



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

PUBLIC EXHIBITION COPY

Ordinary Council Meeting
28 June 2017

CONFLICTS OF INTEREST

A conflict of interest arises when the Administrator 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 Administrator or staff member who considers they may have a conflict of interest should read Council Policy.

The responsibility of determining whether or not the Administrator 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 Administrator or General Manager, or another Council employee to determine whether or not a person may have a conflict of interest.

Should you be unsure as to whether or not you have a conflict of interest you should err on the side of caution and either declare a conflict of interest or, you should seek the advice of the Director General of Local Government.

The contact number for the Director General of Local Government is 4428 4100.

COUNCIL CODE OF CONDUCT

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

The code of conduct sets out the responsibilities of the Administrator 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 Administrator or General Manager are to be made.

COUNCIL CODE OF MEETING PRACTICE

The Council Code of Meeting Practice is a requirement of Section 360(3) of the Local Government Act 1993, which requires all councils to have a code of meeting practice. The code of meeting practice is to be observed by the Administrator, members of staff, delegates of the Council and members of the public attending a Council or a meeting of a committee of Council.

Acknowledgement of Owners of Land

Council wishes to show our respect to the First Custodians of this land the Ngarigo, Ngannawal and Walgalu people and their Ancestors past and present who pass on this duty of custodianship of the land to us the current custodians.

We are proud to be Australian and celebrate the diverse backgrounds and cultures that make up our Nation – our Land.

**ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS, 71 CAVEAT STREET, BOMBALA NSW 2632**

**ON WEDNESDAY 28 JUNE 2017
COMMENCING AT 5.30PM**

BUSINESS PAPER

1. APOLOGIES

2. CITIZENSHIP CEREMONIES

3. PRESENTATIONS

4. PUBLIC FORUM

5. DISCLOSURE OF INTEREST

(Declarations also to be made prior to discussions on each item)

6. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING

6.1 Ordinary Council Meeting held on 24 May 2017

6.2 Closed Session of the Ordinary Council Meeting held on 24 May 2017

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Nil

12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

Nil

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21. QUESTIONS TAKEN ON NOTICE	
22. CONFIDENTIAL MATTERS	
Nil	

8.1 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 29 MAY 2017

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Personal Assistant To Director of Corporate & Community Services
Attachments: 1. Minutes of the Administrator Delegations Meeting 29 May
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 29 May 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 29 May 2017 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.



Minutes

Administrator Delegations Meeting

29 May 2017

**ADMINISTRATOR DELEGATIONS MEETING
 HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
 ON MONDAY 29 MAY 2017**

MINUTES

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	Nil	
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	Nil	
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**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON MONDAY, 29 MAY 2017
COMMENCING AT 10.30AM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Janine Hudson, Acting Executive Assistant to the General Manager

1. OPENING OF THE MEETING

The Administrator opened the meeting at 9:35AM

2. PUBLIC FORUM

Nil

3. APOLOGIES

Nil

4. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

5. MATTERS DEALT WITH BY EXCEPTION

Items by Exception

The Mayor requested that Councillors nominate any items listed in Corporate Business and Confidential Business that they wished to discuss.

COMMITTEE RECOMMENDATION

ADA73/17

- A. That all items listed in Corporate Business both Open and Confidential be dealt with separately other than the following items which are moved by exception:
- B. That the Officer's Recommendations in the reports listed above are hereby adopted.

Approved by Administrator Lynch

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017 **Page 4**

6. ADOPTION OF MINUTES OF PREVIOUS MEETING

6.1 ADMINISTRATOR DELEGATIONS MEETING 22 MAY 2017

COMMITTEE RECOMMENDATION

ADA74/17

THAT the minutes of the Administrator Delegations Meeting held on 22 May 2017 are confirmed as a true and accurate record of proceedings.

Approved by Administrator Lynch

7. BUSINESS ARISING OUT OF THE MINUTES

A number of issues were raised by the Administrator seeking advice on progress with recommendations of the Committee. These issues did not require further resolutions from Council and were addressed by the General Manager.

8. DELEGATE'S REPORT (IF ANY)

9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Business Arising Out Of The Minutes

Proceedings in Brief

A number of issues were raised by the Administrator seeking advice on progress with recommendations of the Committee. These issues did not require further resolutions from Council and were addressed by the General Manager

9.1 MINUTES OF THE YAMAGA SISTER CITY COMMITTEE HELD 1 FEBRUARY 2017

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant to the Administrator
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.6 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments: 1. Yamaga Sister City Committee Minutes Held 1 February 2017 ⇨
2. Yamaga Sister City Committee Terms of Reference ⇨
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The minutes of the Yamaga Sister City Committee meeting held 1 February 2017 are presented for information and adoption of recommendation.

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

COMMITTEE RECOMMENDATION	ADA75/17
That Council	
A. Receive and note the information in the minutes of the Yamaga Sister City Committee meeting held on 1 February 2017 and adopt the recommendations contained therein; and	
B. Adopt the updated Terms of Reference.	
Approved by Administrator Lynch	

10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE

11. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND

11.1 ROAD RENAMING OF HUTCHINSON STREET, NIMMITABEL

Record No:

Responsible Officer:	Director Service Delivery
Author:	Personal Assistant to Deputy Director Service Delivery
Key Direction:	2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy:	DP2.6 Provide sufficient, safe and equitable parking facilities across the Region.
Operational Plan Action:	OP2.20 Improve traffic and parking management throughout the Region.
Attachments:	1. Letters Received ⇄
Cost Centre	Staff costs/administration and/or sign replacement.
Project	Road Naming
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Council received a request to re-name a Hutchinson Street Nimmitabel. Information supplied by the requestor points to an originally misspelt road name and it should actually be spelt "Hutchison Street".

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

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017

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COMMITTEE RECOMMENDATION

ADA76/17

That Council has the road name spelling of Hutchinson Street officially changed to Hutchison Street.

That Council notifies all relevant parties of the name change to Hutchison Street.

Approved by Administrator Lynch

11.2 JINDABYNE BOAT RAMP - OPTIONS REPORT & RECOMMENDED ROAD ALIGNMENT SOLUTION

Record No:

Responsible Officer: Director Service Delivery
Author: Manager Operations
Key Direction: 5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy: DP5.2 Upgrade and maintain current investments in community, sporting, recreation and fitness facilities and infrastructure.
Operational Plan Action: OP5.2 Maintenance of sport and recreational facilities in accordance with Recreation Management Plans.
Attachments: Nil
Cost Centre: Project Number 150009
Project: Jindabyne Boat Ramp
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The development of Widows Inlet (Jindabyne Boat Ramp) at Lake Jindabyne has been the subject of discussion, preliminary designs, consultation and detailed design proposals since 2008. Opportunities through the NSW Boating Now program in 2015 provided Council with funding to extend previous work into a Concept Design Document for ramps at:

- Lake Jindabyne:
 - Windows Inlet; and
 - Claypits.
- Lake Eucumbene. Old Adaminaby.

Unfortunately an application for additional funding to progress from Concept to Detailed Design and Construction in late 2016 was unsuccessful and, as a result, a Joint Project was established with Snowy Hydro to progress the Widows Inlet development proposal.

Consultation between Snowy Monaro Regional Council and Snowy Hydro established two possible options for construction of a road from Kosciuszko Road to the boat ramp and both options have been explored through to a detailed design and cost analysis. Before further progress can be made in relation to Office of Environment & Heritage and Roads and Maritime Services concerns, a decision is required that reduces two possible options to one.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
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The project officer recommends that Option 1 be supported by Council and progressed to construction.

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

COMMITTEE RECOMMENDATION	ADA77/17
That Council	
A. Receive & Note the Officers report on Jindabyne Boat Ramp & Road Alignment Options.	
B. Approve the officers recommendation to reduce from two options to one;	
C. Agree to progress with a single solution, Option 1, and finalise the full cost of construction to include:	
(a) Environmental Considerations including protection of Aboriginal Artefacts; and	
(b) Entrance/Exit onto Main Road from the Caravan Park.	
D. Submit a further report to Council with full costs and constraints prior to construction.	
E. Authorise the General Manager to execute an MOU with Snowy Hydro Limited for \$250,000 being the contribution towards design and construction of to the access road the Marine Rescue building and Council Seal be affixed if necessary.	
Approved by Administrator Lynch	

11.3 ADOPTION OF THE SNOWY MONARO LOCAL TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE 10 MAY 2017 MEETING

Record No:

Responsible Officer: Director Service Delivery
Author: Development Engineer
Key Direction: 2. Expanding Connections Within the Shire and Beyond
Delivery Plan Strategy: DP2.3 Continually monitor and improve traffic management throughout the Shire.
Operational Plan Action: OP2.8 Investigate and implement Traffic Management measures as an aid to increase road safety throughout the Region.
Attachments: 1. LTC Minutes 10 May 2017_10052017_MIN_897 [↗](#)
Cost Centre 1505 Engineering and Operations Management
Project Snowy Monaro Local Traffic Committee
Further Operational Plan Actions:

EXECUTIVE SUMMARY

A copy of the Minutes from the Snowy Monaro Local Traffic Committee (SMLTC) meeting held on 10th May 2017 is attached for Council's consideration and adoption of the recommendations.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017 **Page 8**

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

COMMITTEE RECOMMENDATION	ADA78/17
A. That Council Receives and notes the minutes of the Snowy Monaro Local Traffic Committee meeting held on 10 th May 2017; and	
B. Adopt the Snowy Monaro Local Traffic Committee recommendations LTC 7/17, 8/17, 9/17, 10/17, 11/17 and 12/17 of 10 th May 2017.	
Approved by Administrator Lynch	

11.4 REQUEST FOR DONATION OF COMPOST FOR TI TREE RACECOURSE TOP DRESSING OF RUNNING SERVICE.

Record No:

Responsible Officer: Director Service Delivery
Author: Resource & Waste Co0ordinator / Noxious Weeds
Key Direction: 5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy: DP5.2 Upgrade and maintain current investments in community, sporting, recreation and fitness facilities and infrastructure.
Operational Plan Action: OP5.2 Maintenance of sport and recreational facilities in accordance with Recreation Management Plans.
Attachments: Nil
Cost Centre 117.22.410
Project Request for Donation of Compost for Ti Tree Racecourse Cooma
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Monaro Race Club Inc. have placed a request for a donation of compost to spread on the running track at the Ti Tree Racecourse Cooma to improve the running surface along with the grass covered parading enclosure.

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

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017 Page 9

COMMITTEE RECOMMENDATION

ADA79/17

1. That the Administrator approve the donation of 3 truckloads of compost (approximately 8 tonnes per load) delivered to Ti Tree Racecourse site and that if further compost supply is required that the be compost be supplied at a reduced cost of \$25.00 per tonne; and
2. That the Cooma Race Club be required to publicly acknowledge the donation by Council.

Approved by Administrator Lynch

12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY

13.1 REQUEST FOR DEBT WAIVER - NIMMITABEL STATION - WATER CHARGES

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant
Key Direction: 4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy: DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action: OP4.10 Promote and provide operational assistance to enhance and encourage events and tourism.
Attachments: 1. Request for Debt Waiver by Nimmitabel Station [⇒](#)
Cost Centre 3020-63162
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council has received a request from the Nimmitabel station for a monetary donation toward water charges.

Nimmitabel station are renovating to become the Men's Shed, this has been a more difficult than first envisaged. If council could help by donating the funds to cover the water charges this would help to get the renovations finished quicker.

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

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017 Page 10

COMMITTEE RECOMMENDATION

ADA80/17

That Council

- A. Approve a donation of \$550 to the Nimmitabel Station being for annual water charge from the Donations Community Groups Debt Waiver cost centre.

Approved by Administrator Lynch

14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE

14.1 INFORMATION ON THE NRMA ACQUISITION OF AUSTRALIAN TOURIST PARK MANAGEMENT - LESSEE OF JINDABYNE HOLIDAY PARK

Record No:

Responsible Officer:	Director Service Delivery
Author:	Asset Manager
Key Direction:	5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy:	DP5.2 Upgrade and maintain current investments in community, sporting, recreation and fitness facilities and infrastructure.
Operational Plan Action:	OP5.6 Council holiday parks are managed and promoted appropriately.
Attachments:	1. Jindabyne Holiday Park Australian Tourist Park Management Media Release ↔ 2. Jindabyne Holiday Park Monthly Report April 2017 from Australian Tourist Park Management ↔
Cost Centre	1595 Holiday Parks
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Council's Jindabyne Holiday Park was leased to Australian Tourist Park Management (ATPM) in 2014 for a period of 5 years with 2 options to renew for a further 5 years for each option. Recently the NRMA has reached an agreement to acquire ATPM enabling the NRMA to support sustainable regional communities and growing domestic tourism in Australia which will include the Jindabyne Holiday Park. The following officer's recommendation is submitted for Council's consideration.

COMMITTEE RECOMMENDATION

ADA81/17

That Council

- A. Receive and note information from the NRMA on an agreement to acquire Australian Tourist Park Management. Australian Tourist Park Management being the Lessee of Council's Jindabyne Holiday Park.

Approved by Administrator Lynch

15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE

16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION

17. REPORTS BY GENERAL MANAGER

18. NOTICE OF MOTION

19. MOTIONS OF URGENCY

20. QUESTIONS WITH NOTICE

21. QUESTIONS TAKEN ON NOTICE

22. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA82/17

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:

22.1 Berridale Quarry - Middlingbank Road Berridale

Item 22.1 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON MONDAY 29 MAY 2017 Page 12

5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.

Approved by Administrator Lynch

Note 1: Invitation to Public

Upon the above motion being moved and seconded, the Administrator invited representations from the public as to whether this part of the meeting should be closed to consider the nominated items. There were no requests by members of the public to make any representations.

Note 2: Confidential Session of Committee

At 9.52 am the meeting was closed to the press and public.

Note 3: Resumption of Open Committee Meeting

At 9.55 am the Closed Session ended and the Council meeting continued in Open Session.

22.1 BERRIDALE QUARRY - MIDDLEBANK ROAD BERRIDALE

COMMITTEE RECOMMENDATION

ADA83/17

That Council

- A. Enter into negotiations with the owner of the property adjoining the Middlingbank quarry for agreement to create a boundary adjustment, each swapping land, to create a boundary along the current fence line between lots 175 and lot 1 DP 756698 (privately owned), and Middlingbank quarry (lot 262 DP 756698).
- B. Enter into negotiations with the landowner to purchase either the whole or part of lot 2 DP 1022898 and the whole of lot 182 DP 756698.
- C. Apply to the Department of Primary Industries – Lands to open the Crown reserve road adjacent to the southern boundary of lots 2 and 182 as a Council public road as far as the boundary of lot 182 with Middlingbank quarry (lot 262 DP 756698).
- D. To report to Council the results of the negotiations together with detailed costings.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 9:56am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 29 May 2017 were confirmed by Council at a duly convened meeting on 7 June 2017 at which meeting the signature hereon was subscribed.

8.2 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 7 JUNE 2017

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Personal Assistant To Director of Corporate & Community Services
Attachments: 1. Minutes of the Administrator Delegations Meeting 7 June 2017
[↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 7 June 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting held 7 June 2017 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point (1) or two (2) of the Local Government Act*.



Minutes

Administrator Delegations Meeting

7 June 2017

**ADMINISTRATOR DELEGATIONS MEETING
 HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
 ON WEDNESDAY 7 JUNE 2017**

MINUTES

Notes:

1.	OPENING OF THE MEETING	3
2.	PUBLIC FORUM.....	3
3.	APOLOGIES	3
	Nil	
4.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	3
	Nil	
5.	MATTERS DEALT WITH BY EXCEPTION	3
6.	ADOPTION OF MINUTES OF PREVIOUS MEETING	3
	6.1 Administrator Delegations Meeting 29 MAY 2017	3
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7.	BUSINESS ARISING OUT OF THE MINUTES	4
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13.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY	4
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15.	CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE	6

15.1	Financial Plans for Water Supply and Sewerage Incorporating Pricing Strategy	6
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**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON WEDNESDAY, 7 JUNE 2017
COMMENCING AT 10.30AM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Peter Cannizzaro, Director Corporate & Community Services

1. OPENING OF THE MEETING

The Administrator opened the meeting at 10.30AM

2. PUBLIC FORUM

Nil

3. APOLOGIES

Nil

4. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

5. MATTERS DEALT WITH BY EXCEPTION

Nil

6. ADOPTION OF MINUTES OF PREVIOUS MEETING

6.1 ADMINISTRATOR DELEGATIONS MEETING 29 MAY 2017

COMMITTEE RECOMMENDATION

ADA85/17

THAT the minutes of the Administrator Delegations Meeting held on 29 May 2017 are confirmed as a true and accurate record of proceedings.

Approved by Administrator Lynch

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2017 **Page 4**

6.2 CLOSED SESSION OF THE ADMINISTRATOR DELEGATIONS MEETING HELD ON 29 MAY 2017

COMMITTEE RECOMMENDATION

ADA86/17

THAT the minutes of the Closed Session of the Administrator Delegations Meeting held on 29 May 2017 are confirmed as a true and accurate record of proceedings.

Approved by Administrator Lynch

7. BUSINESS ARISING OUT OF THE MINUTES

A number of issues were raised by the Administrator seeking advice on progress with recommendations of the Committee. These issues did not require further resolutions from Council and were addressed by the General Manager.

8. DELEGATE'S REPORT (IF ANY)

Nil

9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE

Nil

11. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND

Nil

12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

Nil

13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY

13.1 MOU WITH SOUTH EAST ARTS

Record No:

Responsible Officer:	Director Service Planning
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.4 Continued participation in, and access to the arts, local galleries, museums and historic sites.
Operational Plan Action:	OP4.15 Promote awareness and support delivery of arts and cultural initiatives, including public arts assets, throughout the Region.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2017 Page 5

Attachments: 1. Draft MOU [↔](#)
Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

South East Arts has provided a draft MOU for Council's consideration. This MOU will be in place until September 2020. A request has also been made for Council to confirm its contribution to SE Arts. In 2016 the Administrator agreed to contribute the recommended minimum as set out in the schedule attached to the MOU. For 2017/18, that amount would be \$16,346.

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

COMMITTEE RECOMMENDATION

ADA87/17

- That Council
- A. Agree to be a signatory to the MOU with South East Arts
 - B. Contribute \$16,346 for the 2017/18 financial year

Approved by Administrator Lynch

13.2 AUSTIN BECK - CADET LEADING SEAMAN - SPONSORSHIP REQUEST

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant
Key Direction: 4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy: DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action: OP4.9 Support and facilitate cultural diversity by ensuring decision making frameworks and processes are accessible and culturally sensitive.
Attachments: 1. Letter from Austin Beck [↔](#)
Cost Centre 7010 Tourism – Natural Account 63151
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Austin Beck is a year 11 student at SMGS and a Cadet Leading Seaman in the local region Australian Navy Cadet unit, TS ORILION and has asked Council for a financial donation toward the exchange program he is part of to be a representative and ambassador for the local community.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2017 Page 6

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

COMMITTEE RECOMMENDATION	ADA88/17
That Council Agree to a financial donation to Austin Beck in the sum of \$200 from the account 7010 - 63151 – Donations Community Assistance Scheme.	
Approved by Administrator Lynch	

14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE

Nil

15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE

15.1 FINANCIAL PLANS FOR WATER SUPPLY AND SEWERAGE INCORPORATING PRICING STRATEGY

Record No:

Responsible Officer:	Director Service Delivery
Author:	Personal Assistant to Deputy Director Service Delivery
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.6 Ensure that the Region's Local Water Utility is financially sustainable in the long term including investment in new and replacement infrastructure.
Operational Plan Action:	OP6.12 Implement the current Strategic Business Plan for water and sewer to comply with the NSW Office of Water Guidelines.
Attachments:	1. Financial Plans for Water Supply and Sewerage Incorporating Pricing Strategy ↔
Cost Centre	13-2010 and 14-2110
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

A workshop was held on 1 March 2017 with the Consultant and council staff to review the draft Financial Plans for Water Supply and Sewerage incorporating the pricing strategy.

The Consultant has now finalised the draft document and is available for public exhibition.

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

COMMITTEE RECOMMENDATION

ADA89/17

That Council approve the Draft Financial Plans for Water Supply and Sewerage Incorporating Pricing Strategy for public exhibition for a period of 28 days.

Approved by Administrator Lynch

16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION

16.1 BOCO ROCK COMMUNITY ENHANCEMENT FUND

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Finance Manager
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action: OP7.18 Effective management of Council funds to ensure financial sustainability.
Attachments: 1. Summary of Boco Rock Community Enhancement Fund Recipients [↗](#)
Cost Centre W750 3020
Project Boco Rock Community Enhancement Fund
Further Operational Plan Actions:

EXECUTIVE SUMMARY

This report summarises the projects that have been funded through the Boco Rock Community Enhancement to date.

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

COMMITTEE RECOMMENDATION

ADA90/17

That Council receive and note the information in the report on the acquittals of projects for the Boco Rock Community Enhancement Fund and that any project that has not finalised their acquittal, be asked to finalise their project or provide a plan for finalisation. If these are not acquitted or a satisfactory plan provided, the funds are to be returned to Council. The plan of acquittal should be provided within 30 days and if the plan is not provided or satisfactory to Council, funds are to be returned by 31 July 2017.

Approved by Administrator Lynch

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2017 Page 8

17. REPORTS BY GENERAL MANAGER

18. NOTICE OF MOTION

19. MOTIONS OF URGENCY

20. QUESTIONS WITH NOTICE

21. QUESTIONS TAKEN ON NOTICE

22. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA91/17

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:

22.1 Sale of Part Lot 199 DP 721919 - Jindabyne ALA

Item 22.1 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.

5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.

Approved by Administrator Lynch

Note 1: Invitation to Public

Upon the above motion being moved and seconded, the Administrator invited representations from the public as to whether this part of the meeting should be closed to consider the nominated items. There were no requests by members of the public to make any representations.

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 7 JUNE 2017 Page 9

Note 2: Confidential Session of Committee

At 10.48 am the meeting was closed to the press and public.

Note 3: Resumption of Open Committee Meeting

At 10.53 am the Closed Session ended and the Council meeting continued in Open Session.

22.1 SALE OF PART LOT 199 DP 721919 - JINDABYNE ALA

COMMITTEE RECOMMENDATION

ADA92/17

That Council

- A. Offer proposed lot 101 (part of lot 199 DP 721919) comprising 56.72ha to the Jindabyne Aero Club for the sum of \$434,132.00.
- B. Retain proposed lot 100 for Mens shed and fire shed.
- C. Include a Special Condition in the contract requiring the purchaser to fence the proposed lot 101 from proposed lot 100.
- D. Authorise the General Manager and/or the Administrator to execute the necessary documents and to affix the Council seal if necessary.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 10.53am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 7 June 2017 were confirmed by Council at a duly convened meeting on 13 June 2017 at which meeting the signature hereon was subscribed.

8.3 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 14 JUNE 2017

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Personal Assistant To Director of Corporate & Community Services
Attachments: 1. Minutes of the Administrator Delegations Meeting 14 June
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 14 June 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting held 14 June 2017 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.



Minutes

Administrator Delegations Meeting

14 June 2017

**ADMINISTRATOR DELEGATIONS MEETING
 HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

ON WEDNESDAY 14 JUNE 2017

MINUTES

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3.	APOLOGIES	3
	Nil	
4.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST	3
	Nil	
5.	MATTERS DEALT WITH BY EXCEPTION	3
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**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON WEDNESDAY, 14 JUNE 2017
COMMENCING AT 10.30AM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Sandra McEwan, Personal Assistant to Director Corporate & Community Services

1. OPENING OF THE MEETING

The Administrator opened the meeting at 10.30AM

2. PUBLIC FORUM

Nil

3. APOLOGIES

Nil

4. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

5. MATTERS DEALT WITH BY EXCEPTION

Nil

6. ADOPTION OF MINUTES OF PREVIOUS MEETING

6.1 ADMINISTRATOR DELEGATIONS MEETING 7 JUNE 2017

COMMITTEE RECOMMENDATION

ADA94/17

THAT the minutes of the Administrator Delegations Meeting held on 7 June 2017 are confirmed as a true and accurate record of proceedings.

Approved by Administrator Lynch

6.2 CLOSED SESSION OF THE ADMINISTRATOR DELEGATIONS MEETING 7 JUNE 2017

COMMITTEE RECOMMENDATION **ADA95/17**
THAT the minutes of the Closed Session of the Administrator Delegations Meeting held on 7 June 2017 are confirmed as a true and accurate record of proceedings.
Approved by Administrator Lynch

7. BUSINESS ARISING OUT OF THE MINUTES

Nil

8. DELEGATE'S REPORT (IF ANY)

8.1 COUNCIL PROPERTY REVIEW

COMMITTEE RECOMMENDATION **ADA96/17**
That a report be provided to the Administrator on potential future uses of property identified as surplus.
Approved by Administrator Lynch

9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

10. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE

11. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND

11.1 L'ETAPE - APPLICATION FOR IN-KIND SUPPORT

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action:	OP4.10 Promote and provide operational assistance to enhance and encourage events and tourism.
Attachments:	1. Completed Sponsorship Form ➡ 2. Request Letter ➡
Cost Centre	7010 63182 – Contributions Tourist Development

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 14 JUNE 2017 Page 5

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council received the attached letter requesting a donation commiserate to the cost of the hire of Memorial Hall and waste services for L'Étape Australia event in December this year. The organisers hope that Council can look favourably at this request.

The event was a great success last year and they are hoping to improve the event even more and are expecting a much higher amount of competitors to take place this year. Through 2017 they would like to work closely with Council to deliver the most efficient and effective L'Étape Australia.

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

COMMITTEE RECOMMENDATION

ADA97/17

That Council

- A. Approve a donation in the sum of \$9,500.00 which is equal to the value of the cost of the hire of the Memorial Hall in Jindabyne (\$6,200) and (\$3,300) for waste services ; and
- B. For Council to advertise the event via Council website and Facebook page.

