



SNOWY MONARO
REGIONAL COUNCIL

BUSINESS PAPER

PUBLIC EXHIBITION COPY

Ordinary Council Meeting
27 September 2017

CONFLICTS OF INTEREST

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

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

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

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

The responsibility of determining whether or not the Mayor or Council employee has a pecuniary or non-pecuniary interest in a matter, is the responsibility of that individual. It is not the role of the Mayor or 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 Mayor, 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 Mayor and Council employees attending a Council meeting or a meeting of a committee of Council. The code also sets out how complaints against a Council employee, the Mayor or 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, Walgalu, Southern Ngunnawal and Bidhawal 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.

Webcasting

Council meetings are recorded and live streamed to the internet for public viewing. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded and streamed on Councils website www.snowymonaro.nsw.gov.au

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

**ON WEDNESDAY 27 SEPTEMBER 2017
COMMENCING AT 5.30PM**

BUSINESS PAPER

- 1. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**
- 2. CITIZENSHIP CEREMONY**
- 3. PRESENTATIONS**
- 4. PUBLIC FORUM**
 - 4.1 Delegate Progress Association
- 5. DISCLOSURE OF INTEREST**

(Declarations also to be made prior to discussions on each item)
- 6. MATTERS DEALT WITH BY EXCEPTION**
- 7. ADOPTION OF MINUTES FROM PREVIOUS COUNCIL MEETING**
 - 7.1 Ordinary Council Meeting held on 30 August 2017
 - 7.2 Closed Session of the Ordinary Council Meeting held on 30 August 2017
 - 7.3 Extraordinary Council Meeting held on 26 September 2017
- 8. DELEGATE'S REPORT (IF ANY)**
 - 8.1 Minutes of the Administrators Delegations meeting held 28 August 2017 4
 - 8.2 Minutes of the Administrators Delegations Meeting Held 6 September 2017 12
 - 8.3 Minutes of the Administrators Delegations meeting held 20 September 2017 21
- 9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**
 - 9.1 Minutes of the Bombala Racecourse and Recreation Ground meeting held 10 September 2017 31
- 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**
 - 11.1 Wildside Adventure Event on public roads 2-6 October 2017 37

12. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	
Nil	
13. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY	
Nil	
14. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE	
14.1 Minutes of the Recreational Facilities Committee of the 17 August 2017	40
15. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE	
15.1 Construction of Temporary Carpark at 55 Vale St Cooma	46
15.2 Federal Government funding under "Building Better Regions Fund" for the augmentation and upgrade of the Bombala Sewage Treatment Plant	51
16. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION	
16.1 Presentation of Administrator's End of Term Report	58
16.2 Council's Delegations to the General Manager	60
16.3 Code of Meeting Practice	102
16.4 Code of Conduct	142
16.5 Councillor and Staff Interaction Policy	147
16.6 Council Representative on the CBRJO Board	187
16.7 Appointment of Other Delegates for the Period September 2017 to September 2018	189
16.8 Re-appointment of Section 355 Committees	192
16.9 Nomination of a Council member for the Audit Risk and Improvement Committee (ARIC)	196
16.10 Annual Report - Internal Audit and Audit, Risk and Improvement Committee 2016/2017	205
16.11 Stronger Communities Fund Major Projects Program Quartley Update	236
16.12 Enterprise Risk Management Policy	241
16.13 Monthly Funds Management Report - August 2017	247
16.14 Bombala and Delegate Masterplan	252
16.15 Roads Maintenance Extensive Deep Dive Service Review Report	256
16.16 Financial Assistance Grants	266
16.17 Request for Donations and Financial Support	268
16.18 Rural Centres Report 2017	313
16.19 Christmas/New Year and Other Office Closures 2017/2018	324
16.20 Annual End of Year Celebration	327
17. REPORTS BY GENERAL MANAGER	
Nil	

18. NOTICE OF MOTION

18.1 Bob Stewart RE: Bombala and Delegate Landfill Fees

330

19. MOTIONS OF URGENCY

Nil

20. QUESTIONS WITH NOTICE

21. QUESTIONS TAKEN ON NOTICE

22. CONFIDENTIAL MATTERS

22.1 Proposed Purchase of Lot 10 Sec 13 DP 758346 – 13 Craigie Street Bombala

8.1 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 28 AUGUST 2017

Record No:

Responsible Officer: General Manager
Author: Secretary Council & Committees
Attachments: 1. Minutes - Administrator Delegations Meeting held 28 August
2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 28 August 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 28 August 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

28 August 2017

**ADMINISTRATOR DELEGATIONS MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
ON MONDAY 28 AUGUST 2017**

MINUTES

Notes:

1.	APOLOGIES.....	2
	Nil	
2.	DISCLOSURE OF INTEREST.....	2
	2.1 Administrator Lynch	2
3.	ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS	2
4.	CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	2
	4.1 Request for reduction of bulk waste disposal fees	2
5.	CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND	3
	5.1 Seeking funding for re purposing of old Bombala Primary School	3
6.	CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	4
7.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....	4
8.	CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE	4
9.	CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....	4
	9.1 Use of part Massie Street carpark by Mitre 10	4
10.	CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....	5
	10.1 Webcasting of Council Meetings Policy	5
11.	REPORTS BY GENERAL MANAGER.....	6
	11.1 Council Entry Sign at Williamsdale	6
	11.2 Providing Office Space for Cooma University Centre (CUC)	6
12.	CONFIDENTIAL MATTERS.....	6

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

**ON MONDAY, 28 AUGUST 2017
COMMENCING AT 10.30AM**

PRESENT: Administrator Dean Lynch
APOLOGIES:
Staff: Joe Vescio, General Manager
Erin Donnelly, Secretary Council and Committees

The Administrator opened the meeting at 10.45AM

1. APOLOGIES

Nil

2. DISCLOSURE OF INTEREST

2.1 ADMINISTRATOR LYNCH

Administrator Lynch declared an interest in Item 11.2 Providing Office Space for Cooma University Centre (CUC) as he has a conflict of interest in this item due to "I am the current Chair of the Country Universities Centre". Administrator Lynch remained in the meeting to receive and note the reports by the General Manager as no decision was required due to the matter being operational.

3. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

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

4.1 REQUEST FOR REDUCTION OF BULK WASTE DISPOSAL FEES

Record No:

Responsible Officer:	Director Environment & Sustainability
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.4.1.1 Provide an integrated waste management service that is socially, economically and environmentally responsible.
Operational Plan Action:	OP1.21 Efficient operation of Domestic and Commercial Waste collection services.
Attachments:	1. Request for Fee reduction
Cost Centre	Waste disposal income – WO 115-03-106

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

A request has been received for a reduction in Council's adopted bulk waste disposal fees.

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

COMMITTEE RECOMMENDATION

ADA133/17

That Council provide a 10% reduction for the disposal of bulk waste from Cabramurra, Mt Selwyn, and Thredbo, for a period of 12 months commencing on 1 October 2017

Approved by Administrator Lynch

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

5.1 SEEKING FUNDING FOR RE PURPOSING OF OLD BOMBALA PRIMARY SCHOOL

Record No:

Responsible Officer: Planning Manager

Author: Economic Development & Tourism Manager

Key Direction: 3. Strengthening Our Local Economy

Delivery Plan Strategy: DP3.2 Take full advantage of the unique assets and character of our towns and villages.

Operational Plan Action: OP3.3 Develop facilities and amenities to encourage increased visitor numbers and duration of stay throughout the Region.

Attachments: 1. Business Plan The Primary Hub

Cost Centre: Not yet established

Project: Re purposing of Old Bombala Primary School

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The project will allow for the internal fit out of the building including the requirements for a gallery, workshop space, small office, staff kitchen, amenities and electronic equipment required for the establishment of a small technology hub. The project will also see the twelve month employment of a Project Officer to develop process and procedures and calendar of events.

The project will utilise funds from the sale of surplus Council land in Bombala to match funding requested from the State Government.

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

COMMITTEE RECOMMENDATION

ADA134/17

That Council approve the submission of an Expression of Interest for funding via the NSW Regional Cultural Fund to allow for the re purposing of the old Bombala Primary School and the employment of an Project Officer for a 12 month period.

Approved by Administrator Lynch

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

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

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

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

9.1 USE OF PART MASSIE STREET CARPARK BY MITRE 10

Record No:

Responsible Officer:	Director Environment & Sustainability
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.7 Ensure that Council's policy, land use planning, development assessment enhance liveability.
Operational Plan Action:	OP6.13 Ensure development assessment is undertaken in accordance with adopted Local Environmental Plans, Development Control Plans, Council Policy and State and Federal legislation.
Attachments:	1. Attachment Mitre 10
Cost Centre	N/A
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Discussions have been held with representatives from Mitre 10 in relation to the previously agreed use of part of the Massie Street carpark. A written request was received from the proponents seeking to acquire an additional area of the carpark, however, following an on-site meeting it was determined that

a suitable alternative could be achieved by modifying the existing proposal, which would not require a further reduction in the number of carparking spaces.

The outcome has been communicated to the proponents as agreed with the Administrator and Council's endorsement of the actions is requested.

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

COMMITTEE RECOMMENDATION

ADA135/17

That Council endorse the suggested option to re-arrange the carparking and egress arrangement in the vicinity of the new Mitre 10 carpark egress

Approved by Administrator Lynch

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

Note 1: Urgent Business Not On Agenda

The attention of the Administrator was drawn to one (1) late report not listed on the Administrator Delegations agenda and business paper concerning Webcasting of Council Meetings Policy and requested that the Administrator consider the late report as matters of urgency.

COMMITTEE RECOMMENDATION

ADA136/17

That Council consider the following report as matters of urgency:

- Webcasting of Council Meetings Policy

Approved by Administrator Lynch

10.1 WEBCASTING OF COUNCIL MEETINGS POLICY

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:	OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.
Attachments:	1. Webcasting of Council Meetings Policy
Cost Centre	N/A
Project	Webcasting of Council Meetings
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The Webcasting of Council Meetings Policy is submitted for approval and adoption.

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

COMMITTEE RECOMMENDATION

ADA137/17

That Council approve and adopt the Webcasting of Council Meetings Policy as tabled.

Approved by Administrator Lynch

11. REPORTS BY GENERAL MANAGER

11.1 COUNCIL ENTRY SIGN AT WILLIAMSDALE

The General Manager informed the Administrator council has received a letter from RMS regarding the Council Entry Sign at Williamsdale. RMS have expressed concerns similar to the sphere located near the Cooma airport. Based on councils own experience with the sphere, the General Manager has instructed staff to proceed with the installation of the entry sign at Williamsdale.

11.2 PROVIDING OFFICE SPACE FOR COOMA UNIVERSITY CENTRE (CUC)

The General Manager advised, as per the existing support from Council to the CUC, the General Manager has agreed to make space available at 57 Vale Street, Cooma, for CUC. As the space previously made available within the council office is now required for council purpose. This arrangement is to be reviewed in 12 months.

COMMITTEE RECOMMENDATION

ADA138/17

That Council receive and note the reports by the General Manager.

Approved by Administrator Lynch

12. CONFIDENTIAL MATTERS

There being no further business the Administrator declared the meeting closed at 11.02am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 28 August 2017 were confirmed by Council at a duly convened meeting on 6 September 2017 at which meeting the signature hereon was subscribed.

8.2 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 6 SEPTEMBER 2017

Record No:

Author: Executive Assistant to the Mayor & Councillors - Katherine Miners, Mayor

Attachments: 1. Minutes of the Administrator Delegations Meeting Held 6 September 2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 6 September 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

RECOMMENDATION

That Council receive and note the minutes of the Administrator Delegations meeting, held 6 September 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

6 September 2017

**ADMINISTRATOR DELEGATIONS MEETING
HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630
ON WEDNESDAY 6 SEPTEMBER 2017**

MINUTES

Notes:

1. APOLOGIES.....	3
Nil	
2. CITIZENSHIP CEREMONY.....	3
3. PRESENTATIONS.....	3
4. PUBLIC FORUM	3
5. DISCLOSURE OF INTEREST.....	3
Nil	
6. MATTERS DEALT WITH BY EXCEPTION	3
7. DELEGATE'S REPORT (IF ANY)	3
8. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS	3
9. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	4
10. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND	4
10.1 MoU to explore potential opportunities for Joint Use Project Agreements with the Department of Education	4
11. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	5
12. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....	5
12.1 Donation Request - Bombala Platypus Mens Shed.....	5
13. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE	6
14. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....	6
15. CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....	6
15.1 2017 Financial Statements referred to Audit.....	6

16.	REPORTS BY GENERAL MANAGER.....	7
17.	NOTICE OF MOTION	7
18.	MOTIONS OF URGENCY	7
19.	QUESTIONS WITH NOTICE	7
20.	QUESTIONS TAKEN ON NOTICE.....	7
21.	CONFIDENTIAL MATTERS.....	7

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 6 SEPTEMBER 2017

Page 3

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

**ON WEDNESDAY, 6 SEPTEMBER 2017
COMMENCING AT 11.00AM**

PRESENT: Administrator Dean Lynch
APOLOGIES: Nil
Staff: Joe Vescio, General Manager
Katherine Miners, Executive Assistant to Mayor and Councillors

The Administrator opened the meeting at 11.00AM

1. APOLOGIES

Nil

2. CITIZENSHIP CEREMONY

Nil

3. PRESENTATIONS

Nil

4. PUBLIC FORUM

Nil

5. DISCLOSURE OF INTEREST

Nil

6. MATTERS DEALT WITH BY EXCEPTION

Nil

7. DELEGATE'S REPORT (IF ANY)

8. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Business Arising Out Of The Minutes

Proceedings in Brief

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 6 SEPTEMBER 2017 Page 4

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

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

10.1 MOU TO EXPLORE POTENTIAL OPPORTUNITIES FOR JOINT USE PROJECT AGREEMENTS WITH THE DEPARTMENT OF EDUCATION

Record No:

Responsible Officer: Director Environment & Sustainability
Author: Group Manager Economic Development and Tourism
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: 1. MoU with Department of Education ⇨
Cost Centre N/A
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

This report presents a proposed Memorandum of Understanding between the Council and Department of Education to explore the potential for Joint Use Project Agreements between the two organisations. Such agreements if made would need to benefit both the local school(s) and the wider community to be truly effective.

As there is the prospect that the wider community could receive some significant benefits from potential joint use project agreements, it is considered worthy of Council participation and exploration. There may be a cost to Council which forms part of any future agreement, but that will be a matter for the Council to consider in the future at the relevant time.

It is recommended the Council enter into the Memorandum of Understanding with the Department.

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

COMMITTEE RECOMMENDATION

ADA139/17

That Council

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 6 SEPTEMBER 2017

Page 5

A. Authorise the General Manager to sign the attached MoU with the Department of Education to create the formal framework required for the investigation of potential Joint Use Project Agreements between the Department and the Council.

Moved Administrator Lynch

CARRIED

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

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

12.1 DONATION REQUEST - BOMBALA PLATYPUS MENS SHED

Record No:

Responsible Officer: General Manager
Author: Executive Assistant to the Mayor & Councillors
Key Direction: 4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy: DP4.1.2.1 Support the availability of volunteering opportunities and build capacity.
Operational Plan Action: OP4.9 Strengthen, support and promote volunteering within Council and in the Community as a valued vocation that builds social capacity
Attachments: 1. Letter From John Barilaro on behalf Chris Philbrick - Lions Park - Bombala Platypus Men's Shed - Requesting Donatin of Rates ⇨
2. Email from Acting Finance Manager in Relation to Bombala Platypus Men's Shed with Previous Minutes and Correspondence Included ⇨
Cost Centre Donations Community Groups
Project
Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Bombala Platypus Men's Shed have requested that Council provide a donation to the equivalent of rates owing to 30 June 2018.

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

COMMITTEE RECOMMENDATION

ADA140/17

That Council

- A. Receive and note the request for Council to provide a donation towards the Bombala Platypus Men's Shed;
- B. Defer this item subject to receiving a further report indicating what payments have been made to

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 6 SEPTEMBER 2017

Page 6

the Bombala Platypus Men's Shed in accordance with resolution 16/12 from the former Bombala Council; and

C. Provide a response outlining the above to our member for Eden-Monaro.

Moved Administrator Lynch

CARRIED

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

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

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

15.1 2017 FINANCIAL STATEMENTS REFERRED TO AUDIT

Record No:

Responsible Officer: Director Corporate & Community Services
Author: Acting Chief Financial Officer
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: OP7.3 Completion of Financial statutory and regulatory reports in accordance with specified requirements.
Attachments: 1. GPFS Statement by Management ⇄
2. SPFS Statement by Management ⇄
Cost Centre 4010 Financial Services
Project 2017 Financial Statements
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council's 2017 Financial Statements are in the process of being finalised and, in accordance with Section 413(2) of the Local Government Act 1993, Council is required to refer them for audit.

The 2017 Financial Statements encompass the period 13 May 2016 to 30 June 2017.

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

COMMITTEE RECOMMENDATION

ADA141/17

MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING OF SNOWY MONARO REGIONAL COUNCIL
HELD ON WEDNESDAY 6 SEPTEMBER 2017

Page 7

That Council

- A. Authorise the Administrator, the General Manager and the Responsible Accounting Officer to sign the Statement by Councillors and Management for the Snowy Monaro Regional Council 2017 General Purpose Financial Statements and 2017 Special Purpose Financial Statements
- B. Refer the 2017 Financial Statements for audit
- C. Authorise the General Manager to issue the 2017 Financial Statements upon receiving the auditor's report
- D. Authorise Audit expenditure and allocate an additional amount of \$13,000 in the 2018 Financial Year Budget with funding to be provided from Other Internal Reserves.

