No further updates.</p> <p>15/12/2021 – SR:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			219 (Undertake project to align the road with road reserves).		<p>Site Meeting Scheduled For 16/12/2021.</p> <p>25/11/2021 – SR: C: Site meeting to be held as part of negotiations for Eagleview lane realignment from Barry Way to Mowamba River, No further update for at this point for balance of resolution.</p> <p>28/09/2021 - SR: Awaiting response from Eagleview Lane landholder addressing negotiated terms of land transfer (fencing request).</p> <p>07/09/2021 - SR: Negotiations being conducted with landholder - Eagleview lane. Confirmation from planning sent to landholder, trying to reach outcome for second request. Contact has been made with surveyor, plans and progress information received 06/09/2021. Review to be conducted to find out where we are at and what the next step forward is for the overall matter</p> <p>06/06/2021 –TP: No further update at this point.</p> <p>05/05/2021 - TP: No further update at this point.</p> <p>31/03/2021 – TP: No further update at this point.</p> <p>01/03/2021 – TP:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>A&amp;C Further follow up email (3/2/021 LB) has been sent to landowner on Eagle View Lane requesting contact be made with Council to discuss the way forward., B. Application is being prepared to apply for sections of Crown Road to be transferred to Council. 4/2/21 Query tabled to Coordinator Development relaying landowner query.</p> <p>22/01/2021 – LB: A&amp;C Follow up email has been sent to landowner on Eagle View Lane requesting that he contact the Land and Property Officer to discuss the way forward. B. Application is being prepared to apply for sections of Crown Road to be transferred to Council.</p> <p>04/12/2020 – LB: A&amp;B. Waiting on response from landowner who does not live locally. C. Letters are currently being prepared to commence negotiation with landowners adjoining Barry Way on Cobbon Hill. A quote has been sought from Public Works Advisory to carry out the compulsory acquisition of Crown land on Cobbon Hill.</p> <p>03/11/2020 – LB: A&amp;B Surveyor has provided necessary information which has now been provided to the land owner. Provision of this information will now allow action C to be completed.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>24/09/2020 – LB:  A&amp;B. Surveyor has addressed questions relating to the plan at the intersection of Eagle View Lane. The landowner was notified and again posed a number of questions. Most of these have been answered and the answer to the last question will be provided this week.</p> <p>C. Negotiation will commence next week with landowners adjacent to Cobbon Hill. This section of realignment of the Barry Way will involve compulsory acquisition from the Crown.</p> <p>D. This project has been divided into sections so that the surveyor completes the survey work as Council is ready to address each section.</p> <p>E. The section of the Barry Way which passes through Crown land without a road reserve is at the southern end and will be addressed as that stage is reached.</p> <p>26/08/2020 – LB:  A&amp;B Surveyor has notified Council that due to workload this plan may take a little longer.</p> <p>C Landowner has been notified that there is a delay involved in obtaining the information that they have requested.</p> <p>E-G Ongoing.</p> <p>29/07/2020 – LB:  A &amp; B Surveyor has been requested to provide the plan for the second section which will involve Eagle View Lane.</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>C. Landowners have been notified that Council is waiting on plan. E-G. Ongoing.</p> <p>26/06/2020 – LB: The draft plan may be expected. The landowner is waiting on this information before proceeding. A. Survey is being done in sections B. Request for sections of Crown road to be transferred to Council will be carried out at the end of the project. C. Negotiations with landowners are ongoing. D. See A. above. E. Acquisition will be carried out as necessary when the plan for individual sections is finalised. F-G Ongoing.</p> <p>28/05/2020 – LB: The surveyor has promised to have the draft plan with the area of road to be closed and the area of the area to be acquired marked on the plan sent to Council within the next week. This plan will then be sent to the landowner.</p> <p>24/04/2020 – LB: Contacted the landowner on Eagle View Lane who has requested information. He wants to know how much land Council will require for the road and how much land he will receive in compensation. Will there be sufficient space for him to construct an eco-hut. The surveyor has been requested to calculate the area of both</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>areas so that an accurate answer can be provided.</p> <p>26/03/2020 – LB: In view of the fact that the landowner has not contacted the Land and Property Officer to date a letter has been sent asking him to contact the Land and Property Officer to discuss his consent to the creation of the road reserve over the road in its current location through his property.</p> <p>02/03/2020 – LB: The Land and Property Officer met with the landowner and he said he will respond after consultation with his wife.</p> <p>20/01/2020 – LB: Waiting on response from landowner on Eagle View Road. He resides in Tasmania.</p>		
16	05 April 2018	118/18	<p><b>Proposed Road Closure &amp; Sale of old Lions Park at Bombala</b> That Council;</p> <p>A. Approve the partial road closure on the corner of High Street and Stephen Street Bombala so that the fence line becomes the boundary of lot 9 DP 995614;</p> <p>B. Engage the services of a land surveyor to provide a plan for the boundary adjustment;</p> <p>C. Authorise the General Manager to execute any documents necessary to complete the boundary adjustment and sale of the property;</p>	Coordinator Land & Property	<p>30/09/2022 – TP: No further update at this point.</p> <p>30/08/2022 – TP: Elements A, B &amp; C Complete; Road closure complete. D &amp; E - Review of suitability of the final element to be undertaken.</p> <p>26/07/2022 – SR: No further update.</p> <p>30/06/2022 – SR: Road closure complete, review of suitability of original resolution to be undertaken.</p>	30/11/2022	N



SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
			D. Readvertise the property on the open market for auction with an appropriate reserve; and E. Make the Report public once the matter is settled.		<p>30/05/2022 – SR: No further update.</p> <p>04/05/2022 – SR: A. Complete B. Complete C. Boundary Adjustment Complete D. Pre sale assessment to be completed May 2022 E. Awaiting full completion of A-E</p> <p>01/04/2022 – SR: No further update.</p> <p>02/03/2022 – SR: No further update.</p> <p>24/01/2022 – SR: Resolution A &amp; B; Completed. Resolution C: Completed. Resolution D &amp; E: Resolution A &amp; B now complete. Process of sale will be initiated in a timely manner.</p> <p>15/12/2021 – SR: Resolution A &amp; B; Surveyor advised plans have been registered with LRS, awaiting title advice from solicitor. Resolution C: Completed. Resolution D &amp; E: Dependant on Resolution A being completed.</p> <p>12/11/2021 – SR:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Resolution A; All requisitions from LRS have been resolved, final plans for road closure are awaiting LRS registration.</p> <p>Resolution B; Surveyor will advise when plans have been registered.</p> <p>Resolution C; Boundary adjustment paperwork complete, sale of property is dependent on Res A being completed.</p> <p>Resolution D &amp; E; dependent on Res A being completed.</p> <p>28/09/2021 - SR: Partial closure of High Street Bombala gazetted, 11R form for removing notation from title signed and lodged with LRS, requisitions received from LRS via surveyor these are currently being addressed.</p> <p>01/09/2021 - GT: No further update.</p> <p>04/08/2021 – TP: Action reassigned - Property Officer now has general carriage of item.</p> <p>05/05/2021 – TP: Target date changed from 30 September 2018 to 30 June 2021 - To reflect current timeline.</p> <p>23/03/2021 – JH: No further update on this item due to waiting for reply from LRS.</p> <p>24/02/2021 - JH:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>Target date now 30 June 2021, Waiting for return of lodged documents from LRS.</p> <p>12/01/2021 - JH: No further update.</p> <p>27/11/2020 – JH: C. Solicitor is preparing documents to have a certificate of title (CT) created over the portion of the road to be closed so consolidation can take place. Recent verbal feedback from NSW Land Registry Services to the surveyor indicates that a further survey of the original lot may need to occur to complete the registration due to the age of the original plan's survey. This will be reviewed once the CT has been assigned.</p> <p>20/10/2020 - JH: A. Finalised. B. Finalised. C. Solicitor is preparing documents to have a CT created so consolidation can take place. D. Once notified of completed registration the property can be placed on the open market. E. To take place at completion of D.</p> <p>23/09/2020 - JH: C. Consolidation Plans lodged, surveyor has advised that a CT was not created and the solicitor is now preparing this so that registration can take place.</p> <p>26/08/2020 - JH:</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>C. Finalised. D. Finalised. C. Consolidation Plans lodged, Surveyor is following up on progress of same. D. Once notified of completed registration the property can be placed on the open market. E. To take place at completion of D</p> <p>22/07/2020 – JH: C. Consolidation Plans received from Surveyor and signed by CEO, returned to Surveyor for lodging for registration of same. D. Once notified of completed registration the property can be placed on the open market. E. To take place at completion of D.</p> <p>24/06/2020 – JH: E. Finalised. F. Finalised. C D and E: Still waiting finalised consolidation plans from surveyor for this item to be completed. Have sent numerous email requests to Surveyor.</p> <p>28/05/2020 – JH: Surveyor again requested to provide the final plan, no response and will continue to follow up. This plan is in draft form with the Surveyor and would not be cost effective to engage another surveyor to finalise the plan.</p> <p>27/04/2020 - JH: Email sent to Surveyor requesting a definite date for plan to be registered. Surveyor advised he</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>would review the current draft of this consolidation plan this week and submit for Registration.</p> <p>26/03/2020 - JH: Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place.</p> <p>27/02/2020 - JH: Followed up with Surveyor and was advised this item is going to be delayed due to the large scale workload he has in place.</p> <p>15/01/2020 - JH: The Surveyor has advised that he is hoping to have the consolidation plan ready for the end of January 2020.</p> <p>05/10/2018 – JH: Letters have been sent to adjoining landowners with notification of the proposed closure and notification letters to the authorities are being prepared. The advertisement has been placed in the Monaro Post for 11 October and 25 October. The 28 day period for submissions ends on 8 November. Submissions will be reviewed and the correct process followed.</p> <p>03/10/2018 – LB: Notifications sent out to commence road closing.</p> <p>27/08/2018 – LB: Plan has been received. There are issues with a</p>		

SMRC Resolution Action Sheet – In Progress

No.	Meeting Date	Res. No	Action	R/Officer	Progress	Estimated Comp Date	Comp Y/N
					<p>previous resumption which has not been registered on title. When these issues are sorted out and the notification period for road closing has expired, and the resumption issues have been resolved then the plan will be registered and the land will be listed for sale.</p> <p>02/08/2018 – LB: Spoke to surveyor this week and he has promised to get the plan to me within the week.</p> <p>23/05/2018 – LB: Waiting on plan.</p> <p>23/04/2018 – LB: Surveyor has been engaged to provide a plan for boundary adjustment and road closure will commence as soon as a plan is available., 14/5 - Waiting on plan.</p>		

## 9.5.2 ANSWERS TO QUESTIONS WITH NOTICE

Record No: 122/695

### OFFICER'S RECOMMENDATION

That Council receive the answers to questions with notice for the period ending September 2022.