Approved by Administrator Lynch

12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY

13.1 REQUEST FOR HELP WITH DISPOSAL OF LARGE ITEMS ON RUSHES BAY BEACH JINDABYNE

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.9 Community education to promote practices which minimise waste.
Operational Plan Action:	OP1.44 Increase material diverted from landfill to the Second Chance Facility through promotion, education and resident participation
Attachments:	1. Request to Council for Removal of Rubbish from Rushes Bay ⇨ 2. Email from M Mackinnon 28 April 2017 ⇨

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 14 JUNE 2017 Page 6

3. Letter to Residents with Proposal to Clean up Rushes Bay ⇨
Cost Centre PJ220005 – Illegal Dumping
PJ220017 Clean Up Australia Day
63162 – Donations Community Groups
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The original request was received by Margaret Mackinnon who is the Clean-up Australia event organiser. The request is for Council to promote the event and to collect, transport and dispose of items left Rushes Bay beach in East Jindabyne. There are a large number of items for removal such as canoes, trailers, old surf boards and much more. These items are shown in Attachment 1.

A further email was received on 28 April advising they have begun contacting local residents about a clean-up day being arranged in October. After the items have been sorted they would then like for Council to remove any unwanted items free of charge. In the email they also once again requested for Council to help promote this event via Council Facebook, media and website a clean-up day for the residents prior to any items being removed by Council as the owners of these items may wish to keep them. (Attachment 2 is the email received, Attachment 3 is letter to the residents)

Contact has been made with Snowy Hydro as it was confirmed that this is Snowy Hydro land and they are now in the process of liaising with the community group. Snowy Hydro are happy for Council to help promote the Clean-Up Australia Day at Rushes Bay Jindabyne.

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

COMMITTEE RECOMMENDATION

ADA98/17

That Council

- A. Council agree to help promote the Clean-Up Rushes Bay event on Saturday 14 October 2017 via council Facebook page, website and in the Council page in the Monaro Post; and
- B. Approve for a donation as fee waiver toward disposal cost of unwanted items as an in kind support for this community initiative to the amount of \$200;
- C. In co-operation with Snowy Hydro, Council and NSW EPA install signage to deter illegal dumping.

Approved by Administrator Lynch

13.2 RAGLAN GALLERY - SPONSORSHIP REQUEST

Record No:

Responsible Officer: General Manager
Author: Acting Executive Assistant
Key Direction: 4. Creating a Safer, Healthier and Thriving Community

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 14 JUNE 2017 Page 7

Delivery Plan Strategy: DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.

Operational Plan Action: OP4.9 Support and facilitate cultural diversity by ensuring decision making frameworks and processes are accessible and culturally sensitive.

Attachments: 1. Request from Raglan Gallery ⇨

Cost Centre 7010 Tourism – Natural Account 63151

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Raglan Gallery has requested Council to help with funding towards the NAIDOC exhibition, funding is required for the following:

- Advertising to promote the exhibition
- Materials to prepare art works for hanging, a catalogue and labels
- Paint to prepare display plinths
- An opening ceremony with refreshments

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

COMMITTEE RECOMMENDATION

ADA99/17

That Council

- A. Agree to a financial donation to the Raglan Gallery in the sum of \$300; and
- B. Council to promote the NAIDOC Exhibition via Council website, Facebook and Offices.

Approved by Administrator Lynch

14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE

15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE

16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION

17. REPORTS BY GENERAL MANAGER

18. NOTICE OF MOTION

19. MOTIONS OF URGENCY

20. QUESTIONS WITH NOTICE

21. QUESTIONS TAKEN ON NOTICE

22. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA100/17

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:

22.1 Leases and Management of Leases - 59 Vale Street Cooma

Item 22.1 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

22.2 Addendum to Licence - Snowy Mountains Cookies

Item 22.2 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

22.3 Proposal to Licence Property at 52 Sandy Crossing Bombala for Horse Grazing

Item 22.3 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.
5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.

Approved by Administrator Lynch

Note 1: Invitation to Public

Upon the above motion being moved and seconded, the Administrator invited representations from the public as to whether this part of the meeting should be closed to consider the nominated items. There were no requests by members of the public to make any representations.

Note 2: Confidential Session of Committee

At 10.37 am the meeting was closed to the press and public.

Note 3: Resumption of Open Committee Meeting

At 10.47 am the Closed Session ended and the Council meeting continued in Open Session.

22.1 LEASES AND MANAGEMENT OF LEASES - 59 VALE STREET COOMA

COMMITTEE RECOMMENDATION

ADA101/17

That Council

- A. Authorise the General Manager to execute Management Agreements with Boller & Company to manage the three leases over 59 Vale Street Cooma.
- B. Authorise the General Manager to execute a new Lease with Tony Stewart for a period of two years commencing on the date of exchange of contracts for the purchase of 59 Vale Street Cooma if necessary.
- C. If the current lease with Tony Stewart is able to be amended through an addendum to the lease specifying commencement and completions dates, to authorise the General Manager to execute the addendum to the Lease.

Approved by Administrator Lynch

22.2 ADDENDUM TO LICENCE - SNOWY MOUNTAINS COOKIES

COMMITTEE RECOMMENDATION

ADA102/17

That Council

- A. Approve the proposal to install a third shipping container adjacent to the two containers already located on lot 2 DP 748500 subject to D/A consent.
- B. That the Licence fee be adjusted to reflect an additional licence fee of \$1,200pa plus GST or part thereof for the current licence period from the date of D/A consent or the execution of this Addendum of Licence whichever is the latter.
- C. Approve the proposed addendum of licence to Snowy Mountains Cookies to include the following clauses:
 - i. The proposal to locate a third shipping container on lot 2 DP 748500 is approved subject to D/A consent and every condition set out in the Licence Agreement to Zest Productions Pty Ltd t/a Snowy Mountains Cookies for the storage of goods and equipment associated with the operation of Snowy Mountains Cookies and subject to this Addendum to the Licence.
 - ii. This Addendum to the Licence and the Licence is interdependent with all the conditions of D/A consent 4063/2017 and the conditions of any D/A consent for a third container to be located

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 14 JUNE 2017 Page 10

on part lot 2 DP 748500.

- iii. This Addendum to the Licence will form part of the Licence and will expire at the same time as the licence on 21 December, 2017.
- iv. Extend the licence period to 21 December 2017 at which time the area the subject of the Licence and Addendum of Licence is to be vacated and remediated.

Approved by Administrator Lynch

22.3 PROPOSAL TO LICENCE PROPERTY AT 52 SANDY CROSSING BOMBALA FOR HORSE GRAZING

COMMITTEE RECOMMENDATION

ADA103/17

That Council

- A. Approve Joanne Vincent as the successful applicant to enter into a Licence Agreement for a period of 12 months with a 12 month optional extended period.
- B. Approve the proposal to engage the services of a fencing contractor to install a farm fence (star pickets and 5 strands of wire) on the boundary to ensure that the property is secure.
- C. Set the licence fee at \$780pa plus GST for two horses with the income to be used to offset the cost of the fencing .

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 10.47am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 14 June 2017 were confirmed by Council at a duly convened meeting on 19 June 2017 at which meeting the signature hereon was subscribed.

8.4 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 19 JUNE 2017

Record No:

Responsible Officer: General Manager
Author: Secretary Council & Committees
Attachments: 1. Minutes - Administrator Delegations Meeting held 19 June
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 19 June 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 19 June 2017 and confirm the adopted recommendations approved by the Administrator in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act*.



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Administrator Delegations Meeting

19 June 2017

**ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

ON MONDAY 19 JUNE 2017

MINUTES

Notes:

1.	OPENING OF THE MEETING.....	2
2.	APOLOGIES.....	2
	Nil	
3.	DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST.....	2
	Nil	
4.	ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS	2
5.	CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	2
6.	CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND	2
7.	CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	2
8.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....	2
9.	CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE	3
10.	CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....	3
11.	CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....	3
12.	ADMINISTRATORS REPORT (IF ANY).....	3
13.	CONFIDENTIAL MATTERS.....	3
	13.1 Licence Agreement - Snowy Mountains Cookies	3
14.	REPORT FROM CONFIDENTIAL SESSION	4
	14.1 Licence Agreement - Snowy Mountains Cookies	4

**MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING
HELD IN COOMA OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON MONDAY, 19 JUNE 2017
COMMENCING AT 10.30AM**

PRESENT: Administrator Dean Lynch

APOLOGIES:

Staff: Joe Vescio, General Manager
Erin Donnelly, Secretary Council and Committees

1. OPENING OF THE MEETING

The Administrator opened the meeting at 11.02AM

2. APOLOGIES

Nil

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

5. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE

6. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND

7. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY

8. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY

9. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE

10. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE

11. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION

12. ADMINISTRATORS REPORT (IF ANY)

13. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA104/17

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

13.1 Licence Agreement - Snowy Mountains Cookies

Item 13.1 is confidential in accordance with s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.
5. That upon this recommendation being moved and seconded, the Chairperson invite representations from the public as to whether this part of the meeting should be closed to consider the nominated item.

Approved by Administrator Lynch

Note 1: Confidential Session of Committee

At 11.02 am the meeting was closed.

Note 2: Resumption of Open Committee Meeting

At 11.03 am the Closed Session ended and the meeting continued in Open Session.

14. REPORT FROM CONFIDENTIAL SESSION

14.1 LICENCE AGREEMENT - SNOWY MOUNTAINS COOKIES

COMMITTEE RECOMMENDATION

ADA105/17

That Council extend the Licence period for Snowy Mountains Cookies to locate a maximum of three shipping containers on lot 2 DP 748500 until 31 March 2020 at which time the area the subject of the Licence and Addendum of Licence is to be vacated and remediated.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 11.03am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 19 June 2017 were confirmed by Council at a duly convened meeting on 26 June 2017 at which meeting the signature hereon was subscribed.

10.1 MINUTES OF THE WERRI-NINA MANAGEMENT COMMITTEE MEETING HELD 01/06/2017

Record No:

Responsible Officer: Director Service Planning
Author: Community Service Officer
Key Direction: 1. Sustaining Our Environment for Life
Delivery Plan Strategy: DP1.6 Ensure Council services, facilities and land holdings achieve best practice for sustainability.
Operational Plan Action: OP1.22 Ensure Council has a safe reliable, sustainable and cost effective assets through the effective management of Facilities, Infrastructure, Plant, Motor Vehicle and Equipment Assets.
Attachments: 1. Minutes of the Werri-Nina Management Committee meeting 01/06/2017 [↓](#)

Cost Centre
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

A meeting of the Werri-Nina Management Committee was held on 01/06/2017. The minutes are attached for information.

The minutes include a recommendation to install automatic doors at the Werri-Nina Centre, utilising funds available in the Werri-Nina Building Fund. This supports the intention of the Committee over a number of years.

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

OFFICER'S RECOMMENDATION

That Council.

- A. Receive and note the information in the report; and
- B. Proceed with the purchase and install automatic doors on front and rear main entrances.

BACKGROUND

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The installation of automatic doors on the Werri-Nina Centre will allow for improved access for those utilising the Centre, predominantly older people, people with a disability, and their carers.

2. Environmental

Minimal environmental impact is expected.

3. Economic

The purchase and installation of the doors has been quoted at \$3,500 ex GST. Funding for this project is available within the Werri-Nina Building Fund. Any future maintenance will be provided by the operational maintenance fund.

4. Civic Leadership

By providing increased physical accessibility to its facilities, Council takes a leadership role in promoting improved community liveability, ensuring that members of the community are able to access and enjoy a range of services and facilities.



**MINUTES OF THE WERRI-NINA MANAGEMENT COMMITTEE MEETING
 HELD IN TRAINING ROOM WERRI-NINA
 ON 1st JUNE 2017 AT 9:00 AM**

ATTENDANCE

MEMBERS	REPRESENTING	PRESENT	APOLOGY	ABSENT
Angie Ingram	CLR SMRC Advisory Committee	√		
Marilyn Watt	SMRC Cooma – Community Services Manager	√		
Lesley Lloyd	SMRC Cooma– Home Living Support Coordinator	√		
Sue Gorringer-Lupton	SMRC Cooma – Contact Centre Coordinator	√		
Debbie Sewell	SMRC Cooma - Meals on Wheels Coordinator	√		
Chris Gaskin	Disability Services Officer - SMRC	√		
Tab Williams	SMRC – Community Care Manager	√		
Di O'Neill	Cooma Monaro Nursing Service	√		
Laura Albertoni	Australian Unity Home Care		√	
Russell Fox	Friends of Contact		√	
Di Good	Meals on Wheels Management Committee	√		
Bob Weston	Community Representative	√		
Kerry Blencowe	Community Representative	√		
OBSERVER				

1 APOLOGIES

That the apologies of Laura Albertoni & Russell Fox be accepted.

2 DISCLOSURE OF INTEREST

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

It was noted that the Minutes of the meeting held on 1st December 2017 were an accurate record of the meeting.

Moved: Bob Weston **Seconded:** Di Good

4 CORRESPONDENCE

Nil

5 BUSINESS ARISING

5.1 Automatic Opening Doors:

In response to request for clarification regarding the installation of automatic doors at the Werri-Nina Centre.

In response to access issues regarding front and back entry doors at the Werri-Nina Centre, the committee has discussed and received information on automatic opening doors.

The request has been discussed with the Manager of Property and Recreation.

Quotes were received and the committee advised that the final cost is \$3,500 (excluding gst)

Manager Property and Recreation has organised for works to done.

Funding is available in the Werri-Nina Building fund.

Recommendation

That automatic doors be purchased and installed for the front and back entries of the centre, utilising the Werri-Nina Building funds.

Moved: Angie Ingram Chair

6 GENERAL BUSINESS

6.1 Future Use Werri-Nina Centre

Discussion by members around the future use of the Werri-Nina Centre, in the context of council merger processes. Concerns raised that the original and future use of the facility may be overlooked. The facility was obtained through a capital grant, for the direct purpose of building a dementia specific, aged care facility with office space for services. Terms of use for the facility were specifically for provision of aged care services. The building is an asset of council. Was suggested that a history of the building be put together to inform future councillors and new council.

Recommendation

That the Werri-Nina Committee resolves that the purpose set by the previous council, that the primary purpose of the Werri-Nina facility for aged care & community services be maintained.

Moved: Bob Weston **Seconded:** Di Good

6.2 Werri-Nina Management Committee meetings

Discussion around council merger process, future committees and membership.

Concerns raised that oversight for the Werri-Nina Centre be maintained.

Recommendation

That the Werri-Nina Management Committee continue to meet on a quarterly basis until new arrangements are in place and that there is equitable regional representation for services, on any new committee.

Moved: Bob Weston **Seconded:** Sue Gorringer-Lupton

6.3 Merger Update:

- Chair Angie Ingram provided a brief merger update for the committee.
 - The LRC (Local Representative Committee) will cease as of 30/6/2017.
 - New council elections will be held on 9th September, 2017.
-

- Council Committees will be restructured.
- The Administrator has extended the General Manager's contract for another 2 years.

6.3 WHS:

Nil

6.4 NDIS Transition update:

Locally, transition of disability clients to NDIS going well with a few clients needing additional help with particular paperwork. Most clients have transitioned over to NDIS. Few people still not signed up to NDIS, staff providing encouragement for them to sign up so they have funding to support their needs.

7. Next Meeting:

The next meeting is scheduled for Thursday 7th September 2017. Given that Council elections will be held around this time, the next meeting may not be held until December 2017.

Meeting time & date to be advised, given new arrangements are under way.

Meeting closed 9.50am.

13.1 MINUTES OF THE HACC SERVICES 355 COMMITTEE HELD 01/06/2017

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Community Service Officer
Key Direction: 4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy: DP4.12 Provide and support appropriate services and facilities for older people and their carers within the Region.
Operational Plan Action: OP4.38 Provide a suite of services that respond to the needs of older people and their carers.
Attachments: 1. Minutes of the HACC Services 355 Committee meeting 01/06/2017 [↓](#)
Cost Centre
Project
Further Operational Plan Actions: DP4.11 Provide and support appropriate services and facilities for people with disability within the Region
OP4.34 Provide a suite of services that respond to the needs of the people with disability

EXECUTIVE SUMMARY

A meeting of the HACC Services 355 Committee was held on 01/06/2017. The minutes of the meeting are attached for Council's information.

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

OFFICER'S RECOMMENDATION

That Council receive and note the information in the report.

**6.1 Home Living Support Services – Lesley Lloyd
(Personal Care, Domestic Assistance, Social Support Individual)**

Home Living Support Services

In the past 3 months we have provided the following hours of care to clients.

Personal Care: Total of 7 clients per week, total of 168 hours of service provided.
(includes 36 hours of travel)

Domestic Assistance: Total of 22 clients received 120 hours of service.

Social Support Individual: Total of 12 clients received 222 hours of service.

Compacks:

We have received 2 referrals, 1 from Delegate and 1 from Kalkite.

Also have 7 clients in Cooma receiving a range of services.

We do not have any Band 3's available in NSW due to a high demand at the end of 2016.

We have had our service contract extended to 2018.

This program has been very valuable to our service to offer ongoing work to a pool of care Support Workers.

Program/ Service Update:

We have all been attending meetings to give input into the new restructure of Community Care Services.

I believe we will see many roles change and face challenges through the new service model of 3 sites. The main concern for me is that clients do not miss or have interruptions to their services.

I think we have a wealth of skills and experience in the Community Care Sector which if planned well this will see us stronger and more efficient in the future.

Marilyn, Kristy and Tab have worked with us all, over and above the normal requirements to ensure the best outcomes. We all truly appreciate their dedication.

Staffing:

We have again had changes in Care Support Staff with 2 moving on to better hours.

One to Yallambee and one to Berridale. This has been addressed in the restructure submission.

We have a mountain of work to complete in the next 10 days to be ready for our Quality Review on the 14th & 15th June 2017. I personally have found this difficult, with normal work requirements and several merger meetings. I know they are only the our daily tasks that need to be kept up to date but not very often to we have our day go to plan.

**6.2 Meals on Wheels – Debbie Sewell - June 2017
(Meals, Home Maintenance & Home Modifications)**

Meals Numbers: 500 per month. With the new packs introduced (Bakery Packs, Snack Packs and Friday Fish & Chips) we have acquired an extra 100 meals per month.

- Nimmitabel senior lunch has ceased after 34 years.
- Men's Choir Lamplighters. 40 people attended and enjoyed the visit.

Meals numbers have increased since introducing the Bakery Packs, Fruit Packs and Snack Packs. It has also stirred interest about our service. Fish and Chips has been well received and we deliver around 12-15 meals on Fridays. People might not necessarily get frozen meals but they are happy to get the other choices available. The extra meals equate to around 100 meals extra per month.

Nimmitabel Lunches have now ceased due to changes for the volunteers that provide the lunches and are finding that those that are catering for the event should actually be attending the event with this in mind they have come to the decision to stop the lunches.

We had the Men's Choir (Lamplighters) come to the Marlborough Motel and provide a morning or entertainment. It was very well received and they promise they will be back. We had a turn up of around 40 people a lot of them were our clients and members of the community.

I met with the business development office Neel Honavar for Flagstaff who showed me around their new website which makes orders so much easier especially if I have to order for Berridale or Bombala. The ordering system lets you split orders and itemises the accounts. Neel is happy to come and do promotion workshops with our volunteers. He also advised me of new products and services available.

Home Modification: Receiving steady referrals through OT (Occupational Therapist) I do have to follow up with MY AGED CARE referrals.

Yard Maintenance: Due to winter weather, services have ceased until next October and our contractors are doing private clean up jobs, wood carting, pruning etc.

6.3 Contact Centre (Social Support Group) – Sue Goringe-Lupton

Program/Service Update:

- Maintaining status quo, programs running well.
- The Contact Centre has been working with the other services within Council, to improve and consolidate activities, with respect to the amalgamated council setting.
- Stats. For the Contact Centre for the 3 month period:
- **No. clients** = 45
- | Month | Clients | Hours |
|-------------------|----------------|--------------|
| <u>March 2017</u> | 116 clients | 499 |
| <u>April 2017</u> | 94 clients | 356 |
| <u>May 2017</u> | 108 clients | 375 |
- We could always find room for more clients, referrals are slow.
- We have visited Bombala group services a couple of times in May with the Men's Group and the Arts and craft group.
- We are planning a Men's Health Breakfast on the 20-6-17 at 10 am. We are looking for a guest speaker for the men' health subject.
- We continue sharing the Games program with Yallambee.
- We will be participating in the Quality Review process on the 14th and 15th June.
- Forward planning is working towards a Christmas in July function, a bowling and shopping trip, and a visit to the coast.
- Thank you to Marilyn for her guidance and support.

Outings/Events:

- Men's Health 20th June 2017 at 10am.
- Men's group to Bombala Bonsai. Wonderful day had by all.
- Bowling to Canberra in June.

6.4 Disability Services Program – Chris Gaskin

Disability Services is based at the Werri-Nina Centre where Matthew Harden and Chris Gaskin provide services to thirty clients.

Matt and Chris are NDIS providers and have made service agreements with ten clients as well as several who are self-managed, who receive services ranging from group based activities to domestic services.

We have been concentrating on clients who are still receiving services under the old block funded system and who need help in transitioning to NDIS.

ACTIVITIES:

Some of the girls from the Wednesday Contact Group have been involved in cosplay costume making which has evolved into a series of performance pieces. The first of which was performed at Werri-Nina on 07/05/17. This performance moved some of the audience to tears and was acclaimed by all.

Computer classes started in April and will run each Monday for three months. Matt Harden teamed up with Gary Batten to deliver this course that is approaching its seventh week. Several lap tops were provided by Scott Goudie.

CHALLENGES:

The complexities associated with the NDIS role out have certainly challenged us but have also given us great cause to be positive. This positivity stems from the changes that demand our attention to fulfil the goals of our participants.

GOALS AND PROPOSED PROJECTS:

A common concern among clients is the need for employment which has led us to form a Job Club that will start next month.

The development, promotion and sale of participant art and craft will be undertaken by initiating a series of pop-up exhibitions using The Education Trailer thanks to Brett Jones.

HIGHLIGHTS:

- The quality of the performance pieces
- The development of projects initiated because of the participants goals, such as the Computer classes and Job Club.

6.5 CALD (Culturally & Linguistically Diverse) – Luki Choudhury

CALD is a client and community area that often misses out on NDIS, through not understanding what it is, or information being provided in a manner that is not more easily understood by this diverse community.

7 GENERAL BUSINESS

7.1 Work Health & Safety

Nil

7.2 Funding Update

- Commonwealth funding for CHSP (Commonwealth Home Support Programs) has been confirmed and extended to 2020.

7.3 MDS/DEX Reports & Statistics

The data input for the six monthly DEX report for July to December 2016 was completed by all three council sites, Berridale, Bombala and Cooma. The number of clients and outputs achieved per service location are clear to understand from the DEX summary reports.

7.4 NDIS Transition

Locally, transition of disability clients to NDIS is going well with a few clients needing additional help

with particular paperwork. Most clients have transitioned over to NDIS. Few people still not signed up to NDIS, staff providing encouragement for them to sign up so they have funding to support their needs.

8. Other Business

Committee membership, clarify Dort Tynan's role, if she is continuing or has stepped down.

8.1 Merger Update:

- Chair Angie Ingram provided a brief merger update for the committee.
- The LRC (Local Representative Committee) will cease as of 30/6/2017.
- New council elections will be held on 9th September, 2017.
- Council Committees will be restructured.
- The Administrator has extended the General Manager's contract for another 2 years.

9 NEXT MEETING

The next meeting is scheduled for Thursday 7th September 2017. Given that Council elections will be held around this time, the next meeting may not be held until December 2017.

Meeting time & date to be advised, given new arrangements are under way.

Meeting closed at 11.30am.

15.1 MAKING THE 2018 ANNUAL RATES AND CHARGES - COOMA REGION

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Revenue Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.20 Annual Rates and charges are set in accordance with Policy and Legislation.
Attachments:	Nil
Cost Centre	4010 Financial Services
Project	2018 Annual Rates and Charges
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The "Making of the Rate" is a legislative requirement as per Section 494, 496, 499, 535 and 548 of the Local Government Act 1993.

The Minister of Local Government has approved the rate pegging increase of 1.5%. This has been applied in full.

The 2018 Rates for the Snowy Monaro Regional Council – Cooma Region, has been set in accordance with the Local Government (Council Amalgamations) Proclamation 2016 of the 12 May 2016, Item 25 (2):

The structure for rates applied by a former council to rates levied for a parcel of land in a former area for the 2015/2016 rating year is to be applied by the new council to that parcel

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

OFFICER'S RECOMMENDATION

That Council considers making of the Rates separately for each Category and Sub-category in accordance with the approval of increased minimum rates by the Minister of Local Government.

Making and Levy of Ordinary Rates for the Cooma Region

- A. For the year 2017/18, in accordance with Section 516 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.00646404** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** of **\$217.00** per assessment, being 19.35% of the total amount payable on all rateable land categorised as Residential. This rate to be named **Residential**.
 - B. For the year 2017/18, in accordance with Section 516 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.00652378** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** of **\$382.00** per assessment, being 37% of the total amount payable on all rateable land categorised as Residential, subcategorised as Cooma. This rate to be named **Residential Cooma**.
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- C. For the year 2017/18, in accordance with Section 515 of the Local Government Act, 1993 Council make an **Ordinary Rate** of **0.00358063** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** of **\$538.00** per assessment, being 27% of the total amount payable on all rateable land categorised as Farmland. This rate to be named **Farmland**.
- D. For the year 2017/18, in accordance with Section 518 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.00558670** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** **\$217.00** per assessment, being 0.65% of the total amount payable on all rateable land categorised as Business. This rate to be named **Business**.
- E. For the year 2017/18, in accordance with Section 518 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.01670520** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, a **base amount** of **\$406.00** per assessment, being 16% of the total amount payable on all rateable land categorised as Business, subcategorised as Cooma. This rate to be named **Business Cooma**.
- F. For the year 2017/18, in accordance with Section 517 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.00558670** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** of **\$217.00** per assessment, being 0.0% of the total amount payable on all rateable land categorised as Mining. This rate to be named **Mining**.
- G. For the year 2017/18, in accordance with Section 517 of the Local Government Act, 1993, Council make an **Ordinary Rate** of **0.01670520** rate in the dollar on the land value. In accordance with Section 499 of the Local Government Act, 1993, Council make a **base amount** of **\$406.00** per assessment, being 0.0% of the total amount payable on all rateable land categorised as Mining, subcategorised Metalliferous. This rate to be named **Mining Metalliferous**.
- H. **Levy of Rates**
That rates as made be levied for the 2017/18 year by service of a Rates and Charges Notice pursuant to Section 546 of the Local Government Act 1993.