Moved Administrator Lynch

CARRIED

16. REPORTS BY GENERAL MANAGER

17. NOTICE OF MOTION

18. MOTIONS OF URGENCY

19. QUESTIONS WITH NOTICE

20. QUESTIONS TAKEN ON NOTICE

21. CONFIDENTIAL MATTERS

There being no further business the Administrator declared the meeting closed at 11.15AM

8.3 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 20 SEPTEMBER 2017

Record No:

Responsible Officer: General Manager
Author: Secretary Council & Committees
Attachments: 1. Minutes - Administrator Delegations Meeting held 20
September 2017 [↓](#)

EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 20 September 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 20 September 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

20 September 2017

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

ON WEDNESDAY 20 SEPTEMBER 2017

MINUTES

Notes:

1.	APOLOGIES.....	3
	Nil	
2.	DISCLOSURE OF INTEREST.....	3
	Nil	
3.	DELEGATE'S REPORT (IF ANY)	3
4.	ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS	3
5.	CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE	3
	5.1 Outcome of the Tender Evaluation for Floodplain Management Studies in Berridale, Cooma, Bredbo adn Michelago	3
6.	CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND	5
7.	CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY	5
8.	CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY.....	5
9.	CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE	5
10.	CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE.....	5
11.	CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC LEADERSHIP AND CITIZEN PARTICIPATION.....	5
	11.1 Administrators End of Term Report to the Community.....	5
	11.2 Changes to Quorum Requirements for the Audit and Risk Committee Charter	6
12.	ADMINISTRATOR’S REPORT (IF ANY).....	7
13.	CONFIDENTIAL MATTERS.....	7
	13.1 Consolidation of Corporate Systems with Preferred Vendor	7

14.	REPORT FROM CONFIDENTIAL SESSION	8
13.1	Consolidation of Corporate Systems with Preferred Vendor	8

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

**ON WEDNESDAY, 20 SEPTEMBER 2017
COMMENCING AT 11.00AM**

PRESENT: Administrator Dean Lynch
APOLOGIES:
Staff: Joe Vescio, General Manager
Erin Donnelly, Secretary Council and Committees

The Administrator opened the meeting at 11.28AM

1. APOLOGIES

Nil

2. DISCLOSURE OF INTEREST

Nil

3. DELEGATE'S REPORT (IF ANY)

Nil

4. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

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

5.1 OUTCOME OF THE TENDER EVALUATION FOR FLOODPLAIN MANAGEMENT STUDIES IN BERRIDALE, COOMA, BREDBO ADN MICHELAGO

Record No:

Responsible Officer: Director Operations & Infrastructure
Author: Environmental Project Officer
Key Direction: 1. Sustaining Our Environment for Life
Delivery Plan Strategy: DP1.3 Protect and enhance our catchments and waterways, through effective storm water management initiatives.
Operational Plan Action: OP1.11 Ensure the adequate provision of storm water infrastructure.

Attachments: 1. Evaluation Schedules 1
2. Evaluation Schedules

Cost Centre 1802 Operations Management

Project Floodplain Management

Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council received funding of \$300,000.00 from the Office of Environment and Heritage (OEH) for a Flood Study/Floodplain Risk Management Study and Plan, for the towns of Berridale, Cooma, Bredbo and Michelago.

As this is a specialised field the work the project was the subject of a Tender with submissions called for on 27 July 2017. A total of 5 submissions were received as follows:

- BMT WBM P/L \$294,916
- Cardno P/L \$371,421.00
- Lyall and Associates \$330,789.00
- SMEC/grc HYRDO \$288,787.93
- WMA water \$409,526.92

An evaluation of each Tender submission was carried out by:

- Councils Environmental Project Officer;
- Councils Engineering Project Officer; and
- OEH Senior Natural Resource Officer (Floodplain Management).

Each submission was assessed against the following criteria:

- Tenderers Profile
- Insurances
- Departures, Clarifications and Assumptions
- Conflicts of Interest
- Litigation
- Statement of Compliance
- Work Health and Safety
- Proposed Subcontractors and Consultants

In addition the following criteria were also assessed:

- Bank guarantee 2%
 - Industrial relations 2%
 - Capacity and Capability 20%
-
-

- Understanding 15%
- Relevant Experience 20%
- Key Personnel 6%
- Price 35%

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

COMMITTEE RECOMMENDATION

ADA142/17

That Council endorse the recommendation of the Tender Assessment Panel and award SMEC/grc HYDRO the contract for Cooma/Bredbo/Michelago Flood Study/Floodplain Risk Management Study and Plan; AND Berridale Flood Study/Floodplain Risk Management Study and Plan for the sum of \$288,939.00.

Approved by Administrator Lynch

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**
-

11.1 ADMINISTRATORS END OF TERM REPORT TO THE COMMUNITY

Record No:

Responsible Officer: General Manager
Author: Executive Assistant to the Mayor & Councillors
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy: DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.8 Ensure that appropriate governance structures are in place enabling open, transparent government.
Attachments: 1. Administrator's Report to the Community (*Under Separate Cover*)
Cost Centre
Project Administrators End of Term Report to the Community
Further Operational Plan Actions:

EXECUTIVE SUMMARY

On 12 May 2016 the former Councils of Bombala, Cooma-Monaro Shire and Snowy River Shire were merged to form Snowy Monaro Regional Council. At that time Mr Dean Lynch was appointed as the Administrator of the newly formed Council until elections were held on 9 September 2017.

The following Administrator's report is designed to inform our community of the key successes achieved during the Administration period and also identifies the challenges that have been faced.

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

COMMITTEE RECOMMENDATION

ADA143/17

- That Council
- A. Receive and Note the Administrator's End of Term Report
 - B. Forward the report to the incoming Council for information

Approved by Administrator Lynch

11.2 CHANGES TO QUORUM REQUIREMENTS FOR THE AUDIT AND RISK COMMITTEE CHARTER

Record No:

Responsible Officer: General Manager
Author: Auditor
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. Audit, Risk and Improvement Committee Charter
Cost Centre	
Project	1094
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

To rectify quorum numbers required in the Audit, Risk and Improvement Committee Charter.

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

COMMITTEE RECOMMENDATION

ADA144/17

That Council approve the change of quorum for the Audit, Risk and Improvement Committee to read "7.2 Attendance at Meetings and Quorums - A quorum will consist of a majority of members in attendance"

Approved by Administrator Lynch

12. ADMINISTRATOR'S REPORT (IF ANY)

13. CONFIDENTIAL MATTERS

COMMITTEE RECOMMENDATION

ADA145/17

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 Consolidation of Corporate Systems with Preferred Vendor
Item 13.1 is confidential in accordance with s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.
2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.
4. That the resolutions made by the Council in Closed Session be recorded in the Minutes of the Council Meeting.

5. That upon this recommendation being moved and seconded, the Chairperson invite 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 48 am the meeting was closed.

Note 2: Resumption of Open Committee Meeting

At 11.50 am the Closed Session ended and the Council meeting continued in Open Session.

14. REPORT FROM CONFIDENTIAL SESSION

13.1 CONSOLIDATION OF CORPORATE SYSTEMS WITH PREFERRED VENDOR

COMMITTEE RECOMMENDATION

ADA146/17

That Council:

- A. Note this report, including but not limited to:
- (a) The business and transformational imperatives leading to the need for the consolidation of Council's corporate systems; and
 - (b) The financial analysis undertaken for the implementation of consolidated corporate systems
- B. Note the arrangement to finalise the contract with the preferred vendor for the consolidation of Council's corporate systems.

Approved by Administrator Lynch

There being no further business the Administrator declared the meeting closed at 11.50am

CHAIRPERSON

The above minutes of the Administrator Delegations Meeting of Snowy Monaro Regional Council held on 20 September 2017 were confirmed by Council at a duly convened meeting on 25 September 2017 at which meeting the signature hereon was subscribed.

**9.1 MINUTES OF THE BOMBALA RACECOURSE AND RECREATION GROUND MEETING HELD
10 SEPTEMBER 2017**

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Bombala Racecourse & Recreation Ground [↓](#)

EXECUTIVE SUMMARY

The Bombala Racecourse and Recreation Ground Committee met on 10 September 2017. The Committee's minutes are presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

That Council receive and note the minutes of the Bombala Racecourse and Recreation Ground Committee meeting held on 26 September 2017.

Bombala Racecourse and Recreation Ground Committee

Minutes from Urgent Meeting

Sunday 10 September 2017

Racecourse Reserve

Attendance

David Merrit, Jack Merrit, Steve Tapscott , Kerry Payten, Chris Page, Bree O'Brien, Phil Collins, Bill Peadon, Brad Yelds, Joe Ingram, Sue Haslingden, Pia Jackson, Dr Colin Pate, Bob Stewart.

Business

Pia Jackson identified a non pecuniary interest

Introduction and background to funding submissions.

Discussion of proposals.

- Brad (Pres. Bombala Jockey Club) identified development of a new, permanent 'marquee' to be erected where the previous marquee was annually positioned. Committee has had discussions with SMRC General Manager in regards to plan and requirements: yet to be formally put through Management Committee.
 - Raised Jockey Club major concern of any racetrack interior developments blocking view of the race running.
 - Phil (Pres. Campdraft) discussed the growth of campdrafting, and that the interior of the racetrack was where the Campdraft has been designated. Kerry raised how entry numbers were rising constantly and therefore the need for facilities for competitors and others in the area of use.
 - Bree (Sec. Campdraft) sees moving the Campdraft arena and facilities as very difficult and that if the Jockey Club want to move the Campdraft, then if they can bring back a plan to the Campdraft for consideration.
 - Proposed toilets for the Campdraft area are to be relocatable, although preferably would have a septic system. This needs to be costed vs pump out systems.
-

- Dr Pate arrived as was updated on issues and proposals.
- Bob Stewart arrived.
- Joe discussed looking at layout in regards to a masterplan/Bree outlined committee's strengths and limitations/discussion on mobile unit/Bree circulated images of container toilet outfit.
- Sue (Sec Management Committee) discussed request by SMRC for a masterplan from Committee.
- Brad suggested moving Campdraft camp so it is more accessible to existing infrastructure. (The Campdraft camp is where the majority of spectators are as this is where they can experience close hand the cutting out of the beast and working the beast before the gates are opened.)
- Joe identified the urgency in updating electrical supply. (This has been noted and ongoing for many years, and unfunded.)
- Bob (Pres Management Committee) was concerned that the Campdraft proposal did not go through the management Committee. Phil identified they had been advised (by Dean Lynch, Administrator) that they did not need to use the Management Committee to progress the submission.
- Bree raised Scope of Works to be delivered to SMRC by Tuesday and that the submission include a portable toilet/shower unit, plus septic system to be located near the Campdraft infrastructure, be included in this scope of works.
- Jockey Club's only concern is that the toilet/shower unit does not block views of the race track.

Considerable discussion between Bill Peadon representing Bombala Pony Club, members of the Bombala Campdraft, Jockey Club and Management Committee. David Girvan as a community representative was not available.

Outcome:

That a portable toilet/shower unit, plus septic system be included in the current/immediate scope of works and to be located near the Campdraft infrastructure.

That representatives from the Campdraft Club, Jockey Club, Pony Club and the Management Committee prepare a draft Scope of Works to underpin a Master Plan for the area and for it to be circulated.

Draft Scope of Works

Developed by Bombala Racecourse and Recreation Ground Committee, Bombala Jockey Club, Bombala Campdraft and Bombala Pony Club.

In preparation for a

Master Plan for the Bombala Racecourse and Recreation Ground

Immediate upgrades and renovations necessary:

\$200,000 to Clubhouse renovations including minor works, a new colourbond insulated roof, repairs to and renovating storage areas, installing sky lights and constructing new internal toilets and showers. If more funds are available, the existing caretakers unit would benefit from renovated small kitchen, toilets and bathroom and septic system.

\$70,000 to Bombala Campdraft to build or locate a toilets/shower block near the Campdraft storage container. Also 4 stock water troughs @ \$700 each.

\$50,000 to Bombala Jockey Club to build a permanent marquee that could also be used by all facility users throughout the year.

\$10,000 for Master Plan, including surveying etc.

\$15,000 to eradicate existing weed menace and develop an achievable five year management plan for noxious weeds.

\$12,500 to upgrade water pump and shed at river, cover existing cement tank and convert pump to solar.

Master Plan to include:

Major electrical upgrade to all connections and a review of meters.

Renovate and update existing toilets and septic system.

Proposed relocation of Campdraft arena and associated infrastructure.

Ten year revolving plan to upgrade all existing infrastructure, including fencing.

Investigate solar for clubhouse roof: \$7,500 = a 5kwt system and sell back to the grid.

Development of additional equestrian facilities and arena areas for event trials, showjumping, dressage, heavy work horse events, team penning etc.

Other recreational ground users such as clay shooting.

Connecting recreational ground to Bombala by bike and walking track.

Possible cul de sac for Mill housing development.

Implement and manage a revolving noxious weed management plan aimed at eradicating serrated tussock and African lovegrass.

Planting of trees for windbreaks and to also contain windblown weed seeds.

Meeting concluded at 4.15pm.

11.1 WILDSIDE ADVENTURE EVENT ON PUBLIC ROADS 2-6 OCTOBER 2017

Record No:

Responsible Officer:	Director Operations & Infrastructure
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:	<ol style="list-style-type: none">1. Wildside Adventure Snowy Monaro Region Event Overview - REVISION August 2017 (<i>Under Separate Cover</i>) ⇒2. Wildside Adventure Safety Management Plan 2017 (<i>Under Separate Cover</i>) ⇒3. Wildside Adventure Risk Management Plan 2017 (<i>Under Separate Cover</i>) ⇒4. Wildside Adventure Certificate of Currency (<i>Under Separate Cover</i>) ⇒5. Wideside Adventure Leg 1 Traffic Control Map (<i>Under Separate Cover</i>) ⇒6. Wildside Adventure Leg 1 Traffic Control Map 1 (<i>Under Separate Cover</i>) ⇒7. Wildside Adventure Leg 2 Traffic Management (<i>Under Separate Cover</i>) ⇒
Cost Centre	1505
Project	Snowy Monaro Local Traffic Committee
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

This event was considered at the last Snowy Monaro Local Traffic Committee (SMLTC) meeting on 26th July 2017 at which the SMLTC recommended to Council that the event not be supported unless the safety concerns of the SMLTC were addressed. Council's Administrator adopted the recommendation on 21 August 2017 under delegation. The event organiser has now provided further information and made further amendments so that the SMLTC may reconsider the event.

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

OFFICER'S RECOMMENDATION

That Council:

- A. Provides its approval of the Wildside Adventure Race (2-6 October 2017) run leg on Bushrangers Hill Road, Snowy Mountains Highway, Cosgrove and Baker Streets, and the bicycle leg on Baker and Lett Streets and Yaouk Road subject to providing Council with a copy of a Road Occupancy Licence from the Roads and Maritime Services for the "run leg" part of the event on Snowy Mountains Highway.

BACKGROUND

This event was considered at the last Snowy Monaro Local Traffic Committee (SMLTC) meeting on 26th July 2017 at which the SMLTC recommended to Council that the event not be supported unless the following matters were addressed:

- Event safety during night time hours
- Safely traversing up a public road
- Provide an ROL and Traffic Control Plan (TCP) for Kosciuszko Road and Snowy Mountains Highway
- TCP's for all intersection on public roads
- Inadequate signage
- Exemption for Section 115 of the Road Transport Act 2013

The event organiser has since made amendments to the course and management of the event so that it is now able to be reconsidered.

This matter cannot be considered by the Snowy Monaro Local Traffic Committee (SMLTC) at its next meeting in October 2017 as this is will be after the proposed running date of the event. Therefore, this matter can only be dealt with by seeking the agreement of the NSW RMS Representative and the NSW Police Representative of the SMLTC for a recommendation to Council as required under the Road Transport (Safety and Traffic Management) Act 1999.

The Event Overview, a Risk Management Plan, a Safety Management Plan and a copy of the Certificate of Currency stating Council as a counterparty have been provided for this event and are attached to this report.

The RMS advice is as follows:

Email: Tue 19/09/2017 2:01 PM

Subject: RE: Wildside Adventure Race 2-6 October 2017

Volker and Sam,

RMS support the amended recommendation.

Thanks,

Jesse Fogg
Traffic Engineering Officer

Southern Region | Regional & Freight
T 02 4221 2566

www.rms.nsw.gov.au

Every journey matters

Roads and Maritime Services

Level 4 90 Crown Street Wollongong NSW 2500

The NSW Police advice is as follows:

Email: Tue 19/09/2017 1:40 PM

Subject: RE: Wildside Adventure Race 2-6 October 2017

Thanks Volker,

I concur with the recommendation as provided.

Regards,

S Morabito | Senior Constable | Queanbeyan Traffic / HWP / Southern Highlands Cluster |
Traffic & Highway Patrol Command | NSW Police Force | 8 Farrer Pl, Queanbeyan NSW 2620 |

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The adoption of the recommendation will have a minor impact upon road users.

2. Environmental

The adoption of the recommendation should have no impact on the environment.

3. Economic

The adoption of the recommendation should have no impact upon Council's budget as a request for Council assistance has not been received.

4. Civic Leadership

By adopting the recommendation, Council is demonstrating leadership by ensuring that proposals are appropriately considered. The recommendation also demonstrates that Council is consulting with a technical committee (SMLTC), keeping its standards up to date and ensuring that it complies with its delegation provided by the Roads and Maritime Services and under legislation.

14.1 MINUTES OF THE RECREATIONAL FACILITIES COMMITTEE OF THE 17 AUGUST 2017

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Recreation & Property Technical Officer
Key Direction:	5. Enhancing Our Healthy, Active Lifestyle
Delivery Plan Strategy:	DP5.4 Ensure open space areas are well connected and functional for wide range of users with varying levels of fitness, mobility and resources.
Operational Plan Action:	OP5.17 Ensure strategies for open space and recreational assets are appropriate and deliver functional affordable spaces and facilities for the community.
Attachments:	1. Minutes of Recreational Facilities Committee Meeting 2017.08.17 ↓
Cost Centre	
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The Recreational Facilities Committee met in the Council Chambers (Cooma Office) on 17 August 2017. The minutes are presented for Council's information.

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

OFFICER'S RECOMMENDATION

That Council note the minutes of the Recreational Facilities Committee meeting of the 17 August 2017 and that the recommendations be adopted.

BACKGROUND

The Recreational Facilities Committee met on 17 August 2017 at 5pm in the Cooma Branch Council Chambers. The minutes of the meeting are attached.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Recreational Facilities Committee provide valuable community input into the management of recreational facilities and the setting of priorities for projects. The committee is made up of volunteer members from a broad range of recreation and sporting groups.

2. Environmental

The committee planned to meet at the Cooma Showground to discuss the proposed landscape plan that is to be developed as part of the Plan of Management of the facility. There are significant trees that may need to be removed in order to continue to provide a safe facility.

3. Economic

No economic impact at this stage.

4. Civic Leadership

The committee provides valuable input into the ongoing improvement and usability of Council's Recreational Assets. It is hoped that this will expand to include facilities across the new Council area.

Recreational Facilities Committee

Date/Time Thursday 17 August 2017 at 5.00pm
Location Council Chambers

Attendance

Member (Representing)	Present	Apology	Absent
Rogan Corbett, Community Representative	✓ 5.05pm		
Ken Dane, Community Representative	✓		
Neroli O'Neill, Community Representative		✓	
Ross Lawley, SMRC Recreation & Property Manager (Cooma)		✓	
Dean Lynch, SMRC Administrator (Chair)	✓		
Suzanne Dunning, Community Representative	✓		
John Britton, Cooma Lions Club	✓		
Chris Reeks, Cooma Lions Club		✓	
Steve Aldous, Mountain Bike Club	✓		
Tim Lawley, Mountain Bike Club	✓		
Jane Kanowski, SMRC Acting Recreation & Property Manager	✓		
Linda Nicholson, SMRC Project Manager - Major Projects	✓		

1 Apologies

That the apologies from Ross Lawley, Chris Reeks and Neroli O'Neill be accepted.