### ISSUES

This is an information only report.

### RISK ASSESSMENT

Risk Type	Current Risk	Expected Risk	Within Accepted
Reputation and Image	Low	Low	Yes

There is limited risk in the provision of the information.

### FINANCIAL IMPACTS

This is an information only report.

**RESPONSIBLE OFFICER:** Chief Strategy Officer

### OPTIONS CONSIDERED

This is an information only report.

### IMPLEMENTATION PLANS

This is an information only report.

### EXISTING POLICY/DECISIONS

Under clause 3.13 of Code of Meeting Practice a councillor may, by way of a notice ask a question for response by the Chief Executive Officer about the performance or operations of the Council.

### BACKGROUND

In order to provide Councillors with updates on questions asked by Councillors, a report has been generated with a summary of questions that are current and have recently been completed, for the period ending September 2022.

## **ATTACHMENTS**

1. Updates to October Meeting - In Progress Questions up to end of September 2022



## SMRC Councillor Questions – In Progress

No.	Date rec'd	Item No.	Question/Request	Responsible Officer	Response	Compl Y/N
247	3 June 2021	N/A	<p><b>Roads No Longer Maintained by SMRC</b></p> <p>Councillor Chris Hanna</p> <p>Please provide information on the number of roads and/or streets that are no longer being maintained by this Council since the amalgamation in 2016.</p> <p>In particular please advise:</p> <ul style="list-style-type: none"> <li>the street / road names and location in the LGA</li> <li>whether sealed or unsealed</li> <li>approx. number of kms (with breakdown of sealed / unsealed)</li> </ul>	Manager Infrastructure	<p>07/10/2022 – JM: No further update.</p> <p>31/08/2022 – JM: No further update.</p> <p>03/08/2022 – JM: No further update.</p> <p>11/07/2022 – JM: Further investigation is required before a final answer is provided to the Councillors. This investigation will include querying long-term maintenance staff and other necessary methods to provide an accurate response. What is clear however is that the current situation in terms of the lack of ongoing maintenance of crown roads (outside of the current maintenance being undertaken under the disaster recovery funding arrangement) is unacceptable. At a minimum, it is likely that a future report will come to Council recommending that Council resolve to approach the NSW government to explore a workable solution for Crown road maintenance.</p>	N

**10.1 MINUTES FROM MANAGEMENT AND ADVISORY COMMITTEES**

Record No: I22/714

**OFFICER'S RECOMMENDATION**

That Council

- A. Receive the minutes of the Bombala Exhibition Ground Management Committee
- B. Receive the minutes of the Cemetery Advisory Committee
- C. Receive the minutes of the Cooma North Ridge Reserve Advisory Committee
- D. Receive the minutes of the Youth Council

**BACKGROUND**

Council has received minutes of the meetings from the following management and advisory committees:

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

These minutes are attached for Council's information.

**ATTACHMENTS**

1. Minutes - Bombala Exhibition Ground Management Committee Meeting Minutes held 10 August 2022
2. Minutes - Cemetery Advisory Committee Meeting held 6 June 2022
3. Minutes - Cooma North Ridge Reserve Advisory Committee meeting held 27 July 2022
4. Minutes - Youth Council Meeting held 4 July 2022
5. Minutes - Youth Council Meeting held 1 August 2022

**Minutes Bombala Exhibition Ground Section 355 Management Committee Meeting****Address:** CWA Room, Wellington Street, Bombala NSW 2632**Date** 10<sup>th</sup> August, 2022**Time:** 7.40pm**Present:**

<b>Position</b>	<b>Member (Name)</b>	<b>Present/Apology</b>
Chair	Neil Hennessy	Present
Secretary	Anne Caldwell	Present
Treasurer	Graham Hillyer	Present
Committee Member	Clare Trevanion	Present
Committee Member	Richard Peadon	Absent
Committee Member	Colin Ryan	Present
Committee Members	Bronwyn Podger	Present
Committee Members	George Power	Absent
Committee Members	Michael Sullivan	Present
Committee Members	Calli Kidman	Absent
Committee Members	Anita Walder	Absent
Committee Members	Sophie Campbell	Present
Committee Members	Nadean White	Absent
Observer	Peter Gough	Present

**1 Opening of the Meeting**

The Chair, Neil Hennessy opened the meeting at 7.40pm.

**2 Apologies**

An apology for the meeting was received by Anne Caldwell from Calli Kidman and other apologies received were from Richard Peadon, Anita Platts and Nadean White.

**3. Adoption of Previous Minutes**

Minutes from the meeting held on 13<sup>th</sup> July, 2022 are confirmed as a true and accurate record of proceedings.

**Moved:** Sophie Campbell **Seconded:** Bronwyn Podger **Carried**

**4. Business Arising from Previous Minutes**

- Proposed new horse route from stables to ground would require the removal of three rails and the existing mound of maintenance soil and possibly one or two small trees.
- We have access to 450mm pipe to provide a drain crossing.
- Existing timber horse crossing and loading ramp to be removed.
- Ag pipe drainage and three down pipes to be fed out to Caveat Street,
- Some guttering has leaks.
- Move portable yards up to second level pending final planning.
- Move container along and back into bank.
- Use excavated dirt to soften angle of banks.
- Old timber has been removed.
- Moved** Sophie Campbell that a letter of support for a grant application for twenty horse safe gates be sent. **Seconded** Michael Sullivan **Carried**
- No fence for about 20 metres between Exhibition Ground and house next door.
- Moved** Michael Sullivan that the Showground Committee supply the ringlock and plain wire currently held by the Committee for the erection of the fence. **Seconded** Sophie Campbell **Carried**

**5. Peg Meeting**

- No reply for grant variation for painting roof.
- All abilities access new building to be reviewed by Amoeba for a fee of \$2750.
- Require two quotes for Cottage.
- One \$189,200 – concrete two floors, remove internal asbestos, move laundry into house, repair guttering etc.
- Redoing Grant Pavilion roof.

**6. Correspondence****In:**

1. email from Neil Hennessey – request from Bob Stewart letter of support to Councillors for Cottage.
2. email from Neil Hennessey letter support for Cottage attached Building Report.
3. email from Richard Peadon to Councillors support for Cottage.
4. email from Neil Hennessey – Bob Stewart – 2 quotes for Cottage.
5. email from Sophie Campbell – removal of timber and temporary removal of horse yards.

**Out:**

email from Neil Hennessey letter support for Cottage attached Building Report.  
 email Anne Caldwell – all users, electricity usage.  
 email Anne Caldwell to Councillors - support of Cottage  
 email Neil Hennessey – to Sophie Campbell concerning drainage at Horse Stables x 2.

**7. Business Arising from Correspondence****Nil****8. Treasurer's Report (Management Committee Bombala Exhibition Ground) 1/7/22 – 31/7/22**

Income			Expenditure		
27/7/22	Bombala District	\$1,678.00	4/7/22	Origin Energy	\$179.36
	Cricket Assoc			Final House Account	
	Ground Hire			Electricity	
Total		\$1,678.00	21/7/22	Milestone Chemicals	\$46.20
				Cleaning Products	
			21/7/22	Origin Energy	\$294.31
				Electricity	
			25/7/22	T&J Murphy	\$19.95
				Screws for Chairs	
			Total		\$539.82
Balance as at 30/06/22		\$57924.96		Less Unpresented cheque	
Correction		\$34.56		Neil Hennessey	\$321.68
Income		\$1,678.00			
Expenditure		\$539.82			
Balance as at 31/07/22		\$59,063.14			
				Term Deposit	\$14432.33

**Moved:** by Treasurer: **Graham Hillyer**      **Seconded:** **Clare Trevanion**      **Carried**

**9. Business Arising Treasurer's Report**

- Power to house has been terminated.
- George followed up on Cricket Association Account.
- Electricity account is still in credit from the misread.
- Stove Invoice has been forward to Frances.
- Stove payment has been received.

**10. General Business**

- 1.Minor maintenance – disabled toilet has broken glass.
2. President's Room trestles to be removed.
3. Graham will approach someone interested in old timber.
4. Metal Trestles to be stored.
5. Deb Ball 8<sup>th</sup> October 400 people?

**Date of next Meeting**

The next monthly meeting will be held at 7.00pm on 14<sup>th</sup> September, 2022 in the CWA Rooms.

**11. Close of Meeting**

There being no further business the meeting concluded at 8.50pm.

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**CHAIRPERSON,**

**DATE** 14<sup>th</sup> September, 2022





**SNOWY MONARO**  
REGIONAL COUNCIL

# Minutes

**Cemetery Advisory Committee Meeting**

**6 June 2022**

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**CEMETERY ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSIONER STREET, COOMA NSW 2630  
ON MONDAY 6 JUNE 2022**

<b>MINUTES</b>
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Notes:

<b>1.</b>	<b>OPENING OF THE MEETING .....</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>2</b>
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>2</b>
<b>4.</b>	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>2</b>
4.1	Cemetery Advisory Committee Meeting 14 March 2022 .....	2
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MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 6 JUNE 2022

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**MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, BOMBALA COUNCIL**

**ON MONDAY, 6 JUNE 2022  
COMMENCING AT 10.20 AM**

**PRESENT:** Councillor Chris Hanna  
John Gargett  
Michele Rogers  
Christine Parkes  
Debbie Schubert  
Greta Jones  
Sue Haslingden  
Helen Stevenson (observer)  
Noelene Whiting  
Ria Hrasky  
Belinda Cuzner

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 10.00 AM

Due to Cllr Hanna being on Zoom and the potential of being interrupted due to staff shortages the Agenda was run by Noelene Whiting

**2. APOLOGIES**

An apology for the meeting was received from Cllr Frolich and V Pollard

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

Nil

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

**4.1 CEMETERY ADVISORY COMMITTEE MEETING 14 MARCH 2022**

**RECOMMENDATION**

THAT the minutes of the Cemetery Advisory Committee Meeting held on 14 March 2022 are confirmed as a true and accurate record of proceedings.

**Moved Ms Parkes**

**Seconded Ms Schubert**

MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
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**5. BUSINESS ARISING****5.1 AGENDA CHANGES**

Changes have been made as suggested.

**5.2 OLD ADAMINABY GARDEN**

Christine Parkes – Enquiries made into gaining rock from Snowy however this is not available.  
Alternative ideas to be considered.

**5.3 BOMBALA REPRESENTATION**

Following invitation Sue Haslingden has accepted a role as representative for Bombala area. Also present as an observer on this occasion was Helen Stevenson. Helen is also a representative of the Garden Club who have previously undertaken work at the Bombala Cemetery.