Annual Charges

- I. That in accordance with Sections 496, 501 & 502 of the Local Government Act, 1993, Council make an Annual Charge for Waste Management Services
- | | |
|---|----------|
| Waste Management Charge | \$101.00 |
| Domestic Waste Collection Service | \$240.00 |
| Domestic Recycling Collection Service | \$99.00 |
| Domestic Food and Garden Organic Collection Service | \$45.00 |
| Bank of Bins | \$200.00 |
| Domestic Waste Vacant Land | \$15.00 |
- J. That in accordance with Section 501 and 502 of the Local Government Act, 1993, Council make an annual residential Water **Access Charge** of **\$252.00** per annum, connected or unconnected.
- K. That in accordance with Section 501 and 502 of the Local Government Act, 1993, Council make an annual residential **Sewer Access Charge** of **\$900.00** per annum, connected or unconnected.

- L. That in accordance with Best Practice Guidelines for Water, Council make an annual **Water Access Charge** for non-residential properties based on meter size.

Meter Size	Charge
Vacant	\$252.00
20 mm	\$252.00
25 mm	\$393.00
32 mm	\$645.00
40 mm	\$1,008.00
50 mm	\$1,575.00
65 mm	\$2,661.00
80 mm	\$4,032.00
100 mm	\$6,300.00
150 mm	\$14,175.00

- M. That in accordance with Best Practice Guidelines for Water, Council make an annual **Sewer Access Charge** for non-residential properties based on usage.

Per Kl	Charge
Vacant	\$780.00
1 – 100 kl	\$1,158.00
101 – 200 kl	\$1,242.00
201 – 400 kl	\$1,848.00
401 – 600 kl	\$2,013.00
601 – 800 kl	\$2,205.00
801 – 1000 kl	\$2,364.00
1001 – 1200 kl	\$2,529.00
1201 – 1400 kl	\$2,688.00
1401 – 1600 kl	\$2,847.00
1601 – 1800 kl	\$2,997.00
1801 – 2000 kl	\$3,321.00
2001 – 4000 kl	\$3,969.00

N. For the year 2017/18, in accordance with Section 501 of the Local Government Act, 1993, Council make an annual **Onsite Sewerage Management Annual Charge** of **\$20** for each onsite sewerage management system. This charge to be named Onsite Sewerage Management System Approval/Renewal.

O. Council resolves that for the year 2017/18, the maximum allowable interest rate of 7.5% be applied to all outstanding rates and charges.

BACKGROUND

The "Making of the Rate" is a legislative requirement as per Section 494, 535 and 548 of the Local Government Act 1993. The Minister of Local Government has approved the rate pegging increase of 1.8%.

The additional Annual Charges for Waste, Water, Wastewater and On-Site Sewer Management will be levied on the Rates Notice and classified within the Financial Statements under Rates & Annual Charges.

The "Making of the Rate" is a legislative requirement as per Section 494, 535 and 548 of the Local Government Act 1993. The Minister of Local Government has approved the rate pegging increase of 1.5%.

Annual usage charges for water and sewer will be charged through the issue of a Water Notice.

1. Water Usage

a) Residential - Water Usage Charge

Under 300 kl per annum	\$3.00
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Over 301 kl per annum	\$3.75
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b) Non-Residential - Water Usage Charge

Under 300 kl per annum	\$3.00
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Over 301 kl per annum	\$3.00
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2. Sewerage Usage

a) Residential – not applicable

b) Non-Residential – Usage Charge included in access charge based on consumption ranges

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Making of 2018 Rates will provide for equity within and between generations and will improve the accountability of decision makers.

2. Environmental

The making of the 2018 Ordinary Rates has no impact on the environment within the Cooma Region.

3. Economic

Total estimated ordinary rates to be raised from the 2018 Rates – Cooma Region is \$7,126,417

The total revenue raised for Snowy Monaro Regional Council for Annual Charges for Waste, On-Site Sewer Management, Liquid Trade Waste, Water Access and Sewer Access.

Budgeted Annual Charges	2018
Waste Management Charge	\$1,417,131
Domestic Waste Collection	\$1,631,280
Domestic Recycling Collection	\$708,840
Domestic Food and Garden Organic Collection Charge	\$131,355
Domestic Waste Vacant Land Charge	\$11,670
Bank of Bins	\$10,800
Residential Water	\$5,576,294
Residential Sewer	\$6,170,400
Non-Residential Water	\$2,689,927
Non-Residential Sewer	\$1,467,023

Year	DLG / IPart Rate Pegging	SRSC Approved Rate Increase
2007	3.60%	3.60%
2008	3.40%	3.40%
2009	3.20%	7.20%
2010	3.50%	3.50%
2011	2.60%	2.60%
2012	2.80%	2.80%
2013	3.60%	3.60%
2014	3.40%	3.40%
2015	2.30%	2.30%
2016	2.40%	2.40%
2017	1.80%	1.80%
**2018	1.50%	1.50%

** 2018 SMRC Rate Increase Subject to Council Resolution

4. Civic Leadership

The Making of the 2018 Annual Rates and Charges complies with legislative requirements.

15.2 MAKING THE 2018 ANNUAL RATES AND CHARGES - BOMBALA REGION

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Revenue Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.20 Annual Rates and charges are set in accordance with Policy and Legislation.
Attachments:	Nil
Cost Centre	4010 Financial Services
Project	2018 Annual Rates and Charges
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The "Making of the Rate" is a legislative requirement as per Section 494, 535 and 548 of the Local Government Act 1993.

The Minister of Local Government has approved the rate pegging increase of 1.5%. This has been applied in full.

The 2018 Rates for the Snowy Monaro Regional Council – Bombala Region, has been set in accordance with the Local Government (Council Amalgamations) Proclamation 2016 of the 12 May 2016, Item 25 (2):

The structure for rates applied by a former council to rates levied for a parcel of land in a former area for the 2015/2016 rating year is to be applied by the new council to that parcel

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

OFFICER'S RECOMMENDATION

That Council considers making of the rates separately for each category and sub-category in accordance with the approval of increased minimum rates by the Minister of Local Government

Making and Levy of Ordinary Rates for the Bombala Region

- A. that an Ordinary Rate of **0.006527** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Farmland** in accordance with Section 515 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
 - B. that an Ordinary Rate of **0.01660** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Residential Bombala** in accordance with Section 516 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
 - C. that an Ordinary Rate of **0.02240** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Business Bombala** in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of
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- rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- D. that an Ordinary Rate of **0.01620** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Residential Village** in accordance with Section 516 of the Local Government Act, 1993, with a minimum Rate of **\$418.49** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- E. that an Ordinary Rate of **0.003750** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Residential Delegate** in accordance with Section 516 of the Local Government Act, 1993, with a minimum Rate of **\$418.49** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- F. that an Ordinary Rate of **0.007570** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Residential General** in accordance with Section 516 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- G. that an Ordinary Rate of **0.01280** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Business Delegate** in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$432.94** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- H. that an Ordinary Rate of **0.01440** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Business Other**, in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993;
- I. that an Ordinary Rate of **0.00680** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Mining Ordinary** in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993.
- J. that an Ordinary Rate of **0.00680** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Business – Golf Estate Bombala** in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993.
- K. that an Ordinary Rate of **0.006800** rate in the dollar be made on the rateable value of all rateable land in the area categorised as **Business – Golf Estate Delegate** in accordance with Section 518 of the Local Government Act, 1993, with a minimum Rate of **\$569.32** on each separate parcel of rateable land pursuant to the provisions of Section 548 of the Local Government Act, 1993.
- L. Council resolves that for the year 2017/18, the maximum allowable interest rate of 7.5% be applied to all outstanding rates and charges.
- M. **Levy Of Rates**
That rates as made be levied for the 2017/18 year by service of a Rates and Charges Notice pursuant to Section 546 of the Local Government Act 1993.

Annual Charges

- N. That in accordance with Sections 496, 501 & 502 of the Local Government Act, 1993, Council make an Annual Charge for Waste Management Services

Waste Management Charge	\$101.00
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Domestic Waste Collection Service	\$240.00
Domestic Recycling Collection Service	\$99.00
Bank of Bins Charge	\$200.00
Domestic Waste Vacant Land Charge	\$15.00
Commercial Waste Management	\$426.00
Commercial Recycling Management	\$182.00

- O. That in accordance with Section 501 of the Local Government Act, 1993, Council make an annual **Liquid Trade Waste Charge** per annum for where the program exist.

Sewer	Access Fee
Liquid Trade Waste – Small	\$118.00
Liquid Trade Waste – Large	\$780.00

- P. That in accordance with Section 496(A) of the Local Government Act, 1993, Council make an annual **Stormwater Management Charge** of **\$20.00** per annum for each parcel of rateable (occupied) land for which the service is available to.
- Q. That in accordance with Section 501 and 502 of the Local Government Act, 1993, Council make an annual residential **Water Access Charge** of **\$252.00** per annum, connected or unconnected.
- R. That in accordance with Section 501 and 502 of the Local Government Act, 1993, Council make an annual residential **Sewer Access Charge** of **\$900.00** per annum, connected or unconnected.
- S. That in accordance with Best Practice Guidelines for Water, Council make an annual **Water Access Charge** for non-residential properties based on meter size.

Meter Size	Charge
Vacant	\$252.00
20 mm	\$252.00
25 mm	\$393.00
32 mm	\$645.00
40 mm	\$1,008.00
50 mm	\$1,575.00
65 mm	\$2,661.00
80 mm	\$4,032.00
100 mm	\$6,300.00
150 mm	\$14,175.00

- T. That in accordance with Best Practice Guidelines for Water, Council make an annual **Sewer Access Charge** for non-residential properties based on meter size.

Meter Size	Charge
Vacant	\$780.00

20 mm	\$780.00
25 mm	\$780.00
32 mm	\$780.00
40 mm	\$780.00
50 mm	\$780.00
65 mm	\$780.00
80 mm	\$780.00
100 mm	\$780.00
150 mm	\$780.00

U. For the year 2017/18, in accordance with Section 501 of the Local Government Act, 1993, Council make an annual Onsite Sewerage Management Annual Charge of \$20 for each onsite sewerage management system. This charge to be named Onsite Sewerage Management System Approval/Renewal.

BACKGROUND

The "Making of the Rate" is a legislative requirement as per Section 494, 535 and 548 of the Local Government Act 1993. The Minister of Local Government has approved the rate pegging increase of 1.5%.

The additional Annual Charges for Waste, On-Site Sewer Management and Liquid Trade Waste will be levied on the Rates Notice and classified within the Financial Statements under Rates & Annual Charges.

Annual usage charges for water and sewer will be charged through the issue of a Water Notice.

1. Water Usage

a) Residential - Water Usage Charge

Under 300 kl per annum \$3.00

Over 301 kl per annum \$3.75

b) Non-Residential - Water Usage Charge

Under 300 kl per annum \$3.00

Over 301 kl per annum \$3.00

2. Sewerage Usage

a) Residential – not applicable

b) Non-Residential – as below

Bombala	Charge per kl	Calculation
Sewer	\$0.25	Sewer Volume Charge Rate / kl Water Usage
Trade Waste	\$0.25	Liquid Trade Waste Charge Rate / kl Water Usage

Delegate	Charge per kl	Calculation
Sewer	\$0.95	Sewer Volume Charge Rate / kl Water Usage
Trade Waste	\$0.95	Liquid Trade Waste Charge Rate / kl Water Usage

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Making of 2018 Annual Rates and Charges will provide for equity within and between generations and will improve the accountability of decision makers.

2. Environmental

The making of the 2018 Ordinary Rates has no impact on the environment within the Bombala Region.

3. Economic

Total estimated ordinary rates to be raised from the 2018 Rates – Bombala Region is \$2,380,185

The 2018 total revenue raised for Snowy Monaro Regional Council for Annual Charges for Waste, On-Site Sewer Management, Liquid Trade Waste, Water Access and Sewer Access.

Budgeted Annual Charges	2018
Waste Management Charge	\$1,417,131
Domestic Waste Collection	\$1,631,280
Domestic Recycling Collection	\$708,840
Domestic Food and Garden Organic Collection Charge	\$131,355
Domestic Waste Vacant Land Charge	\$11,670
Bank of Bins	\$10,800
Residential Water	\$5,576,294
Residential Sewer	\$6,170,400
Non-Residential Water	\$2,689,927
Non-Residential Sewer	\$1,467,023

Year	DLG / IPart Rate Pegging	SRSC Approved Rate Increase
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15.2 MAKING THE 2018 ANNUAL RATES AND CHARGES - BOMBALA REGION

2007	3.60%	3.60%
2008	3.40%	3.40%
2009	3.20%	7.20%
2010	3.50%	3.50%
2011	2.60%	2.60%
2012	2.80%	2.80%
2013	3.60%	3.60%
2014	3.40%	3.40%
2015	2.30%	2.30%
2016	2.40%	2.40%
2017	1.80%	1.80%
**2018	1.50%	1.50%

** 2018 SMRC Rate Increase Subject to Council Resolution

4. Civic Leadership

The making of the 2018 Annual Rates and Charges complies with legislative requirements.

15.3 MAKING THE 2018 ANNUAL RATES AND CHARGES - SNOWY REGION

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Revenue Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.20 Annual Rates and charges are set in accordance with Policy and Legislation.
Attachments:	Nil
Cost Centre	4010 Financial Services
Project	2018 Annual Rates and Charges
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The "Making of the Rate" is a legislative requirement as per Section 494, 496, 535 and 548 of the Local Government Act 1993.

The Minister of Local Government has approved the rate pegging increase of 1.5%. This has been applied in full.

The 2018 Rates for the Snowy Monaro Regional Council – Snowy Region, has been set in accordance with the Local Government (Council Amalgamations) Proclamation 2016 of the 12 May 2016, Item 25 (2):

The structure for rates applied by a former council to rates levied for a parcel of land in a former area for the 2015/2016 rating year is to be applied by the new council to that parcel

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

OFFICER'S RECOMMENDATION

That Council considers making of the Rates separately for each Category and Sub-category in accordance with the approval of increased minimum rates by the Minister of Local Government.

Making and Levy of Ordinary Rates for the Snowy Region

- A. That pursuant to the provisions of Sections 494, 516, 535 and 548 of the Local Government Act 1993, an Ordinary Residential Rate, to be named '**Residential General Rate**' of **0.004960** rate in the dollar on the land value of all rateable land, being land that falls within the Residential Category, General Sub-Category in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Residential General Rate of **\$556.88** in respect of each separate parcel of rateable land in this category/sub-category;
 - B. That pursuant to the provisions of Sections 494, 516(c) 535 and 548 of the Local Government Act 1993, an Ordinary Residential Rate, to be named '**Rural Residential Rate**' of **0.00643580** rate in the dollar on the land value of all rateable land, being land that falls within the Residential Category, Rural Residential Sub-Category in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Rural Residential Rate of
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\$556.88 in respect of each separate parcel of rateable land in this category/sub-category;

- C. That pursuant to the provisions of Sections 494, 518, 535 and 548 of the Local Government Act 1993, an Ordinary Business Rate, to be named '**Business Rate**' of **0.0106830** rate in the dollar on the land value of all rateable land, being land that falls within the Business Category, Business Sub-Category in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Business Rate of **\$556.88** in respect of each separate parcel of rateable land in this category/sub-category;
- D. That pursuant to the provisions of Sections 494, 518, 535 and 548 of the Local Government Act 1993, an Ordinary Business Rate, to be named '**Business Electricity Generation Rate**' of **0.0085190** rate in the dollar on the land value of all rateable land, being land that falls within the Business Category, Business Electricity Generation Sub-Category in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Business Rate of **\$556.88** in respect of each separate parcel of rateable land in this category/sub-category;
- E. That pursuant to the provisions of Sections 494, 515, 535 and 548 of the Local Government Act 1993, an Ordinary Farmland Rate, to be named '**Farmland General Rate**' of **0.00505185** rate in the dollar on the land value of all rateable land, being land that falls within the Farmland Category, General Sub-Category in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Farmland General Rate of **\$556.88** in respect of each separate parcel of rateable land in this category/sub-category;
- F. That pursuant to the provisions of Sections 494, 517, 535 and 548 of the Local Government Act 1993, an Ordinary Mining Rate, to be named '**Mining Rate**' of **0.0106830** rate in the dollar on the land value of all rateable land, being land that falls within the Mining Category, in the Snowy Region, be now MADE for the year 1 July 2017 to 30 June 2018 (2018) SUBJECT to a minimum Mining Rate of **\$556.88** in respect of each separate parcel of rateable land in this category/sub-category

G. Levy of Rates

That rates as made be levied for the 2017-2018 year by service of a Rates and Charges Notice pursuant to Section 546 of the Local Government Act 1993.

Annual Charges

- H. That in accordance with Sections 496, 501 & 502 of the Local Government Act, 1993, Council make an Annual Charge for Waste Management Services

Waste Management Charge	\$101.00
Domestic Waste Collection Service	\$240.00
Domestic Recycling Collection Service	\$99.00
Bank of Bins Charge	\$200.00
Domestic Waste Vacant Land	\$15.00

- I. For the year 2017/18, in accordance with Section 501 of the Local Government Act, 1993, Council make an annual **Onsite Sewerage Management Annual Charge** of **\$20** for each onsite sewerage management system. This charge to be named Onsite Sewerage Management System Approval/Renewal.

- A. That in accordance with Section 501 of the Local Government Act, 1993, Council make an

annual **Liquid Trade Waste Charge** per annum for where the program exist.

Classification "A" Charging Category 1 – Low	\$215.00
Classification "B" Charging Category 1 – Low	\$240.00
Classification "A" Charging Category 2 – Medium	\$845.00
Classification "B" Charging Category 2 – Medium	\$845.00
Classification "S" Charging Category 2 – Medium	\$90.00
Classification "C" Charging Category 3 – High	\$1,675.00

W. That Water & Sewer Charges be noted.

X. Council resolves that for the year 2017/18, the maximum allowable interest rate of 7.5% be applied to all outstanding rates and charges.

BACKGROUND

The "Making of the Rate" is a legislative requirement as per Section 494, 535 and 548 of the Local Government Act 1993. The Minister of Local Government has approved the rate pegging increase of 1.5%.

The General Rate minimum amount has increased from \$548.65 to \$556.88

The additional Annual Charges for Waste, On-Site Sewer Management and Liquid Trade Waste will be levied on the Rates Notice and classified within the Financial Statements under Rates & Annual Charges.

Annual Charges for Water Access and Sewer Access will be charged through the issue of Water Notices on a Tri-annual basis.

The following annual charges will be applied to water:

Residential

2018 Annual Access Charge \$252.00

Usage Charges

Under 300 kl per annum \$ 3.00

Over 300 kl per annum * \$ 3.75

Non Residential

Annual Access Charge										
Meter Size	Vacant	20	25	32	40	50	65	80	100	150
2018	\$252	\$ 252	\$ 393	\$645	\$1,008	\$1,575	\$2,661	\$4,032	\$6,300	\$14,175

Usage Charges \$3.00 per k/l

The following annual charges will be applied to sewer:

Residential

2018 Annual Access Charge \$900.00

Non Residential

Annual Access Charge										
Meter Size	Vacant	20 mm	25 mm	32 mm	40 mm	50 mm	65 mm	80 mm	100 mm	150 mm
2018	\$891	\$891	\$1,389	\$2,277	\$3,561	\$5,562	\$9,399	\$14,241	\$22,251	\$50,064

Usage Charges per kl										
Meter Size	20 mm	25 mm	32 mm	40 mm	50 mm	65 mm	80 mm	100 mm	150 mm	
2018	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23
Discharge Factor	0.75	0.75	0.75	0.60	0.60	0.60	0.60	0.60	0.60	0.60

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Making of the 2018 Annual Rates and Charges will provide for equity within and between generations and will improve the accountability of decision makers.

2. Environmental

The making of the 2018 Ordinary Rates has no impact on the environment within the Snowy Region.

3. Economic

Total estimated ordinary rates to be raised from the 2018 Rates – Snowy Region is \$5,846,245

The total revenue raised for Snowy Monaro Regional Council for Annual Charges for Waste, On-Site Sewer Management, Liquid Trade Waste, Water Access and Sewer Access.

Budgeted Annual Charges	2018
Waste Management Charge	\$1,417,131
Domestic Waste Collection	\$1,631,280
Domestic Recycling Collection	\$708,840
Domestic Waste Vacant Land Charge	\$11,670
Bank of Bins	\$10,800
Residential Water	\$5,576,294
Residential Sewer	\$6,170,400
Non-Residential Water	\$2,689,927
Non-Residential Sewer	\$1,467,023

15.3 MAKING THE 2018 ANNUAL RATES AND CHARGES - SNOWY REGION

Year	DLG / IPart Rate Pegging	SRSC Approved Rate Increase
2007	3.60%	3.60%
2008	3.40%	3.40%
2009	3.20%	7.20%
2010	3.50%	3.50%
2011	2.60%	2.60%
2012	2.80%	2.80%
2013	3.60%	3.60%
2014	3.40%	3.40%
2015	2.30%	2.30%
2016	2.40%	2.40%
2017	1.8%	1.8%
**2018	1.5%	1.5%

** 2018 SMRC Rate Increase Subject to Council Resolution

4. Civic Leadership

The Making of the 2018 Annual Rates and Charges complies with legislative requirements.

16.1 WEBCASTING OF COUNCIL MEETINGS

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Manager Information & Communications Technology
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.13 Coordinate and initiate community engagement processes that facilitate participation in Council activities and decision making, and keep residents informed on local events, issues and planning
Operational Plan Action:	OP7.37 Increase public awareness of our service delivery through community education and consultation to establish an agreed level of service that the community is willing to pay for, linking in with the implementation of the proposed State Government
Attachments:	Nil
Cost Centre	3140.455.405 Project Expenses
Project	Webcasting Council Meetings
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Webcasting or live streaming of council meetings provides Council with an effective means to communicate information and the decision making processes to a wide geographical audience. Webcasting is currently being undertaken Councils across Australia and by at least four fellow members of CBRJO.

To achieve this capability, funding availability has been identified in the 2017 budget for the purpose of acquiring audio and video equipment and a live streaming service that would enable Council to broadcast Council meetings via the internet.

The amount of funding estimated for a fully implemented and managed live streaming service is \$48,600 ex GST in the first year assuming a three camera configuration with only a basic tabletop audio system in the Cooma office. Annual maintenance and service costs thereafter are estimated at approximately \$15,120 ex GST (subject to CPI increases).

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

OFFICER'S RECOMMENDATION

That Council engage InterStream to supply and install a managed live streaming solution at the Cooma Office.

BACKGROUND

Webcasting or live streaming is the live broadcast of an event utilising the internet. It provides a cheap and effective way to communicate and transmit events to a much wider viewing audience regardless of their location.

Webcasting of Council meetings is being increasingly undertaken by local government entities across Australia.

The objectives of utilising the internet to deliver audio visual feeds of council meetings align with Council's Strategic goal of community consultation and keeping residents informed, including:

- Enabling Council's capabilities around digital democracy
- Empowering residents to engage with Council by:
 - Providing access to council meetings without regard for distance.
 - Providing access to past meetings as they happened.
 - Providing an insight to the decision making process of Council.
 - Providing a more complete and contextual based access to information.

USE IN LOCAL GOVERNMENT

A number of the members of the CBRJO are currently webcasting their meetings including:

- Bega Valley Shire Council (Interstream)
- Eurobodalla Shire Council (Interstream)
- Goulburn Mulwaree Council (Interstream)
- Queanbeyan-Palerang Regional Council (Interstream)

Outside of the CBRJO, numerous council's across Australia are utilising various webcasting services from Interstream, Apstream and Livestream including but not limited to:

- Kiama, Mid-Western, Mosman, Parramatta, Shellharbour, Wollongong, Central Coast
- Melbourne, Cardinia, Greater Dandenong, Bayside, Campaspe, Kingston, Wellington

SERVICE AND FEATURES

A range of services are offered by the vendors, from a comprehensive managed service, down to a limited streaming service only (no installation).

Services/Features	InterStream	ApStream	LiveStream
Live Streaming	Yes	Yes	Yes
Agenda / Item Listings	Yes	Yes	
Archiving	Yes	Yes	Yes (Unlimited)
Editing	Yes		
Web Page Setup	Yes		

16.1 WEBCASTING OF COUNCIL MEETINGS

Hosting	Yes		Yes
Term	24 months	12 months	12 months
Installation	Yes	Yes	No
	Encoder Unit Provided	Requires PC and capture card	Requires PC and Capture Device

The services of InterStream have been utilised by the CBRJO group through LGP to establish live streaming facilities at the aforementioned councils. The InterStream solution is a full managed service, which is simple to setup and operate and is cost competitive.

A sample of web page information from the Bega Valley Shire Council shows links to the live streaming, archives and previous meeting quick links.

The screenshot shows the Bega Valley Shire Council website. At the top, there is a navigation menu with links for: My Property & Neighbourhood, Community & Leisure, Planning & Development, Environment & Health, Business & Investment, and Council & Infrastructure. The main heading is "Council meetings webcast". Below this, there is a large image of a modern building at night. To the right of the image, a "Next Meeting" box lists: Ordinary Council, Time: 2pm, Date: 7 June 2017. Below the image, there is a "Council Meetings" section with a paragraph explaining that from February 2016, the council is streaming live video and audio of its meetings. Below this is a "Previous Meetings" section with a table:

Meeting Number	Date	Meeting Type
View Council Meeting	17 May 2017	Ordinary Council
View Council Meeting	26 April 2017	Ordinary Council
View Council Meeting	26 April 2017	Ordinary Council
View Council Meeting	5 April 2017	Ordinary Council

On the right side of the page, there is a sidebar with a "MAIN" menu containing: LIVE STREAMING, ARCHIVED MEDIA, SCHEDULE OF MEETINGS, HELP, and CONTACT. Below the menu is a small image of a landscape and a "Welcome to Bega Valley Shire Council's Live webcast website of Council Meetings" section with a brief description of the service.

COSTS

Costs for a managed service vary depending on vendor offering and the level of services required.