2 Confirmation of Previous Minutes – 15 June 2017

It was noted that the Minutes of the meeting held on 15 June 2017 were an accurate record of the meeting.

3 Business Arising from the Previous Minutes

3.1 Mt Gladstone and Mountain Bike Trails

Work has commenced on the walking trail at Mt Gladstone by the Cooma Correctional Centre. The parking area off Greendale Rd has been installed with some fencing and gates still to come

3.2 Norris Park Toilets

Discussion took place on whether to build a brick toilet or kit type. Maintenance was the main factor in favour of the kit and also the shorter construction period. An additional quote is required to comply with Council's purchasing policy – waiting on this from another Company.

There is an Aboriginal Land Claim over all Crown Land and as such Ross has contacted the Local Aboriginal Land Council to obtain consent for the installation of the toilet block. Once granted then the amenities building can proceed.

3.3 Sporting Gallery Display

Suzanne reported that the display is ready to be installed. Stockl were directed that the new town signage had to take priority. However following discussion it was decided that this could be installed if it wouldn't impact on the sign installations. Jane will contact Stockl to proceed.

When a timeframe is known we will invite possible attendees to an official opening.

3.4 Recreation Facilities Infrastructure Strategy

This has been adopted.

3.5 Southern Cloud Memorial

The Lions are still planning the layout for the display. Perspex will be placed behind the grill for security.

3.6 Lions Park Project

The playground was opened on 26 May 2017 by the Honourable John Barilaro, Deputy Premier, Administrator Dean Lynch and Lions Club of Cooma President Roger Norton.

The Lions Club and Council are continuing with the installation of additional picnic facilities and BBQ's.

3.7 Showground – Cooma

A meeting on site on Thursday 24 August 2017 at 4.00pm to discuss the draft landscaping plan with committee members is scheduled – Jane to send an email to confirm.

3.8 Trail Master Plan – Cooma

The plan has been adopted and some money allocated for this to progress.

3.9 Badja Reserve Plan of Management

Public comments have closed and the plan will be available on the Council website in the coming weeks. Some money has been allocated to progress some of the priority items as part of the Stronger

Communities Major Projects funding.

3.10 Multifunction Centre - Doors

Rogan Corbett requested that a set of wider doors be installed facing the oval to enable larger items (vehicles) to be able to enter the MFC.

Recommendation:

That the RPM provide a cost estimate for the installation of wider doors at the Multifunction Centre to allow larger objects to enter the pavilion.

Moved: Rogan
Seconded: Suzanne

4 Presentation on the Stronger Communities Fund Major Projects – Linda Nicholson (Project Manager)

Linda provided a brief overview of the Major Projects. Out of the \$14 million in funding \$5.5 million has been allocated to recreation projects. Some of these include:

- Nijong oval – learner bike track, new amenities, playground
- Design and construction project for 11 playgrounds across the shire
- Snowy Oval amenities upgrade
- Shared pathways – connecting and filling in the missing links around Cooma
- Jindabyne fitness equipment
- Upgrading of the foyer at the Basketball Stadium
- Water fountains to be installed at all sports ovals

As there are so many projects that need to be delivered within the time frame some of these will be scoped/grouped as packages and then put out for tender/quotes.

Linda has set up a site where the community can comment – currently on playgrounds – as consultation to determine what the expectations of the community are – found at www.yoursaysnowymonaro.com.au

5 General Business

5.1 Mountain Bike Club

Steve Aldous thanked the committee for their continued support of the Mountain Bike Trails projects.

5.2 Mt Gladstone Walking Track

Work has commenced on the walking track to complete the loop around to the Southern lookout and back to the carpark area.

5.3 Nijong Oval Fitness Station sign

Suzanne asked if the vandalized sign at the fitness station has been repaired. This work has been completed.

5.4 Events or Good News Stories

Dean encouraged members to contact Council's Communications Officer (Nathan Thompson) with any events or good news stories in order to promote Council activities/events in the media.

5.5 Thanks

Ken thanked Dean and staff for their support of the committee over the past. He asked if the committee would be expanded to include representatives from the other areas within the new Shire area in the future. Dean stated that this would be a decision for the new Councilors and hoped that it would include the other areas and continue as he believes that it is a worthwhile and productive committee.

5.6 Indoor Sporting Complex – Cooma

Dean has been in discussion with Hon. Bonnie Taylor who has indicated that the government is planning to provide funding for the construction of an indoor sporting complex in Cooma.

Steve Aldous suggested that prior to this progressing that there should be consultation with Monaro High School as they have received \$30 million in funding and there could be potential for a joint venture.

Recommendation:

That an invitation be sent by the Administrator to the Hon. Bronnie Taylor to address a meeting of the Recreation Facilities Committee and that sporting clubs also be invited to attend - at a date to be confirmed.

Moved: Rogan
Seconded: Suzanne

6 Next Meeting

The next meeting will be held on Thursday 19 October 2017 at 5.00pm in the Cooma Council Chambers. This will be confirmed following the Council Elections in September.

There being no further business the meeting closed at 6.05pm.

15.1 CONSTRUCTION OF TEMPORARY CARPARK AT 55 VALE ST COOMA

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Project Manager
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.2.1.2 Plan for, and undertake, works to improve the visual amenity of towns and villages.
Operational Plan Action:	OP6.18 Beautification of Townships.
Attachments:	1. Temporary Carpark Design ↓
Cost Centre	
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The report is requesting approval to upgrade the vacant land at 55 Vale Street, Cooma in to a temporary sealed carpark. The project cost is estimated at \$90,000.

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

OFFICER'S RECOMMENDATION

That Council authorise the expenditure and allocate an amount of \$90,000 in the 2017/2018 Financial Year Budget with funding to be provided from reserves.

BACKGROUND

Council purchased the vacant land at 55 Vale St Cooma as key strategic land. Council is required to maintain this land, and in an effort to reduce the maintenance burden is proposing to develop the land into a temporary carpark.

The construction of a temporary carpark will:

- Reduce the need for mowing, weed spraying for the block,
- Temporarily increase parking spaces within the Cooma CBD area,
- Improve the aesthetic appeal of this land within the Cooma CBD area.

The upgrade of this land to a temporary carpark will be completed by Council's internal resources. The carpark will be a sealed finish with linemarking and wheel stops. Attached is a copy of the proposed layout of the temporary carpark.

The cost estimate for the works is approx. \$90,000 with an estimated duration of 2-3 weeks.

Letters to the adjacent landowners have been sent to ensure any concerns about this proposed development can be addressed.



REVISION D	Design By: M. A	Date: 16/08/2017	DRAWING TITLE	PROJECT TITLE	
REVISION C	Surveyor: G. Whyman	Date: 16/08/2017	Vale St Car Park layout	Proposed Temporary car Park Layout on Vale St	Sheet: 2
REVISION B Final design of Vale St Car Park	Checked By: A Wilkinson	Date: 16/08/2017	Approved By: Sunil Adhikari	Drawing Number : D1301 - 1 Version 2	SCALE: N/A
REVISION A Draft Layout of Car Park				DRAWING: H:\Engineering Services\Engineering Drawings\Projects\Vale St\Proposed Carpark@Old Medicare St@Parking L@-Design Plan Version Two	

15.2 FEDERAL GOVERNMENT FUNDING UNDER "BUILDING BETTER REGIONS FUND" FOR THE AUGMENTATION AND UPGRADE OF THE BOMBALA SEWAGE TREATMENT PLANT

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Manager Water & Waste Services
Key Direction:	6. Managing Development and Service Delivery to Retain the Things We Value
Delivery Plan Strategy:	DP6.1.2.2 Provide water and sewerage infrastructure improvements in accordance with the Water and Waste Water Strategic Business Plan, Integrated Water Cycle Management Plan and other related studies.
Operational Plan Action:	OP6.5 Implement annual Wastewater Capital Works Program.
Attachments:	1. Letter of Offer from the Minister ↓ 2. Conditions of Offer of Grant funding ↓ 3. Evidence of Councils contribution ↓
Cost Centre	2150
Project	Augmentation and Upgrade of the Bombala STP
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

To inform Council of the award of Federal Government Funding for the Augmentation and Upgrade of the Bombala STP.

Council was successful in winning 3.5 million dollars which is 50% of the total cost of the project amounting to \$7 million dollars.

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

OFFICER'S RECOMMENDATION

That Council receive and note the information in the report regarding the award of Federal Government Funding of \$3.5 million dollars for the augmentation and upgrade of the Bombala Sewage Treatment Plant.

BACKGROUND

Water and Sewer Infrastructure in Bombala - Council held meetings with the regulatory authorities (NSW EPA, NSW Health and NSW DPI Water) to discuss the issues relating to Bombala Water and Sewer infrastructure. It was evident from this meeting and subsequent correspondence that the current ageing trickling filter plant at the Bombala STP will need to be upgraded to a more modern IDEA plant that will meet the effluent quality required by the EPA.

15.2 FEDERAL GOVERNMENT FUNDING UNDER "BUILDING BETTER REGIONS FUND" FOR THE AUGMENTATION AND UPGRADE OF THE BOMBALA SEWAGE TREATMENT PLANT

Funding Application - In view of the concerns from the regulatory authorities regarding the effluent quality and the plant condition, all avenues to raise funds for this project was investigated. When the "Building Better Regions Funding" was announced, the Director and Manager attended the information session held in Queanbeyan on 7th February 2017.

The closing date for the application was 28th February 2017. With a very tight timeframe it was difficult to find consultants willing to do the application and cost benefit analysis. However, we were fortunate that a previous unsuccessful application made by Bombala Council for the National Stronger Regions Fund was available to be revised to suit the current grant conditions. The funding body was contacted to investigate the scores that were received for the previous application and the deficiencies were addressed in the new funding application.

The Agreement for the funding has been received and has to be executed by 6th October 2017. Under the funding Agreement, the project must commence within 12 weeks of the execution of the Agreement and the project completed by November 2019.

Council has committed to funding the balance 50% of the project costs. However, the recent announcement of the availability of State Government funding will be actively pursued to fund Council's 50% apportionment.

Project Progress to date –

- Draft Funding Agreement is being finalised
- Bank Account for deposit of funds has been set up
- Negotiations are under way with tenderers for the options study and concept design of the Adaminaby and Bombala STP. Award of Tender to be finalised by end September.

Note: Adaminaby STP is also a trickling filter plant and the EPA has set up a Pollution Reduction Program (PRP) for the plant augmentation. The combination of the 2 similar projects will give economies of scale for prospective contractors and consultants. Therefore the 2 projects have been combined in the design tender and will also be combined in the construction tender with priority for completion for the Bombala STP.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The availability of clean drinking water that meets Australian Drinking Water guidelines and sewerage services with environmentally compliant treatment and disposal of sewer is vital for the social wellbeing of the community.

2. Environmental

All environmental controls shall be addressed in project specific REFs or EIS depending on the scale of the project.

3. Economic

Water and sewer upgrade projects are capital intensive and works cannot proceed without the injection of external funds. Council must therefore endeavour to seek external funding.

These major upgrades will require substantial funding and different funding sources are to be investigated.

15.2 FEDERAL GOVERNMENT FUNDING UNDER "BUILDING BETTER REGIONS FUND" FOR THE AUGMENTATION AND
UPGRADE OF THE BOMBALA SEWAGE TREATMENT PLANT

4. Civic Leadership

Council needs to ensure that the communities that are provided with water and sewerage services have water supply that meet the drinking water quality standards and the sewerage treatment does not have any adverse effects on the environment.

Previous Council resolutions on the project include the following:

- Council Meeting 22 February 2017

COUNCIL RESOLUTION

1/17

That Council approve and support the following:

- A. The submission of the application for grant funding for the Bombala Sewage treatment plant upgrade.
- B. The nomination of a consultant to carry out economic analyses to meet treasury guidelines due to lack of in-house expertise
- C. Council co-funding contribution be allocated from reserves
- D. Letter outlining the co-contribution amount be signed by the authorised person of Council (Administrator) to be submitted with the application.

Approved by Administrator Lynch

- Council Meeting 30th Nov 2016 – **Council Resolution 216/16** on funding for Bombala STP and Delegate Water Supply.
-



Senator the Hon Fiona Nash
Minister for Regional Development
Minister for Local Government and Territories
Minister for Regional Communications
Deputy Leader of The Nationals

PDR ID: MS17-001328

Mrs Gnai Ahamat
Manager Water and Sewer
Snowy Monaro Regional Council
81 Commissioner Street
COOMA NSW 2630

- 4 AUG 2017

Dear Mrs Ahamat

BUILDING BETTER REGIONS FUND (BBRF) ROUND ONE INFRASTRUCTURE PROJECTS (IP) STREAM – UPGRADE AND AUGMENTATION OF THE BOMBALA SEWAGE TREATMENT PLANT – BBRF56519

I am pleased to confirm that the Government has approved funding of up to \$3,500,000 (GST exclusive) to the Snowy Monaro Regional Council for the Upgrade and Augmentation of the Bombala Sewage Treatment Plant under the Building Better Regions Fund (BBRF) Round One.

The Government is committed to supporting local communities to prosper and grow. Local infrastructure projects like the Upgrade and Augmentation of the Bombala Sewage Treatment Plant are critical to boost economic growth and improve local amenities and facilities.

Whilst this letter confirms the Government's commitment to your project I recommend that you do not enter into financial commitments or begin any construction work on the project until a Grant Agreement has been signed with the Government.

A Project Officer will contact you shortly to discuss the next steps, including undertaking any final due diligence and preparing a Grant Agreement.

Should you arrange a project launch, sod-turn or an event at any stage, please email BBRFEvents@industry.gov.au to arrange a suitable date.

Please provide notice of your event and three possible dates at least eight weeks prior to the earliest date, so I can do my best to make arrangements to attend your event. If I am unavailable, I will organise a representative to attend on behalf of the Federal Government and my Department will liaise directly with you.

I wish you every success and look forward to seeing the project completed.

Yours sincerely

A rectangular box with a black border, intended for a signature.

FIONA NASH

For Official Use Only



Australian Government
Department of Industry,
Innovation and Science
Department of Infrastructure
and Regional Development

Business

Your reference no: BBRF56519

Mrs Gnai Ahamat
Manager Water and Sewer
Snowy Monaro Regional Council
81 Commissioner Street
COOMA NSW 2630

Industry House, 10 Binara Street
CANBERRA ACT 2600
GPO Box 9839
CANBERRA ACT 2601
e: BBRF@industry.gov.au
w: business.gov.au
ABN: 74 599 608 295

Dear Mrs Ahamat

Building Better Regions Fund - Successful Application

As outlined in the letter you received from Senator the Hon Fiona Nash, Minister for Regional Development, your application submitted under the Building Better Regions Fund has been successful.

Name of project	Upgrade and Augmentation of the Bombala Sewage Treatment Plant
Maximum grant funding amount	\$3,500,000
Grant ratio	Up to 50%
Special conditions	Not applicable

You must enter into a grant agreement with the Department of Industry, Innovation and Science acting on behalf of the Commonwealth. We will confirm details specific to your project and provide the agreement to you shortly. You can review the sample grant agreements at www.business.gov.au/bbrf.

You will have 60 days from the date of this letter to execute a grant agreement ('execute' means both you and the Commonwealth have signed the grant agreement). The offer may be withdrawn if the grant agreement is not executed within this time.

You must take all necessary steps to ensure that the grant agreement is executed within this time including meeting any pre-contractual special conditions and providing any additional documentation.

We cannot make any grant payments until the grant agreement is executed. You will be responsible for any expenses incurred if you commence the project prior to the grant agreement being executed.

Once you have received a copy of the executed grant agreement, we expect you to commence your project within 12 weeks.

The grant agreement, together with any program guidance material, provides information about how the grant will be managed and your obligations. This includes notifying us immediately if the project or your circumstances change significantly from that described in your application.

For Official Use Only

An officer will contact you shortly to commence the process.

Yours sincerely



Richard Wilkinson
Assistant State Manager
AusIndustry
Department of Industry, Innovation and Science

31 July 2017

CC: Teena Patterson, Grants Officer



ECM Ref: 2990765

24 February 2017

To Whom It May Concern

Evidence of Contribution for "Building Better Regions Fund" application for Bombala Sewerage Treatment Plant Upgrade

This letter confirms Snowy Monaro Regional Council's support for the Bombala Sewage Treatment Plant Upgrade project, nominated for funding by Council under the Building Better Regions Fund (Infrastructure Projects Stream).

I am authorised to commit Snowy Monaro Regional Council as described below.

Snowy Monaro Regional Council will contribute cash to the project in the following instalments

- 2016-17: \$500 000
- 2017-18: \$1 500 000
- 2018-19: \$1 500 000

Snowy Monaro Regional Council will contribute \$100 000 in-kind in the form of

- a) Use of Facilities \$20 000
- b) Contribution of staff time \$40 000
- c) Use of plant and equipment \$30 000
- d) Survey and Laboratory test up cost \$10 000

Snowy Monaro Regional Council will also contribute other resources with a non-monetary value.

Conditions

There are no conditions attached to these contributions.

Yours sincerely

Dean Lynch

Administrator



HEAD OFFICE
Cooma:
81 Commissioner Street
COOMA NSW 2630

BRANCH OFFICES
Berridale:
2 Myack Street
BERRIDALE NSW 2628

Bombala:
71 Caveat Street
BOMBALA NSW 2632

Jindabyne:
2/1 Gippsland Street
JINDABYNE NSW 2627

16.1 PRESENTATION OF ADMINISTRATOR'S END OF TERM REPORT

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:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.8 Ensure that appropriate governance structures are in place enabling open, transparent government.
Attachments:	1. Administrators End Of Term Report (<i>Under Separate Cover</i>) ⇒
Cost Centre	Councillors
Project	Administrator's End of Term Report

EXECUTIVE SUMMARY

On 12 May 2016 the former Councils of Bombala, Cooma-Monaro Shire and Snowy River Shire were merged to form Snowy Monaro Regional Council. At that time Mr Dean Lynch was appointed as the Administrator of the newly formed Council until elections were held on 9 September 2017.

The following Administrator's report is designed to inform our community of the key successes achieved during the Administration period and also identifies the challenges that have been faced.

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

OFFICER'S RECOMMENDATION

That Council receive and note the Administrator's End of Term Report.

BACKGROUND

The conclusion of the administration period is an important milestone for the newly formed Snowy Monaro Regional Council. It provides Council with an opportunity to report on its progress and achievements and identifies the key projects that have benefitted areas across the region.