**6. ACTION SHEET**

Action	Status	Opened	Follow-up	Update
Jindabyne Gates	Alternative contractor to be contacted	Feb 2020	Greta Jones	Greta has discussed with contractor and waiting on Quote.
Christ Church	Rabbit warren work	March 2020	Noelene Whiting	\$11250 – CRIF Funding. Works to commence when feed dies off.
Moonbah and Gegedzerick	Rabbits issues	March 2021	Noelene to re contact contractor	Contractor has been engaged.
Round Plain MOU	With Management	Nov 2020	Michele Rogers	Email forwarded to Legal Dept of CCANSW
Marking Graves	Commence – policy, fee, documentation	June 2021	To be completed June 2022	Report not finalised
Proposed New Cooma Cemetery	To be included in the Operational Plan	September 2021	John Gargett & Michele to provide information to Strategy	To be included in Op Plan for funding – Meeting to be undertaken with Projects and Jeff Morgan

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MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
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## 7. CORRESPONDENCE

### 7.1 ROTARY PROPOSAL

In 2019 Rotary put a proposal to Council and the Cemetery Committee to erect a Gazebo and Memorial Walk at the Cooma Cemetery however funding was not available at the time. Support was given for the project pending funding.

7.1.1 Funding is now available – a meeting was held on site with N Whiting and Council's Contractor to discuss maintenance issues etc.

7.1.2 A DA is to be put to Council as the Gazebo is not an exempt development structure.

7.1.3 Council's Contractor has offered his services in excavation in the project

7.1.4 Project allows for ashes interment within the path which provides for an additional income stream within the cemetery

7.1.4.1 This would be a new fee to be added to Fees and Charges of 2023/24

## 8. GENERAL BUSINESS

### 8.1 RAISING CEMETERY PROFILE WITH COUNCIL AND COMMUNITY

Noelene has gained interest and support from Rotary in holding a "Have a cuppa with Dad" at the Cooma Cemetery on Father's Day

8.1.1 On show will be plans for the new Rotary works, expansion of Cooma Current Cemetery, Concept Plan of the New Council Cemetery at Numeralla Road.

8.1.2 Ideas of having Pop Up Information Sessions in the towns/library/shopping arcade with plans, information on the cemeteries, Genealogy/Historical Society assistance

- "I'll see you in the next life" information sessions

### 8.2 CONCERNS FROM COMMUNITY

Sue H commented that it was brought to her attention about the use of plastic flowers used in the cemeteries – the environmental impact etc.

It was considered difficult to ban however we can encourage people to use dried flowers in place where possible.

### 8.3 REVENUE CONSIDERATION

It was noted that some other Council's do charge a non-resident fee.

It was thought that this could be a consideration to be implemented in the future as a method of revenue

MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
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**9. STAFF REPORTS****9.1 STAFF UPDATE**

The number of burials over the past two months has increased from the beginning of the year.

**CCANSW Annual Conference:**

Noelene recently attended the two day conference held in Sydney.

Among the speakers there was representation from IPART:

- The focus of their talk was on maintenance in perpetuity. Council's and other cemetery operators need to ensure they are financially sustainable once the income ceases from a cemetery. If a plot is sold in perpetuity (which is the case for Council plots – then there is a requirement to maintain the site in perpetuity).
- IPART reports can be found at [www.ipart.nsw.gov.au](http://www.ipart.nsw.gov.au).
- When an interment right is sold it is understood that the maintenance and care of the site has commenced.
- A basic cost calculation was shown (the figures presented while greater we experience are good estimate across the industry):
  - o Est. \$9k-\$13k/hectare p.a.
  - o Administration costs of est. \$5/plot is \$10k/hectare p.a. (time and work involved in management and organisation.
  - o Therefore IPART estimates the annual cost for 10 hectares cemetery that no longer produce an income to be \$230k.
  - o IPART recommends between 10-40% of the sale price for a right of interment be placed in a care and maintenance fund to cover these costs.
- Council currently does not care and maintenance fund.

Speakers from two Council's discussed how they are reducing costs within the cemetery by better use of their areas:

- Increasing the use of mulch in difficult to maintain areas.
- Increased community engagement to discuss works which affecting Council and or the community.
- Use of fit-a-pave as an alternative to asphalt and concrete – playground landing material.
- Use of rock gardens for ash interments – increase revenue.
- Improved IT programming to save staff time.
- Making better use of volunteers for maintenance.
- Creation of a Cemetery Department instead of individuals doing different portions of the work.
- Solicited support from Councillors, Community, Landcare, Rotary and Historical Society to raise the profile of the cemeteries, their necessity, maintenance and to showcase the work which is being done.

**Cemetery Safety course:**

Belinda and Noelene travelled to Goulburn to attend a cemetery safety course unfortunately on arrival were informed that it had been cancelled due to Covid.

However, this proved to be fortuitous with a tour being undertaken of the Goulburn Cemetery.

Staff were able to meet the cemetery management workers who took them on a tour, discussing with them on how they work and arrange their paperwork and maintenance.

The CCANSW will re-organise this course, no date has been provided.

**10. MATTERS OF URGENCY**

NIL

MINUTES OF THE CEMETERY ADVISORY COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 6 JUNE 2022

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## **11. NEXT MEETING**

Monday, 1 August 2022

There being no further business the Chair declared the meeting closed at 12 pm

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CHAIRPERSON

The above minutes of the Cemetery Advisory Committee Meeting of Snowy Monaro Regional Council held on 6 June 2022 were confirmed by Committee at a duly convened meeting on 1 August 2022 at which meeting the signature hereon was subscribed.

SNOWY MONARO REGIONAL COUNCIL

# Cooma North Ridge Reserve s355 Advisory Committee Minutes



**Address:** Vin Good Room at Cooma Library

**Date:** Wed 27<sup>TH</sup> July, 2022

**Time:** 5:32PM

## 1. Opening of the meeting : 5.30 pm

## 2. Apologies / attendance/introductions: Lori Lollback

**Attending:** Andrew Dawes, Louise Jenkins, Mary Ziesak, Anne Field (visitor), Paul Jennings (visitor), Graeme Little (Chair), Tein McDonald (Mins)

## 3. Adoption of the June Minutes (as tabled).

**Motion:** That the minutes as tables be accepted as a true record of the June meeting.

**Moved** Mary **Seconded** Denis. Carried.

## 4. Business Arising (from previous Minutes)

- **Committee Charter** - awaiting update from Governance on progress
- **Councillor rep on the CNRR committee** – awaiting feedback from Governance on progress.
- **Existing CNRR Management Plan** – awaiting progress from Gaby
- **Council Motion re closure of Crown road reserve** within CNRR – no progress reported as yet.
- **Re boundary marking.** J-M advised she has raised the boundary marking with the Land and Property/ Crown lands team and will discuss further with them.
- **Re compliance signage.** J-M points out that she wants to discuss signage further with the CNRR project working group to see if there is scope in the project budget to provide a number of compliance signs, with all compliance issues stated.

## 5. Correspondence report – tabled by acting secretary

### Outgoing emails:

- 05/07/22 - Email to Governance (ED) sending confirmed May minutes and draft June minutes
- 05//07/22 – Thank you email to J-M Hawkins (apologies for last meeting + content in Bus. Arising above)
- June 2022 – Invitation sent by Acting Treasurer to J-M Hawkins that she is welcome to attend the next meeting.

### Outgoing phonecalls:

- To Gaby Tagliapietra to ask for update on progress with plan of management and paper road motion

### Incoming emails/letters/phonecalls

- 24/06/22 – email of apology and some feedback from J-M Hawkins. (See Business Arising)

**Motion:** That the correspondence report be accepted as tabled:

**Moved:** Mary Z, **Seconded:** Tein. Carried.

## General Business (including informal and formal reports)

- **Progress Cooma North track signage grant** – Drafts of signage drafts have been circulated for comments. Some members of this committee have submitted comments. The signage design

## SNOWY MONARO REGIONAL COUNCIL

contracting team is still working on edits prior to manufacture. Contract for the 'repair and make safe' contract for the Borrow Pit track has been won by Jindabyne Landscaping. They will start next week.

- **Vegetation management working group**

No further info to report about a further contract for African Love Grass (that was to take place prior to end of financial year).

Another working bee on Cotoneaster was held last Saturday, with four in attendance and good progress made. Next working bee is Sat 20<sup>th</sup> August

Louise passed on a message from three different walkers concerned about increased fire hazard from Cotoneaster trimmings and asked could they be removed to the piles that Council is yet to collect. Graeme felt it would not be feasible within the program. Tein didn't believe there was a significant fire risk as these were not near the APZ and felt it is best to leave them in-situ for a range of reasons – i.e. the bodies can mark where follow up is needed and the seeds are best left where they are. It also shows passers-by that work has been done. Tein has offered to talk with people about fire hazard - but also committed to ensuring that more effort is made to not leave trimmings near tracks if it can be avoided. [Later in the meeting it was suggested that we should also make an effort to not leave dead cotoneaster around Eucalypts if they could create a ladder during a fire and risk the Eucalypt catching fire. This will depend on feasibility.]

## 7. New Business

- Pines have been cut along the boundary at Geringa Ave. Unsure if this was on private property or the Reserve and where access was gained for the heavy machinery. (One pine seems to have been on Council land.) It may be useful to request to Council that they let us know if someone has permission to access with heavy machinery so we are not alarmed about it.
- Introduction of Paul Jennings – who may be prepared to express interest in becoming a member of this committee if and when positions are advertised. Paul spoke of his appreciation of the Reserve and how it is used by many people, which is a good thing. He worked for some decades in Bushcare in Sydney and studied Conservation and Land Management at Ryde TAFE (Certs 3, 4 and Dip)– plus worked as a C'wealth quarantine officer for many years on prevention of import of weeds

## 8. Date of next Meeting – Aug 24

## 9. Close of Meeting 6.45pm

Confirmed 05/10/2022

**Graeme Little (Chair)**





# Minutes

## Youth Council

Date 4 July 2022  
Time 5.00pm  
Location Cooma Y Space/Zoom

## Agenda Items

1. Opening	2
2. Attendance and apologies	2
3. Adoption of Previous Minutes	2
4. Business Arising from Previous Minutes	2
5. Correspondence	2
6. Presentations	3
7. General Business	3
8. General Business Not on Notice	4
9. Reports	4
10. Project Updates	5
11. Date of next meeting	5
12. Meeting close	5

## 1. Opening

The meeting was opened at 5:06pm by Samuel Peveré.

## 2. Attendance and apologies

Name	Position	Attendance/Apology
Samuel Peveré	Youth Deputy Mayor	Present
Leanne Adams	Youth Secretary	Present
Josh Abrokwah	Youth Public Relations Officer	Present
Lillian Slaven		Present
Jada Horneman		Present
Ellita Horneman		Present
Urja Shah		Present
Mia Poucher		Present
Hannah Dorahy		Present
Harrison Knowles		Present
Cathy Guion		Present
Louise Frolich	Councillor	Present
John Graham		Present
Bianca Padbury	Manager Community Services	Present
Molly Brabham	Youth Mayor	Apology

## 3. Adoption of Previous Minutes

Minutes of the meeting held on Monday 30 May 2022.