- Setup, Installation & Training - \$1,700 per location (camera and audio mixer installation)
- Camera Equipment - \$3,000 to \$6,000 each
- Monthly Service cost \$350 to \$1,775 (depending on vendor and inclusions).
- Audio Mixer & POE - \$1,800 to \$2,500
- Audio System (Tabletop Microphones) - \$15,000 to \$30,000 (voting options and Audio loop for the hearing impaired)
- Cabling - \$1,500
- Computer or video encoding device – up to \$2,500
- Monthly Streaming Service Cost - \$1,260+ per month

As a guide, the cost to setup the chambers in Cooma in its current layout with a managed live streaming service would be:

ITEM	COST
Setup	\$1,800
Camera Equipment (3 camera configuration)	\$13,400
Computer or Video Encoding Unit	Included
Audio Mixer	\$1,900
Tabletop Audio System *	\$15,000
Cabling installation	\$1,400
TOTAL SETUP COST	\$33,500
ANNUAL ONGOING COSTS	\$15,120

** Note – Tabletop audio system specified above is a basic system and does not support audio loop for the hearing impaired or advanced option including vote recording. Pricing is*

SETUP REQUIREMENTS AND CONSIDERATIONS

Room Layout

- A round table arrangement requires additional cameras to cover all meeting participants and therefore comes at a higher cost to implement. – Cooma Chambers would require three cameras, to cover all participants on the round table. Goulburn is an example of a similar meeting room configuration.
- Where feasible, a reorganisation of chambers seating arrangement could facilitate a reduction in the number of cameras required and simplify installation, thereby reducing implementation costs by between \$4,000 and \$9,000.

Locations

- The recommendation will propose that a single installation in the initial phase would be implemented and used as a proof of concept to determine whether Council might extend the broadcast capability to other locations.

- Evaluating the single location solution may assist in determining whether or not broadcasting from multiple locations is required due to the accessibility of live streamed meetings. It may result in the removal of the requirement to hold meetings in multiple locations.

Network/Internet availability

- Councils existing internet connection from Berridale and Cooma would provide the requisite bandwidth for provision of live streaming of meetings.
- The Bombala link in its current state would not likely support live streaming. This would change when NBN or other service becomes available to Council and residents.

Camera Cabling Requirement

- Council will need to engage the services of AV cabling company to install required cables to connect the cameras to the AV area (CAT6 and Video Cable)

LEGAL & PRIVACY CONSIDERATIONS

Standard preamble

- A standard preamble can be adapted from those currently in use by other Councils. This preamble is typically read at the start of a meeting to advise attendees of the existence of the video cameras and the live streaming of the meeting.

Web page and video disclaimers

- Notification will need to be provided on Council's web site and on signage at the entrances to and within the chambers to advise attendees of the existence of the video cameras and the live streaming of the meeting.

Policy and guidelines

- Owing to the live nature of the broadcast it will be important for meeting participants to be aware that all of their actions and words will be immediately available to a larger audience. A policy and guideline may need to be established to assist in protecting all participants and organisations.

Risk Assessment

- A risk assessment been conducted around the proposal to live stream Council meetings:

RISK	CAUSE	EFFECT	TREATMENT	LIKELIHOOD	CONSEQUENCE
Defamatory statement	Defamatory statement is recorded and published via live streaming.	Council may be liable for defamatory statements made during the meeting. Risk is increased when broadcast live. Loss or reputation	Education of participants in avoiding defamatory statements	Possible	Major
Infringement of Copyright	Use, publishing or performing of copyrighted material without owners consent	Council might infringe on copyright owners exclusive right to the material and could face prosecution.	Obtain copyright owners consent. Avoid broadcasting material for which council has not obtained consent.	Possible	Moderate

16.1 WEBCASTING OF COUNCIL MEETINGS

Breach of Privacy or Disclosure of Personal Information	Use or disclosure of personal, health or sensitive information about an individual.	Council may be liable for breach of privacy if attendee is found to have used or disclosed personal information and that information is made public. Loss of Reputation	Review meeting content prior to meeting to ensure items pertaining to personal or private information are conducted in closed council and are not broadcast.	Possible	Severe
Publishing of Offensive Material	Broadcasting of Materials involving offensive content such as sex, drugs, violence, revolting or abhorrent phenomena	Council may be liable if it publishes materials involving offensive content which is likely to cause offense to a reasonable person. Loss of Reputation	Determine appropriateness of meeting content prior to meeting being broadcast.	Possible	Moderate
Offensive Behaviour	Offensive behaviour on basis of race, colour or national or ethnic origin	Council may be liable if it publishes material that is reasonably likely to offend, insult, humiliate or intimidate an individual or group of people on the basis of race, colour or national or ethnic origin. Loss of Reputation	Code of Conduct Education of participants in appropriate and expected behaviour	Possible	Major
Vilification or inciting hatred	Behaviour that incites hatred or ridicules groups on religious or racial grounds	Council may be liable if it publishes material that vilifies groups on religious or racial grounds. Loss of Reputation	Code of Conduct Education of participants in appropriate and expected behaviour	Possible	Major
Confidential or privileged council information	Some meeting items contain sensitive information such as litigation or commercial in confidence	Loss of Reputation Professional Indemnity Inconvenience or financial impact to third party. Litigation	Conduct in closed council, not broadcast	Possible	Major
Conflict of Interest	Comments by participants and broadcast may be perceived as a conflict of interest.	May convey an unfair advantage to a third party Result in loss of income to third party Loss of Reputation	Code of Conduct	Possible	Moderate

WEBCASTING OPTIONS

1. Do nothing – Council chooses not to undertake webcasting of Council meetings (Not recommended)

2. Install webcasting solution in one location at the Cooma Office (Recommended)

Requirements

- Engage vendor to supply and install solution

Costs – Total cost year one - \$48,620 ex GST

- Equipment and Installation – \$33,500 ex GST
- Maintenance and services year one – \$15,120 ex GST
- Ongoing annual maintenance and services - \$15,120 ex GST (subject to CPI)

3. Install webcasting equipment in three locations, Berridale, Cooma and Bombala (Not recommended)

Requirements

- Engage vendor to supply and install solution

Costs – Total cost year one - \$115,620 ex GST

- Equipment and Installation 3 locations @ \$33,500 ex GST each - \$100,500 ex GST
- Maintenance and services year one – \$15,120 ex GST
- Ongoing annual maintenance and services - \$15,120 ex GST (subject to CPI)

The preferred option is to install webcasting in one location i.e. the Cooma office and use this as the proof of concept to determine effectiveness and acceptance.

Following six months of webcasting from the Cooma office, a further analysis will be conducted to ascertain if the service will be extended to Berridale and Bombala, subject to costs and funding.

BUDGET

The funding for this webcasting project will be sourced from account 3140.455.405 Project Expenses, which currently has an available budget of \$33,800. Annual ongoing service costs will be funded from ICT operational budget.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The impacts to the community are advantages of increased access to information and the decision making process, allowing residents to gain a better understanding about the services and processes of Council.

2. Environmental

None anticipated.

3. Economic

First year costs for webcasting meetings from one location would start at around \$48,600 ex GST for a managed service. Each ongoing year would be \$15,000 ex GST (subject to CPI increases).

4. Civic Leadership

Webcasting of Council meetings demonstrates a commitment by Council to engage with its residents to provide greater access to the decision making process. It also provides a broader means of communication allowing greater access to information.

16.2 NEW POLICY - RELATED PARTY DISCLOSURES

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Finance Manager
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.17 Effective management of Council funds to ensure financial sustainability.
Attachments:	1. Draft Related Party Disclosures Policy ↓ 2. Related Party Disclosures Accounting Standard AASB 124 ↓ 3. Draft KMP Related Party Declaration From ↓
Cost Centre	NA
Project	NA
Further Operational Plan Actions:	NA

EXECUTIVE SUMMARY

The DRAFT Related Party Disclosures Policy as attached has undergone the appropriate staff consultation and is now presented to Council for adoption

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

OFFICER'S RECOMMENDATION

That Council

- A. Approve the Draft Related Party Disclosures Policy be placed on public exhibition for a period of 28 days; and
- B. At the conclusion of the public exhibition period, a further report be presented to Council advising any submissions received and recommending the new policy be adopted.

BACKGROUND

For periods commencing 1 July 2016, the requirements of AASB124 *Related Party Disclosures* will apply to General Purpose Financial Statements prepared by not-for-profit public sector entities.

The first reporting period that Snowy Monaro Regional Council will need to disclose Related Party Transactions in the Financial Statements is 1/7/2017 – 30/06/2018.

Council needs to implement suitable processes/mechanisms now to capture relevant related party information including information on Key Management Personnel (KMP). The processes should also facilitate capturing any changes that may occur, throughout the year (e.g. resignation of KMP). Key Management Personnel will include the General Manager, Directors and Councillors.

Any transaction between Council and these parties, whether monetary or otherwise, will need to be identified and may need to be disclosed.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

As this is a new requirement for Council and the information requested and reported of Key Management Personnel could be sensitive and sometimes difficult to obtain a period of public exhibition should minimise the impact on Key Management Personnel.

2. Environmental

There is no direct environmental impact as a result of this recommendation.

3. Economic

There are no additional costs associated with this recommendation.

4. Civic Leadership

Whilst these reporting requirements do not come into place for Snowy Monaro Regional Council until the period ending 30/06/2018, it is prudent that the Policy and processes be put in place now in order to capture this information in the coming financial year.

Policy



Title of Policy	SMRC Related Party Disclosures		
Responsible Department	Financial Services	Document Register ID	250.[document year].[document number].[document part]
Policy Owner	Manager Finance	Review Date	Date [document date1]
Date of Council Meeting	Date Approved [checklist 25002 10 DD LAST VALUE]	Resolution Number	Number [checklist 25002 11 DD LAST VALUE]
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Local Government (General) Regulation 2005 Privacy & Personal Information Protection Act 1998 Government Information (Public Access) Act 2009 Accounting Standard AASB 124 Local Government Code of Accounting Practice and Financial Reporting		
Aim	<p>The aim of this policy is to ensure that the existence of certain related party relationships and associated related party transactions, necessary for the users to understand the potential effects on the Financial Statements are properly identified. They should be recorded in Council's systems, and summarily disclosed in Council's General Purpose Financial Statements in compliance with <i>Australian Accounting Standards Boards AASB Related Party Disclosures July 2015 (AASB 124)</i>, the <i>Privacy and Personal Information Protection Act 1998 (PPIPA)</i> and the <i>Government Information (Public Access) Act 2009 (GIPA)</i></p> <p>Council, in complying with the disclosure requirements in AASB 124, will;</p> <ul style="list-style-type: none"> • Identify related party relationships, related party transactions and ordinary citizen transactions; • Identify information about the related party transactions for disclosure; • Establish systems to capture and record the related party transactions and information about those transactions; • Identify the circumstances in which disclosure of the items in the first two points about are required and; • Determine the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124. 		

1 Definitions

Word/Acronym/Phrase	Definition
Related Party	Is a person or entity that is related to the entity that is preparing its Financial Statements (in this Policy referred to as the 'Council'). A person or a close member of that person's family is related to the

	<p>Council if that person:</p> <ul style="list-style-type: none"> a) has control or joint control over the Council; b) has significant influence over the Council, or c) is a member of the Key Management Personnel of the Council or of a parent of the Council.
Related party transaction	Is the transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.
Close members of the family of a person	<p>Are those family members who may be expect to influence, or be influenced by, that person in their dealings with the Council and include;</p> <ul style="list-style-type: none"> a) that person’s children and spouse or domestic partner b) children of that person’s spouse or domestic partner; and c) dependants of that person or that person’s spouse or domestic partner.
Compensation	<p>Includes all employee benefits (as defined in AASB 119 Employee Benefits). Employee benefits are all forms of consideration paid, payable or provided by the Council, or on behalf of the Council, in exchange for services rendered to the Council. Compensation includes:</p> <ul style="list-style-type: none"> a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods and services) for current employees; b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; c) other long-term employee benefits, including long service leave or sabbatical leave, jubilee or other long service benefits, long-term disability benefits; and d) termination benefits.
Control	Is the power to govern the financial and operating policies of an Council so as to obtain benefits from its activities.
Joint Control	Is the contractually agreed sharing of control over an economic activity
Key management personnel	Are those persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly, including any director (whether executive or otherwise) of the Council.
Significant Influence	Is the power to participate in the financial and operating policy decision of the Council, but is not control over those policies. Significant influence may be gained by statute or agreement.

Arm’s Length Terms	Terms between parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"> a) neither party bearing the other any special duty or obligation; and b) the parties being unrelated and uninfluenced by the other; and c) each party having acted in its own interest.
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2 Application

This policy applies to those who have authority and responsibility for planning, directing and controlling the activities of Council and entities controlled by Council, including elected Councillors, the General Manager, Directors, and close family members who can be expected to influence or be influenced by the aforementioned key management personnel (KMP)

3 AASB 1245 Disclosure Requirements

3.1 Disclosures

To comply with AASB 124, for annual periods on or after 1 July 2016, Council will make the following disclosures in its General Purpose Financial Statements;

- a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- b) KMP compensation in total and for each of the following categories:
 - i) Short-term employee benefits;
 - ii) Post-employment benefits;
 - iii) Other long terms benefits; and
 - iv) Termination benefits.
- c) The information specified in Section 3.2 for related party transactions with the following persons during the period covered by the Financial Statements.
 - i) Council subsidiaries;
 - ii) Entities who are associated of Council or of a Council subsidiary;
 - iii) Joint ventures in which Council or a Council subsidiary is a joint venture;
 - iv) Council’s KMP
 - v) Other related parties, comprising:
 - A close family member of a KMP of Council;
 - Entities controlled or jointly controlled by a KMP of Council;
 - Entities controlled or jointly controlled by a close family member of a KMP of Council.

3.2 Disclosed Information

For each category of related party transactions specified in Section 3.1(c) Council will disclose the following information in Council’s General Purpose Financial Statements;

- a) The nature of the related party relationship;
- b) The amount of the transactions;
- c) The amount of outstanding balances, including commitments, and:

- i) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
- ii) Details of any guarantees given or received;
- d) Provision for doubtful debts related to the amount of outstanding balances; and
- e) The expenses recognised during the period in respect of bad or doubtful debts due from related parties.

3.3 Disclosed in Aggregate or Separate

For each related party category specified in Section 3.1(c), Council will disclose information specified in Section 3.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions in the Financial Statements of Council, having regard to the following criteria:

- a) the nature of the related party relationship;
- b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council)
- c) whether the transaction is carried out on non-arm's length terms
- d) whether the nature of the transaction is outside normal day-to-day business operations.

4 Identifying Council Related Party Relationships and Transactions

4.1 Identification

The Responsible Accounting Officer is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate Note 19 of the Financial Statements 'Interests in Other Entities'.

4.2 Control or Joint Control

To determine whether Council has control or joint control of an entity, the Responsible Accounting Officer is responsible for applying AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements.

4.3 Associate or Joint Venture

To determine whether an entity is an associate of, or in a joint venture with, Council or a Council subsidiary, the Responsible Accounting Officer is responsible for applying AASB 128 Investments in Associates and Joint Ventures.

4.4 Electronic Investigation

The Responsible Accounting Officer is responsible for investigating through Council's business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

4.5 Information Extraction

The Responsible Accounting Officer is responsible for identifying and extracting information specified in Section 3.2 against each existing related party transaction in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

4.6 Manual Investigation and Recording of Information

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in Section 3.2 for the subject transaction in the register of related party transactions.

5 Identifying Related Party Transactions with KMP and their close family members

5.1 Related Party Declarations

KMP must provide a related party declaration in the form set out in the Related Party Declaration Form, notifying any close family members or entities controlled or jointly controlled by them or any of their close family members to the Group Manager - Governance by no later than the following periods during a financial year (Specified Notification Period):

- a) 30 days after the commencement of the application of this policy
- b) 30 days after a KMP commences their term of employment with Council.
- c) 30 June each year

5.2 Related Party Declaration Form

At least 30 days before a specified notification period, the Group Manager – Governance will provide KMP with a Related Party Declaration Form.

5.3 Other Notifications

The notification requirements in Section 5 are in addition to the notifications a KMP must comply with:

- a) For councillors, the Code of Conduct, and
- b) Senior Executive officers who are KMP, the Code of Conduct, and
- c) The disclosure of interest in a written return pursuant to Section 450A of the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

5.4 Information Extraction

The Responsible Accounting Officer is responsible for identifying information specified in Section 3.2 against each notified related party in Council's business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

5.5 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- a) A register of interest of the KMP and persons related to the KMP
- b) Minutes of Council and committee meetings.
- c) Council's Contracts Register.

5.6 Manual Investigation and Recording of Information

For related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and recording the information specified in Section 3.2 for the subject transaction in the register of related party transactions.

6 Ordinary Citizen Transactions

6.1 Non-material in Nature

Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

6.2 Material in Nature

Council will disclose in its Financial Statements in accordance with Section 3, related party transactions that are ordinary citizen transactions assessed to be material in nature.

6.3 Materiality assessment

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the Financial Statements having regard to criteria specified in Section 3.3. As a general rule, Council will utilise \$50,000 as a threshold for materiality.

6.4 Information Extraction

The Responsible Accounting Officer is responsible for identifying information specified in Section 3.2 against each related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

7 Register of Related Party Transactions

7.1 Maintain a register

The Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section 3.2 for each

existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

7.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction;

- a) the description of the related party transaction
- b) the name of the related party.
- c) the nature of the related party's relationship with Council.
- d) whether the related party transaction is existing or potential
- e) a description of the transactional documents the subject of the related party transaction.
- f) the information specified in Section 3.2

8 Information Privacy

8.1 Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a Government Information (Public Access) Act (GIPA) application:

- a) information (including personal information) provided by a KMP in a related party declaration; and
- b) personal information contained in a register of related party transactions.

8.2 When Consent is required

Except as specified in the policy, Council and other permitted recipients will not use or disclose personal information provided in a related party declaration by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

8.3 Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party declaration or contained in a register of related party transactions for the purposes specified in Section 8.4;

- a) General Manager
- b) Directors
- c) Responsible Accounting Officer
- d) Group Manager – Governance
- e) An Auditor of Council
- f) Other Council Officers as delegated by the General Manager.

8.4 Permitted Purpose

A person specified in Section 8.3 may access, use and disclose information (including personal information) in a related party declaration or contained in a register of related party transactions for the following purposes:

- a) to assess and verify a related party transaction
- b) to reconcile identified related party transactions against those notified in a related party declaration or contained in a register of related party transactions
- c) to comply with the disclosure requirements of AASB 124
- d) to verify compliance with disclosure requirements of AASB 124.

9 Government Information (Public Access) Act (GIPA Status)

9.1 No Public Inspection

The following documents are not open to or available for inspection by the public

- a) related party declaration provided by a KMP; and
- b) a register of related party transactions.

9.2 Not GIPA – accessible

A GIPA application seeking access to;

- a) a document or information (including personal information) provided by KMP in a related party declaration; or
- b) personal information contained in a register of related party transactions;

will be refused on the grounds the document contains information for which there is an overriding public interest against disclosure, pursuant to Section 14 of GIPA.

Documentation

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

250.2016.2.1 Payment of Expenses and Provision of Facilities for Mayor and Councillors

250.2016.1.1 Code of Conduct

250.2017.#.1 Related Party Declaration Form

Variation

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

AASB Standard

AASB 124
July 2015

Related Party Disclosures



Australian Government

**Australian Accounting
Standards Board**

Obtaining a copy of this Accounting Standard

This Standard is available on the AASB website: www.aasb.gov.au.

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ISSN 1036-4803

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AVAILABLE ON THE AASB WEBSITE

Basis for Conclusions on IAS 24

Australian Accounting Standard AASB 124 *Related Party Disclosures* is set out in paragraphs 1 – Aus29.2 and Appendices A – B and the Australian Implementation Guidance. All the paragraphs have equal authority. Paragraphs in **bold type** state the main principles. AASB 124 is to be read in the context of other Australian Accounting Standards, including AASB 1048 *Interpretation of Standards*, which identifies the Australian Accounting Interpretations, and AASB 1057 *Application of Australian Accounting Standards*. In the absence of explicit guidance, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* provides a basis for selecting and applying accounting policies.

Comparison with IAS 24

AASB 124 *Related Party Disclosures* incorporates IAS 24 *Related Party Disclosures* issued by the International Accounting Standards Board (IASB). Australian-specific paragraphs (which are not included in IAS 24) are identified with the prefix “Aus”. Paragraphs that apply only to not-for-profit entities begin by identifying their limited applicability.

Tier 1

For-profit entities complying with AASB 124 also comply with IAS 24.

Not-for-profit entities’ compliance with IAS 24 will depend on whether any “Aus” paragraphs that specifically apply to not-for-profit entities provide additional guidance or contain applicable requirements that are inconsistent with IAS 24.

Tier 2

Entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements (Tier 2) will not be in compliance with IFRSs.

AASB 1053 *Application of Tiers of Australian Accounting Standards* explains the two tiers of reporting requirements.

Accounting Standard AASB 124

The Australian Accounting Standards Board makes Accounting Standard AASB 124 *Related Party Disclosures* under section 334 of the *Corporations Act 2001*.

Dated 24 July 2015

Kris Peach
Chair – AASB

Accounting Standard AASB 124 *Related Party Disclosures*

Objective

- 1 The objective of this Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Scope

- 2 **This Standard shall be applied in:**
- (a) identifying related party relationships and transactions;
 - (b) identifying outstanding balances, including commitments, between an entity and its related parties;
 - (c) identifying the circumstances in which disclosure of the items in (a) and (b) is required; and
 - (d) determining the disclosures to be made about those items.
- 3 **This Standard requires disclosure of related party relationships, transactions and outstanding balances, including commitments, in the consolidated and separate financial statements of a parent or investors with joint control of, or significant influence over, an investee presented in accordance with AASB 10 *Consolidated Financial Statements* or AASB 127 *Separate Financial Statements*. This Standard also applies to individual financial statements.**
- 4 Related party transactions and outstanding balances with other entities in a group are disclosed in an entity's financial statements. Intragroup related party transactions and outstanding balances are eliminated, except for those between an investment entity and its subsidiaries measured at fair value through profit or loss, in the preparation of consolidated financial statements of the group.

Purpose of related party disclosures

- 5 Related party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, the entity has the ability to affect the financial and operating policies of the investee through the presence of control, joint control or significant influence.
- 6 A related party relationship could have an effect on the profit or loss and financial position of an entity. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer. Also, transactions between related parties may not be made at the same amounts as between unrelated parties.
- 7 The profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties. For example, a subsidiary may terminate relations with a trading partner on acquisition by the parent of a fellow subsidiary engaged in the same activity as the former trading partner. Alternatively, one party may refrain from acting because of the significant influence of another—for example, a subsidiary may be instructed by its parent not to engage in research and development.

- 8 For these reasons, knowledge of an entity's transactions, outstanding balances, including commitments, and relationships with related parties may affect assessments of its operations by users of financial statements, including assessments of the risks and opportunities facing the entity.

Definitions

- 9 The following terms are used in this Standard with the meanings specified:

A *related party* is a person or entity that is related to the entity that is preparing its financial statements (in this Standard referred to as the 'reporting entity').

- (a) A person or a close member of that person's family is related to a reporting entity if that person:
- (i) has control or joint control of the reporting entity;
 - (ii) has significant influence over the reporting entity; or
 - (iii) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- (b) An entity is related to a reporting entity if any of the following conditions applies:
- (i) The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - (vi) The entity is controlled or jointly controlled by a person identified in (a).
 - (vii) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - (viii) The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

A *related party transaction* is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

Compensation includes all employee benefits (as defined in AASB 119 *Employee Benefits*) including employee benefits to which AASB 2 *Share-based Payment* applies. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:

- (a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- (b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;

- (c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- (d) termination benefits; and
- (e) share-based payment.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

Government refers to government, government agencies and similar bodies whether local, national or international.

A *government-related entity* is an entity that is controlled, jointly controlled or significantly influenced by a government.

The terms 'control' and 'investment entity', 'joint control' and 'significant influence' are defined in AASB 10, AASB 11 *Joint Arrangements* and AASB 128 *Investments in Associates and Joint Ventures* respectively and are used in this Standard with the meanings specified in those Australian Accounting Standards.

- 10 In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.
- 11 In the context of this Standard, the following are not related parties:
- (a) two entities simply because they have a director or other member of key management personnel in common or because a member of key management personnel of one entity has significant influence over the other entity.
 - (b) two joint venturers simply because they share joint control of a joint venture.
 - (c)
 - (i) providers of finance,
 - (ii) trade unions,
 - (iii) public utilities, and
 - (iv) departments and agencies of a government that does not control, jointly control or significant influence the reporting entity,
 simply by virtue of their normal dealings with an entity (even though they may affect the freedom of action of an entity or participate in its decision-making process).
 - (d) a customer, supplier, franchisor, distributor or general agent with whom an entity transacts a significant volume of business, simply by virtue of the resulting economic dependence.
- 12 In the definition of a related party, an associate includes subsidiaries of the associate and a joint venture includes subsidiaries of the joint venture. Therefore, for example, an associate's subsidiary and the investor that has significant influence over the associate are related to each other.

Disclosures

All entities

- 13 **Relationships between a parent and its subsidiaries shall be disclosed irrespective of whether there have been transactions between them. An entity shall disclose the name of its parent and, if different, the ultimate controlling party. If neither the entity's parent nor the ultimate controlling party produces consolidated financial statements available for public use, the name of the next most senior parent that does so shall also be disclosed.**

Aus13.1	When any of the parent entities and/or ultimate controlling parties named in accordance with paragraph 13 is incorporated or otherwise constituted outside Australia, an entity shall:
	(a) identify which of those entities is incorporated overseas and where; and
	(b) disclose the name of the ultimate controlling entity incorporated within Australia.