The report also recognises the key highlights achieved within the seven key directions identified in Council's Community Strategic Plan, as well as identifying the challenges faced during the Administration period and those that will be faced in the future. It also gives a brief outline of the on-boarding of the newly elected Councillors.

This report was received and noted by the Administrator at the Administrator Delegation Meeting on Wednesday, 20 September 2017.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Whilst there is no requirement for Administrator's to prepare an End of Term Report, this report enables the Administrator to report to the community on the achievements of Council during the period of Administration.

2. Environmental

There is no environmental impact due to the noting of this report.

3. Economic

Salaries of staff engaged in the preparation of this report have been covered in the Executive and Governance budgets.

4. Civic Leadership

The presentation of the Administrator's End of Term Report demonstrates transparency within Council and informs the community of the achievements and challenges of the Administration period.

16.2 COUNCIL'S DELEGATIONS TO THE GENERAL MANAGER

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Secretary Council & Committees
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:	OP7.1 Ensure statutory registers are maintained and publicly available.
Attachments:	1. Part A - Delegations Granted to the General Manager ↓ 2. Part B - Delegations Granted to Non-Staff ↓
Cost Centre	3120

EXECUTIVE SUMMARY

Section 377 of the Local Government Act 1993 empowers Council to delegate its functions and defines those functions that cannot be delegated.

The existing delegations are recorded in Council's Delegations Register which is available to be viewed by the public;

Part A – Delegations Granted to the General Manager

Part B – Delegations Granted to Non-staff*

**Non Staff are defined as - any other person or body (not including another employee of the council)*

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

OFFICER'S RECOMMENDATION

That Council

- A. Delegates to the General Manager or any other person or body (not including another employee of the council) any of the functions of the council, other than those listed in Section 377 (1) (a) to (u) of the *Local Government Act 1993*; and
 - B. Notes the delegations to the General Manager defined in the attachment Part A – Delegations Granted to the General Manager, of the Delegations Register; and
 - C. Notes the delegation for Non-Staff defined in the attachment Part B – Delegations Granted to Non-Staff, of the Delegations Register.
-

BACKGROUND

With regard to Councils ability to delegate:

Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 (the Act) allows Council to delegate to the General Manager or any other person or body (not including another employee of the council) functions, powers and duties of the Council under the Act and Regulations and any other Act or law, except those functions prohibited by Section 377 of the Local Government Act.

Section 377 General power of the council to delegate

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
- (a) *the appointment of a general manager,*
 - (b) *the making of a rate,*
 - (c) *a determination under section 549 as to the levying of a rate,*
 - (d) *the making of a charge,*
 - (e) *the fixing of a fee,*
 - (f) *the borrowing of money,*
 - (g) *the voting of money for expenditure on its works, services or operations,*
 - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) *the acceptance of tenders which are required under this Act to be invited by the council,*
 - (j) *the adoption of a management plan under section 406,*
 - (k) *the adoption of a financial statement included in an annual financial report,*
 - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
 - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
 - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
 - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),*
 - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
 - (q) *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- (2) *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.*

378 Delegations by the general manager

- (1) *The general manager may delegate any of the functions of the general manager, other than this power of delegation.*
-

- (2) *The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).*
- (3) *Subsection (2) extends to a function sub-delegated to the general manager by the council under section 377 (2).*

379 Delegation of regulatory functions

(1) A regulatory function of a council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:

- (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or*
- (b) an employee of the council, or*
- (c) a county council.*

(2) A regulatory function of a county council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:

(a) a committee of the county council of which all the members are members of the county council or of which all the members are either members of the county council or employees of the county council, or

(b) an employee of the county council, or

(c) a council.

(3) However, if:

(a) a regulatory function is delegated to a county council, the function may be delegated to the general manager and by the general manager to an employee of the county council, or

(b) a regulatory function is delegated to a council, the function may be delegated to the general manager and by the general manager to an employee of the council.

380 Review of delegations

Each council must review all its delegations during the first 12 months of each term of office.

381 Exercise of functions conferred or imposed on council employees under other Acts

(1) If, under any other Act, a function is conferred or imposed on an employee of a council or on the mayor or a councillor of a council, otherwise than by delegation in accordance with this section, the function is taken to be conferred or imposed on the council.

(2) Such a function may be delegated by the council in accordance with this Part.

(3) A person must not, under any other Act, delegate a function to:

- the general manager, except with the approval of the council*
- an employee of the council, except with the approval of the council and the general manager.*

General Comments

The General Manager may, unless restricted by the Council, sub-delegate any function. Written delegations are in place from the General Manager to specific Officers to give effect to the implementation of actions.

The Council is required to maintain a register of all delegations given both by the Council and the General Manager. The register is available for public inspection at all times during normal office hours.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Delegations are a required function that enables internal control. The community can be confident that Council Officers are acting within their authority, as well the delegations granted to staff provide the General Manager with oversight as to how the organisation is managed.

2. Environmental

There are a number of delegations that relate to protection of the environment as well as giving the General Manager the ability to manage the organisation in accordance with the principles of sustainability.

3. Economic

It is not considered that this report or the recommendation of this report will have a negative economic impact. The development, monitoring, maintenance and implementation of the Delegations Register is undertaken within the Senior Management budget.

4. Civic Leadership

We will ensure the quality of our leadership by remaining open and transparent; by acting ethically and efficiently; and by ensuring maintenance of systems that conform to our democratic processes.



Delegations Register

**PART A – Delegations Granted to the
General Manager**



Part A - Delegations To the General Manager

Section 377, Local Government Act 1993
Delegations Granted to the General Manager

CATEGORY	SUB CATEGORY	DELEGATION
1.001		
	01.001.010	Advertising signs - Unauthorised
		To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and Section 124 of the Local Government Act, 1993 (Orders)
1.002		
	01.002.010	Advice
		Subject to the limitations of the Local Government Act, authority to give advice to Councillors, corporations, members of the public, and Council employees on any issue relevant to Council or its business.
1.003		
	01.003.010	Aged Care
		Authority to provide care services to residents and clients as specified under the Aged Care Act 1997 and the HACC Act 1982
1.005		
	01.005.010	Annual Report - Council
		To prepare an Annual Report in accordance with the provisions of Part 4 of Chapter 13 of the Local Government Act
1.006		
	01.006.010	Annual Report - State of Environment (SoE)
		To prepare an Annual Report as to the State of the Environment in accordance with Section 428(A) of the Local Government Act, 1993 as amended.
1.007		
	01.007.010	Approvals - Environmental
		Subject to Section 377 of the Local Government Act, to issue on behalf of Council all prescribed certificates, approvals, permits, statements, submissions, returns and licences that Council is authorised to issue.
	01.070.020	Approvals - Financial
		Subject to Section 377 of the Local Government Act, to issue on behalf of Council all prescribed certificates etc relating to pension claims and S577 orders, pensioner rate rebates, rate deferment S601 certificates, S603 Certificates, rate notice affidavits.

CATEGORY	SUB CATEGORY	DELEGATION
1.008	01.008.010	<p>Authorisation of Action</p> <p>1. To authorise action to be taken by the responsible officer of Council to ensure compliance with any policy or code of the Council or any provision of the Local Government Act, 1993, the regulations thereunder or any other law, statutory or otherwise, rule or regulation, affecting the Council</p> <p>2. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolution of Council.</p>
1.009	01.009.010	<p>Authorised, designated or prescribed persons</p> <p>To appoint any employee or other person as an 'authorised, designated or prescribed person or officer' for the purposes of any Act or regulation subject to such qualifications as may be required of the individual to be authorised.</p>
1.01	01.010.010	<p>Authorised Officer/Enforcement Officer</p> <p>Carry out the functions, duties and responsibilities of an Authorised Officer and/or Enforcement Officer within the area of responsibility</p>
1.011	01.011.010	<p>Bank Guarantees / Bonds - Acceptance</p> <p>1. Accept bank guarantees or cash deposits as a Bond against completion of subdivision or development works where the outstanding works is of a relatively minor nature subject to a condition of completion within a maximum period of 12 months.</p> <p>2. Determine the amount of any bond required to be lodged by subdividers or developers as surety for completion of works required by any approval.</p> <p>3. Certify that bonded works have been completed to Council's satisfaction and arrange for the release of the relevant Bond.</p> <p>4. Development consent related guarantees.</p>
	01.011.020	<p>Bank Guarantees / Bonds - Acceptance</p> <p>1. Accept bank guarantees or cash deposits as a Bond against completion of subdivision or development works where the outstanding works is of a relatively minor nature subject to a condition of completion within a maximum period of 12 months.</p> <p>2. Determine the amount of any bond required to be lodged by subdividers or developers as surety for completion of works required by any approval.</p> <p>3. Certify that bonded works have been completed to Council's satisfaction and arrange for the release of the relevant Bond.</p> <p>4. Development consent related guarantees.</p>
1.012	01.012.010	<p>Bank Guarantees / Bonds - Release</p> <p>Accept Bank guarantees or cash deposits related to items 1 – 4 above and arrange release of bond following approval by Officer delegated above</p>

CATEGORY	SUB CATEGORY	DELEGATION
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1.013

01.013.010 Bush Fire

1. Authority to introduce or revoke the "Bush Fire Danger Period" NOTE: instrument to be endorsed by the Mayor.
2. To sign Section 66 Notices under the Rural Fires Act 1997
3. Authority to accept quotations and have work undertaken for the reduction of a fire hazard under Section 66 of the Rural Fires Act 1997.
4. Authority to suspend a brigade officer until the matter is reported to the Council for Determination
5. Authority to negotiate, prepare and determine fuel management policy and plans

1.014

01.014.010 Business Papers

To determine whether matters are to be included in the business papers of the Council or it's Committees subject always to the inclusion of the following items when they arise:

1. Reports on matters which cannot be determined under delegated authority;
2. Reports required to be submitted under any act or regulation;
3. Matter requiring a determination of policy
4. Reports directed by the council or the responsible committee to be submitted;
5. Matters essential for the council's or committee's information;
6. Matters requiring voting of funds;
7. Give notice to the public of the times and places of council meetings and meeting of council committees of which all members are councillors

1.015

01.015.010 Cash Handling

Authority to receive monies, issue receipts, deposit monies with Council's cashier

1.016

01.016.010 Cemeteries

To issue burial permits and rights of burial in relation to all cemeteries

1.017

01.017.010 Certificates - S64 Compliance

To determine compliance for a development carried out or proposed to be carried out, within the water supply's authority area

01.017.020 Certificates - S307 Compliance

To determine compliance for a development carried out or proposed to be carried out, within the water supply's authority area in accordance with Section 307 of the Water Management Act 2000

1.018

Certificates - S88B

To execute in accordance with the Conveyancing Act 1919 council "line plans" section 88B Instruments and issue 88G certificates on behalf of Council

CATEGORY	SUB CATEGORY	DELEGATION
	01.018.005	Certificates - S88B To execute in accordance with the Conveyancing Act 1919 council "linen plans" , section 88B Instruments and issue 88G certificates on behalf of Council
	01.018.010	Certificates - S88G To execute in accordance with the Conveyancing Act 1919 council "linen plans" , section 88B Instruments and issue 88G certificates on behalf of Council
1.019		
	01.019.010	Certificates - S109C To determine within the policies, codes and guidelines adopted by Council, applications made pursuant to Section 109C of the Environmental Planning and Assessment Act - Subdivision Certificate
	01.019.015	Certificates - S109C and S109F To determine within the policies, codes and guidelines adopted by Council, applications made pursuant to Section 109C and Section 109F of the Environmental Planning and Assessment Act – Construction Certificate
	01.019.016	Certificates - S109C and S109G To determine within the policies, codes and guidelines adopted by Council, applications made pursuant to Section 109C and Section 109G of the Environmental Planning and Assessment Act – Compliance Certificate
	01.019.017	Certificates - S109C and S109H To determine within the policies, codes and guidelines adopted by Council, applications made pursuant to Section 109C and Section 109H of the Environmental Planning and Assessment Act – Occupation Certificate
1.02		
	01.020.010	Certificates - S149 To sign certificates under Section 149 of the Environmental Planning and Assessment Act including Planning Certificates
1.021		
	01.021.010	Certificates - S603 To sign section 603 certificates under the Local Government Act 1993
1.022		
	01.022.010	Code of Conduct Prepare and update as required a code of conduct for submission to Council in accordance with the requirements of chapter 14 part 1 of the Act and regulations thereto.
1.023		
	01.023.010	Community Services - Negotiation Negotiate with government departments and other external agencies regarding the provision of community service programs and services and complete agreements as authorised persons.

CATEGORY	SUB CATEGORY	DELEGATION
1.024		
	01.024.010	Community Services - Support Services
		Authority to provide services to clients in accordance with their individual goal plans, funding agreements and as specified under the Aged Care Act 1997, NSW Disability Services Act 1993 and NSW Disability Inclusion Act 2014
1.025		
	01.025.010	Community Services - Care Plans
		Authority to sign off on performance of care plans
1.026		
	01.026.010	Contracts and Agreements
		Subject to Section 377 enter into binding contracts/funding agreements/brokerage agreements on behalf of Council within area of responsibility up to: \$150,000
	01.026.020	Contracts and Agreements
		Subject to Section 377 enter into binding contracts/funding agreements/brokerage agreements on behalf of Council within area of responsibility up to: \$100,000
	01.026.030	Contracts and Agreements
		Subject to Section 377 enter into binding contracts/funding agreements/brokerage agreements on behalf of Council within area of responsibility up to: \$10,000
1.027		
		Correspondence
	01.027.010	Correspondence
		Sign correspondence on behalf of Council within area of responsibility, except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner, Ministers of the Crown or staff complaints which are to be signed by either Mayor or General Manager, the Public Officer or another staff person nominated by the General Manager.
	01.027.020	Correspondence
		Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown.
		- Within area of responsibility as defined in position description

CATEGORY	SUB CATEGORY	DELEGATION
	01.027.021	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Within area of responsibility as defined in position description - Relating to vegetation management, notification of inspection and inspection reports
	01.027.022	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - On behalf of supervisor, general and cemetery related correspondence, except those relating to advice of complaint outcomes
	01.027.030	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Sign on behalf of Director of Division
	01.027.031	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Sign on behalf of Director of Division matters relating to the following: a) All correspondence relating to Development Applications b) All correspondence relating to Part 4 Certificates c) All correspondence relating to Caravan Park Approvals d) All correspondence relating to Determinations and Orders
	01.027.032	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Sign on behalf of Director of Division matters relating to the following: a) Regulatory Control b) Proforma Letters c) Routine Correspondence consistent with Council's policy and legislation requirements
	01.027.035	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Sign on behalf of Director of Division matters relating to the following: a) banking and grants with State and Federal Government

CATEGORY	SUB CATEGORY	DELEGATION
	01.027.040	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Sign on behalf of Director of Division when: a) relates to current policy, legislative requirements and not subject to legal action and when Director not available or out of office
	01.027.045	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. - Within area of responsibility and where relates to current policy, legislative requirements and not subject to legal action
	01.027.050	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. On behalf of: - HCP Coordinator - NRCP Respite Coordinator - CHSP Coordinator - Community Transport Coordinator
	01.027.051	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. On behalf of: - Community Care Manager
	01.027.052	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. On behalf of: - NRCP Respite Coordinator
	01.027.053	Correspondence Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown. On behalf of: - Operations Program Managers

CATEGORY	SUB CATEGORY	DELEGATION
	01.027.055	Correspondence
		Sign correspondence as delegated except correspondence relating to Parliamentarians, General Managers, Mayors of other Councils, the Ombudsman, ICAC Commissioner or Ministers of the Crown.
		- Sign on behalf of Manager of Department when: a) relates to current policy, legislative requirements and not subject to legal action and when Manager not available or out of office
1.028		
	01.028.010	Correspondence - General Manager
		Sign on behalf of General Manager where correspondence relates to current policy, legislative requirements and when director not available or out of office, and when not subject to legal action.
1.029		
	01.029.010	Council leases
		Authority to sign residential and commercial leases on behalf of Council, except where precluded by the Local Government Act, Crown Lands Act or other Acts requiring such documents to be executed under seal.
	01.029.020	Council leases
		Authority to arrange and execute agreements, licences, franchises, etc where the term of such arrangements is less than 3 years.
	01.029.030	Council leases
		Authority to institute legal action for the non-compliance with conditions of property arrangements and the recovery of any monies in relation thereto.
	01.029.040	Council leases
		1. Authority to enter leases on behalf of Council for the use of rooms at the Snowy River Health Clinic in accordance with Council's adopted fees and charges. 2. Authority to institute action for the non-compliance with conditions of property arrangements and the recovery of any monies in relation thereto.
1.03		
	01.030.010	Council Property
		1. Authority to grant owners consent for issues involving Council owned properties 2. Authority to lodge DA and BA on behalf of Council in respect of Council Projects which require development consent
1.031		
	01.031.010	Council property, facilities and plant
		Authority to order keys to be cut for Council properties, facilities and plant within area of responsibility

CATEGORY	SUB CATEGORY	DELEGATION
1.033	01.033.010	Credit Card Authorise the use of expenditure against SMRC Corporate credit card for items such as travel, accommodation and meal expenses associated with conference or work related activities for the Program area, Councillors, staff and guests of Council; purchase of fuel for vehicles used on Council business and minor equipment and stationery up to the value of the delegates 'Expenditure - Goods and Services' delegation.
1.034	01.034.010	Debt Recovery Authority to undertake action to recover outstanding rates and charges on behalf of Council
	01.035.010	Delegations Authority to amend the Delegation Register of Council, from time to time with the exception of the delegation given by Council to the General Manager.
1.035	01.035.010	Delegations Authority to amend the Delegation Register of Council, from time to time with the exception of the delegation given by Council to the General Manager.
1.036	01.036.010	Development Control Subject to the requirements of the Local Government Act and the Environmental Planning and Assessment Act determine within policies, codes and guidelines adopted by Council, land use, buildings and structures proposed within the Region
1.037	01.037.005	Development Control Sign in accordance with decisions made by the General Manager under his delegation or authority
	01.037.010	Development Control To determine development applications in accordance with decisions made by Council subject to Council's policy relating to developments which must be reported to Council
	01.037.020	Development Control To determine, either refuse or approve development applications pursuant to section 80, 80A and 81 of the EPA Act within the policies, codes and guidelines adopted by Council.
	01.037.030	Development Control Repealed - Council Meeting - 20 December 2011
	01.037.040	Development Control To exercise the powers of Council pursuant to Section 96 of the Environmental Planning and Assessment Act 1979 to modify development consents.