Motion: To pass the minutes as a true and accurate record of last meeting's proceedings. *Moved:* Josh Abrokwah, *seconded:* Lillian Slaven. *Motion carried unanimously.*

## 4. Business Arising from Previous Minutes

Nil.

## 5. Correspondence

**5.1 In:** Council meetings: The councillors very grateful for our presence at last council meeting. They hope that we will have be able to provide an update at every meeting to keep them posted on our progress.

**5.2 Out:** Nil

6. Presentations

7.1 John Graham

John now works for the Office for Regional Youth and are in the process of planning their projects for the South East Region. This area covers the Snowy Monaro, Queanbeyan, Eurobodalla, and South Coast. They will work with Youth Council and other youth facilities and assist in any way possible.

There are currently grants available as part of the Children and Young People Wellbeing and Recovery Initiative. The aim of this initiative is to improve access to programs and resources in order to build back recovery from Covid, bushfires, flooding and other adverse effects. Through this they aim to strengthen community networks and improve mental health. Small grants (\$500-10,000) and large grants (\$10,000-50,000) are available to apply for. Potential activities to be funded include youth mental health training, and community and social events. They are about to announce more funding so that more local councils can apply for funding for youth led projects. Each LGA could have up to \$500,000 given to them. There is also Youth Radio Funding which could be used for our podcast project. Funding is more likely to be provided if there is a whole community approach with a variety of different programs and services contributing. From a Youth Council perspective this would involve working with council, the new youth worker, and other organisations such as Headspace or the Y to put together a program for young people in the region. Support will be given to assist with submitting the application and receiving the grant. Be sure to contact John with any questions, he will also be at the Y-Space on Wednesday for NAIDOC Week. He will be working fairly closely with the new youth worker to put together youth programs for our region.

7. General Business

7.1 Ignited Futures Program

The program was really good, and everyone had a great time. Claire was an awesome presenter and the individual profiles developed from the quiz were really beneficial. Everyone who attend learnt a lot about themselves and how they can use their own qualities to the best of their abilities in their leadership roles. However, it was highly disappointing that so many people neglected to show up or even notify the council of their absence. Those who completed the quiz but did not attend can collect their profiles from Cathy. It is really important to maintain communication and alert people to absences and any change in plans. If people don't want to be a part of youth council or be actively, they should let the executive committee know so that others can take their place.

7.2 Burn Bright

Molly, Leanne, Lilly, Harry, and Josh will be attending the Burn Bright National Leadership Camp. Everything is booked; they will represent the Youth Council well.

7.3 Youth Conference- 2024/2026

The host of the 2024 Youth Conference has been announced. It will be held in South Western Sydney through a collaboration of three different LGA Youth Councils in the area. Belinda has sent through their video pitch. In terms of our pitch, councillors should aim to take photos and videos of the region, so the team has enough footage for a decent pitch when the time comes. Planning for 2026 should begin soon; a draft plan should be sent as soon as possible.

8.4 Podcast Progress

Sam and Molly have completed a stocktake of the sound and production equipment. We have all the equipment we need to host the podcast; however, a streaming platform and software will need to be purchased in order to edit and air it. Josh will be available to assist with the production of the podcast.

#### **8.5 North Ridge Water Tank Mural Project**

A subcommittee has been formed to discuss this project. Hannah and Ellie will be joining the subcommittee. Leanne has received contact details for a potential artist and will be in contact with him, as well as council and the subcommittee.

#### **8.6 Council Meeting Attendees**

Mia C and Molly attended the last council meeting. They presented very well, and the councillors were very happy with the update. Leanne writes up a report after each meeting. Thurs 21st July next meeting 1pm. All councillors are super supportive of Youth Council and are really interested in what we're doing. We need to keep our presence in their meetings and should aim to have representatives at every meeting. Leanne writes a report for the presenters and youth councillors can attend either in person or online. Everyone should have a go at presenting sometime this year. Jada and Josh to attend next meeting.

### **8. General Business Not on Notice**

#### **Ideas/suggestions/issues/funding ideas**

##### **8.1 Support for local social services – Urja Shah:**

Urja indicated that there has been an increase in the number of people lacking essential resources around our community lately. There are services such as MCAS, Mission Australia, YMCA, and Monaro Family Support who have access to free resources for people who need it. Motion: To support local services who provide these essential products through promotion and donations. Moved: Urja Shah, seconded: Jada Horneman. Motion carried unanimously. We will move forward with this project, directed by, potentially through schools and social media.

##### **8.2 Little Theatre Collaboration – Sam Pevere**

Cooma little theatre are fully on board with a youth led production. Monaro High have a full live production team and there are many other young people willing to engage with this idea. Details can be discussed later. Funding for a project like this could be obtained through the Support and Wellbeing Grants – we will keep John updated on this project.

### **9. Reports**

#### **10.1 Chair**

It is really great to have youth councillors attending council meetings. The library in Jindabyne is very close to being finished, in future it would be great for the Youth Council to have more of a presence in projects like this so the facilities can be tailored to support young people.

#### **10.2 Youth Mayor**

Not present

#### **10.3 Deputy Mayor**

It was disappointing about lack of communication regarding Ignited Futures and not attending or notifying of apologies. Besides this, all of our projects are coming along nicely, and we are really getting involved with the community.

#### 10.4 Secretary

Leanne is one of the councillors attending Burn Bright. It should be a good time for all of us and we hope to gain a lot from the experience. We will arrange a meeting for those joining the mural subcommittee.

#### 10.5 Public Relations Officer

Josh is part of the Headspace Youth Reference Group (YRG). They plan events and work to find ways to support mental health in young people, often having a presence at larger events. It would be great to have communication between the YRG and Youth Council.

#### 10.6 Bianca – Manager Community Services

Those attending Burn Bright need to return a negative Covid test before attending. Everything has been organised, we wish you all the best.

The new youth worker role is being finalised; a preliminary offer has been made. The youth school holiday program has been cancelled as there is not enough staff to run the events, however there are numerous events occurring at all the libraries across the region.

### 10. Project Updates

#### 10.1 Hub grade

This project began in 2019 and has been a very long a drawn-out process, however it is finally completed.

#### 10.2 RYDER Program

Nil

### 11. Date of next meeting

The next meeting will be held on the Monday 1 August at Cooma Council Chambers.

### 12. Meeting close

There being no further business, the meeting was closed at 6:24pm.

Chairperson



# Minutes

## Youth Council

Date 1 August 2022  
Time 5.00pm  
Location Cooma Council Chambers/Zoom

### Agenda Items

1. Opening	2
2. Attendance and apologies	2
3. Adoption of previous minutes	2
4. Business Arising from Previous Minutes	2
5. Correspondence	2
6. Presentations	2
7. General Business	2
8. General Business Not on Notice	3
9. Reports	4
10. Project Updates	5
11. Date of next meeting	5
12. Meeting close	5

**1.** Opening

The meeting was opened by Molly Brabham at 5:05pm.

**2.** Attendance and apologies

Name	Position	Attendance/Apology
Molly Brabham	Mayor	Present
Samuel Pevere	Deputy Mayor	Present
Leanne Adams	Secretary	Present
Josh Abrokwhah	Public Relations Officer	Present
Mia Poucher		Present
Jada Horneman		Present
Ellie Horneman		Present
Kaitlyn Lucas		Present
Bianca Padbury	Manager Community Services	Present
Louise Frolich	Councillor	Present
Mia Crawford		Apology
James Tellis		Apology
Lillian Slaven		Apology
Cathy Guion		Apology

**3.** Adoption of Previous Minutes

Minutes of the meeting held on Monday 4 July 2022.

**Motion:** To pass the minutes of the previous meeting as a true and accurate record of the previous meeting's proceedings. *Moved:* Josh Abrokwhah, *seconded:* Mia Poucher

**4.** Business Arising from Previous Minutes

Nil.

**5.** Correspondence

In – Nil.

Out – Nil.

**6.** Presentations

Nil.

**7.** General Business

**8.1 Burn Bright NLC**

Five of us attended the Burn Bright NLC over five days in the school holidays. It was an incredible experience where they were able to meet like-minded young people from around

Australia and New Zealand. The program included a variety of leadership-building activities including activities in small groups, whole camp competitions and talks from guest speakers. It was a very valuable experience and everyone who attended took a lot from it. It is great that young people from rural and regional areas such as ours can have the opportunity to attend life-changing programs such as this. It is important that we retain the support of council in letting us attend these events, as they are highly beneficial to all the youth in our region. It will also be beneficial to make the community aware of Burn Bright as an organisation, they run in school programs and a range of other camps, not just NLC. Making others aware of programs such as these will be so valuable for the young people in our community. We can share information like this through a youth column in the newspaper, it would be fully supported by Monaro Post. Our new youth worker will also be able to assist in communication.

Motion: to begin writing monthly reports to distribute to local community organisations including schools and the paper to keep them updated on our activities. This will be written by the youth mayor. Moved: Molly Brabham, seconded: Josh Abrokwah. Motion carried unanimously.

### **8.2 Youth Conference- 2026**

Sam, Josh and Molly are forming a working committee. An email will be sent out to those who are not present at the meeting to increase interest in the project. We are a vast region with many different appealing aspects, and we need to be able to showcase the whole region for the Youth Conference. The working committee should contain councillors from every area of the region to get a wide variety of input. We can potentially ask ski resorts for film of the snow and mountains.

### **8.3 Podcast Progress**

We need to begin planning the details of this project. It should have a community approach; we can achieve this by potentially reaching out through the schools or sending out surveys to get ideas for topics/speakers. We can begin initially with the topic of bullying and from there expand to other major issues affecting youth in our region. We all joined this council because we care and want to represent the broader demographic of our region, we need to work to our strengths, and all be involved.

Motion: To meet at the Y-Space Monday 15th at 5pm to fully brainstorm the podcast project. Moved: Molly Brabham, seconded: Josh Abrokwah. Motion carried unanimously.

Next Youth Council meeting will begin at 5:30, with a briefing session of the podcast beginning at 5pm.

### **8.4 North Ridge Water Tank Mural Project**

Leanne has been in contact with Byrd, who could potentially be our artist in this project. Working committee will meet next week.

### **8.5 Council Meeting Attendees**

Josh and Jada represented very well. Council appreciates us contributing and are enjoying the updates. Presenting at council is a great opportunity to gain experience at speaking and presenting to an audience. Bianca is happy to provide a letter of support to schools formally requesting that we be excused to attend. Next meeting is in Cooma Council Chambers on Thursday 18th at 1pm. Leanne and Josh are potentially available, details to be finalised.