- 14 To enable users of financial statements to form a view about the effects of related party relationships on an entity, it is appropriate to disclose the related party relationship when control exists, irrespective of whether there have been transactions between the related parties.
- 15 The requirement to disclose related party relationships between a parent and its subsidiaries is in addition to the disclosure requirements in AASB 127 and AASB 12 *Disclosure of Interests in Other Entities*.
- 16 Paragraph 13 refers to the next most senior parent. This is the first parent in the group above the immediate parent that produces consolidated financial statements available for public use.
- 17 **An entity shall disclose key management personnel compensation in total and for each of the following categories:**
- | | |
|-----|-------------------------------|
| (a) | short-term employee benefits; |
| (b) | post-employment benefits; |
| (c) | other long-term benefits; |
| (d) | termination benefits; and |
| (e) | share-based payment. |
- 17A **If an entity obtains key management personnel services from another entity (the 'management entity'), the entity is not required to apply the requirements in paragraph 17 to the compensation paid or payable by the management entity to the management entity's employees or directors.**
- 18 **If an entity has had related party transactions during the periods covered by the financial statements, it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements. These disclosure requirements are in addition to those in paragraph 17. At a minimum, disclosures shall include:**
- | | | | | | |
|------|---|-----|---|------|--|
| (a) | the amount of the transactions; | | | | |
| (b) | the amount of outstanding balances, including commitments, and: <table border="1"> <tr> <td>(i)</td> <td>their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and</td> </tr> <tr> <td>(ii)</td> <td>details of any guarantees given or received;</td> </tr> </table> | (i) | their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and | (ii) | details of any guarantees given or received; |
| (i) | their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and | | | | |
| (ii) | details of any guarantees given or received; | | | | |
| (c) | provisions for doubtful debts related to the amount of outstanding balances; and | | | | |
| (d) | the expense recognised during the period in respect of bad or doubtful debts due from related parties. | | | | |
- 18A **Amounts incurred by the entity for the provision of key management personnel services that are provided by a separate management entity shall be disclosed.**
- 19 **The disclosures required by paragraph 18 shall be made separately for each of the following categories:**
- | | |
|-----|--|
| (a) | the parent; |
| (b) | entities with joint control of, or significant influence over, the entity; |
| (c) | subsidiaries; |
| (d) | associates; |
| (e) | joint ventures in which the entity is a joint venturer; |
| (f) | key management personnel of the entity or its parent; and |
| (g) | other related parties. |
- 20 The classification of amounts payable to, and receivable from, related parties in the different categories as required in paragraph 19 is an extension of the disclosure requirement in AASB 101 *Presentation of Financial Statements* for information to be presented either in the statement of financial position or in the notes. The categories are extended to provide a more comprehensive analysis of related party balances and apply to related party transactions.
- 21 The following are examples of transactions that are disclosed if they are with a related party:
- | | |
|-----|---|
| (a) | purchases or sales of goods (finished or unfinished); |
| (b) | purchases or sales of property and other assets; |
| (c) | rendering or receiving of services; |

- (d) leases;
 - (e) transfers of research and development;
 - (f) transfers under licence agreements;
 - (g) transfers under finance arrangements (including loans and equity contributions in cash or in kind);
 - (h) provision of guarantees or collateral;
 - (i) commitments to do something if a particular event occurs or does not occur in the future, including executory contracts¹ (recognised and unrecognised); and
 - (j) settlement of liabilities on behalf of the entity or by the entity on behalf of that related party.
- 22 Participation by a parent or subsidiary in a defined benefit plan that shares risks between group entities is a transaction between related parties (see paragraph 42 of AASB 119).
- 23 Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions are made only if such terms can be substantiated.
- 24 **Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.**

Government-related entities

- 25 **A reporting entity is exempt from the disclosure requirements of paragraph 18 in relation to related party transactions and outstanding balances, including commitments, with:**
- (a) a government that has control or joint control of, or significant influence over, the reporting entity; and
 - (b) another entity that is a related party because the same government has control or joint control of, or significant influence over, both the reporting entity and the other entity.
- 26 **If a reporting entity applies the exemption in paragraph 25, it shall disclose the following about the transactions and related outstanding balances referred to in paragraph 25:**
- (a) the name of the government and the nature of its relationship with the reporting entity (ie control, joint control or significant influence);
 - (b) the following information in sufficient detail to enable users of the entity's financial statements to understand the effect of related party transactions on its financial statements:
 - (i) the nature and amount of each individually significant transaction; and
 - (ii) for other transactions that are collectively, but not individually, significant, a qualitative or quantitative indication of their extent. Types of transactions include those listed in paragraph 21.
- 27 In using its judgement to determine the level of detail to be disclosed in accordance with the requirements in paragraph 26(b), the reporting entity shall consider the closeness of the related party relationship and other factors relevant in establishing the level of significance of the transaction such as whether it is:
- (a) significant in terms of size;
 - (b) carried out on non-market terms;
 - (c) outside normal day-to-day business operations, such as the purchase and sale of businesses;
 - (d) disclosed to regulatory or supervisory authorities;
 - (e) reported to senior management;
 - (f) subject to shareholder approval.

Effective date and transition

- 28 [Deleted by the AASB]

¹ AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* defines executory contracts as contracts under which neither party has performed any of its obligations or both parties have partially performed their obligations to an equal extent.

- Aus28.1 An entity shall apply this Standard for annual periods beginning on or after 1 July 2016. Earlier application is permitted for periods beginning on or after 1 January 2014 but before 1 July 2016. If an entity applies this Standard for a period beginning before 1 July 2016, it shall disclose that fact.
- Aus28.2 AASB 2015-6 *Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities* amended the previous version of this Standard as follows: deleted paragraph Aus1.3, amended paragraph Aus9.1 and added the Australian Implementation Guidance for Not-for-Profit Public Sector Entities. An entity shall apply those amendments for annual periods beginning on or after 1 July 2016. Earlier application is permitted. Those amendments shall be applied prospectively as at the beginning of the annual period in which this Standard is initially applied. For example, a not-for-profit public sector entity shall apply this Standard prospectively as at the beginning of the annual period in which this Standard is initially applied.
- 28A–
28B [Deleted by the AASB]
- 28C AASB 2014-1 *Amendments to Australian Accounting Standards*, issued in June 2014, amended the previous version of this Standard as follows: amended paragraph 9 and added paragraphs 17A and 18A. An entity shall apply that amendment for annual periods beginning on or after 1 July 2014. Earlier application is permitted. If an entity applies that amendment for an earlier period it shall disclose that fact.

Withdrawal of IAS 24 (2003)

- 29 [Deleted by the AASB]

Commencement of the legislative instrument

- Aus29.1 For legal purposes, this legislative instrument commences on 30 June 2016.

Withdrawal of AASB pronouncements

- Aus29.2 This Standard repeals AASB 124 *Related Party Disclosures* issued in December 2009. Despite the repeal, after the time this Standard starts to apply under section 334 of the Corporations Act (either generally or in relation to an individual entity), the repealed Standard continues to apply in relation to any period ending before that time as if the repeal had not occurred.
- [Note: When this Standard applies under section 334 of the Corporations Act (either generally or in relation to an individual entity), it supersedes the application of the repealed Standard.]

Appendix A Australian defined terms

This appendix is an integral part of AASB 124.

Aus9.1 The following terms are also used in this Standard with the meaning specified.

Director means:

- (a) a person who is a director under the Corporations Act; and
- (b) in the case of entities governed by bodies not called a board of directors, a person who, regardless of the name that is given to the position, is appointed to the position of member of the governing body, council, commission or authority.

Remuneration is compensation as defined in this Standard.

Aus9.1.1 Although the defined term 'compensation' is used in this Standard rather than the term 'remuneration', both words refer to the same concept and all references in the Corporations Act to the remuneration of directors and executives is taken as referring to compensation as defined and explained in this Standard.

Appendix B Australian reduced disclosure requirements

This appendix is an integral part of AASB 124.

AusB1 The following do not apply to entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements:

- (a) paragraphs Aus13.1, 26 and 27;
- (b) in paragraph 17, the text “and for each of ... (e) share-based payment”; and
- (c) in paragraph 22, the text “(see paragraph 42 of AASB 119)”.

Entities applying Australian Accounting Standards – Reduced Disclosure Requirements may elect to comply with some or all of these excluded requirements.

AusB2 The requirements that do not apply to entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements are also identified in this Standard by shading of the relevant text.

Australian implementation guidance for not-for-profit public sector entities

This guidance is an integral part of AASB 124 and has the same authority as the other parts of the Standard. The guidance applies only to public sector entities. The guidance does not apply to private sector entities or affect their application of AASB 124.

- IG1 AASB 124 *Related Party Disclosures* incorporates International Financial Reporting Standard IAS 24 *Related Party Disclosures*, issued by the International Accounting Standards Board. Consequently, much of the text of the body of this Standard and the Illustrative Examples is expressed from the perspective of for-profit entities. The AASB has prepared this guidance to explain and illustrate the principles in the Standard to assist application of the Standard by not-for-profit public sector entities, particularly to address circumstances where a for-profit perspective does not readily translate to a not-for-profit public sector perspective. This guidance also assists not-for-profit public sector entities in determining the extent of the information necessary to meet the objective of the Standard. This guidance does not remove the need for judgement to be applied by an entity in complying with the requirements of the Standard.
- IG2 This guidance addresses a range of matters affecting not-for-profit public sector entities broadly in the order in which the related paragraphs appear in the body of the Standard. Illustrative examples are provided in the implementation guidance. The examples apply by analogy to types of not-for-profit public sector entities other than those identified in the examples and similar circumstances. It is the facts and circumstances in any case, not simply the type of not-for-profit public sector entity, that need to be assessed in determining the appropriate disclosures that apply.

Identification of key management personnel

- IG3 Paragraph 9 of the Standard defines key management personnel as being those persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of the entity. In a public sector context, entities should consider the facts and circumstances, including the terms of the relevant legislative instruments that give rise to the entity, in assessing whether a person is a member of the key management personnel, as defined, of the entity. For example, the facts and circumstances may reflect that not all persons described as 'senior executive staff' or 'Secretary' or 'Minister' may be a member of the key management personnel of the entity. Similarly, in relation to a not-for-profit public sector entity, the facts and circumstances may reflect that a person's powers do not give rise to a capacity to direct or control the activities of an entity, where the powers are only ceremonial or procedural in substance.
- IG4 Normally, the determination of key management personnel is similar for entities in the public sector and the private sector. However, ministerial-type roles do not normally arise in a private sector context. A Minister would be a member of the key management personnel of an entity that is within the Minister's portfolio if the Minister has the "authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly". In some entities or jurisdictions, the responsible Minister may not, in substance, have such authority and responsibility over the activities of the entity, and consequently would not meet the definition of key management personnel.
- IG5 A Minister may be a member of the key management personnel of an entity where the Minister's role and responsibilities result in the Minister forming part of the group of persons tasked with determining the direction of the entity. It would be uncommon for a Minister to be a member of the key management personnel of an entity that is within their portfolio where the entity is not otherwise controlled by the government, as the government's powers and functions (executed by the Minister) in relation to that entity would have formed part of the government's assessment of whether it controls the entity. Whether a Minister is a member of the key management personnel of an entity controlled by the government will depend on the facts and circumstances that apply in each instance, as the determination of the key management personnel of an entity is made on an entity by entity basis. Accordingly, a member of the key management personnel of the government is not necessarily also a member of the key management personnel of each entity controlled by that government (see also paragraph IG10).
- IG6 Examples 1–6 illustrate application of the definition of key management personnel by not-for-profit public sector entities. These examples do not limit the persons who may be key management personnel of a not-for-profit public sector entity to only those roles described.

Example 1

Minister A is the Australian Minister for Education and Training. Minister A administers their portfolio through the Department of Education and Training (the Department), a controlled entity of the Australian Government. Minister A is accountable to Parliament for the actions of the Department. As part of the portfolio, the Minister is responsible for:

- education policy and programs including schools, vocational, higher education and Indigenous education, but excluding migrant adult education;
 - education and training transitions policy and programs;
 - science awareness programs in schools;
 - training, including apprenticeships and training services;
 - policy, co-ordination and support for education exports and services; and
 - income support policies and programs for students and apprentices.
- Minister B is the Assistant Minister for Education and Training. Assistant Ministers are appointed to assist Ministers in prioritising work, to provide a training experience for future Ministers, to facilitate public access to the Ministers and to enable the bureaucracy to have an ongoing point of contact so that parliamentary correspondence and other parliamentary administrative issues are neither overlooked nor downgraded. As an Assistant Minister, Minister B cannot:
- sit as a Minister in Cabinet;
 - attend a meeting of the Executive Council or sign Executive Council Minutes on behalf of the Minister;
 - perform any duties in Parliament on behalf of the Minister including answering questions without notice, presenting Ministerial Statements, tabling documents and introducing legislation; or
 - appear before a Committee of Parliament on behalf of the Minister.

The Department is responsible for delivering national policies and programs that help Australians access quality early childhood education, school education, higher education, vocational education and training, international education and research. The Department is headed by the Secretary of the Department, who reports to the Australian Minister for Education and Training. At the same time, the Secretary also makes reports to the Assistant Minister for Education and Training. The Secretary of the Department, and two Associate Secretaries and a Deputy Secretary within the Department, operate as the executive management team responsible for the day-to-day delivery of the Department's services.

Based on the facts and circumstances above, Minister A, the Secretary of the Department, and the two Associate Secretaries and Deputy Secretary are members of the key management personnel of the Department as they have the authority and responsibility for planning, directing and controlling the activities of the entity. Minister A's role is akin to that of a director in a company, as the Minister discharges their role and responsibilities regarding the Department and is ultimately responsible for the performance of the Department. Minister B is not a member of the key management personnel of the Department as Minister B's role supports that of the Minister, rather than having any authority and responsibility for planning, directing and controlling the activities of the Department in Minister B's own right.

Example 2

The Cabinet is a group within the Australian Government (the Commonwealth of Australia) comprising the Prime Minister and a number of senior Ministers. All current Ministers are part of the Executive Council, but not all Ministers are also part of Cabinet. The Governor-General is the chair of the Executive Council.

Minister A, the Australian Minister for Education and Training, is part of Cabinet. Minister B, the Assistant Minister for Education and Training is not part of Cabinet but is part of the Executive Council. Minister D, the Minister for Justice, is also not part of Cabinet but is part of the Executive Council.

Cabinet's role is to direct the overall government policy and make decisions about national issues. In Cabinet meetings, Ministers also present bills from their government departments. Cabinet examines these bills, and recommends whether bills should proceed to Parliament or changes should be made. A Minister who is not part of Cabinet may be invited to a Cabinet meeting to speak about developments within their portfolio. The Cabinet is accountable to Parliament for the running of the government.

The Executive Council is a constitutional body charged with advising the Governor-General. Legally, members of the Executive Council are chosen by the Governor-General; however, in practice, all current Ministers are part of the

Executive Council. The Executive Council acts as a formal ratification body for the decisions of Cabinet, and is required to undertake a range of functions including making proclamations, regulations and ordinances as delegated by various Acts of Parliament, issuing writs for elections, appointing public servants and recommending the appointment of judges.

Section 61 of the Australian Constitution provides that “The executive power of the Commonwealth is vested in the Queen and is exercisable by the Governor-General as the Queen’s representative, and extends to the execution and maintenance of this Constitution, and of the laws of the Commonwealth”. However, the Governor-General is bound by convention to follow the advice of the Executive Council.

Based on the facts and circumstances above, Minister A is a member of the key management personnel of the Australian Government. As part of Cabinet and having regard to Cabinet’s powers, Minister A has the authority and responsibility for planning, directing and controlling the activities of the Australian Government. In addition, as a member of the key management personnel of the Australian Government, Minister A is also a related party of any entities controlled by the Australian Government, consistent with paragraph 9 of the Standard.

Minister B and Minister D are unlikely to be members of the key management personnel of the Australian Government as, although they are part of the Executive Council, they are outside the group of persons responsible for making decisions about the overall running of the government. Further, in substance, neither the members of the Executive Council nor Governor-General have the authority and responsibility for directing and controlling the activities of the Australian Government, and accordingly, are not members of the key management personnel of the Australian Government reporting entity.

Example 3

University XYZ is a not-for-profit public sector entity established under an Act of the State Government. The State Government has determined that it does not control the University.

The governing body of the University is the University Council. The University Council consists of 17 members, five of whom are appointed directly or indirectly by the State Minister for Education. The Chair of the University Council is the Chancellor, who is the formal head of the University. The Chancellor is responsible for ensuring the efficient operation of the University Council in the performance of its governance role, presiding at ceremonial occasions of the University and acting as a signatory to official statutory reports of the University.

The Act specifies that the University Council’s responsibilities, powers and functions include:

- approving the mission, strategic direction and annual budget and business plan of the University;
- establishing policies (‘university statutes and regulations’) relating to the governance and operation of the University, including trusts and endowments, and research, development, consultancy, commercial activities and other services undertaken for commercial organisations or public bodies;
- developing guidelines (if any) concerning the carrying out of commercial activities, finance and property matters, or any other related matter;
- overseeing the management of the property, finances and business affairs of the University, such as risk management across the University, including its commercial activities;
- any other powers and functions conferred on it by or under legislation or any university statute or regulation; and
- the power to do anything else necessary or convenient to be done for or in connection with its powers and functions.

The University Council has a range of powers and functions that it can exercise directly, including the following:

- appointing the Vice-Chancellor, who is the chief executive officer of the University and responsible for the conduct of the University’s affairs in all matters;
- determining the composition of borrowings within the parameters set by the State Government;
- approving the University’s budget for a financial year, incorporating total revenue and the planned revenue sources, including planning the mix between teaching, research and commercial activities, the fees and charges to apply to those activities, and the type and value of government grants desired;
- determining the course mix and target student mix, such as vocational, undergraduate, graduate and executive courses, on-campus or distance learning, and local and international students;
- appointing staff and determining their terms and conditions;

- deciding whether to operate through multiple campuses and how to utilise the University's infrastructure; and
- making university regulations with respect to any matter relating to the University.

The University Council has delegated the day-to-day management responsibilities and other functions to the University's executive and other senior staff in order to be able to focus on the broader policy and strategic issues.

The State Minister for Education has the following powers and functions as part of the Minister's role in the State Government:

- fixing the remuneration and fees to be paid to University Council members who are not full-time staff of the University or holders of statutory office;
- approving (or vetoing) University statutes and guidelines made by the University Council;
- declaring an activity to be a university commercial activity;
- making interim guidelines concerning university commercial activities and finance and property matters – these apply unless replaced by University-submitted guidelines approved by the Minister;
- in conjunction with the State Treasurer, approving the limits and conditions (eg security) for University borrowings;
- approving (or vetoing) the disposal of land that was previously Crown land granted to the University;
- requesting commercial and financial reports from the University;
- referring a university commercial activity or any aspect thereof to the auditor-general for investigation; and
- ensuring that the University complies with certain rights specified in State Government grants provided to the University – some of the grants are required to be repaid if not applied as specified.

Based on the facts and circumstances above, as the State Government has determined that it does not control the University, it is unlikely that the State Minister for Education, as the executor of the State Government's powers, is a member of the key management personnel of the University, as the evaluation of control includes an assessment of the State Government's ability to direct the activities that most significantly affect the University's outcomes. The State Minister's powers and functions (provided to the position) may restrict the way in which the University operates, but do not of themselves give the State Minister authority and responsibility for the activities of the University.

Rather, based on the facts and circumstances above, it is the University Council (who are akin to a board of directors, with the Chancellor akin to a non-executive chairman) and the University's executive and other senior staff who have the authority and responsibility for planning, directing and controlling the activities of the University.

The purpose of this Example is to assist entities with the identification of key management personnel of a not-for-profit public sector entity. However, an entity should also consider whether the State Minister for Education, or the State Government, will otherwise meet the definition of a related party of the University (see paragraph 9 of the Standard).

Example 4

The LMN local government (the Council) is a local government entity created under a State's Local Government Act (the Act) and is subject to a wide range of State Government regulatory powers. The interest of the State Government in the activities of the Council is primarily to ensure that the general objectives set out in the Act are being achieved or furthered. The State Government's rights in respect of the Council are held primarily by the State Minister for Local Government. These rights allow the State Government (via the State Minister for Local Government) to advise or guide the Council in its activities, or under particular circumstances, to intervene in the activities of the Council.

Minister X is the State Minister for Local Government. The Minister administers their portfolio through the Local Government branch of the State Department of Transport, Planning and Local Infrastructure (the Department). As part of the Minister's role and responsibilities, Minister X is responsible for:

- the scrutiny of councils, including municipal boundaries;
- making recommendations for allocation of project grants to local governments for projects;
- overseeing tendering processes for council services;
- ensuring the concerns of local governments are communicated to the State Cabinet; and
- the coordination of council community and infrastructure work at a State level.

The Council's primary objective is to achieve the best outcomes for the local community over the long term. The Council is empowered by the Act to do all things necessary and convenient for the achievement of its objectives and the performance of its functions, subject to any limitations under the Act or any other legislation.

The Council is administered by 10 councillors, who are elected directly by the local community in periodic elections. The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads. The day-to-day operations of the Council are carried out by council staff under the direction of its elected councillors.

The State Government has determined that it does not control the Council.

Based on the facts and circumstances above, Minister X is not a member of the key management personnel of the Council, as the Minister's role does not extend to having the authority and responsibility for planning, directing and controlling the activities of the Council itself. Having concluded that the State Government does not control the Council, Minister X's role as executor of the State Government's powers and rights over the Council cannot of itself enable Minister X to meet the definition of key management personnel of the Council. Rather, in this example, it is the councillors and senior council staff who have the authority and responsibility for the activities of the Council (similar to a board of directors and senior management of a company).

The purpose of this Example is to assist entities with the identification of key management personnel of a not-for-profit public sector entity. However, an entity should also consider whether Minister X, or the State Government, will otherwise meet the definition of a related party of the Council (see paragraph 9 of the Standard).

Example 5

Minister E, the State Minister for Education, Minister F, the State Minister for Children and Early Childhood, and Minister G, the State Minister for Higher Education and Skills, administer their portfolios wholly through the State Department of Education (the Department), a controlled entity of the State Government.

The day-to-day operations of the Department are managed by an Executive Board comprising the Secretary of the Department and the head of each of the Department's divisions. The Executive Board is the governance and decision-making body for the Department accountable for the:

- strategic direction and leadership of the Department;
- management of the Department;
- decision-making and risk management;
- monitoring and evaluation of the Department's activities; and
- compliance and stakeholder management.

The Department reports to the three Ministers, separately or jointly as appropriate to the nature of the Ministers' portfolio. The Ministers are jointly accountable to Parliament for the actions of the Department.

Based on the facts and circumstances above, Minister E, Minister F and Minister G, and the members of the Executive Board are members of the key management personnel of the Department as they have the authority and responsibility for planning, directing and controlling the activities of the Department. The Ministers' roles are akin to that of directors in a company, even though each has responsibility only to the extent of their respective portfolios, as they discharge their roles and responsibilities regarding the Department and are ultimately responsible for the performance of the Department.

Example 6

Statutory authority SLA is a statutory authority of the State Government tasked with providing legal information, advice and representation to financially disadvantaged residents of the State. As a statutory authority, SLA was established under its own enabling legislation, which sets out its functions, powers and responsibilities. Its remit is such that it generally operates independently of any governmental direction or influence.

SLA is funded by the State Government to undertake state law matters. The State Government may specify areas to which certain of the funds granted should be allocated. SLA is a controlled entity of the State Government.

The execution and authority for the day-to-day operations of SLA are the responsibility of its executive management team, who report to the Board of SLA. The Board is the statutory authority's governing body and is responsible for

managing SLA and ensuring that its objectives are achieved. The Board is responsible for deciding SLA's priorities and strategies, leading its policy direction and ensuring its sound and prudent financial management. Board members are appointed by the State Governor in Council, on advice of the State Minister for Justice.

SLA is accountable to the State Government for the delivery of legal assistance services. As a statutory authority, the Board of SLA reports to the State Minister for Justice, who is responsible to Parliament for the oversight of statutory authorities within the Minister's portfolio.

SLA's enabling legislation provides that the Board must:

- if asked by the State Minister for Justice, give the Minister a report on any issue relevant to its functions, other than about legal assistance for a particular person; and
- act upon a written direction given by the State Minister for Justice about the performance of SLA's functions or exercise of its powers, and its policies, priorities or guidelines, including priorities in legal assistance funding. The direction cannot be about giving legal assistance to a particular person.

While SLA generally operates independently of any governmental direction or influence, from time to time, the State Minister for Justice has requested various reports and required SLA to act as directed.

Based on the facts and circumstances above, the Board and executive management team of SLA are members of the key management personnel of the entity, as they ultimately have the authority and responsibility for planning, directing and controlling the activities of the entity. In this fact pattern, the State Minister for Justice is also a member of the key management personnel of SLA, as the powers vested in the Minister's role also give the Minister authority and responsibility for planning, directing and controlling the activities of the entity, as SLA is required to act in accordance with the Minister's written directions (which may relate to SLA's execution of its remit).

The purpose of this Example is to assist entities with the identification of key management personnel of a not-for-profit public sector entity. However, consideration should also be given to whether the State Government is a related party of SLA (see paragraph 9 of the Standard).

Key management personnel compensation

- IG7 In the public sector, Ministers are normally compensated through one or more central government agencies or authorities. In relation to not-for-profit public sector entities, the central government agency typically operates as a management entity for the purposes of applying paragraph 17A of the Standard.
- IG8 Paragraph 18A of the Standard requires disclosure of amounts incurred by the entity preparing general purpose financial statements for the key management personnel services that are provided by a separate management entity. No disclosure is required to comply with the requirement in paragraph 18A where an entity is not obligated to reimburse the management entity for key management personnel services it has obtained.

Related party transactions

- IG9 Paragraph 18 of the Standard requires an entity to disclose information about transactions that have occurred between the entity and its related parties, including transactions between the entity and its key management personnel or key management personnel of the entity's parent, that is necessary for users to understand the potential effect of the relationship on the financial statements.
- IG10 Ministers, councillors and other senior public servants may qualify as a related party of a public sector entity under one or more of the criteria set down in paragraph (a) in the definition of 'related party' in AASB 124. For example, a Minister who is a member of the key management personnel of the Commonwealth or State government is, under the definition of 'related party', a related party not only of the Commonwealth or State government consolidated entity but also of each controlled entity of that government (see Example 2 in paragraph IG6). In such instances, the Standard requires the controlled government entity to disclose related party transactions with that Minister which are necessary to meet the objective noted in paragraph 1 of the Standard, whether or not the Minister has responsibility for the entity.
- IG11 A related party transaction is a transfer of resources, services or obligations between an entity and its related party, regardless of whether a price is charged. In the not-for-profit public sector, many entities are likely to engage frequently with persons who are a related party of that entity in the course of delivering the entity's public service objectives, including the raising of funds (for example, rates and taxes) to meet those objectives. These related party transactions often occur on terms and conditions no different to those applying to the general public (for example, the Medicare rebate or public school fees). A not-for-profit public sector entity may determine that information about related party transactions occurring during the

course of delivering its public service objectives and which occur on no different terms to that of the general public is not material for disclosure in its general purpose financial statements and accordingly need not be disclosed. Guidance relevant to an entity's assessment of the materiality of a disclosure to its general purpose financial statements is included in AASB 101 *Presentation of Financial Statements* and AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*. The factors described in paragraph 27 of the Standard may also assist an entity in making this determination.