CATEGORY	SUB CATEGORY	DELEGATION
	01.037.050	Development Control
		To determine within the policies, codes and guidelines adopted by Council, applications made pursuant to Section 68 and consistent with the application descriptions listed in the Table – Approvals under Section 68 of the Local Government Act 1993
1.038		
	01.038.010	Development Control Unit
		Authority to over rule and direct the Development Control Unit.
	01.038.020	Development Control Unit
		To act as a member of the Development Control Unit
1.039		
	01.039.010	Dog Control
		Implement the primary functions of registrations, impounding and control of dogs and all other ancillary functions pursuant to the Companion Animals Act 1998
1.04		
	01.040.010	Emergency Situations
		<ol style="list-style-type: none"> 1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situations 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To sign orders and authorise payment to a maximum of \$10,000 without prior reference to Council; for carrying out emergency where all or part of the Snowy River Disaster Plan is activated, or the Local Emergency Management Committee is acting in support of a designated combat agency or the Local Emergency Operations Controller (the Police Officer in charge) 4. To accept quotations and have work undertaken for the reduction or prevention of hazards identified by the Local Emergency Management Committee and are within budget amounts allocated to the activities.
1.041		
	01.041.010	Emergency Work Fire
		To sign orders and authorise payment for carrying out of fire observation and suppression work in an emergency to a maximum of \$5,000 without prior reference to Council
1.042		
	01.042.005	Emergency work - essential services
		In cases of emergency where an essential service provided by Council has been disrupted, to authorise expenditure up to amounts below to reinstate the service and report to Council on any action and costs involved.
	01.042.010	Emergency work - essential services
		In cases of emergency where an essential service provided by Council has been disrupted, to authorise expenditure up to amounts below to reinstate the service and report to Council on any action and costs involved: \$20,000

CATEGORY	SUB CATEGORY	DELEGATION
	01.042.020	Emergency work - essential services
		In cases of emergency where an essential service provided by Council has been disrupted, to authorise expenditure up to amounts below to reinstate the service and report to Council on any action and costs involved: \$10,000
	01.042.030	Emergency work - essential services
		In cases of emergency where an essential service provided by Council has been disrupted, to authorise expenditure up to amounts below to reinstate the service and report to Council on any action and costs involved: \$5,000
	01.042.040	Emergency work - essential services
		In cases of emergency where an essential service provided by Council has been disrupted, to authorise expenditure up to amounts below to reinstate the service and report to Council on any action and costs involved: \$2,000
1.043		
	01.043.005	Enforcement functions
		Implement the enforcement functions of the following: - Local Government Act 1993 - Food Act 2003 - Environmental Planning and Assessment Act 1979 - Public Health Act 1991 - Protection of the Environment Operations Act 1997 - Companion Animals Act 1998 - Impounding Act 1993 - Roads Act 1993 - Road Transport (General) Act 1999 - Rural Fires Act 1997 - Noxious Weeds Act 1993 - Nominate as an "authorised person" within the meaning of the Aged Care Act 1997 for the purpose of dealings with the Australian Department of Health and Aged Care - Waste Minimisation and Management Act 1995 Repealed and replaced by Waste Regulations under POEO Act - Waste Avoidance and Resource Recovery Act 2001 - Water Management Act 2000 - Roads General Regulation 2000
	01.043.010	Enforcement functions
		Local Government Act, 1993
	01.043.020	Enforcement functions
		Food Act, 2003
	01.043.030	Enforcement functions
		Environmental Planning and Assessment Act, 1979

CATEGORY	SUB CATEGORY	DELEGATION
	01.043.040	Enforcement functions
		Public Health Act, 1991
	01.043.050	Enforcement functions
		Protection of the Environment Operations Act, 1997
	01.043.060	Enforcement functions
		Companion Animals Act, 1998
	01.043.070	Enforcement functions
		Impounding Act, 1993
	01.043.080	Enforcement functions
		Roads Act, 1993
	01.043.090	Enforcement functions
		Road Transport (General) Act, 1999
	01.043.100	Enforcement functions
		Rural Fires Act, 1997
	01.043.110	Enforcement functions
		Noxious Weeds Act, 1993
	01.043.120	Enforcement functions
		Nominate as an "authorised person" within the meaning of the Aged Care Act, 1997 for the purpose of dealings with the Australian Department of Health and Aged Care
	01.043.140	Enforcement functions
		Waste Avoidance and Resource Recovery Act, 2001
	01.043.150	Enforcement functions
		Water Management Act 2000
	01.043.160	Enforcement functions
		Roads General Regulation 2000
1.044		Entry onto land and premises
	01.044.010	Entry onto land and premises
		Subject to the requirements of the Local Government Act, authority is granted to exercise all relevant powers allowing entry onto land and premises for any legitimate Council purpose.

CATEGORY	SUB CATEGORY	DELEGATION
	01.044.020	Entry onto land and premises To exercise all powers under Section 191 of the Local Government Act 1993, Section 72 of the Public Health Act 1991, and the power of entry under Division 1A; Section 118(A) of the Environmental Planning and Assessment Act 1979
	01.044.025	Entry onto land and premises To decide to apply to an authorised Justice to enter and inspect land for the purposes of the Roads Act and in circumstances set out in the section
	01.044.030	Entry onto land and premises Powers of entry for the purpose of construction and maintenance of water supply, sewerage and storm water drainage works under Section 191A of the Local Government Act without limiting Section 191
	01.044.040	Entry onto land and premises Powers of entry under Section 339 of the Water Management Act 2000
	01.044.050	Entry onto land and premises Section 680 (demand name and place of abode of offender) of the Local Government Act 1993
	01.044.060	Entry onto land and premises Authority to inspect private property for noxious weeds pursuant to Sections 43 and 44 of the Noxious Weeds Act 1993
	01.044.070	Entry onto land and premises Authority to enter premises being land and places to control noxious weeds under Section 20(2) of the Noxious Weeds Act 1993
	01.044.080	Entry onto land and premises Authority to exercise specified force to enter private property pursuant to Section 46 of the Noxious Weeds Act 1993 and Section 194 of the Local Government Act 1993, i.e. Specified force - cutting chain on gate and inserting Council lock, laying down old fences or crossing fences. If a Council lock has been previously removed, then gate may be secured without locking on departure.
	01.044.090	Entry onto land and premises To exercise all powers under Section 15 of the Food Act 2003
1.045		
	01.045.005	Environmental Planning and Assessment Act The function and powers delegated by the Director General of the NSW Department of Planning and Infrastructure (or equivalent) under Section 23 of the Environmental Planning and Assessment Act 1979 and any other relevant legislation which form part of the powers and functions delegated to Council pursuant to Sections 377, 378 and 381 of the Local Government Act and the authority to sub-delegate Council's delegations to the relevant senior planning staff

CATEGORY	SUB CATEGORY	DELEGATION
	01.045.010	Environmental Planning and Assessment Act
		1. To carry out the functions and duties of the Council pursuant to the Environmental Planning and Assessment Act and in a manner consistent with policies, codes and guidelines adopted by Council 2. To determine Part V matters under the Environmental Planning and Assessment Act, which do not need an Environmental Impact Statement 3. To determine whether or not under Part V of the Environmental Planning and Assessment Act an Environmental Impact Statement is required. 4. To carry out functions of section 65 and 69 of the Environmental Planning and Assessment Act 1979
	01.045.020	Environmental Planning and Assessment Act
		To determine Part V matters under the Environmental Planning and Assessment Act, which do not need an Environmental Impact Statement
1.046		
	01.046.010	EPAA -Licence
		Authority to sign Environmental Protection Authority Annual Returns
1.047		
	01.047.010	Exercise Powers and Functions
		Subject to any limitations that may be imposed by Council the General Manager is authorised to exercise all other powers and functions that in the ordinary course of Council's business may, from time to time, be conferred on the General Manager by any other Act of State or Federal Parliament.
1.048		
	01.048.010	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$150,000
	01.048.020	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$100,000
	01.048.030	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$50,000

CATEGORY	SUB CATEGORY	DELEGATION
	01.048.040	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$25,000
	01.048.050	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$10,000
	01.048.060	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services approved within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$5,000
	01.048.070	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$1,500
	01.048.080	Expenditure - Goods and Services
		Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of Council Policy, the delegate's approved budgets and the laws of the State, to allow Council to fulfil its adopted Operational Plan and budget objectives subject to the following limitations: \$500
1.049		
	01.049.010	Expenditure - Retail Outlets
		Authority to purchase goods and materials, sign purchase orders and authorise payment for goods and materials from retail outlets within the framework of Council Policy the delegates approved budgets and the laws of the State, to allow Council to fulfil its adopted Delivery & Operational Plan and budget objectives which exceed Council's petty cash limit
1.05		
	01.050.010	Filming - granting permission
		To issue film permits in accordance with the Filming Policy

CATEGORY	SUB CATEGORY	DELEGATION
1.051		
	01.051.010	Finance
		Authority to affix the relevant signatures to the 'Statement by Council' in relation to the Financial Statements, as required by Section 413 (2) (c) of the Local Government Act 1993 and Clause 2 of the Local Government (Financial Management) Regulation 1993
	01.051.020	Finance
		Authority to direct a Council appointed Management Committee on procedural, financial, and legal issues subject to the concurrence of Council with any directions issued by the General Manager.
	01.051.030	Finance
		Payment of all charges, taxes and levies imposed on Council by relevant legislation.
	01.051.035	Finance
		To reduce fees or charges if special circumstances apply (to a maximum of 50%)
	01.051.036	Finance
		To waive interest charges from rate balances in appropriate circumstances.
	01.051.040	Finance
		Authority to write off accounts below \$5,000
	01.051.050	Finance
		Authority to write off accounts below \$1,000
	01.051.060	Finance
		Authority to write off accounts below \$500
	01.051.070	Finance
		Authority to designate a responsible accounting officer
	01.051.080	Finance
		To sign funding (grant) applications except where the Seal is affixed
1.052		
	01.052.010	Finance- signatories
		Countersign: - Cheques - Electronic funds transfers - Investment fund transfers - Remittance Register - All fund transfers such as group 'A' and 'B' signatory as required

CATEGORY	SUB CATEGORY	DELEGATION
1.053		
	01.053.010	Food Act 2003
		Authority to exercise all powers and functions of authorised officers under Sections 114 and 115 of the Food Act 2003
1.054		
	01.054.010	Government Information (Public Access)
		To be Council's designated Public Officer in accordance with the provisions of the Local Government Act and the Government Information (Public Access) Act. To approve or refuse applications under the Government Information (Public Access) Act and under Council's policy, for access to the records of the Council subject to compliance with the provisions of: - GIPA Act - Council's Policy on Access to Information - Privacy and Personal Information Protection Act - Council's Privacy Management Plan
1.055		
	01.055.010	Impounding
		To implement all the functions under the Impounding Act, 1993, in particular: - To make all reasonable enquiries to find the owner of impounded items in accordance with section 20 - To impound items - To care for impounded animals - To destroy animals impounded - To sell items impounded - To recover the cost of impounding - To keep a record of impounded items - To appoint impounding officers
1.056		
	01.056.010	Information (Community Services)
		Authority to supply information within the area of responsibility
1.057		
	01.057.010	Inspections and Investigations
		1. Authority to undertake inspections and investigations under Section 192 of the Local Government Act 1993 and Section 118(B) of the Environmental Planning and Assessment Act 1979. 2. Authority to initiate investigation as set out in Chapter 7 of the Protection of the Environment Operation Act 1997
1.058		
	01.058.010	Insurance
		Authority to make arrangements for Council's adequate insurance
1.0581		
	01.0581.010	Insurance Claims
		Authority to accept or deny claims on behalf of Council

CATEGORY	SUB CATEGORY	DELEGATION
1.059		
	01.059.010	Investment of Council Funds
		Investment of Council funds in accordance with any policy adopted by Council
1.06		
	01.060.010	Legal - Advice
		Authority to obtain general legal advice on any aspect of Councils business or Council's powers within the delegate's area of responsibility.
1.061		
	01.061.010	Legal - Proceedings
		To initiate legal proceedings on behalf of Council in accord with Council's policy in respect of any failure to comply with any Act within the delegate's area of responsibility, notices or orders of conditions of property arrangements and the recovery of any monies in relation thereto
1.062		
	01.062.010	Legal - Lay information
		To lay information in respect of legal proceedings instituted on behalf of Council Pursuant to provisions of sections 684 and 687 of Local Government Act and Noxious Weeds Act
	01.062.020	Legal - Lay information
		To lay information in respect of legal proceedings instituted on behalf of Council Pursuant to provisions of sections 684 and 687 of Local Government Act
1.063		
	01.063.010	Legal - Representation
		To represent Council in legal proceedings in respect of the Land and Environment Court and Local Court
	01.063.020	Legal - Representation
		To represent Council legal proceedings in respect of the Land and Environment Court
	01.063.030	Legal - Representation
		Local Court
1.064		
	01.064.010	Legal - Service
		Accept the service of legal documents on behalf of Council
1.065		
	01.065.010	Legal - Judgement
		Enforce any court judgment by warrant or by bankruptcy proceedings.

CATEGORY	SUB CATEGORY	DELEGATION
1.066		
	01.066.010	Liaison
		To liaise, negotiate and enter into dialogue with organisations and/or individuals to achieve Council's stated aims as per the Delivery & Operational Plan. Negotiate with government departments and other external agencies regarding provision of programs and services
1.067		
	01.067.010	Licences and permits
		Subject to any relevant legislation, to issue, cancel or revoke any licence or permit issued by Council and to report to Council on the situation: - Any legislation
	01.067.020	Licences and permits
		Subject to any relevant legislation, to issue, cancel or revoke any licence or permit issued by Council and to report to Council on the situation: - Local Government Act
	01.067.030	Licences and permits
		Subject to any relevant legislation, to issue, cancel or revoke any licence or permit issued by Council and to report to Council on the situation: - Public Health Act
	01.067.040	Licences and permits
		Subject to any relevant legislation, to issue, cancel or revoke any licence or permit issued by Council and to report to Council on the situation: - Explosives Act 2003/Explosives Regulations 2005
	01.067.050	Licences and permits
		Authority to sign water licences issued to Council in accordance with the Water Management Act 2000 and associated Regulations
1.068		
	01.068.010	Media Liaison
		To undertake media interviews relating to issues affecting Council within the delegates area of responsibility as defined by their position description subject to any Council policy
1.069		
	01.069.010	Notices and Information
		To issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council
1.07		
	01.070.010	Noxious Weeds Management
		To approve and sign Section 18 (1) Notices of the Noxious Weeds Act 1993

CATEGORY	SUB CATEGORY	DELEGATION
	01.070.020	Noxious Weeds Management
		To approve and sign Section 20(1) Notices under the provisions of the Noxious Weeds Act 1993
	01.070.021	Noxious Weeds Management
		To approve and sign Section 20(1) Notices under the provisions of the Noxious Weeds Act 1993 - Up to \$5,000
	01.070.030	Noxious Weeds Management
		To approve prosecutions under the Noxious Weeds Act 1993
	01.070.040	Noxious Weeds Management
		To issue Certificates of Authority under section 50 of the Noxious Weeds Act for staff/contractors to enter premises (being land and places) to inspect and control noxious weeds
	01.070.050	Noxious Weeds Management
		Authority to issue Penalty Notices for offences under the Noxious Weeds Act 1993, pursuant to Section 63 of the Noxious Weeds Act 1993
	01.070.060	Noxious Weeds Management
		Authority to sign noxious weeds certificates issued under Section 64(3) of the Noxious Weeds Act
1.071		
	01.071.010	Operation of Council
		Authority to organise and oversight the business of Council on a day to day basis consistent with the role of a General Manager and to deploy resources available to Council in a manner that, in the opinion of the General Manager, will achieve the best outcome for Council
1.072		
	01.072.010	Orders
		1. Authority to issue 'orders' in compliance with the requirements of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1997 and in keeping with any Council policy or code the subject of the order.
		2. To issue as set out in Local Government Act Section 7
		- Notice of intention to serve an order(s)
		- An order(s)
		- Emergency order(s)
1.073		
	01.073.010	Payment of expenses and provision of facilities to Councillors
		Authority to approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's Payment of Expenses and Provision of Facilities for Mayor and Councillors policy SMRC 002 adopted under Section 252 of the Local Government Act 1993

CATEGORY	SUB CATEGORY	DELEGATION
1.074		
	01.074.010	Payroll
		Authority to process Council payroll for all staff each fortnight in accordance with relevant Awards, taxation and superannuation a) Authorise payment of Council payroll each fortnight, as a group 'A' signatory, as required
	01.074.020	Payroll
		Authority to process Council payroll for all staff each fortnight in accordance with relevant Awards, taxation and superannuation b) Authorise payment of Council payroll each fortnight as a group "B" signatory as required
1.075		
	01.075.010	Penalty Infringement Notices
		Authority to revoke, amend or cancel a Penalty Infringement Notice (PIN) as issued by a Council Officer
1.076		
	01.076.010	Petty cash
		Authority to expend within budget for Petty cash. To the limit of \$50 for staff reporting to the Delegate. No one can approve own petty cash voucher
	01.076.020	Petty cash
		Authority to reimburse delegated staff petty cash to a limit of \$50
1.077		
	01.077.010	Plant equipment
		1. Authority to purchase motor vehicles and minor plant 2. Authority to hire out Council owned plant for the carrying out of private work in accordance with Council policy
1.078		
	01.078.010	Press Advertisement
		To sign orders relating to the advertisement of Applications to Erect a Building (Section 114 LGA)
1.079		
	01.079.010	Press Releases
		To issue press releases as per the council communications policy where those statements are within the Delegate's area of responsibility as defined by position description.
1.08		
	01.080.010	Public Land
		Authority to grant approval or approval subject to conditions or refuse applications to conduct fundraising appeals or events on public land.

CATEGORY	SUB CATEGORY	DELEGATION
1.081	01.081.010	Public Officer To perform the function of Public Officer under Section 343 of the Local Government Act including dealing with requests from the public concerning the Council's affairs; assisting people to gain access to public documents of the Council; receiving submissions made to the Council; accepting service of documents on behalf of the Council; representing Council in any legal or other proceedings; other functions delegated by the General Manager or conferred/imposed by the Local Government Act
1.082	01.082.010	Public Park or Reserve Authority to temporarily close all or part of a public park or reserve or swimming pool for the purpose of public safety
1.083	01.083.010	Quarry Authority to act as Snowy Monaro Regional Council Quarry Manager as relates to the Mines Act
1.084	01.084.010	Records destruction To carry out the destruction of records of the Council in accordance with the provisions of the Local Government Act 1993, and Regulations thereunder and Local Government Records Disposal Schedule.
1.085	01.085.010	Roads and Road Transportation Authority to place load limits on roads and bridges for the purposes of public safety and/or protection of the pavement or structure
	01.085.020	Roads and Road Transportation Authority to appoint traffic controllers to control the flow of traffic a) along any public road b) within any public park or reserve for the purposes of road construction or maintenance activities
	01.085.030	Roads and Road Transportation Temporarily close roads or parts thereof for repairs or construction work when necessary
1.086	01.086.010	Roadwork 1. Authority to approve designs for roadwork pursuant to Section 138 of the Road Act 2. Authority to approve construction works completed in conformity with Section 238 approval
1.087	01.087.010	Section 355 Committees Authority to manage Council Assets or Services under Section 355 of the Local Government Act and within SMRC's Section 355 Committee Constitution.