## **8. General Business Not on Notice**

### **9.1 Cooma Little Theatre:**



Sam is deputy technical coordinator for Cooma Little Theatre and attends their monthly meetings. They have recently agreed to let MHS students work backstage to get experience and hours for their VET courses. They would be very open to allowing a youth-led production or workshop. This would be great to run for the young people in our community. We will aim to present at next theatre meeting. Sam to find out if this is possible.

## **9. Reports**

### **10.1 Chair**

Louise has been attending the Jindabyne Safer Community meetings, which met up with a number of organisations including schools and police to discuss safety concerns. A big topic was the youth; it was great to hear from wellbeing and support officers of JCS who communicate with kids our age. A number of subcommittees were formed, Louise has joined one aiming to improve youth services and support in Jindabyne. Cooma has numerous support services available for youth, but many of the others including Jindabyne has very little. It would be great to extend this into the smaller towns of our region. There was also a lot of talk about mental health. Areas of concern or any ideas can be raised with Louise for her to bring to these meetings.

### **10.2 Youth Mayor**

We are looking forward to beginning all these projects, and really hoping to get the word out about Burn Bright so that year 10-12 students in the community is able to be nominated to attend.

### **10.3 Deputy Mayor**

Sam's brother has been elected to compete internationally in Bocce. As a young community member, he will be representing both our region and Australia in his sport. Youth Council could look to support him as it will be a huge expense, support could include mentioning it in the mayor's report for publicity or helping out at fundraisers. The purpose of Youth Council is to support the youth in our region. Motion: To support our local young people in their chosen endeavours. Moved: Samuel Pevere, seconded: Leanne Adams. Motion carried unanimously.

### **10.4 Secretary**

Burn Bright was an amazing experience and is recommended for others in the future. It is important to ensure that we maintain communication, information regarding meetings will be sent out earlier in future.

### **10.5 Public Relations Officer**

Josh met with the Headspace Youth Reference Group (YRG). They are running a camp in October, with groups from all over the state attending. He will also be attending a meeting with the NSW Health Literacy Advisory Council Governance Team.

### **10.6 Youth Activities Officer**

The new youth worker, Aaron O'Bryan, has begun working. He is currently out sick so he could not attend today's meeting. He will set up a regular meeting link and help with the organisation of meetings. If there are any ideas for school holiday activities than please contact Bianca as a group and we can explore them. We have extra grant funding, and the activities are there for young people, it is preferred that they are run with our engagement and support as we can let people know what the youth in our area actually want. Grants can be applied for if costs are involved and costed proposals can get ideas off the ground very quickly.

**10.** Project Updates

**10.1 RYDER Program**

The deposit for the mobile trailer has been paid, the design has been formed to align with the grant funds. Leftover funds can be used to extend the second youth role from three days to five days. Recruitment for the second role will begin soon.

**11.** Date of next meeting

The next meeting will be held on the Monday 5 September 2022. Following the motion for the podcast project, briefing will begin at 5pm with the meeting commencing at 5:30pm.

**12.** Meeting close

There being no further business, the meeting was closed at 6:22pm.

Chairperson

**10.2 DRAFT MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE 12 SEPTEMBER 2022**

Record No: I22/732

**OFFICER'S RECOMMENDATION**

That Council receive and note the Draft Minutes of the Audit, Risk and Improvement Committee meeting held on 12 September 2022.

**ISSUES**

Nil.

**RISK ASSESSMENT**

Council's ARIC provides independent assurance and assistance to Council and indirectly the community members in respect to risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities. The Committee relies on the work of Internal Audit to provide more in-depth assessment of the council's risk and control environment.

Advantages to the community from Council's ARIC result in independent oversight of controls and operations, giving assurance to the Community that Council is systematically addressing risk, ensuring compliance and providing best practice.

**FINANCIAL IMPACTS**

Costs for the operations of Council's ARIC are met in the budget as set.

**RESPONSIBLE OFFICER:** Chief Executive Officer

**OPTIONS CONSIDERED**

Nil.

**IMPLEMENTATION PLANS**

Nil.

**EXISTING POLICY/DECISIONS**

Nil.

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## **BACKGROUND**

The Snowy Monaro Regional Council's Audit, Risk and Improvement Committee (ARIC) was established in June 2016. The current charter was adopted by Council in March 2020. The ARIC comprises four independent members and one councillor.

An effective ARIC has the potential to strengthen the control environment (of which it is part) and assist the Chief Executive Officer and Council to fulfil their stewardship, leadership and control responsibilities. Council's ARIC has its own Charter which is resolved by Council. The Audit, Risk and Improvement Committee Charter outlines the authority, role and responsibility of Council's ARIC.

## **ATTACHMENTS**

1. Draft Minutes - Audit, Risk and Improvement Committee 12 September 2022



**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**(Draft)**

**Audit Risk And Improvement Committee Meeting**

**12 September 2022**

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630 AND  
VIA MICROSOFT TEAMS**

**ON MONDAY 12 SEPTEMBER 2022**

**MINUTES**

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DRAFT



MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 12 SEPTEMBER 2022

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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN COOMA HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630 AND  
VIA MICROSOFT TEAMS**

**ON MONDAY, 12 SEPTEMBER 2022  
COMMENCING AT 10.05AM**

**PRESENT:**

**Voting Attendees:**

Michael Quirk, Independent Member (Chair)  
Miles Pearson, Independent Member  
John Barbeler, Independent Member  
Andrew Cox, Independent Member  
Councillor Lynda Summers, Council Member

**Non-Voting Attendees:**

Peter Bascomb, Chief Executive Officer

**Guests:**

David Rawlings, Chief Strategy Officer  
Councillor Tricia Hopkins, Council Member (Alternate)  
Tracy Sligar, Chief Financial Officer  
Patrick Dunn, Manager Finance  
Stephanie Sellar-Peam, Manager Workforce Strategy  
Paul Edwards, Manager Workforce Operations  
Stephen Prowse, Director National Audits Group  
Craig Richardson, National Audits Group  
Sandra McEwan, Executive Assistant (Strategy) (Secretariat)

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 10.05AM with Acknowledgement of Country and showing respect to the elders past, present and emerging of the lands upon which the meeting took place.

**2. APOLOGIES**

Nil.

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

Nil.

Presentations 6.1 and 6.2 were moved to this section of the meeting.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
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#### Attendance of National Audits Group

*Stephen Prowse, Director and Craig Richardson joined the meeting at 10.05am.*

#### 6.1 NATIONAL AUDITS GROUP - CONTRACT MANAGEMENT

Stephen Prowse and Craig Richardson:

- Both Stephen and Craig were involved in the internal audit. Started in May 2022 onsite. Met with a number of staff that deal with contract management. Staff were very cooperative and transparent.
- Four main jobs – Bobeyan Road, Weeds, Highdale Park and Adaminaby Sewer Treatment Plant.
- No centralised contract management framework in place which puts Council and its reputation at risk. Conflict of interest not consistently applied. Best outcome, lessons considered and taken into account for awarding future contracts.
- Contract Register works effectively.
- Recommendation – council responses well considered and addressing high level risks.

Comments from Committee Members:

- Efficiency in establishing a tender panel has risks in itself. Are models referred to?
  - Stephen Prowse - will take this on notice and discuss with other team members. Come back to the Committee with ideas from other councils.
- Do local suppliers have a fair go.
  - Stephen Prowse – frustrating for local suppliers, only to be consistently not successful. Need for a panel of approved suppliers.
- Management accepted the risks but keen to see a set of risks based evidence.
- GIPA register is concerning.
- Good people in place in the organisation but no control system.
- Maturity assessment would add value to the organisation.
- Policy and management framework to come to ARIC for observation.
- Big commitment in terms of timeframes. Are they achievable?
  - David Rawlings – getting a procurement resource in. Have pushed out to a later timeframe.
- Are probity plans in place?
  - Peter Bascomb – only one for the implementation of the corporate information system.

#### COMMITTEE RECOMMENDATION

ARIC27/22

That the Audit, Risk and Improvement Committee note the information in the presentation on the National Audits Group – Internal Audit on Contract Management.

Moved Mr Pearson

Seconded Mr Cox

CARRIED

*Stephen Prowse and Craig Richardson left the meeting at 10.30am.*

#### Attendance of Chief Financial Officer and Manager Finance

*Tracy Sligar, Chief Financial Officer and Patrick Dunn, Manager Finance joined the meeting at 10.30am.*

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## 6.2 FINANCIAL UPDATE

Tracy Sligar introduced herself and Patrick Dunn. They commenced at Council at the end of June 2022.

- Audit scheduled for next week, working on Financial Statements.
- Auditors on Friday - projection of 4.2m deficit.
- Setting up processes and controls including new systems, reconciling, talking to staff and upskilling the finance team.
- Going forward with monthly review statements and financial management reviews. Improving information and the way we report our actual financials to council.
- Monthly Budget Review meetings with Managers. Using a business partnering model for finance support.

Comments from Committee Members:

- Finance audits are still outstanding?
  - Tracy Sligar – work in progress, closing out recommendations. Have not received the final audit letter yet. The process was a vast improvement and the audit was more efficient. Everything passed on in a timely manner.
- Unrestricted cash – nil in previous years. Positive or nil this year?
  - Tracy Sligar – aiming for positive unrestricted cash.
- Revaluations.
  - Tracy Sligar – Confirmation it will be done early in the cycle for this financial year.
- Culture change with the managers.
  - Tracy Sligar – Controls being identified and implemented.
- All the finance staffing in place that you need?
  - Tracy Sligar – interviewing for one more member for a full complement in the finance team. The audit will take 4 weeks up to late October in time to lodge 31 October.
  - Patrick Dunn – Financial Statements will be presented on 19 October for ARIC review and 20 October for councillors to sign.
- How is the IT system in Civica working to bring the asset register together. Any issues?
  - Tracy Sligar – issues in reporting from BIS. Update to audit on a regular basis. Not sufficient knowledge on how to use the BIS system from managers. Issues in Civica must get resolved. Having to double check figures takes us longer. Have to work with managers and Civica.
  - Patrick Dunn – actual balance out. Different modules were not talking to each other. Need to build confidence with the audit. We don't want to extend the deadline.
- ARIC requested Finance to take a systematic risk assessment. Landfill remediation – is this a significant contingent liability?
  - Tracy Sligar – provision recognised last financial year. No contingent liability. EPA adjustment in the 21/22 FY.
- Agree with the process of keeping the Audit Office happy. RFS?
  - Peter Bascomb – meeting with LGNSW, Treasurer and Minister for Emergency Services. The State Government level is pushing ahead insisting on RFS being included in the Financial Statements. Council has resolved twice not to record the RFS assets in the Financial Statements.
- Pleased to see Tracy Sligar and Patrick Dunn in the finance team.