IG12 Examples 7–8 describe different types of related party transactions that may occur between not-for-profit public sector entities and their related parties:

Example 7

Councillor P is a member of the key management personnel of the LMN local government (the Council). The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor P is a ratepayer residing within the Council's constituency. As such, Councillor P takes advantage of the availability of free public access to local parks and libraries. Councillor P also used the swimming pool at the Council's Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor P are related party transactions of the Council considered for disclosure in the Council's general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council's financial statements make having regard to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor P within a public service provider/ taxpayer relationship.

Example 8

Minister Z, the State Minister for Planning, has responsibility for a range of functions and, in certain circumstances, has the power to intervene on matters associated with planning and heritage processes. Minister Z is a member of the key management personnel of State Government H.

Entity MED is a controlled entity of State Government H, and operates within the State Health sector. Entity MED is currently seeking State development approval for a potentially contentious new building.

Around this time, Entity MED enters into a contract with Entity STU, an entity wholly-owned and controlled by a close member of Minister Z's family for Entity STU to provide cleaning services at various current and future Entity MED locations, including the new building when completed. The cleaning contract was won by Entity STU in an open tender. Minister Z has declared information about the contract to provide cleaning services to Cabinet and it is included as part of the Minister's Register of Members' Interests. During the reporting period, Entity STU rendered services of \$50,000 to Entity MED. No amounts remain outstanding at Entity STU's reporting date. Entity MED assesses the cleaning services rendered to be a material component of its total operating expenses.

Entity STU is a related party of Entity MED in accordance with the definition of a related party in paragraph 9 of the Standard. The provision of \$50,000 cleaning services by Entity STU to Entity MED described above is a related party transaction of Entity MED as there has been a transfer of services and resources between Entity MED and Entity STU. Based on the facts and circumstances described, management of Entity MED may determine that information about the transaction is material for disclosure in its general purpose financial statements as there has been a transfer of resources occurring other than as a result of a public service provider/ taxpayer relationship between related parties and the amount of the transaction is material to Entity MED.

The provision of \$50,000 cleaning services by Entity STU to Entity MED described above is also a related party transaction of State Government H as Minister Z is a member of the key management personnel of State Government H and Entity MED is a controlled entity of State Government H. State Government H should separately assess whether the related party transaction is material for disclosure in the whole-of-government financial statements.

Government-related entities

- IG13 Paragraph 25 of the Standard provides a limited exemption from the disclosure requirements of paragraph 18 for government-related entities, subject to the alternative disclosures in paragraph 26 of the Standard. An entity considers, on balance, the range of factors included in paragraph 27, as well as any additional relevant factors, in determining the extent of the disclosure required by paragraph 26(b). In some instances, the presence of a single factor identified in paragraph 27 will not be sufficient to inform the entity of the level of individual or collective significance of the transaction. For example, a requirement of legislation to report on various transactions to Parliament may not of itself inform a not-for-profit public sector entity of the significance of a transaction to itself where the entity's objective is to carry out such transactions, and consequently, the entity should also have regard to other factors in forming its assessment of the significance of the transaction. In other instances, a single factor may be adequate to establish the extent of the significance of the transaction to the entity.
- IG14 Individually significant transactions would normally form a small subset, by number, of the total related party transactions of the entity. Paragraph IE3 in the Illustrative Examples accompanying the Standard provides examples of disclosure to comply with paragraph 26(b).

Illustrative examples

The following examples accompany, but are not part of, AASB 124 Related Party Disclosures. They illustrate:

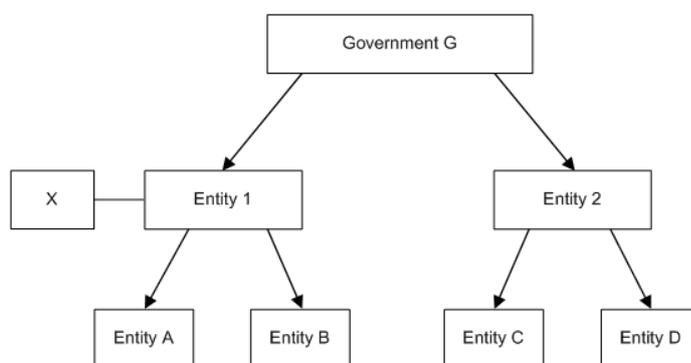
- the partial exemption for government-related entities; and
- how the definition of a related party would apply in specified circumstances.

In the examples, references to 'financial statements' relate to the individual, separate or consolidated financial statements.

Partial exemption for government-related entities

Example 1 – Exemption from disclosure (paragraph 25)

IE1 Government G directly or indirectly controls Entities 1 and 2 and Entities A, B, C and D. Person X is a member of the key management personnel of Entity 1.



IE2 For Entity A's financial statements, the exemption in paragraph 25 applies to:

- transactions with Government G; and
- transactions with Entities 1 and 2 and Entities B, C and D.

However, that exemption does not apply to transactions with Person X.

Disclosure requirements when exemption applies (paragraph 26)

IE3 In Entity A's financial statements, an example of disclosure to comply with paragraph 26(b)(i) for **individually** significant transactions could be:

Example of disclosure for individually significant transaction carried out on non-market terms

On 15 January 20X1 Entity A, a utility company in which Government G indirectly owns 75 per cent of outstanding shares, sold a 10 hectare piece of land to another government-related utility company for CU5 million.² On 31 December 20X0 a plot of land in a similar location, of a similar size and with similar characteristics, was sold for CU3 million. There had not been any appreciation or depreciation of the land in the intervening period. See note X [of the financial statements] for disclosure of government assistance as required by AASB 120 *Accounting for Government Grants and Disclosure of Government Assistance* and notes Y and Z [of the financial statements] for compliance with other relevant Australian Accounting Standards.

² In these examples monetary amounts are denominated in 'currency units (CU)'.

Example of disclosure for individually significant transaction because of size of transaction

In the year ended December 20X1 Government G provided Entity A, a utility company in which Government G indirectly owns 75 per cent of outstanding shares, with a loan equivalent to 50 per cent of its funding requirement, repayable in quarterly instalments over the next five years. Interest is charged on the loan at a rate of 3 per cent, which is comparable to that charged on Entity A's bank loans.³ See notes Y and Z [of the financial statements] for compliance with other relevant Australian Accounting Standards.

Example of disclosure of collectively significant transactions

In Entity A's financial statements, an example of disclosure to comply with paragraph 26(b)(ii) for **collectively** significant transactions could be:

Government G, indirectly, owns 75 per cent of Entity A's outstanding shares. Entity A's significant transactions with Government G and other entities controlled, jointly controlled or significantly influenced by Government G are [a large portion of its sales of goods and purchases of raw materials] or [about 50 per cent of its sales of goods and about 35 per cent of its purchases of raw materials].

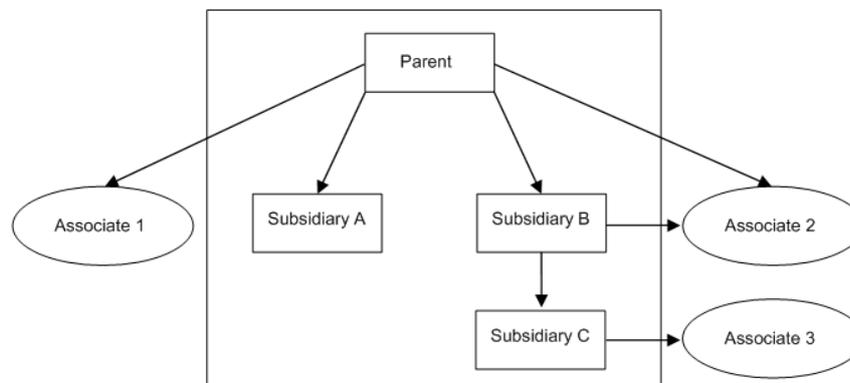
The company also benefits from guarantees by Government G of the company's bank borrowing. See note X [of the financial statements] for disclosure of government assistance as required by AASB 120 *Accounting for Government Grants and Disclosure of Government Assistance* and notes Y and Z [of the financial statements] for compliance with other relevant Australian Accounting Standards.

Definition of a related party

The references are to subparagraphs of the definition of a related party in paragraph 9 of AASB 124.

Example 2 – Associates and subsidiaries

- IE4 Parent entity has a controlling interest in Subsidiaries A, B and C and has significant influence over Associates 1 and 2. Subsidiary C has significant influence over Associate 3.



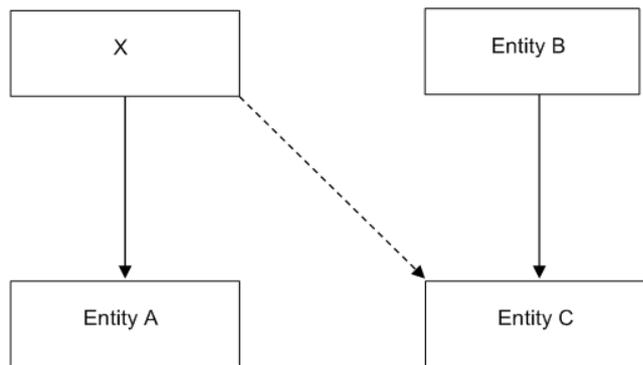
- IE5 For Parent's separate financial statements, Subsidiaries A, B and C and Associates 1, 2 and 3 are related parties. [Paragraph 9(b)(i) and (ii)]
- IE6 For Subsidiary A's financial statements, Parent, Subsidiaries B and C and Associates 1, 2 and 3 are related parties. For Subsidiary B's separate financial statements, Parent, Subsidiaries A and C and Associates 1, 2 and 3 are related parties. For Subsidiary C's financial statements, Parent, Subsidiaries A and B and Associates 1, 2 and 3 are related parties. [Paragraph 9(b)(i) and (ii)]
- IE7 For the financial statements of Associates 1, 2 and 3, Parent and Subsidiaries A, B and C are related parties. Associates 1, 2 and 3 are not related to each other. [Paragraph 9(b)(ii)]

³ If the reporting entity had concluded that this transaction constituted government assistance it would have needed to consider the disclosure requirements in AASB 120.

IE8 For Parent’s consolidated financial statements, Associates 1, 2 and 3 are related to the Group. [*Paragraph 9(b)(iii)*]

Example 3 – Key management personnel

IE9 A person, X, has a 100 per cent investment in Entity A and is a member of the key management personnel of Entity C. Entity B has a 100 per cent investment in Entity C.



IE10 For Entity C’s financial statements, Entity A is related to Entity C because X controls Entity A and is a member of the key management personnel of Entity C. [*Paragraph 9(b)(vi)–(a)(iii)*]

IE11 For Entity C’s financial statements, Entity A is also related to Entity C if X is a member of the key management personnel of Entity B and not of Entity C. [*Paragraph 9(b)(vi)–(a)(iii)*]

IE12 Furthermore, the outcome described in paragraphs IE10 and IE11 will be the same if X has joint control over Entity A. [*Paragraph 9(b)(vi)–(a)(iii)*] (If X had only significant influence over Entity A and not control or joint control, then Entities A and C would not be related to each other.)

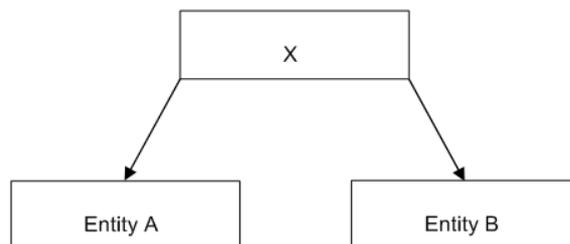
IE13 For Entity A’s financial statements, Entity C is related to Entity A because X controls A and is a member of Entity C’s key management personnel. [*Paragraph 9(b)(vii)–(a)(i)*]

IE14 Furthermore, the outcome described in paragraph IE13 will be the same if X has joint control over Entity A. The outcome will also be the same if X is a member of key management personnel of Entity B and not of Entity C. [*Paragraph 9(b)(vii)–(a)(i)*]

IE15 For Entity B’s consolidated financial statements, Entity A is a related party of the Group if X is a member of key management personnel of the Group. [*Paragraph 9(b)(vi)–(a)(iii)*]

Example 4 – Person as investor

IE16 A person, X, has an investment in Entity A and Entity B.

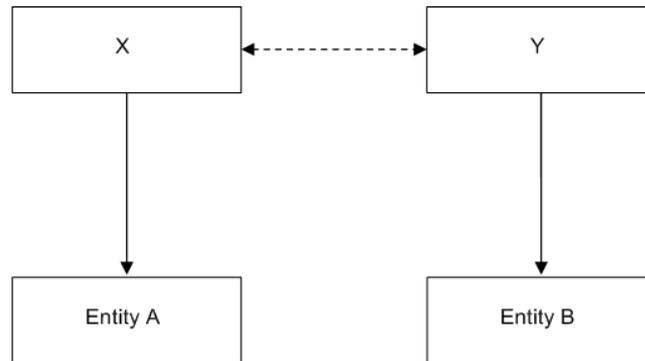


IE17 For Entity A’s financial statements, if X controls or jointly controls Entity A, Entity B is related to Entity A when X has control, joint control or significant influence over Entity B. [*Paragraph 9(b)(vi)–(a)(i) and 9(b)(vii)–(a)(i)*]

- IE18 For Entity B’s financial statements, if X controls or jointly controls Entity A, Entity A is related to Entity B when X has control, joint control or significant influence over Entity B. [*Paragraph 9(b)(vi)–(a)(i) and 9(b)(vii)–(a)(ii)*]
- IE19 If X has significant influence over both Entity A and Entity B, Entities A and B are not related to each other.

Example 5 – Close members of the family holding investments

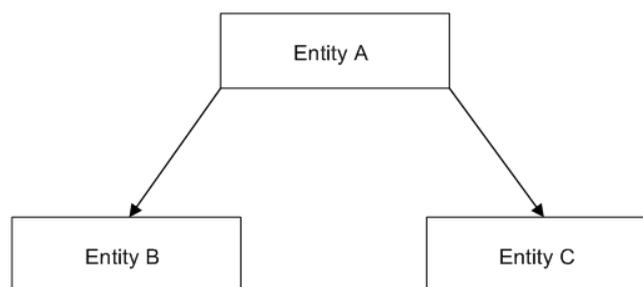
- IE20 A person, X, is the domestic partner of Y. X has an investment in Entity A and Y has an investment in Entity B.



- IE21 For Entity A’s financial statements, if X controls or jointly controls Entity A, Entity B is related to Entity A when Y has control, joint control or significant influence over Entity B. [*Paragraph 9(b)(vi)–(a)(i) and 9(b)(vii)–(a)(ii)*]
- IE22 For Entity B’s financial statements, if X controls or jointly controls Entity A, Entity A is related to Entity B when Y has control, joint control or significant influence over Entity B. [*Paragraph 9(b)(vi)–(a)(i) and 9(b)(vii)–(a)(ii)*]
- IE23 If X has significant influence over Entity A and Y has significant influence over Entity B, Entities A and B are not related to each other.

Example 6 – Entity with joint control

- IE24 Entity A has both (i) joint control over Entity B and (ii) joint control or significant influence over Entity C.



- IE25 For Entity B’s financial statements, Entity C is related to Entity B. [*Paragraph 9(b)(iii) and (iv)*]
- IE26 Similarly, for Entity C’s financial statements, Entity B is related to Entity C. [*Paragraph 9(b)(iii) and (iv)*]

Deleted IAS 24 text

Deleted IAS 24 text is not part of AASB 124.

- 28 An entity shall apply this Standard retrospectively for annual periods beginning on or after 1 January 2011. Earlier application is permitted, either of the whole Standard or of the partial exemption in paragraphs 25–27 for government-related entities. If an entity applies either the whole Standard or that partial exemption for a period beginning before 1 January 2011, it shall disclose that fact.
- 28A IFRS 10, IFRS 11 *Joint Arrangements* and IFRS 12, issued in May 2011, amended paragraphs 3, 9, 11(b), 15, 19(b) and (e) and 25. An entity shall apply those amendments when it applies IFRS 10, IFRS 11 and IFRS 12.
- 28B *Investment Entities* (Amendments to IFRS 10, IFRS 12 and IAS 27), issued in October 2012, amended paragraphs 4 and 9. An entity shall apply those amendments for annual periods beginning on or after 1 January 2014. Earlier application of *Investment Entities* is permitted. If an entity applies those amendments earlier it shall also apply all amendments included in *Investment Entities* at the same time.
- 29 This Standard supersedes IAS 24 *Related Party Disclosures* (as revised in 2003).

Basis for Conclusions on AASB 2015-6

This Basis for Conclusions accompanies, but is not part of, AASB 124. The Basis for Conclusions was originally published with AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities.

Background

- BC1 This Basis for Conclusions summarises the Australian Accounting Standards Board’s considerations in deciding to extend the scope of AASB 124 *Related Party Disclosures* (December 2009) to the not-for-profit public sector. Individual Board members gave greater weight to some factors than to others.
- BC2 The first version of AASB 124, AASB 124 *Related Party Disclosures* (July 2004), applied explicitly to general purpose financial statements of companies and other for-profit entities. The December 2005 and subsequent versions of AASB 124 specifically exempt not-for-profit public sector entities from applying AASB 124. This exemption was provided on the grounds of practicability, including the number of intra-government transactions.
- BC3 The Board received representations from constituents that the disclosure of relevant related party information is a critical element of accountability in the public sector. A key example is information relating to key management personnel of public sector entities, the disclosure of which is not required under current Australian Accounting Standards.
- BC4 Following requests from its constituents to review IAS 24 *Related Party Disclosures*, the International Accounting Standards Board (IASB) made amendments to simplify the definition of ‘related party’ and, to ease concerns about practicability, provide a partial exemption from the disclosure requirements for entities that are related by virtue of being controlled, jointly controlled or significantly influenced by the same government. The Board incorporated the revised IAS 24 into AASB 124 (December 2009). The Board noted that this version of AASB 124 provides a more appropriate basis for application by not for profit public sector entities than the previous versions, as transactions between government-related entities of the same jurisdiction are exempted partially from disclosure.
- BC5 Therefore, in furtherance of its policy of promulgating transaction-neutral Standards to the extent feasible, the Board initiated a project to consider issues relating to extending the scope of AASB 124 (December 2009) to not-for-profit public sector entities. The Board issued Exposure Draft ED 214 *Extending Related Party Disclosures to the Not-for-Profit Public Sector* in July 2011. ED 214 exposed for public comment the Board’s proposal to extend the scope of AASB 124 to include not-for-profit public sector entities. The ED explained the Board’s reasons for its proposals, including its considerations as to the applicability of AASB 124 to a not-for-profit public sector context. In addition, public roundtables were conducted with public sector constituents to identify concerns and implementation issues arising from the Board’s proposals.
- BC6 In finalising its proposals that not-for-profit public sector entities be required to apply AASB 124 unamended, the Board addressed a range of issues, including consideration of:
- (a) amending the definition of ‘key management personnel’ for such entities;
 - (b) amending the requirements to provide such entities with some relief from disclosure of ministerial compensation;
 - (c) exempting such entities from disclosing certain related party transactions with Ministers;
 - (d) not requiring general government sector (GGS) financial statements to comply with AASB 124;
 - (e) adding a public sector perspective to AASB 124, for example by inserting an alternative definition for the term ‘business’ in paragraph 5 of AASB 124; and
 - (f) extending the disclosure requirements in AASB 124 for key management personnel.
- Each of these issues and the outcome of the Board’s considerations are noted below.
- BC7 In finalising its proposals, the Board also considered constituent feedback for implementation guidance to be developed to assist not-for-profit public sector entities in applying AASB 124. The Board noted that while some information about Ministerial or senior executive compensation or related party transactions may be disclosed pursuant to other legislation or directives, the requirement to apply AASB 124 will be the first time that information about a not-for-profit public sector entity’s related parties is specified by Australian Accounting Standards for inclusion in its general purpose financial statements. Consequently,

such entities may not have previously considered challenges in implementing the Standard's requirements in a not-for-profit public sector environment. The Board considered that these entities may also have difficulty in identifying and determining the extent of the information necessary to meet the objective of AASB 124, as described in paragraph 1 of the Standard. Accordingly, the Board determined that the final amendments would include implementation guidance to assist not-for-profit public sector entities with their implementation of the Standard.

Significant issues

Definition of key management personnel

- BC8 The Board considered whether an amendment of the definition of key management personnel for the not-for-profit public sector would be necessary to facilitate a decision to remove the not-for-profit public sector exemption from AASB 124, but decided that the present definition was suitable. The AASB noted that, in a public sector context, entities should consider the facts and circumstances in assessing whether a person is a member of the key management personnel, as defined, of the entity.
- BC9 The Board considered that normally, the determination of key management personnel will be similar for entities in the public sector or the private sector. For example, a not-for-profit public sector entity will need to determine whether all, or only certain, of its senior executive service employees meet the definition of key management personnel. However, the Board acknowledged constituents' concerns that the determination of key management personnel may not be straightforward in the not-for-profit public sector given ministerial-type roles. The Board noted that it does not regard a Minister to always be a member of the key management personnel of a not-for-profit public sector entity; rather, this is dependent on the particular circumstances of the jurisdiction and of the entity. Accordingly, the Board decided to add guidance to the Standard, in the absence of a private sector analogy, to assist not-for-profit public sector entities in applying the definition of key management personnel to Ministers, as ministerial-type roles do not usually arise in a private sector context.
- BC10 The Board also noted that an entity may determine that a relevant Minister may not meet the definition of key management personnel of an entity. However, the Board observed that this did not preclude that Minister from being otherwise identified as a related party of the entity, for example, where the Minister is a member of the key management personnel of the entity's parent.

Key management personnel compensation – Ministers

- BC11 Respondents to ED 214 raised concerns that the requirements of AASB 124 pertaining to the disclosure of key management personnel compensation would be onerous if applicable to Ministers, noting also that any attribution of a Ministerial salary across entities coming under the responsibility of that Minister's portfolio would involve significant judgement.
- BC12 The Board considered whether some relief was necessary with respect to the compensation of a Minister who is a member of the key management personnel of an entity. The Board observed that Ministers are typically remunerated through Parliament via a central agency, and that a Minister's compensation, while related to their responsibilities, may not be related to services performed for any specific entity or group of entities.
- BC13 The Board noted the addition of paragraphs 17A and 18A into AASB 124 since the comment period on ED 214 closed. These paragraphs were inserted into AASB 124 by AASB 2014-1 *Amendments to Australian Accounting Standards* (June 2014) to address the disclosures that apply where members of the key management personnel are not employees of the reporting entity (see paragraphs BC51 and BC52 of IAS 24). The Board considered that these paragraphs will be of relevance to a not-for-profit public sector entity when considering the disclosure of the compensation of a Minister who has been identified as part of the key management personnel of the entity, and may alleviate the respondents' concerns noted in paragraph BC11. Accordingly, the Board decided that no amendment to AASB 124 to address the disclosure of ministerial compensation was necessary at this time. However, the Board decided to add implementation guidance to clarify the manner it considers paragraph 17A operates in relation to a Minister's compensation.

Related party transactions

- BC14 The definition of 'related party' in AASB 124 separately addresses persons and entities related to the entity preparing general purpose financial statements. The partial exemption in AASB 124 from the disclosure

requirements for government-related entities applies only in relation to those entities specified in paragraphs 25(a) and 25(b) of that Standard, and not also to persons who are related parties covered by paragraph 17 (key management personnel compensation) or paragraph 18 (transactions during the periods covered by the financial statements) of AASB 124.

- BC15 Having regard to the partial exemption for government-related entities in AASB 124, the Board considered whether providing an exemption for the disclosure of related party transactions with Ministers or local government councillors was justified by any circumstances unique to the public sector and that may not have been considered by the IASB, whose mandate is limited to for-profit entities. The Board's consideration included the role of Ministers in a government and how onerous the disclosures required under AASB 124 might be. As part of its consideration, the Board had regard to the New Zealand Accounting Standards Board's decisions relating to disclosures of related party transactions with Ministers.
- BC16 The Board observed that Ministers who are members of the key management personnel of their government would also be related parties not only of the government but also of each controlled entity of the government. Accordingly, a subsidiary government entity will be required to disclose related party transactions with Ministers who may have no responsibility for the entity to the extent the disclosures are considered material, from the entity's perspective, for disclosure. For example, the Board noted that in Example 1 of the Illustrative Examples accompanying AASB 124, Entities 1-, 2, A, B, C and D will be required to disclose in their financial statements related party transactions between a Minister who is a member of the key management personnel of Government G and the entity, even where the Minister's portfolio does not include the entity.
- BC17 The Board noted that, as is often the case with related party transactions, judgement would be required as to when transactions are material, especially when qualitative assessments are made about the nature of transactions. The Board considered situations in which key management personnel of a not-for-profit public sector entity, including Ministers or local government councillors where so identified, paid taxes, levies or other statutory charges or fees faced generally by citizens, or used public services such as state hospitals or schools. The Board does not expect, absent unusual circumstances, that the application of materiality would result in disclosure in many of these situations. In contrast, a commercial contract entered into by a Minister or local government councillor with a related public sector entity may be relevant for disclosure, similar to a commercial contract between a member of the key management personnel of a for-profit entity and the for-profit entity (for example, a contract to provide accountancy services between the entity and an entity controlled by a member of its key management personnel). Accordingly, the Board observed that a not-for-profit public sector entity would also need to apply judgement in determining the extent of information it needs to collect to meet the objective of AASB 124, as there is little value in an entity incurring significant costs to obtain data that is immaterial for disclosure. The Board noted that it would expect appropriate criteria to be identified so that information about transactions that are possibly material (for example, transactions that have occurred at a different price or volume to that applying to the general public) is captured for assessment.
- BC18 Having regard to the role of materiality, the Board decided that no specific exemption from disclosure of the related party transactions with key management personnel of a not-for-profit public sector entity, including any Ministers or local government councillors where so identified, was necessary. However, to respond to constituents' requests for clarification on the extent of disclosures required of related party transactions that occur in the not-for-profit public sector, the Board decided to add implementation guidance to AASB 124 to assist not-for-profit public sector entities in this regard.

Transactions with Ministers acting in their collective government capacity

- BC19 The Board considered whether transactions with Ministers who are related parties and who are acting in their collective government capacity would be assessed as being with the government and eligible for the partial exemption from disclosure in paragraphs 25 and 26 of AASB 124. The Board decided that such transactions were in substance transactions between the entity and the government-related entity, rather than being transactions with the Ministers in their own right, and that no clarification to the Standard was necessary in this regard (however, see also paragraphs BC20–BC22 below).