CATEGORY	SUB CATEGORY	DELEGATION
1.0875		
	01.875.010	Staff Appointment
		Authorise the advertising, interview and appointment of staff to vacant positions within the established structure and budget.
	01.875.020	Staff Appointment
		In accordance with the Children And Young People's Act 1998 the General Manager shall act as the Child Protection Disclosures Officer to:
		i. Identify positions that are deemed child related within Council. This will include employees, Councillors, volunteers and contractors.
		ii. Ensure policies and procedures are adhered to with regard to employment of prohibited persons.
		iii. Ensure that all existing employees in child related employment (existing at the time legislation commences) returns a statutory declaration declaring that they are not a prohibited person or that they may be a prohibited person, within the timeframe as specified by the Commission for Children and Young People's Act 1998.
		iv. Ensure that any employee transferring into child related positions are not prohibited persons.
		v. In the case where existing employees declare that they are a prohibited person, all attempts will be made to relocate them to a position that is not child related. In the event that this is not possible, then the employment contract is null and void
1.088		
	01.088.010	Staff Employment
		1. Authority to authorise and approve position descriptions, work re-design proposals and position classification recommendations from a job evaluation panel.
		2. Confirm appointment as part of the probation process for new external appointees.
1.089		
	01.089.010	Staff - Casuals
		Authorise the employment of casual, temporary and contract staff to carry out functional duties within the Delegate's area of responsibility subject to approved budget allocations
1.09		
	01.090.010	Staff Termination
		To terminate employees following investigation of complaints in accordance with Award and Council policies
1.091		
	01.091.010	Staff conditions
		Approve sick leave, carers leave and annual leave for staff within Delegate's area of responsibility
1.092		
	01.092.010	Staff conditions - other leave
		Approve long service leave, maternity leave, bereavement leave, jury service leave, trade union leave, union conference leave for staff within Delegate's area of responsibility

CATEGORY	SUB CATEGORY	DELEGATION
1.093		
	01.093.010	Staff conditions - timesheets
		Approve timesheets for staff within Delegate's area of responsibility
1.094		
	01.094.010	Staff conditions - overtime
		Approve overtime for staff within Delegate's area of responsibility and within budget
1.095		
	01.095.010	Staff Employment - conditions
		Approve flexible hours accrual and flexible leave for staff within Delegate's area of responsibility
1.096		
	01.096.010	Staff Employment - Grievances
		Investigate, manage, follow-up and take corrective action on grievances
1.097		
	01.097.010	Staff Employment - Resignation
		Formally accept resignations from staff within area of responsibility
1.098		
	01.098.010	Standard Instrument—Principal Local Environmental Plan - Clause 4.6 - Variation
		To approve variations to developmental standards pursuant to Clause 4.6 - exceptions to development standards (compulsory) and Council's assumed concurrence
1.099		
	01.099.010	Swimming Pool - code of conduct
		Authority to enforce the code of conduct for patrons of the Council swimming pools
1.1		
	01.100.010	Swimming Pools - Fees and charges
		Authority to negotiate entry fees to no less than 50% of the scheduled fees for occasional groups deserving of special consideration, or to promote increased patronage
1.101		
	01.101.010	Tree removal
		To determine within the policies ,codes and guidelines adopted by Council, development applications for tree removal

CATEGORY	SUB CATEGORY	DELEGATION
	1.102	
	01.102.010	Unpaid Accounts
		To authorise the insertion and removal of flow restriction devices into water service connections with respect to unpaid water/sewerage accounts in accord with Council's policy.
	1.103	
	01.103.010	Water supply and sewerage works
		Authority to design approvals for alterations and extensions of Council water and sewerage infrastructure
	2.001	
	02.001.010	Common Seal
		To attest to the affixing of the Council Seal to any document relating to the business of the Council and upon which Council has resolved to affix the Seal.
	02.001.020	Council Seal - Grant and Loan Documents
		Authority to affix the Council Seal to documents associated with grant applications and/or grant agreements/deeds and documents associated with loans obtained in accordance with Council's Delivery & Operational Plan.
	02.001.030	Conferences, Seminars and Meetings
		To approve (with the General Manager) the attendance of Councillors at any seminar, conference, meeting or training course, where funds have been provided in the budget, provided that such delegation shall not be exercised if there is a Council meeting prior to the closing date of registration unless the Mayor and General Manager are of the view that a delay in registration will preclude Councillors' attendance
	02.001.040	Correspondence
		To sign outgoing correspondence relating to the office of Mayor on behalf of the Council
	02.001.050	Meeting Recess
		To deal (with the General Manager) with matters requiring determination between the last Ordinary Meeting of the Council for the year and the first Ordinary Meeting of Council for the following year: a) which do not justify the calling of an Extra Ordinary Meeting of Council. B) authorise any work which in the Mayor's opinion, is urgent and does not exceed \$10,000.
		Delegation is subject to the provision that the delegation in relation to development applications which cannot be approved under officer's delegation is to be exercised only if at least four other Councillors concur to the approval or refusal of the subject development application.
		Any decision made under delegation to be reported to the Council at its first meeting of the New Year.

CATEGORY	SUB CATEGORY	DELEGATION
	02.001.060	Media Relations
		Pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-
		- Media Relations To advise and respond to enquiries from the media and to issue media releases and statements in respect of the affairs of Council on behalf of the governing body and the local government area generally.
	02.001.070	General Manager - Temporary Appointment
		Pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-
		- General Manager - Temporary Appointment To appoint a temporary replacement should the holder of the position of General Manager be sick or absent pursuant to Section 351 of the Act.
	02.001.080	General Manager - Leave
		To approve leave of absences for the General Manager.
	02.001.090	Power of Expulsion
		To expel any person (whether a Councillor or a member of the public) from any meeting of Council where acts of disorder occurred as prescribed in the Local Government Act 1993 and Regulations.
2.002		
	02.002.010	Power of Expulsion
		To expel any person (whether a Councillor or a member of the public) from any meeting of Council where acts of disorder occurred as prescribed in the Local Government Act 1993 and Regulations.
2.003		
	02.003.010	Section 355 Committees - General Delegation
		Subject to compliance with the requirements of the Act, any expressed policy of the Council or direction of the Council, pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates authority to each 355 Committee (as specified in their individual Committee Constitution) to carry out its function.
2.004		
	02.004.010	Monaro Regional Library Committee - General Delegation
		Authority to the Monaro Regional Library Committee all powers and duties in relation to the provision, control and management of libraries and library services as defined in Appendix 1 of the current Monaro Regional Libraries Agreement, except the power to borrow money, to make or levy a rate, to execute a deed or contract under the Library Act, 1939 (as amended) and the Library (Amendment) Act 1992, to institute proceedings at law or in equity on behalf of Council or to direct library staff

CATEGORY	SUB CATEGORY	DELEGATION
	02.004.020	Monaro Regional Library Committee - Agreements
		Authority for the Chairperson and Deputy Chairperson of the Monaro Regional Library Committee to sign all agreements approved by resolution of the Library Committee
	2.005	
	02.005.010	General Delegation
		Powers necessary to enable the delegate to exercise all administrative, accounting, financial, I.T, environmental and maintenance functions as defined in the Rural Fire Service District Agreement and utilise the resources of Council as defined in the Rural Fire Service District Agreement to carry out these functions
	02.005.020	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$150,000
	02.005.030	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$100,000
	02.005.040	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$50,000
	02.005.050	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$15,000
	02.005.060	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$5,000
	02.005.070	Financial Delegation
		Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$0
	02.005.080	Power of Entry
		Powers necessary to enable the Officer to gain entry to and/or enter land for the purpose of carrying out the functions of fire hazard assessments, together with development control assessments under Sections 79 and 100 of the Rural Fires Act 1997

CATEGORY	SUB CATEGORY	DELEGATION
2.006		
	02.006.010	General Delegation
		Authority to the Local Emergency Services Management Committee established pursuant to the requirements of the State Emergency Services Act 1989 to direct Council resources provided by Council at the Committees request in a manner commensurate with the Committee's Charter to recover from emergencies as deemed appropriate
2.007		
	02.007.010	Local Government Act 1993, Section 679
		The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the specified purposes of Acts and Regulations including authorisation to proceed with prosecutions under the Road Transport (Mass, Loading and Access) Regulation 2005 (Council Resolution: 077/10)
	02.007.020	Roads Act 1993, Section 251 and other Enabling Powers
		The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the purposes of Acts and Regulations including authorisation to proceed with prosecutions under the Road Transport (Mass, Loading and Access) Regulation 2005 (Council Resolution: 077/10)
	02.007.030	Road Transport (General) Act 2005, Section 121
		The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the purpose of the following sections of the Road Transport (General) Act 2005 (Council Resolution: 077/10)
		Section 136: Direction to stop vehicle or combination; to enable exercise of other powers
		Section 137: Direction to move vehicle or combination; to enable exercise of other powers
		Section 138: Direction to move vehicle or combination; where danger or obstruction
		Section 140: Manner of giving directions under this Division
		Section 171: Authorised officer may require production of drivers licence and name and address from driver or rider
		Section 173: Authorised officer may require responsible person for vehicle and others to disclose identity of driver who commits offence



Delegations Register

PART B – Delegations Granted to

Non-Staff



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 1: Delegations Granted to the Mayor

Pursuant to the provisions of Section, 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-

2.001	02.001.010	<p>Common Seal</p> <p>To attest to the affixing of the Council Seal to any document relating to the business of the Council and upon which Council has resolved to affix the Seal.</p>
2.001	02.001.020	<p>Council Seal - Grant and Loan Documents</p> <p>Authority to affix the Council Seal to documents associated with grant applications and/or grant agreements/deeds and documents associated with loans obtained in accordance with Council's Delivery & Operational Plan.</p>
2.001	02.001.030	<p>Conferences, Seminars and Meetings</p> <p>To approve (with the General Manager) the attendance of Councillors at any seminar, conference, meeting or training course, where funds have been provided in the budget, provided that such delegation shall not be exercised if there is a Council meeting prior to the closing date of registration unless the Mayor and General Manager are of the view that a delay in registration will preclude Councillors' attendance</p>
2.001	02.001.040	<p>Correspondence</p> <p>To sign outgoing correspondence relating to the office of Mayor on behalf of the Council</p>
2.001	02.001.050	<p>Meeting Recess</p> <p>To deal (with the General Manager) with matters requiring determination between the last Ordinary Meeting of the Council for the year and the first Ordinary Meeting of Council for the following year:</p> <p>a) which do not justify the calling of an Extra Ordinary Meeting of Council. B) authorise any work which in the Mayor's opinion, is urgent and does not exceed \$10,000.</p> <p>Delegation is subject to the provision that the delegation in relation to development applications which cannot be approved under officer's delegation is to be exercised only if at least four other Councillors concur to the approval or refusal of the subject development application.</p> <p>Any decision made under delegation to be reported to the Council at its first meeting of the New Year.</p>

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 1: Delegations Granted to the Mayor

Pursuant to the provisions of Section, 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-

2.001	02.001.060	<p>Media Relations</p> <p>Pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-</p> <p>- Media Relations To advise and respond to enquiries from the media and to issue media releases and statements in respect of the affairs of Council on behalf of the governing body and the local government area generally.</p>
2.001	02.001.070	<p>General Manager - Temporary Appointment</p> <p>Pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates to the person who occupies the position of Mayor, to exercise or perform on behalf of the Council the following powers, authorities, duties or functions as well as those specifically described under Section 226 of the Act:-</p> <p>- General Manager - Temporary Appointment To appoint a temporary replacement should the holder of the position of General Manager be sick or absent pursuant to Section 351 of the Act.</p>
2.001	02.001.080	<p>General Manager - Leave</p> <p>To approve leave of absences for the General Manager.</p>
2.001	02.001.090	<p>Power of Expulsion</p> <p>To expel any person (whether a Councillor or a member of the public) from any meeting of Council where acts of disorder occurred as prescribed in the Local Government Act 1993 and Regulations.</p>

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 2: Delegations Granted to the Chair of Committees

2.002	02.002.010	Power of Expulsion To expel any person (whether a Councillor or a member of the public) from any meeting of Council where acts of disorder occurred as prescribed in the Local Government Act 1993 and Regulations.
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Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 3: Delegations Granted to Internal and External Committees

The delegations to each of the individual s355 Committee's are detailed in their Committee Charter. This delegations register includes generic delegation to those Committees.

This instrument does not include powers, authorities, duties and functions expressly reserved for the Council by virtue of Section 377 of the Act and any duties and functions expressly reserved for the Council under any other Act/Regulation.

2.003

02.003.010

Section 355 Committees - General Delegation

Subject to compliance with the requirements of the Act, any expressed policy of the Council or direction of the Council, pursuant to the provisions of Section 22, 226 and Chapter 12, Part 3, Section 377-381 of the Local Government Act 1993 every other enabling statutory power, Council delegates authority to each 355 Committee (as specified in their individual Committee Constitution) to carry out its function.

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 4: Delegations Granted to Rural Fire Service Employees by Council

From 01 July 2014 and in accordance with the Rural Fire District Service Agreement

2.005	02.005.010	General Delegation Powers necessary to enable the delegate to exercise all administrative, accounting, financial, I.T, environmental and maintenance functions as defined in the Rural Fire Service District Agreement and utilise the resources of Council as defined in the Rural Fire Service District Agreement to carry out these functions Fire Control Officer Team Business Management Officer Deputy Fire Control Officer RFS Administration Officer Team Manager
2.005	02.005.020	Financial Delegation Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$150,000 RFS Team Manager
2.005	02.005.030	Financial Delegation Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$100,000 Fire Control Officer
2.005	02.005.040	Financial Delegation Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$50,000

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section

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or



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 4: Delegations Granted to Rural Fire Service Employees by Council

From 01 July 2014 and in accordance with the Rural Fire District Service Agreement

2.005	02.005.050	<p>Financial Delegation</p> <p>Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$15,000</p> <p>Deputy Fire Control Officer</p>
2.005	02.005.060	<p>Financial Delegation</p> <p>Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$5,000</p> <p>RFS Administration Officer</p>
2.005	02.005.070	<p>Financial Delegation</p> <p>Authority to sign all orders, using Council's purchasing book, for the carrying out of all works, programs and provision of services within the Rural Fire Services activity budget adopted and approved by Council and the Commissioner up to a maximum amount of \$0</p> <p>RFS Team Business Management Officer</p>
2.005	02.005.080	<p>Power of Entry</p> <p>Powers necessary to enable the Officer to gain entry to and/or enter land for the purpose of carrying out the functions of fire hazard assessments, together with development control assessments under Sections 79 and 100 of the Rural Fires Act 1997</p> <p>NSW Rural Fire Service Staff Team Manager Fire Control Officer Team Business Management Officer Deputy Fire Control Officer RFS Administration Officer</p>

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 5: State Emergency Services (SES)

"The Local Emergency Services Management Committee is established pursuant to the requirements of the State Emergency Services Act 1989 and has the authority to direct Council resources provided by Council at the Committees request in a manner commensurate with the Committee's Charter to recover from emergencies as deemed appropriate"

2.006

02.006.010

General Delegation

Authority to the Local Emergency Services Management Committee established pursuant to the requirements of the State Emergency Services Act 1989 to direct Council resources provided by Council at the Committees request in a manner commensurate with the Committee's Charter to recover from emergencies as deemed appropriate

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section



Snowy Monaro Regional Council
Delegations Register - Section 377, Local Government Act 1993
Part B - Delegations Granted to Non-Staff

Section 6: Delegations to South East Weight of Loads Committee (SEWOL)

2.007	02.007.010	Local Government Act 1993, Section 679 The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the specified purposes of Acts and Regulations including authorisation to proceed with prosecutions under the Road Transport (Mass, Loading and Access) Regulation 2005 (Council Resolution: 077/10)
2.007	02.007.020	Roads Act 1993, Section 251 and other Enabling Powers The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the purposes of Acts and Regulations including authorisation to proceed with prosecutions under the Road Transport (Mass, Loading and Access) Regulation 2005 (Council Resolution: 077/10)
2.007	02.007.030	Road Transport (General) Act 2005, Section 121 The nominated SEWOL Chief Inspector and SEWOL Inspectors be appointed as authorised officers for the purpose of the following sections of the Road Transport (General) Act 2005 (Council Resolution: 077/10) Section 136: Direction to stop vehicle or combination; to enable exercise of other powers Section 137: Direction to move vehicle or combination; to enable exercise of other powers Section 138: Direction to move vehicle or combination; where danger or obstruction Section 140: Manner of giving directions under this Division Section 171: Authorised officer may require production of drivers licence and name and address from driver or rider Section 173: Authorised officer may require responsible person for vehicle and others to disclose identity of driver who commits offence

Pursuant to section 355 and 377 of the Local Government Act 1993, the Snowy Monaro Regional Council does hereby delegate to the Non-Staff parties listed in Part B of this Delegations Register those powers, authorities, duties and functions that are listed within each section

16.3 CODE OF MEETING PRACTICE

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Group Manager Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.6 Undertake an ongoing and systematic review of Council services in accordance with agreed prioritisation to deliver efficiencies.
Attachments:	1. SMRC 72 Code of Meeting Practice ↓
Cost Centre	Corporate Governance
Project	Policy Review

EXECUTIVE SUMMARY

As part of the Proclamation of 12 May 2016, Snowy Monaro Regional Council (SMRC) adopted the former Cooma Monaro Shire Councils Code of Meeting Practice. Minor changes are now required to ensure the document reflects current technology and the new Council.

These changes are in section:

- Part 2 Section 4 (3), (4)
- Part 3 Section 19 (1)
- Part 3 Section 27
- Part 9 Section 76
- Replace Public Officer with Secretary Council and Committees through document
- Policy Owner changed to Group Manager Governance

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

OFFICER'S RECOMMENDATION

That Council adopt the amendments to the SMRC 72 Code of Meeting Practice.

BACKGROUND

On September 27, SMRC will hold the first Ordinary Council meeting of the newly elected Council. To ensure this meeting runs efficiently and recognises new technologies changes have been made to the SMRC 72 Code of Meeting Practice.