*Tracy Sligar and Patrick Dunn left the meeting at 10.58am.*

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#### 4. ADOPTION OF MINUTES OF PREVIOUS MEETING

##### 4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 20 JUNE 2022

###### COMMITTEE RECOMMENDATION

ARIC28/22

THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 20 June 2022 are confirmed as a true and accurate record of proceedings.

Moved Mr Pearson

Seconded Mr Quirk

CARRIED

###### RECOMMENDATION

THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 20 June 2022 are confirmed as a true and accurate record of proceedings, pending the following amendments:

Page 7 Item 6.3 Building Security

Replace Comments from Committee Members (2<sup>nd</sup> dot point) with:

Audit recommendations hang around for 3-5 years – onus on management to do something and address these risks.

#### 5. BUSINESS ARISING

##### 5.1 AUDIT RECOMMENDATION UPDATES

Record No: I22/545

Comments from Committee Members:

- Change in the way report is presented – thank you to David Rawlings.
- Old recommendations not updated.
- Suspicious vendor transactions, waste issues and recruitment of vacant roles are a problem.
  - Peter Bascomb advised that we were unable to recruit two positions - Risk Officer and Procurement Officer.
- Aim to make this report as short as possible. Complete or permit alternative actions - movement to cleaning this up.
  - David Rawlings – managers have commented updates on some things. Workforce Management do not have enough resources. Will continue to do monthly reports. Work in progress.
- Request for updated comments on what is being done, difficulties, realistic dates and is the issue still relevant for the next meeting. Responsible managers to come to the meeting to explain.

###### COMMITTEE RECOMMENDATION

ARIC29/22

That the Audit, Risk and Improvement Committee receive and note the information in the ARIC Audit Recommendation updates report.

Moved Mr Quirk

Seconded Mr Pearson

CARRIED

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## 5.2 ARIC RESOLUTION UPDATES

Record No: I22/544

### COMMITTEE RECOMMENDATION

ARIC30/22

That the Audit, Risk and Improvement Committee receive and note the information in the ARIC Resolution Updates report.

Moved Mr Cox

Seconded Mr Barbeler

CARRIED

## 5.3 BUSINESS ARISING

Record No: I22/663

Comments from Committee Members:

- Happy to get this report. It allows follow up on actions – support it being retained.
- ARIC has to be more succinct about what we want. The third report is good to have with all actions from the discussions captured in the recommendations.

### COMMITTEE RECOMMENDATION

ARIC31/22

That where ARIC require actions to be taken that these are captured in the recommendations.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

## 6. PRESENTATIONS

6.1 and 6.2 were moved to another section of the meeting.

## 7. SPECIAL AGENDA ITEMS

Nil.

## 8. REPORTS

### 8.1 CHIEF EXECUTIVE OFFICER REPORT

Record No: I22/547

Peter Bascomb:

- Letter from Minister of Police and Minister of Emergency Services quoting Government legislation Section 1192 Red Fleet Act - Red Fleet Assets are Council's and should be captured in the Financial Statements. This is a conflict with Accounting Standards.
- Internal loan for the Jindabyne Library – approval from the Minister. Approach developer contribution funds from there. Cash reserves towards some projects. We will submit a modified

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<p>request for a loan, reduced from the original one. Internal loans are better than commercial loans and community perception is better.</p> <ul style="list-style-type: none"> <li>• Ongoing reviews of council including two assessments from OLG:                             <ul style="list-style-type: none"> <li>○ Monitors Financial Statements of all councils.</li> <li>○ Working capital - evidence that staff and councillors were aware of the financial situation. Councillors will have to make hard decisions to rectify the position. We will be receiving a draft interim letter of their observations later this week.</li> </ul> </li> <li>• Council can't survive without an SRV. Exposed to a risk with tight timeframes. Deadline date for the Financial Sustainability Review (FSR) is the end of October 2022. This report needs to be considered at the November 2022 council meeting. Expression of Interest for an SRV due in November 2022.</li> <li>• Council has appointed AEC to undertake the FSR. OLG agreed to AEC seeing the interim letter. AEC group have commenced work and will be onsite this week. Michael Quirk is on the FSR project advisory committee and was also involved in the selection of AEC.</li> <li>• In the process of seeking new ARIC members – EOI advertisement gone out.</li> <li>• Undertaking service reviews. Expectation of service and efficiencies. Implementation will touch everyone in the organisation. Major change management exercise. FieldForce4 will undertake this. External source to assist us over a two year period. Organisational redesign Stage 1 – streamline the management team. Made significant change to the pre-merger management structure. Stage 2 – service reviews delayed due to Covid. Interesting challenge.                             <ul style="list-style-type: none"> <li>○ Andrew Cox asked about the scope of work and if a project manager is in place?</li> <li>○ Peter Bascomb - The role will need comprehensive Civica skills to manage the project. Someone who has done this before. We have a project management framework that has not been followed in the past. Bigger change management aspect needs to be captured better.</li> </ul> </li> <li>• Issue with recruitment and retention of staff. Managers are taking risks with recruitment. Trouble with new staff getting through their probation period. Positions have been advertised multiple times.</li> </ul>		
<b>COMMITTEE RECOMMENDATION</b>		<b>ARIC32/22</b>
That the Audit, Risk and Improvement Committee receive and note the information provided by the Chief Executive Officer.		
<b>Moved Mr Cox</b>	<b>Seconded Mr Pearson</b>	<b>CARRIED</b>

**Adjournment of Meeting**

*The meeting adjourned for a break at 11.50am.*

**Resumption of Meeting**

*The meeting resumed at 12.05am.*

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## 8.2 CONSIDERATION OF JOINT ARIC

Record No: I22/656

David Rawlings:

- CRJO proposal. Guidelines from OLG not issued as yet. Not a lot of value and admin burden off site with limited benefits. We would have to travel for meetings. Needs to be reviewed by ARIC then considered by council.

Comments from Committee members:

- Will a joint ARIC result in longer meetings?
- Savings to council of \$4,000 but extra costs might exceed that amount.
- Can't under estimate the value of an ARIC that knows the council. They can challenge and support the organisation.
- Support David Rawlings' observations and retain an individual ARIC.

### COMMITTEE RECOMMENDATION

ARIC33/22

That Council retain an individual ARIC.

Moved Mr Barbeler

Seconded Mr Quirk

CARRIED

## 8.3 INTERNAL AUDIT - CONTRACT MANAGEMENT

Record No: I22/635

### COMMITTEE RECOMMENDATION

ARIC34/22

That the Audit, Risk and Improvement Committee note the internal audit report and the management response.

Moved Mr Pearson

Seconded Mr Cox

CARRIED

## 8.4 SERVICE REVIEW - ROAD TRANSPORT/ OPEN SPACES/ WATER/ WASTEWATER/ TOWN PLANNING/ BUILDING CONTROL

Record No: I22/666

David Rawlings:

- Core issues that were apparent are our service delivery. Ties in with what areas of audit we wish to consider. Primary risks are the improvement area, putting considerable resources into systems and processes. Core weaknesses, resolving those issues is exposing us to our core risks of finance and reputation. ARIC oversight in the improvement areas – fundamental change being suggested

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out of the service review. No audit will give me recommendations that I don't have. Need resources to take care of it.

Comments from Committee members:

- Commend the organisation to take on such a task. Concerns around on how to resource the service reviews. Overriding concern whether those deadlines are realistic and potential for internal audit to dove tail how the project goes. All the service reviews will lead to a lot of work. Will the organisation fatigue with all the deadlines. Culture may lead to some failings.
- Very difficult to digest the information in the report with graphs, tables, information, and consultant specs. So much information, not fit for purpose. Don't take into consideration context of SMRC. Risk management and organisational maturity, need to have foundations in place. Not sure where it might head.
- Road map within a tender process. How many years and cost?
  - Peter Bascomb - cost in staff time will be significant. Will impact every staff member. No costing or project manager, where we have identified change elements. Intend to market by the end of the month.
- What is the cost benefit – qualitative and quantitative?
  - Peter Bascomb – some cost savings.
  - David Rawlings – Potentially \$400,000 in efficiency savings. Difference between reactive and planned work. Roads ongoing maintenance costs – accept most value in the known dollar area. Community have a clear idea of what our services are. Pay back period in 3 years. Fundamental issues we need to have resolved. Heavily focussed on working with our current systems. We will still be under funded. Big outcome. Not a whole solution. Core thing unable to work on issues.
- Will this leave council exposed?
- Inconsistencies of systems and processes. Promapp – culture boost.
- Constraints of skill, potential cost and disreputation. Have to have the right resources. Turnover of staff. Does council understand what is involved. Produce open ended risks. Not acceptable to ARIC. Risk management, internal audit, concerns about the approach. Pilot before you go big time.
- Share CEO's concerns. This work should have been done pre-merger. Outcome and values – culture aspects need to be addressed. One chance at making it right.

**COMMITTEE RECOMMENDATION**

**ARIC35/22**

- A. That the Audit, Risk and Improvement Committee receive and note the report on the Service Reviews.
- B. That Council:
  - 1) Provide an update once the project is further developed including a business case showing a cost benefit analysis and that Council has identified the risks to deliver this project.
  - 2) Provide feedback in relation to the asset management service review.
  - 3) Ensure Internal Audit plan is integrated into the outcome of the service reviews.
  - 4) When appointed, Council's Risk Officer identify strategic risks in relation to the outcomes of the service reviews.

**Moved Mr Quirk**

**Seconded Mr Cox**

**CARRIED**



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## 8.5 AUDIT, RISK AND IMPROVEMENT RESOURCING

Record No: I22/665

David Rawlings:

Update on where we are at:

- Risk Management Officer, confident good options to fill that role.
- Committee member roles EOI in progress.

Comments from Committee Members:

- Is CRJO to conduct an Internal audit or do we have other quotes for this?
  - Peter Bascomb - we would benchmark rather than go to quotes.
- The door is still open - type of program that CRJO would develop?
  - Peter Bascomb - savings and potential benefits.
- A full time internal auditor has the ability to do reviews and provide ad hoc advice. Share positive learnings and knowledge sharing. Build relationships in the organisation. Not available with an external audit function.
- CRJO proposal - how many audits, costs and travelling requirements were covered in the last proposal?
  - Peter Bascomb - new CFO, proposal will be reworked.
  - David Rawlings:
    - CRJO insight of pre council type model. Robustness around the governance. No bias towards one council.
    - Costs done on the approach, model will be a plan supplemented by NAG. Need to put external resources in there.
- Andrew Cox sent out a shared audit report – good fact sheet.
- Miles Pearson advised he would not be available for meetings in November/December 2022.

### COMMITTEE RECOMMENDATION

ARIC36/22

That the Audit, Risk and Improvement Committee receive and note the information in the Audit Risk and Improvement Resourcing report.