Government-related entities

- BC20 The Board noted that not-for-profit public sector entities were previously excluded from applying the Standard on grounds of practicability, including having regard to the number of intra-government transactions. In extending the Standard to apply to not-for-profit public sector entities, the Board

considered the extent of transactions for which disclosure may be necessary to comply with paragraph 26 of the Standard.

BC21 In its considerations, the Board had regard to the IASB's reasons for including the partial exemption, being to resolve concerns raised when the Standard was applied in environments where government control is pervasive. The Board noted that the IASB had indicated that it did not intend to require the entity to identify every government-related entity or to quantify in detail every transaction with such entities, as such a requirement would negate the exemption (see paragraph BC43 of IAS 24).

BC22 The Board noted that it shared the IASB's view communicated in paragraph BC45 of IAS 24. Paragraph BC45 of IAS 24 states:

BC45 The Board noted that this requirement should not be too onerous for the reporting entity because:

- (a) individually significant transactions should be a small subset, by number, of total related party transactions;
- (b) the reporting entity should know what those transactions are; and
- (c) reporting such items on an exceptional basis takes into account cost-benefit considerations.

Nevertheless, the Board decided to add implementation guidance to the Standard to respond to constituent concerns about the extent of disclosure required by paragraph 26.

Other issues

Applicability to the general government sector

BC23 Respondents to the Exposure Draft sought clarification as to whether related party disclosures would be required in general purpose financial statements of entities in the general government sector (GGS). The Board noted the requirements in AASB 1049 *Whole of Government and General Government Sector Financial Reporting* for GGS and whole of government financial statements to be made available at the same time and, if presented separately, to be cross-referenced to each other. The Board also noted that there may be considerable overlap between the related party disclosures for the GGS and whole of government financial statements, and that exempting GGS entities from the scope of the Standard may reduce complexity and duplication of disclosures.

BC24 The Board noted that the issue of related party disclosures by subsidiary entities is also relevant to for-profit entities, and considered that related party disclosures for the GGS entity need not be the same as the disclosures for the whole-of-government or other public sector entities. Accordingly, the Board decided that GGS financial statements should not be exempt from complying with the Standard.

Public sector perspective

BC25 The Board considered whether amendment was necessary to AASB 124, for example, to paragraphs 5 and 27, to add a public sector perspective to the Standard. The Board decided that amendment was not necessary in this regard and that the addition of limited implementation guidance in respect of not-for-profit public sector entities would provide a sufficient public sector perspective to the Standard.

BC26 For example, the Board considered whether an alternative definition (to that in Appendix A of AASB 3 *Business Combinations*) for the term 'business' in paragraph 5 of AASB 124 was necessary. The Board decided that an alternative definition is not required, which is consistent with its decision when it reissued AASB 3 in March 2008. In the Board's view, the term 'business' can be read broadly. In particular, the phrase "lower costs or other economic benefits directly to investors or other owners, members or participants" in the definition of 'business' in AASB 3 is broad and can be applied by not-for-profit public sector entities.

Extending the disclosures of key management personnel of public sector entities

BC27 In finalising the amendments, the Board considered requests from some public sector constituents for additional disclosures (such as salary banding disclosures) for key management personnel in the public sector. Some constituents also queried whether additional disclosures similar to those required by section 300A of the *Corporations Act 2001* of key management personnel of listed companies should be required in respect of key management personnel of government business enterprises, based on the view

that for-profit government business enterprises should be regarded as at least as publicly accountable as such entities.

- BC28 The Board follows a policy of transaction neutrality in the requirements in Standards. Therefore, the Board decided not to require any compensation or other related party disclosures for key management personnel of public sector entities in addition to those specified of key management personnel of private sector entities, including in instances where a not for profit public sector entity has availed itself of the relief in paragraph 17A of AASB 124. The Board was not convinced that there was a not for profit sector specific reason to impose disclosures that exceed the requirements for for-profit entities.

Reduced disclosure requirements

- BC29 The Board considered whether amendment was required to the reduced disclosure requirements specified in paragraph Aus1.11 for application by not-for-profit public sector entities, and decided that no amendment was necessary in this regard. Accordingly, the reduced disclosure requirements set out in AASB 124 that apply to Tier 2 not-for-profit public sector entities are the same as those applying to other Tier 2 entities.

Application date and transitional provisions

- BC30 The Board considered the application date and transitional provisions of the amendments to extend the scope of AASB 124 to include not for profit public sector entities. The Board acknowledged constituent concerns about the ability of existing systems, processes and controls to capture the information required, and requests for a lengthy transition period prior to mandatory application of the amendments.
- BC31 The Board was disinclined to unnecessarily further extend the period to which these amendments are on issue before mandatory application, having made its key decisions on the amendments in 2012, and as the finalised amendments are largely as were exposed. Further, the Board noted that Australian Implementation Guidance to AASB 10 *Consolidated Financial Statements* relating to the application of control by not-for-profit entities had been issued by the Board in October 2013. The Board also noted that the forthcoming issue of an amending standard extending the scope of AASB 124 to not-for-profit public sector entities has been signalled in its publicly available work program. Accordingly, the Board decided that the amendments should apply to annual reporting periods beginning on or after 1 July 2016.
- BC32 However, having regard to constituent concerns, the Board decided not to require comparative related party disclosures to be presented in the period of initial application of the amendments.

16.3 MONTHLY FUNDS MANAGEMENT REPORT - MAY 2017

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Finance Assistant
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action: OP7.18 Effective management of Council funds to ensure financial sustainability.
Attachments: Nil
Cost Centre 4010 Financial Services
Project Funds Management
Further Operational Plan Actions: OP7.2 Completion of reporting requirements in accordance with legislation.

EXECUTIVE SUMMARY

The following details funds management position for the reporting period ending 31 May 2017. Cash and Investments are \$74,465,508.

Certification

I, Jo-Anne Mackay, Responsible Accounting Office of Snowy Monaro Regional Council hereby certify, as required by Regulation 212 of the Local Government (General) Regulation 2005, that investments as detailed in the attached listings were invested in accordance with Section 625 of the Local Government Act 1993, the Regulations and Council's Investment Policies.

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

OFFICER'S RECOMMENDATION

That Council

- A. Receive and note the report indicating Council's Funds Management position as at 31 May 2017.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

BACKGROUND

Council's Cash and Investments 31 May 2017 consists of:

31/05/17	Cash at Bank	Investments	Total
SMRC	3,035,089	52,848,776	55,883,865
Merger Grant		18,581,643	18,581,643
Total	\$3,035,089	\$71,430,419	\$74,465,508

NB: The balance of the Merger Grant includes attributable expenditure to 31/1/2017.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Total Cash and Investments are available to provide services and Infrastructure to the community in accordance with the 2017 budget, Council resolutions and other external restrictions.

2. Environmental

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

3. Economic

Total investments for Snowy Monaro Regional Council were \$71,430,419 on 31 May 2017.

Consolidated interest income on investments

Adopted Budget	\$1,365,408
Annual Budget	\$1,610,433
Budget YTD	\$1,476,230
Interest YTD	\$1,818,282

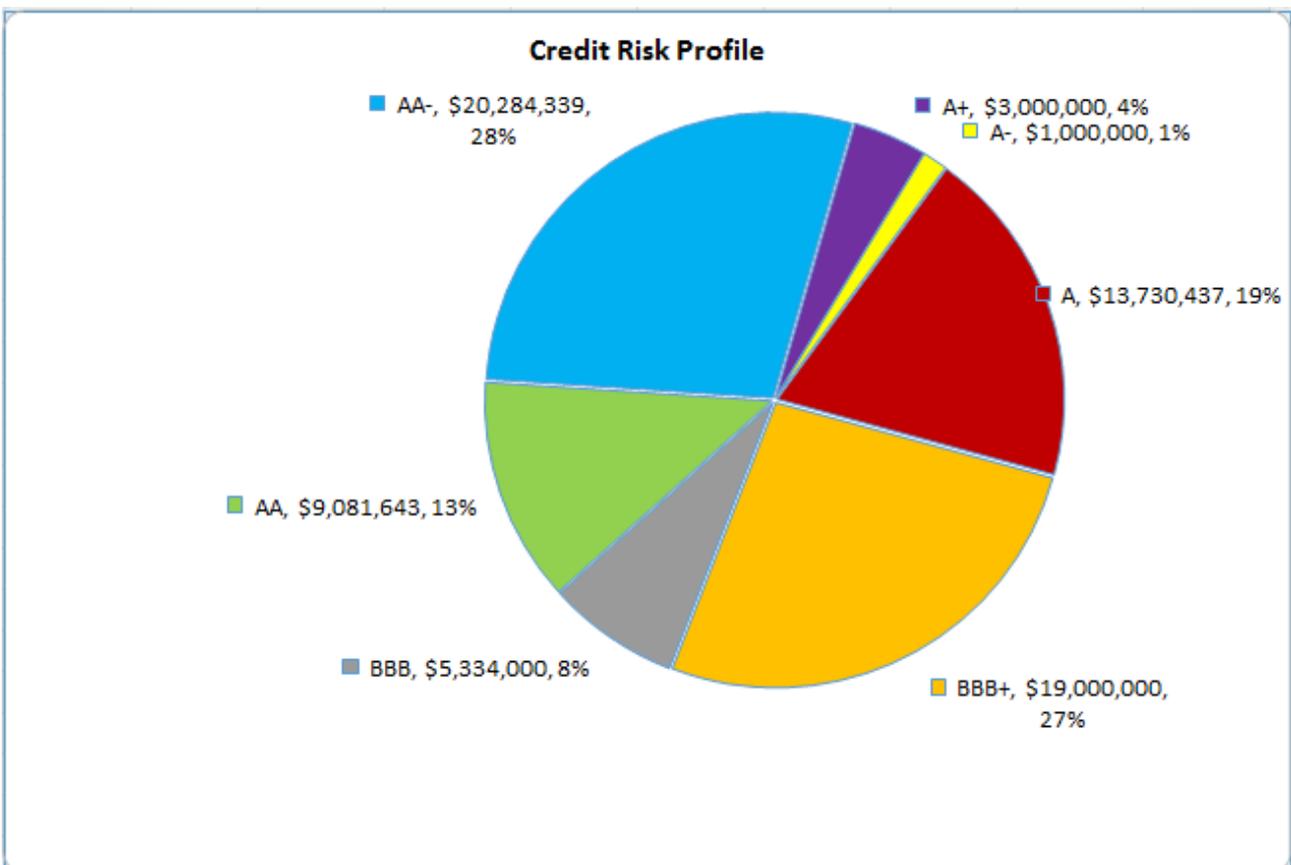
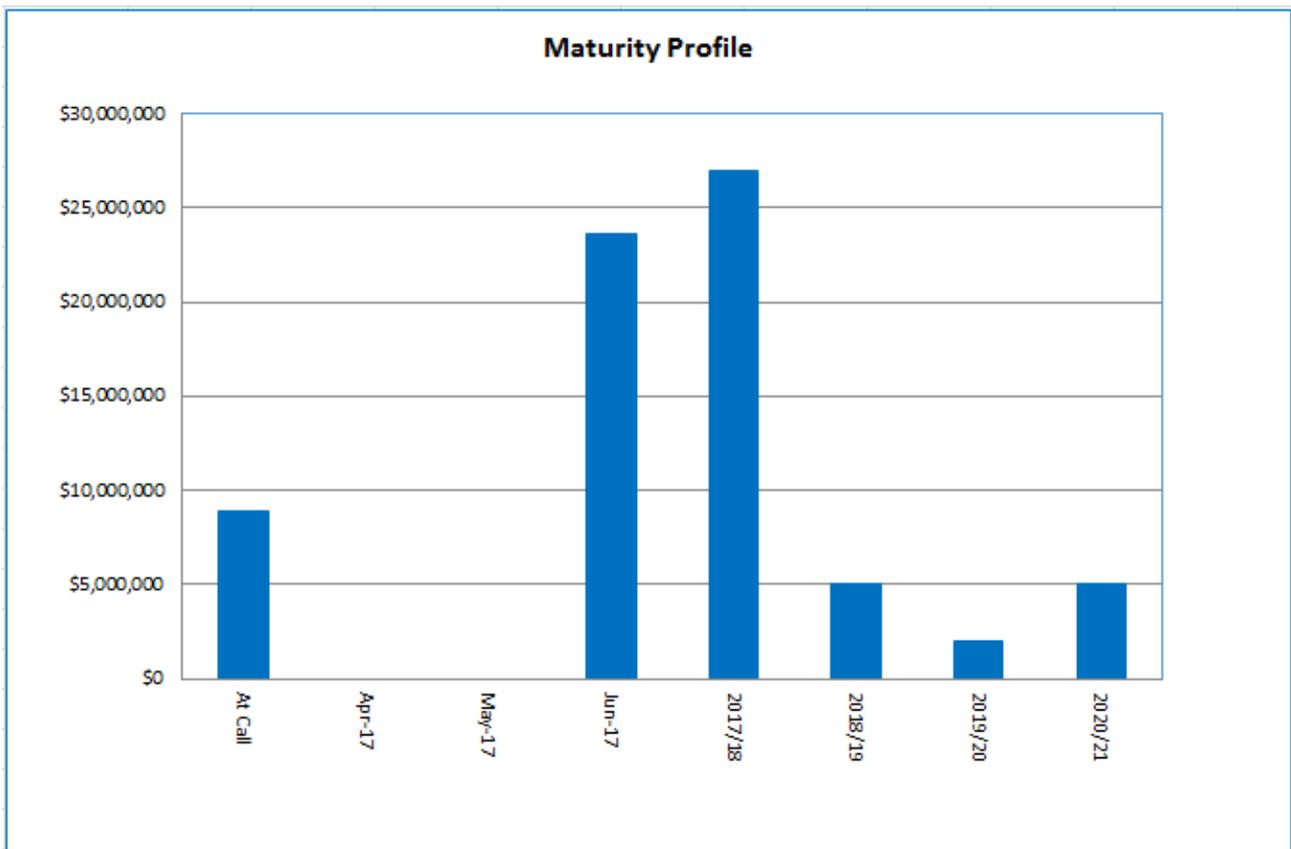
Council's investment portfolio returns

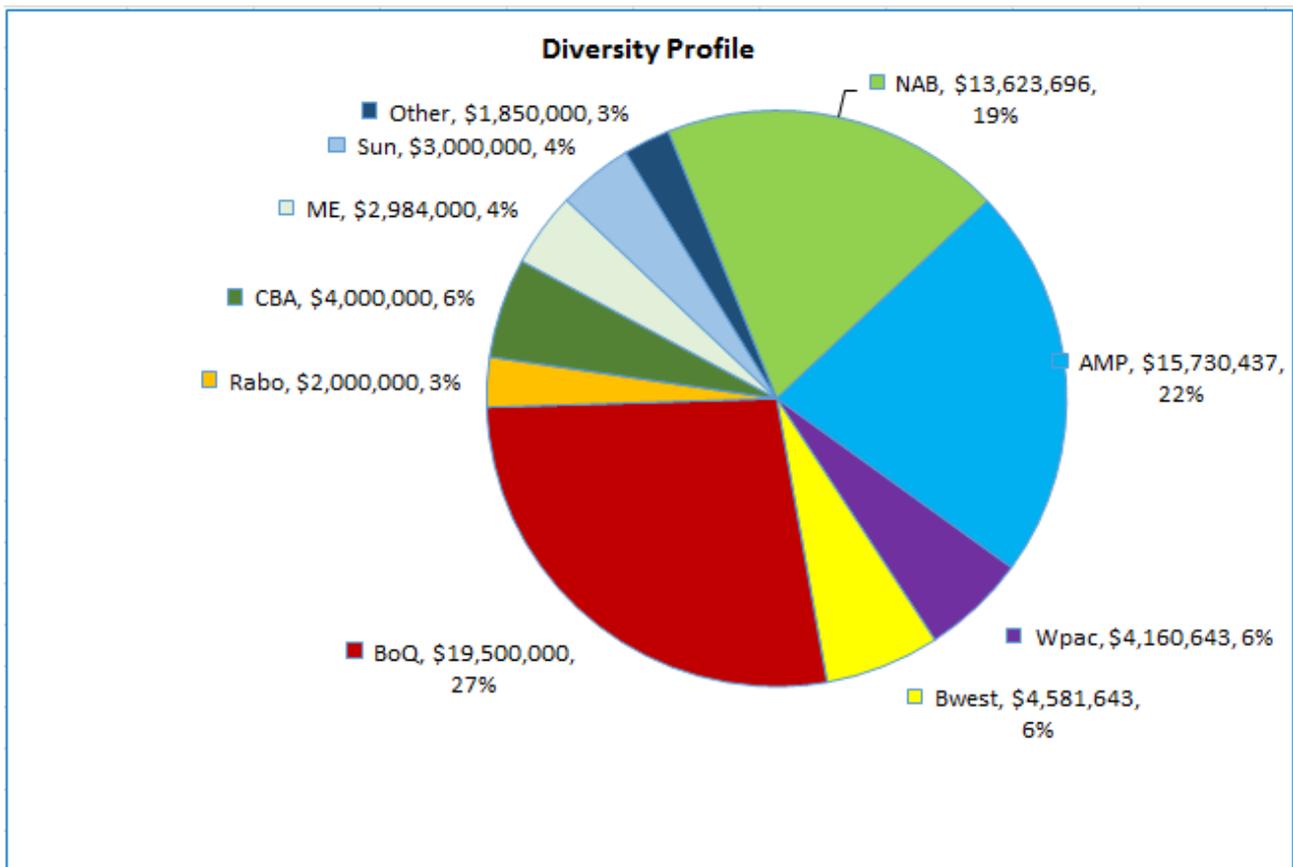
Month	Annualised Return	90 Day Bank Bill*	Margin
June			
May	2.81%	1.62%	1.19%
April	2.83%	1.62%	1.21%
March	2.77%	1.63%	1.14%
February	2.83%	1.78%	1.05%
January	2.72%	1.78%	0.94%
December	2.74%	1.76%	0.98%
November	2.08%	1.77%	0.31%
October	2.09%	1.75%	0.34%
September	2.67%	1.73%	0.94%
August	2.82%	1.74%	1.08%
July	1.59%	1.86%	-0.27%

* The Australian Financial Markets Association (AFMA)

The table below lists the invested funds.

DATE INVESTED	FINANCIAL INSTITUTION	Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	NAB Maxi Account	A1+/AA-	At Call	30,992	Variable	At Call
15-Sep-16	AMP	A1/A	TD	2,000,000	2.75%	15-Sep-17
17-Nov-16	NAB	A1+/AA-	TD	1,500,000	2.74%	14-Jun-17
16-Dec-16	Bank of Qld	A2/BBB+	TD	2,500,000	2.80%	20-Sep-17
16-Dec-16	Bank of Qld	A2/BBB+	TD	1,000,000	2.80%	20-Jun-17
12-Jan-17	Bank of Qld	A2/BBB+	TD	1,000,000	2.80%	11-Jul-17
16-Feb-17	AMP	A1/A	TD	1,000,000	2.75%	15-Aug-17
n/a	National Australia Bank - At Call*	A1+/AA-	At Call	2,342,704	1.20%	At Call
n/a	AMP Bank - At Call	A1/A	At Call	1,652,146	2.05%	At Call
n/a	AMP Bank - 31 days Notice Account	A1/A	31 days	1,078,291	2.15%	31 days
10-Apr-17	Bankwest	A1+/AA	TD	1,000,000	2.60%	10-Apr-18
24-Apr-17	Bank of Queensland	A2/BBB+	TD	1,000,000	2.60%	23-Oct-17
08-May-17	National Australia Bank	A1+/AA-	TD	1,000,000	2.53%	08-May-18
23-May-17	AMP Bank	A1/A	TD	1,000,000	2.60%	23-Feb-18
06-Jan-17	Suncorp Bank	A1/A+	TD	1,000,000	2.60%	05-Jul-17
07-Feb-17	AMP Bank	A1/A	TD	1,000,000	2.75%	08-Aug-17
13-Feb-17	Suncorp Bank	A1/A+	TD	2,000,000	2.65%	14-Aug-17
29-Aug-16	Westpac Bank	A1+/AA-	TD	2,000,000	3.00%	29-Aug-17
02-Mar-17	AMP Bank	A1/A	TD	1,000,000	2.75%	31-Aug-17
10-Mar-17	National Australia Bank	A1+/AA-	TD	2,000,000	2.61%	10-Nov-17
09-Mar-17	National Australia Bank	A1+/AA-	TD	1,000,000	2.74%	10-Sep-18
12-Sep-14	RaboDirect	P-1/Aa2	TD	2,000,000	4.10%	11-Sep-18
22-Feb-17	Westpac Bank	A1+/AA-	TD	2,000,000	2.80%	22-Feb-19
16-Sep-15	Bank of Queensland	A2/BBB+	TD	1,000,000	3.20%	17-Sep-19
21-Mar-17	Bank of Queensland	A2/BBB+	TD	1,000,000	3.15%	20-Mar-20
23-Mar-16	ING Bank	A2/A-	TD	1,000,000	3.66%	22-Mar-21
23-Jun-16	Commonwealth Bank	A1+/AA-	TD	4,000,000	3.47%	23-Jun-21
02-Nov-16	NAB	AA-	TD	750,000	2.75%	07-Jun-17
23-Nov-16	ME Bank	BBB	TD	1,984,000	2.75%	21-Jun-17
30-Nov-16	AMP Bank	A	TD	500,000	2.75%	07-Jun-17
07-Dec-16	Beyond Bank	BBB	TD	850,000	2.80%	07-Jun-17
08-Mar-17	NAB	AA-	TD	2,000,000	2.53%	07-Jun-17
22-Mar-17	NAB	AA-	TD	1,500,000	2.56%	19-Jul-17
26-Apr-17	Rural Bank	BBB+	TD	1,000,000	2.45%	26-Jul-17
25-May-17	Bankwest	AA	TD	2,500,000	2.50%	06-Sep-17
26-May-17	ME Bank	BBB	TD	2,500,000	2.52%	23-Aug-17
n/a	Westpac Maxi-Account	A1+/AA-	At-Call	160,643	0.70%	n/a
24-Jun-16	Bankwest	A1+/AA	At-Call	3,581,643	2.00%	n/a
21-Dec-16	AMP	A1/A	TD	4,500,000	2.80%	21-Jun-17
09-Jan-17	Bank QLD	A2/BBB+	TD	10,500,000	2.73%	28-Jun-17
				71,430,419		





4. Civic Leadership

In accordance with Regulation 212 of the Local Government (General) Regulation 2005, a report setting out details of money invested must be presented to Council in the following month.

Council's Fund Management Reporting exceeds minimum regulatory requirements and demonstrates a commitment to accountability and transparent leadership. It provides the Council, Executive and Community with timely, accurate and relevant reports on which to base decisions.

16.4 SMRC 338 - INTERNAL REPORTING (PUBLIC INTEREST DISCLOSURES) POLICY

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Manager Corporate/Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.7 Ensure that governance structures are open, transparent and fully accountable and that these are supported by relevant instruments.
Attachments:	1. Draft Internal Reporting (Public Interest Disclosures) Policy ↓
Cost Centre	Corporate Governance
Project	Amalgamation of Policies
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Following the merger in May 2016, the Governance Working Group have been assessing and where necessary, amalgamating policies from the three former Councils. One of the policies that all three former Councils had was an Internal Reporting (Public Interest Disclosures) Policy based on a template provided by the NSW Ombudsman's Office.

This report was presented to the Executive Team at its meeting held, 8 June 2017, and have recommended this Policy, SMRC 338, be adopted by Council. Minute EMT841/17.

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

OFFICER'S RECOMMENDATION

That Council adopt SMRC 338 – Internal Reporting (Public Interest Disclosures) Policy.

BACKGROUND

The Internal Reporting (Public Interest Disclosures) Policy and associated procedure are based on a template supplied by the NSW Ombudsman's Office. The Policy states Council's commitment to the spirit and letter of the PID Act by

- encouraging individuals to make a public interest disclosure where necessary,
 - providing adequate resources to encourage reporting
 - providing training on how to make a report and properly assess a report
 - providing a safe environment for the making of a public interest disclosure .
-

This Policy and associated procedure and forms were endorsed by the Governance Working Group before distribution for staff comment. There were no comments received on the draft documents apart from cosmetic changes and an endorsement by the Internal Auditor.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Snowy Monaro Regional Council's Internal Reporting Policy will apply to:

All council staff and councillors, consultants, individual contractors, employees of contractors and other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy also applies to public officials of another council or public authority who report wrongdoing relating to Snowy Monaro Regional Council.

2. Environmental

Council by adopting this Policy will not have a direct impact on environmental sustainability.

3. Economic

The review and adoption of this Policy is provided for in the Corporate Governance Budget.

4. Civic Leadership

Clear policies and guidelines promote structure and compliance within the organisation as to processes and procedures that need to be followed.

By adopting an Internal Reporting (Public Interest Disclosures) policy Council is showing our community that it is committed to acting in accordance with the PID Act and that it has a process in place for dealing with such disclosures and for providing a safe environment in which such disclosures can be made.