1. Currently the Order of Business lists Administrators Report (item 7) this was used as the Administrators opportunity to report back to the community. The Delegates Report (item 8) was used for the minutes of the Administrator Delegations meetings to be officially confirmed.
-

It is suggested to remove both of the above mentioned items and replace them with Matters Dealt with by Exception (item 7). This item will give Council an opportunity to deal with reports listed on the agenda as motions without debate.

2. Mayor's Report (item 8) will give the Mayor an opportunity to report back to the community and also deal with official Mayoral Minutes.
3. The Code of Meeting Practice will also need to be updated to include the purpose of the Policy SMRC 404 Webcasting of Council Meetings, which outlines the parameters under which webcasting of the Council Meetings will operate.
4. An amendment has been made to change the term of election of Deputy Mayor to allow Council to determine in accordance with section 231 of the Local Government Act 1993.

The suggested changes are considered minor and therefore does not require the document to be placed on public exhibition.

The attached document has been updated to include these changes.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Adopting a Code of meeting Practice promotes and improves the accountability of decision making as well as giving people the opportunities for genuine participation and consultation about decisions affecting their lives.

2. Environmental

It is the responsibility of the Council to consider all items of business dealt with in accordance with the quadruple bottom line, including environmental sustainability.

Council's Code of Meeting Practice itself will not have a negative impact on environmental sustainability.

3. Economic

Provision has been made in the 2017 and 2018 budgets for the servicing of Council.

4. Civic Leadership

The Code and its associate Codes are made as required by section 360(2) of the Act. The procedures outlined in the Code of Meeting Practice deal with matters governing the conduct of Council Meetings.

Council is required by the Local Government Act to meet at least 10 times in each year, in different months. Snowy Monaro Regional Council is committed to engaging with its communities across the region.



Title of Policy	SMRC 72 – Code of Meeting Practice		
Responsible Department	Governance	Document Register ID	250.2016.72.1
Policy Owner	Group Manager Governance	Review Date	September 2017
Date of Council Meeting	25 May 2016	Resolution Number	12/16
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Local Government (General) Regulation 2005 Meeting Practice Note 16 dated August 2009 and November 2005 Model Code of Conduct for Local Government Councils in NSW		
Aim	To adopt a Code of Meeting Practice which determines the conduct of Ordinary and Extraordinary meetings of Council, Committees of Council, Sub-Committees, Working Parties and Workshops of Council.		

Variation

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

Part 1 – Preliminary	3
1 Definitions	3
2 Act and Regulation and Associated Documents	4
3 Notes to Text	4
Part 2 – Convening of and attendance at Council meetings	5
4 Ordinary meetings of Council	5
5 Extraordinary Meetings	5
6 Notice of Meetings	5
7 Quorum	6
8 Absence of a quorum	6
9 Presence at Council meetings	6
10 Leave of absence from a Council meeting	7
11 Authority to cancel a scheduled Council meeting	7
Part 3 – Procedure for the Conduct of Council Meetings	7
12 Chairperson of Council Meetings	7
13 Chairperson to have precedence	8
14 Agenda and business papers for Council meetings	8
15 Giving notice of business	9
16 Agenda for extraordinary meeting	10
17 Official (Mayoral) Minutes	10
18 Report of a representative of the Division of Local Government to be tabled at a Council Meeting	11
19 Order of Business	11
20 Minutes	12
21 Chairperson’s duty with respect to motions	13

22	Notice of motion – absence of mover	13
23	Motions to be seconded	14
24	How subsequent motions may be moved	14
25	Motions of dissent	14
26	Petitions to be presented to Council	14
27	Public Forum	15
28	Items of correspondence	16
29	Questions may be put to Councillors	16
30	Questions may be put to Council employees	17
31	Limitations as to questions put to Council employees	18
32	Addressing Councillors	18
33	Limitation as to number of speeches	18
34	Motions put without debate	19
35	Adopting reports by exception	19
36	Voting at Council meetings	19
37	Decision of the Council	20
38	Rescinding or Altering Resolutions	20
39	Motions of adjournment	21
40	Presentations by Councillors	22
Part 4 – Keeping order at meetings		22
41	Questions of order	22
42	Acts of Disorder	23
43	How disorder at a meeting may be dealt with	23
44	Power to remove persons from a meeting after an expulsion resolution	24
Part 5 – Council Committees		24
45	Council Committees	24
46	Council may establish committees	25
47	Functions of committees	25
48	Notice of committee meetings to be given	25
49	Non-members entitled to attend committee meetings	25
50	Procedure in committees	25
51	Chairperson and Deputy Chairperson of committees	26
52	Absence from committee meetings	26
53	Reports of committees	27
54	Disorder in committee meetings	27
55	Certain persons may be expelled from Council committee meetings	27
56	Sub Committees / Working Party	27
57	Workshops	27
58	Committee of the Whole	28
Part 6 – Closure of meetings to the press and public		28
59	Closing a meeting to the press and public	28
60	Which parts of a meeting can be closed to the public?	28
61	Further limitation relating to closure of parts of meetings to the public	29
62	Notice of likelihood of closure not required in urgent cases	30
63	Grounds for closing part of a meeting to be specified	31
Part 7 – Pecuniary Interests		31
64	Pecuniary interests	31
65	Interests that need not be declared	31
66	Disclosure and participation in meetings	33
67	Powers of Minister in relation to meetings	33
68	Disclosures to be recorded	33
Part 8 – Press and Public		33
69	Public notice of meetings	34
70	Who is entitled to attend meetings?	34

71	Public access to correspondence and reports	35
Part 9 – Miscellaneous		35
72	Disclosure and misuse of information – prescribed circumstances	35
73	Inspection of the minutes of the Council or a committee of Council	35
74	Tape recording of a meeting of Council or a committee of Council prohibited without permission	36
75	Certain circumstances do not invalidate Council decisions	36
76	Election of Deputy Mayor and delegates to committees	36
77	Mobile phones	36
78	Amendment of Code	37
79	Council Seal	37
80	Constitutional referendum	37

Part 1 – Preliminary

1 Definitions

In this Code:

Amendment in relation to an original motion means a motion moving an amendment to that motion.

Authorised representative means a person who has sought and gained approval from the Chairperson to make a presentation to Council.

Chairperson

In relation to a meeting of Council, means the person presiding at the meeting as provided by clause 12 of this Code and;

In relation to a meeting of a committee, means the person presiding at the meeting as provided by clause 50 of this Code.

General Manager refers to the General Manager appointed under the Local Government Act 1993.

Committee means a committee established under clause 45, or the Council, when it has resolved itself into a Committee of a Whole.

Minister Means the Minister for Local Government

Record means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disk, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of Council, and in particular, includes the minutes of meetings of Council or of a committee of Council.

The Act means the Local Government Act 1993.

The Code means this Code of Meeting Practice.

The Regulation means the Local Government (general) Regulation 2005.

The Guidelines refer to the Meeting Practice Note 16 dated August 2009 issued by the Division of Local Government, Department of the Premier and Cabinet.

2 Act and Regulation and Associated Documents

- (1) This Code and its associated Codes are made as required by section 360(2) of the Act. This Code incorporates relevant provisions of the Regulation and the Act. Where there is any inconsistency between the Code and the Act or the Regulation, the provisions of the Act or the Regulation prevail.
- (2) These procedures shall be applicable to the conduct of meetings of Council, Committees, Working Parties and Workshops of Council. They shall be read in conjunction with the provisions of the Local Government Act 1993, Local Government (General) Regulation 2005, Model Code of Conduct for Local Government Councils in NSW and Meetings Practice Note No 16 November 2005.
- (3) This Code of Meeting Practice deals specifically with the procedural matters governing the conduct of Council Meetings. It does not deal with other matters which affect the rights and obligations of Councillors and staff of Council. It should therefore be read in conjunction with the following Codes, policies and guidelines:
 - Department of Local Government: Pecuniary Interest Guidelines 2006
 - Department of Local Government in association with the Local Government Association of NSW: Councillor Handbook 2012
 - Division of Local Government: Meeting Practice Note 16 2009
 - Division of Local Government: Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2013
 - Division of Local Government: The Model Code of Conduct for Councils in NSW 2013
 - Snowy Monaro Regional Council: Code of Conduct
 - Snowy Monaro Regional Council: Management of Information for Council Meetings
 - NSW Ombudsman: Good Conduct and Administrative Practice: Guidelines for state and local government 2006

3 Notes to Text

- (1) Any notes in the text of this Code are explanatory notes and do not form part of this Code. They are provided to assist with interpretation and understanding.
- (2) Where a clause or subclause contains a reference such as (s 365) at the end of the clause or subclause, this is a reference to the relevant section of the Local Government Act 1993.
- (3) Where a clause or subclause contains a reference such as (cl 231)) at the end of the clause or subclause, this is a reference to the relevant clause in the Local Government (General) Regulation 2005.
- (4) Where a clause or subclause contains a reference such as (Guidelines 1.1.1) at the end of the clause or subclause, this is a reference to the Meeting Practice Note 16 dated August 2009.
- (5) Where a clause or subclause contains no reference at the end of the clause or subclause, this indicates that this provision has been inserted by Council and is not a provision contained in the Act or Regulation.

Part 2 – Convening of and attendance at Council meetings

4 Ordinary meetings of Council

- (1) Council is required to meet at least ten (10) times each year, each time in a different month (s 365 of the Act).
- (2) Ordinary meetings of Council shall be held according to a schedule approved by the Council. Meetings will commence at 5.30pm and conclude approximately 4 hours later, except where there is a motion from the floor for an extension of time. An extension of time can be up to half an hour. A short break in general Council Meetings is to be held at 8.00 pm to allow those in attendance to obtain light refreshments. The time allowed is to be at the discretion of the Chairperson.
- (3) Council meetings will be held at Council Chambers located at 81 Commissioner Street, Cooma due to the webcasting facilities available at this site. Council may resolve to hold its meetings at other appropriate venues from time to time. Should meetings be held outside of the Cooma Council Chambers then webcasting facilities will be unavailable.
- (4) Council meetings are recorded and live streamed to the internet for public viewing. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded. The recording will be archived and made available on Council's website www.snowymonaro.nsw.gov.au. All care is taken to maintain your privacy; however as a visitor of the public gallery, your presence may be recorded.

5 Extraordinary Meetings

- (1) The Mayor may call an extraordinary meeting of Council if the Mayor receives a request in writing signed by at least two (2) Councillors, one of whom may be the Mayor. The Mayor must call an extraordinary meeting of Council to be held as soon as is practicable, but in any event within 14 working days after the receipt of the request (s 366 of the Act).
- (2) If the Mayor fails, within four (4) working days of receipt of a request under subclause (1), to give a direction to the General Manager for the sending of notices to Councillors for an extraordinary meeting to be held within the period specified in subsection (1), the General Manager must send a notice to each Councillor specifying that the meeting be held on the eight (8) working day following the date of the receipt of the request.
- (3) For the purpose of subclauses (1) and (2), a Saturday, Sunday or public holiday is not a working day.

6 Notice of Meetings

- (1) The General Manager must send to each Councillor, at least three (3) business days before each meeting of the Council, a notice specifying the time, place and the date on which the meeting is to be held and the business proposed to be transacted at the meeting. (s 367(1) of the Act; cl 262 of the Regulation).
- (2) Notice of less than three (3) days may be given if an extraordinary meeting is called in an emergency, (s 367 (2) of the Act), but in no case shall notice of less than one day be given.
- (3) A notice under this clause and the agenda for, and the business papers relating to, the meeting may be given to a Councillor in electronic form but only if all Councillors have facilities to access the notice, agenda and business papers in that form (s 367 (3) of the Act).

- (4) Council Committees, Working Parties and Workshops can be held as required.

7 Quorum

- (1) The quorum for a meeting of Council is a majority of the Councillors present who hold office for the time being and are not suspended from office and are present at the meeting (s 368 of the Act).
- (2) Councillors with a Pecuniary Interest in a matter are not counted for the purpose of a quorum.
- (3) In determining the number of Councillors for the purpose of calculating quorum, any casual vacancies in Councillor offices and any suspended Councillors are not to be counted (Guidelines 4.2.2)

8 Absence of a quorum

- (1) A Council meeting must be adjourned if a quorum is not present:
- (a) within half an hour after the meeting is due to start; or
- (b) At any time during the meeting when a quorum is not present (Cl 233 (1) of the Regulation).
- (2) In either case, the meeting must be adjourned to a time, date and place fixed:
- (b) By the Chairperson;
- (c) In his or her absence, by the majority of the Councillors present; or
- (d) Failing that, by the General Manager (cl 233(2) of the Regulation).
- (3) If so many Councillors disclose a pecuniary interest in a matter that the Council is unable to form a quorum to deal with the business before it, the Councillors concerned may apply to the Minister to allow them to participate in the discussion and vote on that matter (s 458 of the Act).
- (4) The General Manager must record in Councils minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of Council, together with the names of the Councillors present (cl 233 (3) of the Regulation).

9 Presence at Council meetings

- (1) A Councillor cannot participate in a meeting of Council unless personally present at the meeting (cl 235 of the Regulation).
- (2) A Councillor shall not be deemed to be present at any meeting of the Council unless he or she is within the Council chamber. In accordance with the Meeting Practice Note, if a Councillor is anywhere in the room where the Council meeting is being held, they are considered to be 'present' for the purposes of voting. (cl 251 (1) of the Regulation).
- (3) The General Manager is entitled to attend, but not to vote at a meeting of Council or a meeting of a committee of Council of which all the members are Councillors (s 376(1) of the Act).

- (4) The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote (s 376(2) of the Act).
- (5) However, the General Manager may be excluded from a meeting of Council or a committee while Council or the committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager (s 376(3) of the Act).

10 Leave of absence from a Council meeting

- (1) A Councillor must apply for leave of absence to the Mayor, the General Manager or the Secretary Council and Committees prior to commencement of the meeting of Council, and should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent. (s 235A(1) of the Regulation).
- (2) A councillor applying for a leave of absence from a meeting of Council does not need to make the application in person and the Council may grant such leave in the absence of that Councillor (s 234(2) of the Act).
- (3) Council may resolve that an annual fee will not be paid to a Councillor or that a Councillor will be paid a reduced annual fee determined by the Council:
 - (a) For any period of not more than three (3) months for which the Councillor is absent, with or without prior leave, from an ordinary meeting or ordinary meetings of the Council; or
 - (b) In any other circumstances prescribed by the Regulation (s 254A(1) of the Act).
- (4) If a Councillor is absent, with or without the leave of the Council, from ordinary meetings of the Council for any period of more than three (3) months, the Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three (3) months (s 254A (2) of the Act).
- (5) If a Councillor is absent from three (3) consecutive ordinary meetings of the Council (unless the holder is absent because he or she has been suspended from office under section 482) without prior leave of the Council or leave granted by the Council at any of the meetings concerned, their position on Council becomes vacant (s 234(1)(d) of the Act).

11 Authority to cancel a scheduled Council meeting

There is no provision in the Act or the Regulation for a Council meeting to be abandoned or cancelled. If a notice of a meeting has been given, it must be held or at least opened. (cl 4.2.8 or Practice Note 16).

Part 3 – Procedure for the Conduct of Council Meetings

12 Chairperson of Council Meetings

- (1) The Mayor or, at the request of/or in the absence of the Mayor, the Deputy Mayor presides at meetings of Council (s 369(2) of the Act).
- (2) If the Mayor and the Deputy Mayor are absent, a Councillor, elected to chair the meeting by the Councillors present, presides at a meeting of Council (s 369(2) of the Act).

- (3) If no chairperson is present at a meeting of Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting. The election must be conducted by the General Manager or, in their absence, an employee of Council designated by the General Manager to conduct the election.
- (4) If, at an election of a chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- (5) For the purposes of subclause (4), the person conducting the election must:
 - (a) Arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
 - (b) Then fold the slips as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- (6) The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson (cl 236 or the Regulation).

13 Chairperson to have precedence

When the Chairperson rises or speaks during a meeting of Council:

- (a) Any Councillor then speaking or seeking to speak must, if standing, immediately resume their seat; and
- (b) Every Councillor present must be silent to enable the Chairperson to be heard without interruption (cl 237 of the Regulation).

14 Agenda and business papers for Council meetings

- (1) The General Manager must ensure that the agenda for a meeting of the Council states:
 - (a) All matters to be dealt with arising out of the proceedings of former meetings of the Council;
 - (b) If the Mayor (or the Deputy Mayor if acting for the Mayor) is the chairperson, any matter or topic that the chairperson proposes, at the time when the business paper is prepared, to put to the meeting; and
 - (c) Any business of which due notice has been given (cl 240 of the Regulation).
- (2) The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council (cl 240 of the Regulation).
- (3) The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting (cl 240 of the Regulation).

- (4) The general manager must ensure that the details of any item of business to which section 9 (2A) of the Act applies are included in a business paper for the meeting concerned. (cl 240 of the Regulation).
- (5) Nothing in this clause limits the powers of the chairperson under clause 243.
- (6) Business papers shall take into consideration privacy matters and avoid, where possible, personal information and personal identifiers such as names and addresses unless such information is required by legislation (Guidelines 1.4.2).
- (7) Business papers shall not include cheque warrants (payments made by Council) or development plans for privacy and copyright reasons. However, development plans should be made available to interested members of the public to view at the Council main office. The plans must also be brought to Council meetings by Council staff. (Guidelines 1.4.4).
- (8) Business papers shall include provision for 'questions with notice' from Councillors. Such questions must be provided in writing to the Director Corporate Services, to be asked at the meeting in accordance with notice provisions of the Regulation (cl 241 of the Regulation).
- (9) Business papers shall not include provision for 'questions without notice' from Councillors. Such questions are inconsistent with notice provisions of the Regulation which require notice to be given of matter to be discussed at Council meeting.
- (10) Business papers that have been included in the agenda of the meeting that has been sent to Councillors cannot be removed prior to the meeting. If it is proposed that the item of business not be dealt with at the meeting, Council must resolve to:
 - (a) Defer the business at the meeting, or
 - (b) not consider the matter (Guidelines 1.4.12).