Moved Mr Cox

Seconded Mr Pearson

CARRIED

## 8.6 REVIEW OF ARIC CHARTER

Record No: I22/655

### COMMITTEE RECOMMENDATION

ARIC37/22

That the Audit, Risk and Improvement Committee:

- A. Defer the review of the Charter until such time as the Office of Local Government Guidelines have been finalised.

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- B. Review the Charter within 6 months of the Office of Local Government Guidelines being finalised or 12 months from today's date, 12 September 2022, whatever is the soonest.

Moved Mr Pearson

Seconded Mr Quirk

CARRIED

## 8.7 ARIC ANNUAL PLAN AND AUDIT PLAN

Record No: I22/667

Comments from Committee members:

- Keep two items separate if we can. Annual Plan – ARIC business. Audit Plan relates to internal audit.
- Created an ARIC annual plan and it was put in place two years ago. Consider adopting it now as a guideline.
- Service reviews offer a balance.
- Do service reviews replace internal audit?

### COMMITTEE RECOMMENDATION

ARIC38/22

That the Audit, Risk and Improvement Committee develop an annual plan:

- A. Focused around improvement within the Council on service delivery and the identification of the risks faced by the organisation.
- B. That includes consideration of the ARIC responsibilities in its Charter.

Moved Mr Pearson

Seconded Mr Barbeler

CARRIED

### Attendance of Chief Workforce Officer

*Richard Doolan, Chief Workforce Officer joined the meeting at 1.15pm.*

## 8.8 WORKFORCE MANAGEMENT REPORT

Record No: I22/548

Comments from Committee Members:

- Workplace inspections are done. Are ELT and SMT receiving reports?
  - Richard Doolan - numbers in August improved from July. Not significant enough. The second report will get some momentum during this month. HR audit to ELT provide comparative data on a month by month basis.
- Drug and alcohol testing ongoing. How do staff react to this?
  - Richard Doolan – testing at the Cooma depot involved the selection of a colour ball to see if you are tested (green – yes and red- no). This method was accepted by staff.
- Lead indicators – delegate one per quarter, did 12 in the quarter exceed that target?.
  - Richard Doolan – target one per quarter. Take on notice. Will send response to the committee.

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- Just update the table for clarity on what one per quarter means.
- Fire warden training?
  - Richard Doolan – needs some attention and improve the signage. Focussed on that. Due to hold training in the next quarter.
- WHS committee – does Council have Health and Safety Representatives?
  - Richard Doolan – WHS committee has allocated members on it but can't always get a quorum. Time to reinvigorate the committee and get it more active. Improved our Health and Safety business. Get regular reports on Health & Safety.
- MP – Health & Safety representatives in the workplace?
  - David Rawlings - locality based in the LG areas, indoor and outdoor.
- Near misses are concerning, some potentially fatal.
  - Richard Doolan - improving the accuracy of the report and ensure incidents are reported when they happen. Moving on rectifying errors and fine tuning our processes. The Vault system is not being fully utilised.
- Great report, keep up the good work. Near misses – keep focussing on that. Emphasise the capabilities and accountabilities of supervisors and managers – message across to the staff.

**COMMITTEE RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

- A. Receive and note the information in the Work Health & Safety Report June – August 2022.
- B. Receive a copy of the StateCover Self-Audit report.

Moved Mr Pearson

Seconded Mr Quirk

**8.9 MONTHLY FUNDS MANAGEMENT REPORT - JULY 2022**

Record No: I22/650

Comments from Committee members:

- Negative cash flow September to December this year. Not achieving the benchmark.
  - Peter Bascomb – income in quarterly chunks with a sequencing problem. Grant funding out of sync too.
- Investment portfolios – what has happened, turn around in this source of income.
  - Peter Bascomb – conservative approach to uses of investment funds.

**COMMITTEE RECOMMENDATION**

**ARIC39/22**

That the Audit, Risk and Improvement Committee receive and note the Monthly Funds Management Report indicating Council's cash and investments position as at 31 July 2022.

Moved Mr Quirk

Seconded Mr Cox

**CARRIED**

*Tracy Sligar joined the meeting to address questions on Item 8.10 at 1.40pm.*

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# 8.10 MONTHLY BUDGET REVIEW STATEMENT (MBRS) TO 31 JULY 2022

Record No: I22/652

Comments from Committee members:

- Report for information? Purpose of providing this report?
- Michael Quirk:
  - ARIC can see a red light or red flag. Councillors would not generally be across all the information that goes up. Down drill down into detail. We have the expertise.
  - Recheck the processes after the Financial Statements.
  - Lynda Summers – Council requested a monthly report, was originally a quarterly report.
- Budget deficit reduces by sale of land, what land is being referred to?
  - Tracy Sligar - council report, land at Leesville Industrial Estate, Jindabyne.
- Are there many more of these assets available?
  - Tracy Sligar – hold monthly meetings with managers and will identify if there are any assets for sale, and build them into the LTFP.
  - Peter Bascomb:
    - Leesville Industrial Estate - financial contract of road into 3 lots, contemplating another six lots. Sale in construction of the roadwork. One developer is frustrated as they are looking to expand their business.
    - Sold five residential lots in Cooma.
    - Sold land in Bombala, currently exploring other options in addition to the Caretaker cottage.
    - Three residential houses in Berridale - housing for incoming staff.
- Many business units will have a negative budget. Need to cut costs? Have you had a meeting with business units on this? Financial management is everyone's responsibility.
  - Tracy Sligar – not just business units, services will be cross subsidised. Our focus is around the educational aspect, use of the system and what does the figures mean. Holistic view, not just what ever to cut costs.
- Capital budget review statement – substantially replacing capital, major expenditure. Any work done for this?
  - Tracy Sligar – I have noticed that too. In conversations with Strategy and Operations – need to readjust that. Capital works budget is spread over the delivery program. Assets to be disposed of are built into the budget as well.
- How much capital expenditure on hand?
  - Tracy Sligar - take on notice.
- Previous reports on funds management had restricted internal and external funds, update for 22/23. Make those reserves save quality.
  - Tracy Sligar - budget adjustments and whether those reserves will last.

## COMMITTEE RECOMMENDATION

ARIC40/22

That the Audit, Risk and Improvement Committee receive and note the Monthly Budget Review Statement for the month ended 31 July 2022.

Moved Mr Cox

Seconded Mr Pearson

CARRIED

Tracy Sligar left the meeting at 1.50pm.

MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF SNOWY MONARO REGIONAL COUNCIL  
HELD ON MONDAY 12 SEPTEMBER 2022

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## 9. GENERAL BUSINESS

### 9.1 FUTURE MEETINGS

Comments from Committee members:

- Previous ARIC meetings stopped for a lunch break.
- Permit meetings that are not too long, aim to shorten future meetings.
- Confirmed all members are available for the next meeting on 19 October 2022.

## 10. NEXT MEETING

Wednesday, 19 October 2022 commencing at 10.00am in the Committee Room and via Microsoft Teams.

There being no further business the Chair declared the meeting closed at 2.00pm

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CHAIRPERSON

The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 12 September 2022 were confirmed by Committee at a duly convened meeting on 19 October 2022 at which meeting the signature hereon was subscribed.

### **10.3 MINUTES OF THE SEPTEMBER 2022 LOCAL TRAFFIC COMMITTEE**

Record No: I22/734

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

That the decisions of the meeting of the Local Traffic Committee held on 27 September 2022 be noted.

### **DECISIONS OF THE LOCAL TRAFFIC COMMITTEE – 27 SEPTEMBER 2022**

#### **6.1 50KM SPEED SIGN PLACEMENT IN BERRIDALE**

Record No: I22/677

#### **RESOLUTION**

That Council support Transport for NSW to look into the relocation of the 60km sign into Berridale from Jindabyne.

That Council do not support the reduction of the speed limit of Berridale at this time.

For the request of lowering signage at the Soho St & Sharp St in Cooma, further investigation is required prior to the Committee making a decision.

#### **6.2 13 NOVEMBER 2022 BERRIDALE APPLICATION FOR ROAD CLOSURE FOR 100 YEAR ANNIVERSARY OF THE WAR MEMORIAL**

Record No: I22/700

#### **RESOLUTION**

That Council allow the closure of Park St in Berridale from 2:00pm - 4:00pm on 13 November for the 100 year anniversary of the War Memorial in Berridale.

A Traffic Guidance Scheme has not been submitted, however the Local Traffic Committee have supported in principle given the simple nature of the request, and assuming the plan will be submitted and distributed to the LTC members prior to the October LTC meeting.

#### **7.1 PLAN YOUR TRIP SIGNAGE**

Transport for NSW have proposed to create and erect "Plan Your Trip" signage along the Barry Way to notify drivers and motorcycle riders about time estimates to destination attractions and

towns.

## **7.2 LAND ROVER 75<sup>TH</sup> ANNIVERSARY EVENT**

Organisers of the event asked that the Committee was made aware that the Land Rover 75<sup>th</sup> Anniversary event taking place at Easter 2023 will be raised in a future meeting, in which Sharp St, Cooma will be recommended for closure.

## **7.3 2022 HARTLEY CHALLENGE**

Event organisers for the Hartley Challenge have requested to undertake their event on Council roads from 26-28 November 2022. However, no plans or Traffic Guidance Scheme was provided thus no recommendation could be made for the September Committee Meeting.

## **ATTACHMENTS**

Nil

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**10.4 MINUTES OF THE 18 AUGUST 2022 SNOWY MONARO REGION BIOSECURITY (WEEDS)  
ADVISORY COMMITTEE**

Record No: I22/712

Responsible Officer: Chief Operating Officer  
Author: Coordinator Biosecurity  
Attachments: 1. Minutes of the 18 August 2022 Snowy Monaro Region  
Biosecurity (Weeds) Advisory Committee meeting

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**EXECUTIVE SUMMARY**

The Snowy Monaro Region Biosecurity (Weeds) Advisory Committee met on 18 August 2022 in Cooma and via Teams. Minutes of the meeting are presented for Council's consideration and adoption.

**COMMITTEE RECOMMENDATION**

That Council adopt the minutes of the meeting of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee held on 18 August 2022.