Policy



Title of Policy	SMRC 338 - Public Interest Disclosures (PID) Internal Reporting		
Responsible Department	Governance	Document Register ID	250.2017.338.1
Policy Owner	Manager Corporate/Governance	Review Date	Date
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	NSW Public Interest Disclosures Act 1994 (PID Act) SMRC Code of Conduct		
Aim	<p>The purpose of the Public Interest Disclosures Act (PID) 1994, is:-</p> <ul style="list-style-type: none"> To encourage and facilitate the disclosure of corrupt conduct, maladministration, serious and substantial waste and government information contravention. To ensure that any public official who wishes to make a disclosure receives legal protection from reprisals, and that the matters raised in any disclosure are properly investigated. <p>This Policy is designed to:-</p> <ul style="list-style-type: none"> Establish an internal reporting system for councillors and staff to report wrongdoing without fear of reprisal. It sets out who you can report wrongdoing to in Snowy Monaro Regional Council (SMRC). What can be reported and how reports of wrongdoing will be dealt with by SMRC. Complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise matters of concern at any time with their supervisors, but as an alternative have the option of making a public interest disclosure in accordance with this policy and the <i>Public Interest Disclosures Act 1994</i> (PID Act) <p>This policy and associated procedures provides information on the reporting and handling of public interest disclosures. It should be read in conjunction with Council's Code of Conduct and Complaints Handling Policy.</p>		

1. Organisational Commitment

Snowy Monaro Regional Council is totally committed to acting in accordance with the spirit and letter of the PID Act by:-

- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing,

SNOWY MONARO REGIONAL COUNCIL

Policy – Public Interest Disclosure (PID)

- encouraging individuals to come forward if they are aware of wrongdoing within the council,
- keeping the identity of the person disclosing wrongdoing confidential, wherever possible and appropriate,
- protecting the person from any adverse action resulting from them making a report,
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it,
- keeping the individual who make reports informed of their progress and the outcome,
- encouraging the report of wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council that is made in accordance with the provisions of the PID Act,
- ensuring managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing,
- providing adequate resources, both financial and human, to:
 - encourage reports of wrongdoing,
 - protect and support those who make them,
 - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally,
 - properly assess and investigate or otherwise deal with allegations,
 - properly manage any workplace issues that the allegations identify or that result from a report,
 - appropriately address any identified problems

Councillors and staff are encouraged to report all forms of wrongdoing and SMRC are prepared to fully support any staff member or Councillor who wishes to utilise the Public Interest Disclosures Act to make disclosures within the parameters of the Act.

Dean Lynch
Administrator

Joseph Vescio
General Manager

2. Who does this Policy Apply to?

Snowy Monaro Regional Council's Internal Reporting Policy and Procedure will apply to:

- council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees

SNOWY MONARO REGIONAL COUNCIL

Policy – Public Interest Disclosure (PID)

- consultants
- individual contractors working for Snowy Monaro Regional Council
- employees of contractors providing services to Snowy Monaro Regional Council
- other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers

This policy also applies to public officials of another council or public authority who report wrongdoing relating to Snowy Monaro Regional Council.

Related Documents

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

Documentation

- 250.2017.339.1 Public Interest Disclosure (PID) Procedure
250.2016.337.1 Public Interest Disclosure (PID) Form

Variation

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

16.5 PROCESS FOR AMALGAMATION OF PROPERTIES STRADDLING FORMER COUNCIL BOUNDARIES

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Financial Accountant
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.5 Achieve a stronger, more efficient Council through a successful merger.
Attachments:	Nil
Cost Centre	4010 Financial Services
Project	2018 Annual Rates and Charges
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

In compliance with the Local Government Amendment (Rates – Merged Council Areas) Act 2017 and the Valuation of Land Act 1916 Section 28, Council is undertaking the following process to amalgamate properties split by former council boundaries.

- Letters have been issued to affected property owners notifying them of the pending amalgamation and valuation, allocation to lowest former council rating structure and likely delay in issuing the relevant 2018 rates notice(s). Staff will work with ratepayers to address any objections or questions to achieve positive outcomes.
- Council is working closely with Property NSW and Valuation Services to ensure an efficient transition who aim to amalgamate the properties by 30 June 2017. Property NSW are currently assessing the eligibility and valuation of proposed amalgamations.
- The project is estimated to result in the consolidation of 91 current rateable assessments down to 35 for the newly amalgamated properties (some properties include multiples on either side of the boundary).
- The issuing of the relevant notices will be deferred until 4 weeks after the valuations are received. It is estimated this will occur before 31 August 2017. The total levy for these properties in the 2016/17 financial year was \$213,000.

OFFICER'S RECOMMENDATION

That Council receive and note the processes in place for the amalgamation of properties straddling former council boundaries in compliance with the Local Government Amendment (Rates – Merged Council Areas) Act 2017 and the Valuation of Land Act 1916 Section 28.

BACKGROUND

The Local Government Amendment (Rates – Merged Council Areas) Act 2017 (the Act) which came into force on Friday 31 March 2017 enables the minister for Local Government to deliver the remaining three years of the NSW Government’s commitment that rates paid by residents of a new council will not increase as a result of a merger for four years.

Where a council is issued with a single land valuation for former boundary properties by the NSW Valuer General under section 26 of the Valuation of Land Act 1916, the determination enables councils to apply a single rating structure to the newly amalgamated property, regardless of the rate path protection. This rating structure must be one of the structures that applied to one of the former parcels contained within the newly amalgamated property.

Selecting a single rating structure for a property to which two rating structures formerly applied will lead to changes in rates for affected landholders. To provide clarity and in keeping with the Government’s rate path protection commitment, council will need to apply the rating structure that will result in the lowest rates being levied on the affected ratepayer. This approach will need to continue until the end of the rate path protection period. The rate path protection period for council concludes on 30 June 2020.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

This project is expected to result in the consolidation of 91 rateable assessments into 35 for the newly amalgamated properties. This will have a positive impact for affected rate payers and provide for more efficient correspondence with council.

2. Environmental

This project has no environmental impacts.

3. Economic

The cost in terms of lost revenue due to amalgamating properties into the lowest value rating structure will not be known until the properties are revalued.

There will be efficiency gains on the administration due to the reduction in assessment numbers for the affected properties.

The minimal costs for printing and postage of correspondence is covered within the financial services budget.

4. Civic Leadership

This plan for the amalgamation of properties straddling former boundaries complies with legislative requirements and demonstrates council’s commitment to a successful merger.

16.6 ADOPTION OF 2018 IPR SUITE OF DOCUMENTS

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Manager Corporate/Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.2 Completion of reporting requirements in accordance with legislation.
Attachments:	<ol style="list-style-type: none">1. Summary of Submissions re IPR Suite of Documents ↓2. Changes to Operational Plan ↓3. Changes to Revenue Policy ↓4. Changes to Schedule of Fees & Charges ↓5. 2018 Operational Plan (<i>Under Separate Cover</i>) ⇒6. 2018 Revenue Policy (<i>Under Separate Cover</i>) ⇒7. 2018 Schedule of Fees & Charges (<i>Under Separate Cover</i>) ⇒
Cost Centre	Governance
Project	Integrated Reporting & Planning
Further Operational Plan Actions:	OP7.30 Council's monitoring and reporting mechanisms enable timely and accurate information on progress towards achieving the community's goals identified in the adopted strategic and operational plans in accordance with the IPR framework.

EXECUTIVE SUMMARY

On the 9 May 2017, Council resolved that the draft suite of IPR Documents (2018 Operational Plan, Revenue Policy and Fees and Charges) be placed on public exhibition, for a period of 28 days, with submissions closing at 12 noon on 8 June 2017.

The documents were placed on Council's website and displayed at Council Offices in Berridale, Bombala, Cooma and Jindabyne. They were also display at the Bombala Library, Cathcart Store Delegate RTC and the Adaminaby, Bredbo, Dalgety, Nimmitabel and Michelago Post Offices. Advertisements and media releases were placed and distributed through the appropriate media avenues, including Council's social media accounts.

Eleven public submissions were received throughout the public exhibition period. A summary of these submissions are attached to this report.

A number of amendments have also been proposed by staff and have been outlined in the attached documents for consideration by Council.

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

OFFICER'S RECOMMENDATION

That Council;

A. Receive and note the summary of public submissions.

- B. Following adoption, all persons who made a submission to the draft IPR Documents be advised of Council's decision.
- C. Review and consider the identified changes to the plans made by staff, following the public exhibition period; outlined in the attached documents;
- D. Agree that the General Manager may make minor modifications to any numerical, typographical, interpretation and formatting errors, if required, and make minor changes as required; and
- E. Adopt the Suite of IPR documents that were placed on public exhibition, with the inclusion of the approved recommended changes outlined in the attached supporting documents.

BACKGROUND

Snowy Monaro Regional Council (SMRC) was established on the 12 May 2016 through the merger of the former Bombala, Cooma Monaro and Snowy River Shire Council's.

In accordance with the Local Government Act 1993 section 405, Council must have an annual Operational Plan, adopted before the beginning of each financial year, outlining the activities to be undertaken that year, as per the Delivery Program developed and adopted by each term of Council. This must take place before the 30 June each year, with the new plans commencing on 1 July, the start of the financial year.

As outlined by the NSW Government, the Operational Plan and associated budget, revenue policy and fees and charges should be based primarily on the direction provided in the delivery programs and long term financial plans of the former councils. The review process identified a number of similarities between the three former council's plans, allowing the plans to be merged into one document.

The draft 2018 Operational Plan is an extension of the three former council areas Delivery Program.

The Draft Suite of IPR Documents placed on public exhibition included:

1. One Year Operational Plan (includes 2017/18 Budget);
2. Revenue Policy; and
3. Schedule of Fees and Charges for 2017/18.

Formal resolutions are now required by Council in order to comply with the *Local Government Act 1993*.

Submissions

Council received eleven submissions from the public relating to the draft IPR Suite of Documents on public exhibition. These submissions were discussed at a Workshop held on 21 June 2017.

Amendments requested to the Operational Plan

Some amendments were identified at a workshop held on 21 June 2017. Some cosmetic amendments have also been identified and have been listed in the attached document for review and consideration.

Amendments requested to the Revenue Policy & Schedule of Fees & Charges

An overview of the required changes to the Revenue Policy and Fees & Charges will be provided as a separate attachment to this report for your review and consideration.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The content of the IPR suite of documents enables Council to work toward achieving its aims in relation to access and equity. Access and equity activities are those which promote fairness in the distribution of resources to those most in need; recognise and promote people's rights and; improve the accountability of decision makers.

The plans ensure that people have fairer access to the economic resources and services essential to meeting their basic needs and improving the quality of life; give people better opportunities for genuine participation and the opportunity to be involved in the decisions affecting their lives.

All community members are provided with an opportunity to submit feedback and recommendations relating to the public exhibition of the Draft IPR Documents, as the actions and related budget, along with the Fees & Charges may impact them. All submissions are considered carefully by both staff and the Administrator.

2. Environmental

A key direction of the Community Strategic Plan is to "Sustain Our Environment for Life". In addition, the content of the IPR suite of documents is underpinned by sustainability principles. The quadruple bottom line, a requirement of the IPR Framework is in place to ensure Council considers the impacts of decisions on four key areas; this includes consideration of any impacts on the environment.

3. Economic

The recommendations made in relation to the submissions relating to the Draft IPR Documents are made in the best interest of the community. All economic impacts that come from these recommendations have been considered and where necessary the budget has been amended to reflect these changes. The budget presented for adoption is a balanced budget. To ensure the long term financial sustainability of the Region, Council must consider both the long and short term ramifications of each decision.

4. Civic Leadership

All community members were provided with an opportunity to submit feedback and recommendations relating to the Draft IPR Documents. A total of eleven submissions were received.

Following consideration of the submissions received at a workshop attended by the Administrator, senior management and staff, the IPR documents were reviewed prior to presenting a final report to council for their consideration and adoption before the 30 June 2017.

16.6 ADOPTION OF 2018 IPR SUITE OF DOCUMENTS

Council is fulfilling its legislative role by ensuring appropriate planning is undertaken in accordance with the Section 406 (1) of the Local Government Act 1993 and the Division of Local Government Guidelines. The suite of IPR Documents will ensure the long term sustainability of the council area.

Date R'd	Name	Summary of Submission
12.5.17	Derek Teichmann	Revenue Policy Fee increase in water from \$1.70 (Cooma) to \$3.00 per kilo litre
8.6.17	Donna Maples	Revenue Policy Objecting to proposed increase to residential water charges for Bombala from \$1.40 to \$3.00 for up to 300kl/annum and comments re low quality
16.6.17	Jenny Colin	Revenue Policy Objecting to proposed changes to Water and Sewerage Charges for Jindabyne
29.5.17	R Terpstra	Revenue Policy Replacement of two commercial waste bins with multiple domestic Wheelie Bins
26.5.17	K Robertson	Revenue Policy Changes to Waste Collection Fees for domestic multiple unit dwellings of six or more strata titled units
2.6.17	Colin Green	Revenue Policy Domestic Waste Management Charges – Perceived issues with confusion for ratepayers
8.6.17	Donna Maples	Revenue Policy Objecting to proposed increases to charges for waste services in Bombala area and user pays system to be introduced at waste sites.
19.6.17 (Late)	Geoff Kirk	Revenue Policy Waste Charges – can these be discounted for seasonal users
19.6.17 (Late)	Jak Cuttle	Fees and Charges – Page 73 Charges at the Bombala and Delegate Waste Depots Revenue Policy What does “Rural Waste Tip” Fee cover Hours of Bombala Tip Will Cathcart transfer station remain Education required on recyclables
5.6.17	Bombala Exhibition Ground Management Committee	Fees and Charges Proposed Fees for Bombala Sportsground and Bombala Exhibition Hall

22.5.17	Craig Mitchell	<p>Operational Plan Over View A lot of the “Environmental statements” seem to be mother hood statements they mean very little without a definition With an expanded region, SEATS looks a worthy organisation If we want a vibrant growing region, transport infrastructure is very important Council can/should do more to encourage and support “Arts and Culture” “Art is the precipitate of a strong healthy and vibrant community”</p>
22.5.17	Craig Mitchell	<p>Operational Plan Page 25 Strategies 1.2.1 definition of “natural systems” 1.3.1 definition of “environmentally sustainable” Measuring progress.... 3rd dot point; definition of “ecological footprint”</p>
		<p>Operational Plan 4th dot point on weeds, I don’t think it makes sense “A decline in weeds both in spread and prevalence of key grassy weeds”</p>
22.5.17	Craig Mitchell	<p>Operational Plan Page 26 DP1.1.1.1 “...and reduce sediment in the region’s waterways” Does this statement mean that SMRC is taking on the task of</p> <ul style="list-style-type: none"> • reducing soil erosion in the region • reducing carp numbers in the river (a major cause of water turbidity)
22.5.17	Craig Mitchell	<p>Operational Plan Page 26</p>

		DP1.1.1.2 define "water quality" where are we measuring it what are we improving
22.5.17	Craig Mitchell	Operational Plan Page 28 OP1.15 define "natural values", "change in the natural environment" and "important environmental assets"
22.5.17	Craig Mitchell	Operational Plan Page 28 OP1.20 define "pest animals" is council taking pest animal control from LLS.
22.5.17	Craig Mitchell	Operational Plan Page 32 2.1 SEATS ????
22.5.17	Craig Mitchell	Operational Plan Page 32 Measuring progress..... 4 th and 5 th dot points; mobile phone coverage, how is council facilitating this?
22.5.17	Craig Mitchell	Operational Plan Page 33 OP2.2 Is SEATS the best organisation to achieve this?
22.5.17	Craig Mitchell	Operational Plan Page 34 OP2.7 Quarries, should this include private quarries. Could council have a policy to develop quarries every 10 to 20 km along all our gravel roads? Transporting gravel is a major cost in resheeting roads. Would also mitigate the problem of moving weed from one area to another.

22.5.17	Craig Mitchell	Operational Plan Page 36 3.1.2 define “protection of agriculture” measuring progress... Could we add “Arts Based” Businesses? “Farm business succession planning” What do we do now? 7 th dot point Farm Productivity; could we remove the words “at least”.
22.5.17	Craig Mitchell	Operational Plan Page 37 DP3.1.1.1 could we add Melbourne to the list? Bombala is halfway between Sydney and Melbourne. With our expanded region, SEATS is very important.
22.5.17	Craig Mitchell	Operational Plan Page 38 define “high value agricultural land”
22.5.17	Craig Mitchell	Operational Plan Page 40 OP3.15 a great way of show we are bicycle friendly would be to support a feasibility study done for a shared rail trail
		Operational Plan OP3.20 signage, Aboriginal traditional lands, difficult but needs to be done
22.5.17	Craig Mitchell	Operational Plan Page 42 Could we include “encouraging the arts” in this

		<p>As the recent judge of a Raglan exhibition said “Art is the precipitate of a strong and healthy community”</p> <p>4.4.1 there is a strong link between “Art” and “health and wellbeing”</p> <p>Measuring progress...</p> <p>Is “encouraging Arts and Culture”, or similar, in any staff members job description?</p>
22.5.17	Craig Mitchell	<p>Operational Plan</p> <p>Page 50</p> <p>Key direction 5.</p> <p>Could we include “Art”?</p> <p>Art is a great recreational activity.</p> <p>A “shared rail trail” would also fit very nicely in this key direction.</p>
22.5.17	Craig Mitchell	<p>Operational Plan</p> <p>Page 55</p> <p>Key direction 6</p> <p>define “rural amenity” and “protection” (from what).</p> <p>In the definition you might define a cost of rural amenity and who is paying that cost</p>
22.5.17	Craig Mitchell	<p>Operational Plan</p> <p>Page 60</p> <p>OP6.2.2.1 define “Provide”</p>

CHANGES TO 2018 IPR PUBLIC EXHIBITION DOCUMENTS – OPERATIONAL PLAN

Page No	Item No	Requested Change
25	4 th Dot Point under “Measuring Progress Towards Achieving Our Objectives”	Remove “decline in weeds both in spread and prevalence of key grassy weeds”. Add “prevent the introduction of new weed species, eradicate new incursion weeds if and when they are identified and protect assets from the impact of widespread weeds”.
28	OP1.20 DP1.2.1.2	Amend to read “Reduce non-compliance across the Region in an effort to minimise the impact of invasive weeds on Council assets.” Amend to read “Continue to control and enforce the effective control of invasive weeds on Rural and Urban Lands in accordance with relevant legislation.”
32	4 th & 5 th Dot Points under “Measuring Progress Towards Achieving Our Objectives”	Amend wording to and combine 4 th and 5 th dot point to read “Advocate for best possible geographical coverage of broadband and mobile phone coverage throughout the Region”.
36	7 th dot point under “Measuring Progress Towards Achieving Our Objectives”	Amend wording to “Council controlled agricultural infrastructure maintained and improved.”
37	DP3.1.1.1 OP3.1	Amend wording to “Explore opportunities to capitalise further on the proximity of the Region to major centres”. Amend wording to “Support tourist loops linking mountains, coast and major centres to the Region”.
60	OP6.2.2.1	Amend wording to “Facilitate a range of appropriate, accessible and affordable housing choices across the Region to meet the needs of the

		permanent and visitor populations”.
Across Document	Reference to Delivery Program	Remove all references to Delivery Program
3 & 6	Footer – Refers to Operational Plan 2017	Amend to “Operational Plan 2018”
18	Operational Plan Budget Table Heading	Amend wording to “Snowy Monaro Regional Council – One Year Financial Plan for the Year Ending 30 June 2018”
19	Operational Plan Budget	The Operational Plan budget has been updated to align with the Revenue Policy
22-24	Action Projects	Dollar Values and funding details will be included for each project
33	OP2.3	Amend Responsible Division to “Chief Financial Officer”
34	DP2.2.1.3 OP2.8 OP2.9	Change Responsible Division to “Asset Manager”
26 26	OP1.4 OP1.5 OP1.6 – move to link with DP6.1.2.3* OP1.8 OP1.10 OP1.11 OP1.13 OP6.1 OP6.2 OP6.3 OP6.4	Move to link with DP6.1.2.2 Move to link with DP6.1.2.3* Move to link with DP6.1.2.3* *OP1.5 & OP1.6 – Combined with new wording and moved to link with DP6.1.2.3 as follows: Develop consolidated S64 plans across the region. Remove Move to link with DP6.1.2.3 Move to link with DP6.1.1.2 Remove Remove Remove Remove Re-word – Develop backflow prevention program throughout the region. Move to link with DP6.1.1.1

	OP6.5 OP6.6 OP6.7 OP6.8 OP6.11	Re-word – Carry out Water maintenance throughout the region which consistently meets Australian Drinking Water Guidelines (ADWG). Move to link with DP 6.1.2.2 Remove OP6.11
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Changes to IPR Documents

Jo-Anne Mackay

Document	Page	Heading	Description	Change from	change To	Reason
Revenue Policy	12	Snowy Rates - Mining	Ad Valorem Rate for Mining omitted - set as same as Business	blank	0.010683	Omission
Revenue Policy	15	1.2 Domestic Waste Collection Service	extend DWM collection service	Additional Text	1.2.5 Domestic waste collections will be expanded to ensure that councils waste trucks are being utilised to their fullest potential. The areas that council's waste department will be looking at are Alpine Way, Bredbo, Michelago and Nimmitabel. Prior to the introduction of any expanded service, public consultation will be undertaken to ensure that the community are aware of the process.	Additional Information
Revenue Policy	17	Commercial Food & Garden Organic Collection Charge	1.9.2 Availability in Snowy River area	Former Snowy river Area: Not available	Former Snowy river Area: Available in some locations through negotiation with Council	Correction - updated information
Revenue Policy	18	Water Supply & Sewer Service	Additional Text re High user discount - Administrator Resolution 7/6/17	see Administrator Resolution 7/6/17	Text as per Public Notice	Administrator Resolution
Revenue Policy	19	Residential Charges (Water & Sewer)	Estimated Yield	\$5,262,115 \$6,170,400 \$11,432,515	\$5,576,294 \$6,170,400 \$11,746,694	Correction
Revenue Policy	20	Non Residential Charges (Water & Sewer)	Estimated Yield - Sewer	\$2,689,927 \$1,927,185 \$4,617,112	\$2,689,927 \$1,467,023 \$4,156,950	Correction
Revenue Policy	22	Usage Charges	Sewer Usage charges	2018 SMRC text	rearrange wording	Cosmetic Clarification
Revenue Policy	30	Contributions	2018 Budgeted Developer Contributions	General \$52,650 Total \$216,650	General \$76,650 Total \$230,650	Correction
Revenue Policy	33	Interest	Interest on Overdue	8%	7.50%	Statutory

2018 SMRC FEES & CHARGES - PUBLIC EXHIBITION AMENDMENTS

Page No.	Heading	Fee Name/Change	Change From	Change To	Reason
14	Rates, Water & Debtors	Interest on Overdue	8%	7.50%	Statutory
16	Conveyancing Certificates	s.603	\$75.00	\$80.00	Statutory
22	S.68 Part A1 - Structure Approval	All fees		duplication of "Construction Certificate" fees.	Omission
22	Construction Certificate Modification	Construction Certificate Modification or modify a s.68 Part A1 Manufactured Homes Approval		Delete the words: "or modify a s.68 Part A1 Manufactured Homes Approval"	Correction
22	Construction Certificate Modification	Modify previously issued s.68 Part A1 Structure Approval		Delete fee	Correction
22	Modify a s.68 Part A1 Manufactured Homes Approval	Construction Certificate Modification - Minor		Delete fee	Correction
22	Modify a s.68 Part A1 Manufactured Homes Approval	Construction Certificate Modification or modify a s.68 Part A1 Manufactured Homes Approval		Delete the words: "Construction Certificate Modification or"	Correction
33	Cemetery Fees	Delete locality descriptions in fee lines.		Ensure localities are under the headings	Cosmetic
34	Town Burial	Locality Descriptions: "Nimmitabel & Bredbo"	Town Burial	Village Burial	Clarification
34	Interment & Burial	Grave Digging	\$1,300	\$1,100	Correction
34	Interment & Burial	Maintenance in Perpetuity	\$1,300	\$900	Correction
35	Additional Services	Ashes into Existing Grave		Move to Heading "All Cemeteries"	Clarification
51	Bombala Ground Hire	Ground Hire	Fee to Be entered	As per Submission from S.355 Committee	Omission
55	Community Halls	Delete whole description regarding Rebates			Clarification
57	Bombala Exhibition Hall	All Fees		As per Submission from S.355 Committee. Will be entered as a new Heading: "Bombala Showground"	Correction
68	Water Connections Charges, etc	Install Standard 20mm Connection & Water Meter - Charge 1		Include at end of description line: "at cost + 20% admin fee"	Correction
68	Water Connections Charges, etc	Install Non-Standard 20mm Connection & Water Meter to any Allotment - Charge 2		Include at end of description line: "Connection fee shall apply at cost + 20% admin fee"	Correction
74	Commercial Waste	Commercial Waste Collection	\$0	\$37	Omission
74	Commercial Waste	Commercial Waste Collection		insert description line: "Cooma Commercial Customers Only"	Omission
74	Commercial Waste	Commercial Recycling Collection	\$0	\$26	Omission
74	Commercial Waste	Commercial Food & Organics Collection	\$25	\$26	Correction
74	Sale Items	Insert Fee - relating to pre-existing worm farming fees		Products for Composting & Worm Farming = cost + 10%	Omission
74	Hire of Garbage Skips	Re-insert removed fees as listed below			Omission
74	Hire of Garbage Skips	1,110L Sulo Bin		Re-insert	Omission
74	Hire of Garbage Skips	660L Sulo Bin		Re-insert	Omission
74	Hire of Garbage Skips	Replacement Skip Key		Re-insert	Omission
74	Hire or Bins for Events/Functions	Delivery & Return of 1-2 1100L Waste Bins	\$0	\$20	Omission
74	Hire or Bins for Events/Functions	Delivery & Return of 3-8 1100L Waste Bins	\$0	\$80	Omission
76	Waste Disposal at Waste Facilities	change reference of "Domestic" disposal to "Household" disposal to differentiate between Domestic & landfill charges	Domestic	Household	Clarification
77	E-Waste	All Fees	blank	per item	Clarification
77	E-Waste	Commercial Quantities		insert description line: "Not accepted under Stewardship Program"	Correction
78	Green Waste - Minimum Charges	Quantities less than a caged trailer and <300mm in diameter	\$5	No Charge	Correction
81	Snowy River Hostel	Max Interest Rate	6.01% as at 1 July 2016	5.78% as at 1 April 2017	Statutory
81	Snowy River Hostel	Refundable Accommodation Deposit	blank	\$550,000	Statutory
81	Snowy River Hostel	Refundable Accommodation Deposit	Refundable Accommodation Deposit	Refundable Accommodation Deposit (RAD)	Clarification
81	Snowy River Hostel	Refundable Accommodation Deposit (RAD)	This replaces what was known as the Accommodation Bond. Actual Amount dependant on Assets	Actual RAD charged is dependant on Residents Assets and negotiated with Resident	Clarification
81	Snowy River Hostel	Equivalent Max DAP (Statutory Fee)	\$90.56	\$87.10	Statutory
82	Snowy River Hostel	Basic Daily Care Fees	\$ 48.25 as at 1 July 2016	\$49.07 and delete "as at 1 July 2016"	Statutory
82	Snowy River Hostel	Remote Area Allowance (Statutory Fee)	As set by Department of Health as at 1 July 2016	delete "as at 1 July 2016"	Statutory

22. 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.