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**SNOWY MONARO**  
REGIONAL COUNCIL

## **Minutes**

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

**18 August 2022**

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SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING  
HELD IN COOMA COUNCIL CHAMBERS, 81 COMMISSIONER ST, COOMA NSW 2630

ON THURSDAY 18 AUGUST 2022

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MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON THURSDAY 18 AUGUST 2022 **Page 2**

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**MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE  
MEETING  
HELD IN COOMA COUNCIL CHAMBERS, 81 COMMISSIONER ST, COOMA NSW 2630**

**ON THURSDAY, 18 AUGUST 2022  
COMMENCING AT 9:00AM**

**PRESENT:**

**In person:**

Councillor, Bob Stewart  
Councillor, Lynda Summers  
Brett Jones, Coordinator Biosecurity Weeds (SMRC)  
Howard Charles Monaro Farming Systems  
Margaret Mckinnon Chair Upper Snowy River Landcare  
Kane Hurford Biosecurity Officer (SMRC)  
Megan Whyllie Regional Weeds Coordinator for the South East region LLS  
Imogen McGrath Graduate Agronomist Nutrien Ag Solutions Cooma  
Susannah Harper Administration (SMRC), Committee Secretary

**Online:**

Mark Chaplin, Snowy River Interstate Landcare  
Margaret Ning, Friends of Grasslands  
Alexis Arnold -  
Geoffrey Alexander, Biosecurity Officer (SMRC)  
Emily Griffin Biosecurity Officer (SMRC)  
Angela Sharp Biosecurity extension and engagement officer (SMRC)  
Michael Hooper Manager Environment, Heritage & Sustainability UGL Regional  
Linx  
Mick Chatergee – Maintenance and construction – Transport for NSW

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 9:00AM

**2. APOLOGIES**

An apology for the meeting was received from Jenny Crowe Snowy Hydro, Luke Pope LLS, Rosie McVeigh NPWS Southern Ranges, Lachlan Ingram, Upper Snowy Landcare, Michael Micheltmore, NSW DPI (retiring in 3 weeks), Andrew Rolfe, Rachel Butterworth NPWS, Danny Cocoran

Moved Clr Summers Seconded Brett Jones

**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 19 MAY 2022**

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
HELD ON THURSDAY 18 AUGUST 2022

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**RECOMMENDATION**

THAT the minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Meeting held on 19 May 2022 are confirmed as a true and accurate record of proceedings.

Moved Howard Charles

Seconded Brett Jones

**5. BUSINESS ARISING**

**6. ACTION SHEET**

**CARRIED OVER**

1. Brett Jones provided an indicative distribution map of African lovegrass infestations within the Snowy Monaro region.
2. Howard C. Provide previous correspondence in relation to the appointment of an African lovegrass Coordinator and a copy of the revised strategy to Brett to facilitate the drafting of a formal request on Council letterhead to the Local Land Services Chair.

**7. CORRESPONDENCE**

**Correspondence in:**

Emails regarding change of member organisation representative:

- Nemasha Ambaghawatte – Project engineer Transport for NSW – no longer in the role responsible, nominated Mick Charterjee to the representative role.
- Darren Clark – Essential Energy – Works supervisor responsible for weeds in the Cooma, Jindabyne, Bombala, Bega and Moruya Depots.
- Replace A. Hood with B. Sixt – Agriwest Rural

**General correspondence in:**

- Biosecurity Blueprint to safeguard NSW agriculture – Dugald Saunders Media Release

**Correspondence out:**

- Local agronomists invited to this meeting

**8. GENERAL BUSINESS**

**1 Coordinators report**

- Meeting Schedule. Meetings to be held as proposed:
  - 18 August 2022 at Cooma,
  - 17 November 2022 at Jindabyne,
  - 16 March 2023 at Bombala,
  - 15 June 2023 at Cooma
- 2021-22 roadside weedspraying program completed at end of financial year and recommencement of year two of the contractual arrangements in October 2022.
- Flupropanate shortage. Flupropanate now unavailable in Australia. Council secured funding for 12 drums. Only six were available to purchase. Glyphosate is currently the only effective

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MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
SNOWY MONARO REGIONAL COUNCIL  
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alternative, which limits the time of year that grassy weeds can be treated. Unfortunately, this is not the first time that a Flupropanate shortage has been experienced.

- Presentation on Council's roles and responsibilities in relation to Biosecurity and Council's Biosecurity team structure.
- Council Biosecurity team has been called upon to assist with Varroa mite emergency response, and will be called upon if foot and mouth disease or lumpy skin are detected in NSW.
- Council's drone surveillance program progressing very well. It's effectiveness is limited only by the small area that it can cover in a day.
- Considerable discussion in relation to the public availability of property specific weeds information. Privacy laws are an impediment to sharing information publicly. Discussion about the potential for changing legislation and whether Council and Local Government NSW should support change. No resolution was forthcoming.
- Council to request information from NSW DPI and bring to the next meeting for consideration.
- Weed strategies and plans are guided by the weed risk assessment process.
- Weeds Action program funds the early detection and management of State priority weeds and not the management of widespread weeds.
- A local weed management plan, while not necessary, will provide clarification to the community on which weeds are to be prioritised and to what extent they must be controlled.

**2 Regional Strategic Weed Management Plan development and timeline – Megan Wyllie  
LLS Invasive Species Coordinator**

- The draft South East Regional Strategic Weed Management Plan is currently with the graphic designers following extensive review across the South East LLS region and will be out for public comment on September 18<sup>th</sup>-19<sup>th</sup>. Council is welcome to publicise the Draft plan and call for comments making sure to note it is not Council's plan. A link will be forthcoming.
- The sub-committee, containing Council representatives is very active. The state committee develops the template for the plans. Each group that came to the meetings at each level was very active in their contributions. The list of weeds has been slimmed down based on the outcomes of an extensive weed risk assessment process.

**3 Chilean needle grass – Margaret McKinnon Chair Upper Snowy Landcare Network**

- Threats and impacts of Chilean needle grass on agricultural and environmental values
- Current distribution maps are publicly available on NSW Weedwise. Maps are incomplete and inaccurate. Council provides data to support the maps, which are uploaded on the 5<sup>th</sup> day of each month. Local Government areas surrounding the Snowy Monaro do not map Chilean needle grass. ACT is not required to provide data to the NSW Weedwise data collection system and monitors weed distribution by other means.
- Challenges – seedlife, seed dispersal, hard to identify, means of transmission.
- Regulation. Previously identified as an eradication weed in regional and local plans. Plans being reviewed. Eradication no longer feasible.
- Discussion on a known population and what Council is doing about it. Council is in discussions with land manager and a commitment has been given to managing the population. Compliance action is not required.
- No resolution was put to the Committee on the future management of Chilean needle grass.
- Chilean needle grass is very invasive and will have an impact on the natural environment. Its grazing potential sits just below or on par with Fescue and it provides quite reasonable feed value from a grazing perspective

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
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Chilean needle grass images:





MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
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Comparison picture of fescue in a grazing situation, noting the extreme similarities:



**4 Committee Charter review**

- Checking with Governance regarding review requirements. – Susie Harper Secretary.

**5 Clause 7, 9.1, 9.2 Committee Charter**

- Dugald Saunders presentation and the Charter review point 9.1 and 9.2 would be sent out for discussion by the committee by email and raised at the next meeting.
- Clause 7 states the committee needs to go up to Council to be nominated as a committee to go on. Advice received from Governance was that this didn't need to happen. Secretary seeking clarification again from Governance on this point.

**9. MATTERS OF URGENCY**

- Concerns raised about the length of the meeting given Councillor commitments to briefing sessions at 11.30 due to Council meeting occurring at 1pm now, instead of 4pm as in previous council term. No resolution presented.
- Cllr Summers – proposed a motion she drafted to take to the Local Government conference. "Access to the weeds monitoring database managed by DPI be broadened beyond statutory biosecurity officers to include other weed management stakeholders such as local agronomists, Landcare, government and non-government entities in accordance with privacy protocols". No subsequent resolution was made.

**10. NEXT MEETING**

Thursday, 17 November 2022

MINUTES OF THE SNOWY MONARO REGION BIOSECURITY (WEEDS) ADVISORY COMMITTEE MEETING OF  
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There being no further business the Chair declared the meeting closed at 11.00am

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CHAIRPERSON

The above minutes of the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee Meeting of Snowy Monaro Regional Council held on 18 August 2022 were confirmed by Committee at a duly convened meeting on 17 November 2022 at which meeting the signature hereon was subscribed.



11.1 RESCISSION MOTION - MOTION FOR LGNSW CONFERENCE - POINT ONE

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**11.1 RESCISSION MOTION - MOTION FOR LGNSW CONFERENCE - POINT ONE**

Record No: I22/688

Responsible Officer: Chief Executive Officer

Author: Councillor Bob Stewart

Attachments: Nil

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Councillor Bob Stewart has given notice that at the Ordinary Meeting of Council on 20 October 2022, he will move the following motion.

## MOTION

We hereby give notice of the following motion of rescission:

That point 1 of the Council resolution relating to

Resolution No. 265/22

Item No. 12.1

Title. Motions for LGNSW Conference – Point 1 (only)

Passed at the Council meeting held on 15 September 2022;

### 12.1 MOTIONS FOR LGNSW CONFERENCE

Record No: 122/679

#### COUNCIL RESOLUTION

265/22

That Council submit the following motions to LGNSW for consideration at the LGNSW Annual Conference being held on Sunday 23 October to Tuesday 25 October 2022:

1. That access to the Biosecurity information data base managed by DPI be broadened beyond statutory bio-security officers to include other appropriate stakeholders such as Landcare, local agronomists and relevant non-government and government agencies.
2. That the NSW Government prioritise working in partnership with regional and rural Councils, especially those with seasonal demands for short term and tourist accommodation, that may include but not be limited to:
  - a. Removing policy and legislative barriers that prevent incentivising owners putting existing housing into the long term rental market.
  - b. Working proactively with stakeholders (eg Land Councils) to release more land for housing developments, with 25% allocated to social housing/ key workforce housing (Cooma Model).
  - c. Fund more social and emergency housing and accommodation.

Moved Mayor Davis

CARRIED

be and is hereby rescinded.

## BACKGROUND

Nil.

**CHIEF EXECUTIVE OFFICER'S RESPONSE**

It is noted that the matter of data availability was discussed at the 18 August 2022 meeting of Council's Biosecurity Advisory Committee but the committee did not make any resolution regarding the matter.

On receipt of the rescission motion staff only submitted the second motion to LGNSW for consideration at the LGNSW annual conference.

#### 14. CONFIDENTIAL MATTERS

In accordance with Section 10A(2) of the Local Government Act 1993, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- (a) personnel matters concerning particular individuals; or
- (b) the personal hardship of any resident or ratepayer; or
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- (d) commercial information of a confidential nature that would, if disclosed;
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law; or
- (f) matters affecting the security of the council, councillors, council staff or council property; or
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- (h) an item of Aboriginal significance on community land.

and Council considers that the closure of that part of the meeting for the receipt or discussion of the nominated items or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information, and discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the Local Government Act 1993 the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

#### RECOMMENDATION

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

##### **14.1 Legal Actions and Potential Claims Against SMRC as at 30 September 2022**

Item 14.1 is confidential in accordance with s10(A)(2)(e) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

##### **14.2 Expression of Interest Invitation - Sir William Hudson Memorial Centre**

Item 14.2 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session 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

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representations from the public as to whether this part of the meeting should be closed to consider the nominated item.
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