15 Giving notice of business

- (1) The Council must not transact business at a meeting of the Council:
 - (a) Unless a Councillor has given notice of the business in writing by 9.30am fourteen (14) days prior to the meeting; and
 - (b) Unless notice of business has been sent to the Councillors at least three (3) days prior to the meeting, or, in the event of an extraordinary meeting called in an emergency, at least one (1) business day prior (cl 241 of the Regulation).
- (2) A Councillor may withdraw a notice of motion submitted if advised in writing by 9.30am nine (9) days prior to the meeting. Withdrawal of a notice of motion after this date must be dealt with in accordance with Clause 14 (10) above.
- (3) Notices of motion submitted by Councillors shall generally be limited to matters of policy, direction and resource allocation.
- (4) Subclause (1) does not apply to the consideration of business at a meeting if the business is:
 - (a) Already before, or directly relates to a matter that is already before the Council; or
 - (b) The election of a Chairperson to preside at the meeting is provided by clause 12; or

- (c) A matter or topic put to the meeting by the Chairperson in accordance with clause 17; or
 - (d) A motion for the adoption of recommendations of a committee of Council (cl 241 of the Regulation); or
 - (e) Contained in a report of an urgent or extraordinary nature submitted by the General Manager after the notice of the meeting has been issued but prior to the commencement of the meeting.
- (5) Despite subclause (1), business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However, this can only happen if:
- (a) A motion is passed to have the business transacted at the meeting; and
 - (b) The business proposed to be brought forward is ruled by the Chairperson to be of great urgency (cl 241 of the Regulation).
- Such a motion can be moved without notice.
- (6) Despite clause 250 of the Regulation, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put (cl 241 of the Regulation).

16 Agenda for extraordinary meeting

- (1) The General Manager must ensure that the agenda for an extraordinary meeting of Council deals only with the matters stated in the notice of the meeting (cl 242 of the Regulation).
- (2) Despite subclause (1), business may be transacted at an extraordinary meeting of Council even though due notice of the business has not been given to the Councillors; however, this can happen only if:
 - (a) A motion is passed to have the business transacted at the meeting; and
 - (b) The business proposed to be brought forward is ruled by the Chairperson to be of great urgency
- (3) Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of (cl 242 of the Regulation).
- (4) Despite clause 250 of the Regulation, only the mover of a motion referred to in subclause (2) can speak to the motion before it is put (cl 242 of the Regulation).

17 Official (Mayoral) Minutes

- (1) If the Mayor (or deputy Mayor, if acting for the Mayor) is the chairperson at a meeting of Council, the chairperson is, by minutes signed by the chairperson, entitled to put to the meeting without notice, any matter or topic that is within the jurisdiction of Council or of which Council has official knowledge (cl 243 (1) of the Regulation).
- (2) Such a minute, when put to the meeting, takes precedence over all business on Councils agenda for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of the minute without the motion being seconded (cl 243 (2) of the Regulation).
- (3) Mayoral minutes may be amended by the Mayor.

- (4) A recommendation made in a minute of the Chairperson (being the Mayor, or Deputy Mayor, if acting for the Mayor) or in a report made by a Council employee is, if adopted by Council, a resolution of the Council (cl 243 of the Regulation).

18 Report of a representative of the Division of Local Government to be tabled at a Council Meeting

When a report of a representative of the Division of Local Government has been presented to a meeting of Council in accordance with section 433 of the Act, Council must ensure that the report is:

- (a) Laid on the table at the meeting; and
(b) Subsequently available for the information of Councillors and members of the public at all reasonable times (cl 244 of the Regulation).

19 Order of Business

- (1) At any meeting of Council (other than an extraordinary meeting), the general order of business shall be as follows: (cl 239 of the Regulation).

1. Apologies
2. Citizenship Ceremonies
3. Presentations
4. Public Forum
5. Disclosure of Interest (pecuniary or non-pecuniary conflicts of interest)
6. Matters Dealt with by Exception
7. Adoption of Minutes from Previous Council Meeting
8. Mayoral Minute/Announcements
9. Adoption of Committee Minutes/Recommendations
10. Corporate Business – Key Direction 1. Sustaining our Environment for Life
11. Corporate Business – Key Direction 2. Expanding Connections within the Region and Beyond
12. Corporate Business – Key Direction 3. Strengthening our Local Economy
13. Corporate Business – Key Direction 4. Creating a Safer, Healthier and Thriving Community
14. Corporate Business – Key Direction 5. Enhancing our Healthy, Active Lifestyle
15. Corporate Business – Key Direction 6. Managing Development and Service Delivery
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
 - (2) The order of business fixed under subclause (1) may be altered if a motion to that effect is passed. Such a motion can be moved without notice (cl 239 of the Regulation).
 - (3) Despite clause 250 of the Regulation only the mover of a motion referred to in subclause (2) may speak to the motion before it is put (cl 239 of the Regulation).
 - (4) Public notice of the time and place of ordinary Council meetings must be given and published in a local newspaper, at least two (2) weeks prior to the meeting.
Notice of less than three (3) business days may be given for an extraordinary meeting called in an emergency.
 - (5) Condolences may be given at Council meetings under the following set of circumstances:
 - The passing of a current or retired local State or Federal Member of Parliament
 - The passing of a current or retired Councillor of Snowy Monaro Regional Council
 - The passing of a community representative who, in the opinion of the Chairperson, has contributed significantly to the local community of the Snowy Monaro Regional Council.
 - The passing of a community volunteer who, in the opinion of the Chairperson, has worked tirelessly within or for the local community of Snowy Monaro Regional Council.
 - (6) A minutes silence will be observed following the condolences being given.
 - (7) The Chairperson, however, can still use their discretionary powers to give condolences for the passing of a person or persons outside the circumstances above.

20 Minutes

- (1) Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of Council (s 375 (1)). The following matters must be included in the minutes of Council meetings:
 - Details of each motion moved and of any amendments (cl 254 (a) of the Regulation);
 - The names of the mover and seconder of each motion and amendment (cl 254 (b) of the Regulation);
 - Whether each motion and amendment is passed or lost (cl 254 (c) of the Regulation);
 - The circumstances and reasons relating to the absence of a quorum together with the names of the Councillors present (cl 233 (3) of the Regulation);
 - The names of the Councillors who voted for a motion in a division and those who voted against it (cl 251 (4)). Note that a division is always required when a motion for a planning decision is put at a meeting of the Council (s 375A of the Act).
 - A report of the proceedings of the Committee of the Whole, including any recommendations of the Committee (cl 259 (3) of the Regulation).
 - The dissenting vote of a Councillor, if requested (cl 251 (2) of the Regulation).
- (2) The Local Government Act 1993 provides that the following matters must be included in the minutes of Council meetings (cl 259 (3) of the Regulation):
 - The grounds for closing part of a meeting to the public (s 10D);
 - The report of a Council Committee leading to a rescission or alteration motion (s 372 (6) of the Act);

- The disclosure to a meeting by a Councillor of a pecuniary interest (s 453 of the Act).
- (3) The confirmation of the minutes of a meeting, including extraordinary meetings, not previously confirmed must be dealt with at the next ordinary meeting of Council.
- (4) A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.
- (5) Minutes may be confirmed at an extraordinary meeting of Council.
- (6) The minutes must, when they have been confirmed at a subsequent meeting of Council, be signed by the person presiding at that subsequent meeting (s 375 (2) of the Act).
- (7) For the purposes of compiling the minutes of meetings, each meeting shall be recorded, with the recordings kept, other than by resolution of Council, only until the minutes of that meeting are confirmed by Council and the recordings can be disposed of in accordance with the *General Records Disposal Schedule for Local Government*.
- (8) When Council makes a decision against the recommendation of officers or Council engaged experts, it should minute the reasons for this. Minuting the reasons for Council's decision is particularly important when determining development applications against the recommendation of Council officers. This process can reduce the cost to Council, of Land and Environment Court litigation, as well as achieving transparency and accountability in decision-making.
- (9) Minutes of closed parts of Council meetings must include the details of all motions and amendments; the names of their movers and seconders; and whether the motions are passed or lost.
- (10) Council should, where possible, display the meeting business paper and minutes on a screen during the meeting for the information of Councillors and the public.

21 Chairperson's duty with respect to motions

- (1) It is the duty of the Chairperson at a meeting of Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- (2) The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- (3) Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected (cl 238 of the Regulation).

22 Notice of motion – absence of mover

In the absence of a Councillor who has placed a notice of motion on the business paper for a meeting of Council:

- a) Any other Councillor may move the motion at the meeting; or
- b) The Chairperson may defer the motion until the next meeting of Council at which the motion can be considered (cl 245 of the Regulation).

23 Motions to be seconded

- (1) A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to clauses 18 (2) and 34 (5) (cl 246 of the Regulation).
- (2) Notwithstanding subclause (1), the mover of a motion may be allowed by the Chairperson to speak to the motion to enable other Councillors to determine whether or not to second the motion.
- (3) The seconder of a motion or of an amendment may reserve the right to speak later in the debate.
- (4) To ensure the accuracy of decision, Councillors should hand a copy of any lengthy motions in writing to the Chairperson.

24 How subsequent motions may be moved

- (1) If an amendment has been accepted or rejected, a further amendment can be moved to the motion in its original or amended form (as the case may be), and so on, but not more than one motion and one proposed amendment can be made before Council at any one time (cl 247 of the Regulation)
- (2) It is permissible to debate the motion and an amendment concurrently.
- (3) It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such foreshadowed amendment shall not be moved and debated until the amendment is dealt with.
- (4) An amendment shall be ruled out of order by the Chairperson if, in the opinion of the Chairperson, it directly contradicts the motion being debated.

25 Motions of dissent

- (1) A Councillor can, without notice, move dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent (cl 248 of the Regulation).
- (2) If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the business paper and proceed with it in due course (cl 248 of the Regulation).
- (3) Despite clause 250 only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply (cl 248 of the Regulation).
- (4) After the mover and Chairperson have spoken, the motion of dissent shall be immediately put to Council.

26 Petitions to be presented to Council

- (1) A Councillor may present a petition to Council.

- (2) The Chairperson must not permit discussion on the petition.
- (3) All petitions received by Council shall be made available to Councillors for their information and consideration

27 Public Forum

Council meetings are recorded and live streamed to the internet for public viewing. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded. The recording will be archived and made available on Council's website www.snowymonaro.nsw.gov.au. All care is taken to maintain your privacy; however as a visitor of the public gallery, your presence may be recorded.

Notes: Items relating to complaints against individuals must be in writing and addressed to the General Manager and will be processed in accordance with Council's complaints handling system. These items will not be heard in Public Forum.

(1) Public Forum

- (a) Any resident or ratepayer of Snowy Monaro Regional Council or any authorised representative may request to make a presentation or representation to Councillors on any matter.
- (b) Thirty (30) minutes of Council meetings are available for members of the public to address the Council or submit questions, either verbally or in writing.
- (c) These Public Forum sessions form part of Council meetings and will be recorded in those meetings minutes.
- (d) Members of the public are permitted a maximum of five (5) minutes to address the Council. A three (3) minutes extension of time may be granted if deemed necessary by the Council.
- (e) If the matter relates to a development application or rezoning request, the applicant shall be granted a right of reply, if requested following the presentation of objections on the specific agenda item.
- (f) A maximum of three (3) representations for, and three (3) representations against, may be made on any matter.
- (g) Presentations or representations must be limited to matters which, in the opinion of the Chairperson, are under the jurisdiction or influence of Council.

(2) Representations and Presentations

- (a) People wishing to use Powerpoint presentations, or require maps or photos to be displayed on screen must provide their electronic files to the Secretary Council and Committees by 4.00pm the business day prior to the meeting.
- (b) So as to improve transparency and accountability to the public, each speaker must provide the following details:

- His or her name;
 - The organisation or group that he or she is representing (if applicable);
 - Details of the issue addressed and the item number of the report in the Business Paper;
 - Where he or she is opposing or supporting the matter (if applicable); and
 - The interest of the speaker (for example, affected person, neighbour, applicant, interested citizen, etc).
- (c) Speakers shall observe proper meeting procedure and be subject to the same rules of decorum and order as the Councillors. In this regard, personal allegations against Councillors, the Mayor, Council staff or any other persons shall not be made. It should be noted that speakers at Council meetings do not enjoy absolute legal protection (parliamentary-style privilege) and that any offensive or defamatory remarks about any other person may render him or her liable to legal action. Items relating to complaints against individuals must be in writing and addressed to the General Manager and will be processed in accordance with Council's complaints handling system. These items will not be heard in Public Forum.
- (d) The Chairperson may, at any time and at the Chairpersons absolute discretion, withdraw the permission to speak of any member of public if the Chairperson considers that the conduct of that member of the public disrupts the meeting or is inconsistent with the good order of the meeting or is in breach of Councils Code of Meeting Practice.
- (e) Upon withdrawal by the Chairperson of the permission to speak of a member of the public, the Chairperson may direct the member of the public to cease speaking and resume his or her position in the public gallery.
- (f) The failure of a member of the public to comply with the Chairperson's direction shall constitute disorderly conduct.

28 Items of correspondence

Any Councillor or the General Manager may request to have any item of Council correspondence placed on the agenda paper, providing such a request is made to the Secretary Council and Committees by 9.30am nine (9) days prior to the meeting

29 Questions may be put to Councillors

- (1) A Councillor may, through the Chairperson, put a question to another Councillor (cl 249 of the Regulation).
- (2) Questions directed to Councillors must be submitted in writing to the Secretary Council and Committees by the close of business nine (9) days prior to the meeting, to enable the question to be circulated to the Councillor to whom the question is directed, and if necessary, to enable that Councillor to make reference to other persons or to documents (cl 249 of the Regulation).
- (3) The Councillor must put every such question directly, succinctly and without argument (cl 249 of the Regulation).
- (4) The Councillor, of whom the question has been asked, shall have the right to determine whether to answer the question.

- (5) The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor under this clause (cl 249 of the Regulation).
- (6) Nothing in this clause affects questions being asked, with the leave of the Chairperson, relevant to any matter under discussion at a meeting.

30 Questions may be put to Council employees

- (1) A Councillor may, through the General Manager, put a question to a Council employee (cl 249 of the Regulation).
- (2) Questions may be put to a Council employee either verbally or in writing, but any question which is put verbally must also be submitted in writing through the Secretary Council and Committees at the conclusion of the meeting at which it is asked.
- (3) Questions put to a Council employee may be answered immediately or taken on notice for reply in writing within a period of three (3) days prior to the next scheduled Council meeting where:
 - a) the subject question is classified as normal business;
 - b) the answering of the question will utilise no more than two (2) hours of staff time;
 - c) the answering of the question will not incur more than \$500 in external costs.

In the event that the relevant information needed to answer the question properly is not available, the response is to be provided within a timeframe agreed between the questioning Councillor and the Council employee (cl 249 of the Regulation).

- (4) Where the question is determined to be classified as non-council business or will utilise more than two (2) hours of staff time or incur in excess of \$500 in external costs, the Councillor will be invited to submit the matter to Council for determination, in the form of a notice of motion.
- (5) Questions taken on notice by a Council employee shall be answered directly to the questioning Councillor.
- (6) The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Council employee under this clause (cl 249 of the Regulation).
- (7) Nothing in this clause affects questions being asked, with the leave of the Chairperson, relevant to any matter under discussion at a meeting.
- (8) Questions asked in accordance with this clause shall generally be limited to matters of policy, direction, resource allocation or broad public interest. Operational and maintenance questions should ideally be referred directly to Council's relevant Director.
- (9) Where the question proposes or may result in a change in current policy or procedure, or contravenes a previous Council resolution, a notice of motion must be submitted if the Councillor wishes the matter to be pursued.
- (10) Senior Staff of Council are available to meet with Councillors in Chambers between 3.30 pm and 4.30 pm, the day of the scheduled Council meeting, should they have any questions or seek clarification on any points, relating to the items listed on the current business paper. No appointments are necessary.

31 Limitations as to questions put to Council employees

- (1) Wherever possible, Councillors shall endeavour to ask questions relating to business paper items prior to the Council meeting at which the item is to be considered by either contacting the relevant Director directly, or by attending the open senior staff Councillor briefing session held in Chambers between 3.30pm and 4.30pm the day of the scheduled Council meeting. This enables the Director to appropriately research and respond to the question.
- (2) Where it is necessary to ask questions during a Council meeting, such questions should be limited to those necessary to assist a Councillor in determining whether to move, support or oppose a motion or amendment relating to a matter currently being debated by Council.
- (3) If a Councillor asks a question during a Council meeting which, in the opinion of the Chairperson, is not relevant to the matter which is before Council or could not reasonably be expected to assist the Councillor in determining whether to move, support or oppose a motion or amendment relating to the matter before Council, the Chairperson may rule the question out of order.
- (4) If during the debate on a matter before Council a Councillor asks two questions which are ruled to be out of order by the Chairperson in accordance with subclause (3), the Councillor shall not be permitted to ask any further questions in relation to that matter.
- (5) Nothing in this clause precludes a Councillor from exercising their right to debate a motion or amendment.
- (6) Nothing in this clause prevents a Councillor from submitting questions in writing to be answered after the meeting.

32 Addressing Councillors

Councillors shall at all times be addressed by their official designation. Eg Mayor or *Councillor X*, if the Chairperson is the Mayor he/she is to be addressed as *Mr Mayor* or *Madam Mayor*. When the Chairperson is not the Mayor he/she is to be addressed as *Mr/Madam Chair* or *Mr/Madam Chairperson*.

If a Councillor is prevented by physical infirmity, shall seek the call to speak by raising their hand.

33 Limitation as to number of speeches

- (1) A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment (cl 250 of the Regulation).
- (2) A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it (cl 250 of the Regulation).
- (3) A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding (cl 250 of the Regulation).

- (4) Despite subclauses (1) and (2), a Councillor may move that a motion or an amendment be now put:
 - a) If the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it or;
 - b) If at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it (cl 250 of the Regulation).
- (5) The Chairperson must immediately put to the vote, without debate, a motion moved under subclause (4). A seconder is not required for such a motion (cl 250 of the Regulation).
- (6) If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause (1) (cl 250 of the Regulation).
- (7) If a motion that the original motion or an amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed (cl 250 of the Regulation).

34 Motions put without debate

Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

35 Adopting reports by exception

- (1) Staff reports under the heading of *Committee Report (b)* or *Information Only (c)* may be adopted by a single motion.
- (2) The Chairperson shall invite each Councillor to nominate any reports that they wish dealt with separately.
- (3) The Chairperson shall call for a mover and seconder to the following resolution: *'That the reports and recommendations as listed in Staff Reports under Committee Reports and Information Only with the exception of [insert item number/s] be adopted.'*
- (4) On adoption of the motion the Chairperson will deal with each excluded report in their original order and call for a mover and seconder for each item.

36 Voting at Council meetings

- (1) Each Councillor is entitled to one vote (s 370 (1) of the Act).
- (2) However, the Chairperson has, in the event of an equality of votes, a second or casting vote (s 370 (2) of the Act).
- (3) A councillor who is present at a meeting of Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. This subclause does not apply to a Councillor who does not vote because he or she has a pecuniary interest or a non-pecuniary conflict of interest in the subject matter of the motion (cl 251 of the Regulation).

- (4) If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillors dissenting vote is recorded in the Council minutes (cl 251 of the Regulation).
- (5) The decision of the Chairperson as to the result of a vote is final, unless:
 - a) In the case where a vote has been declared on the voices, a Councillor immediately requests a show of hands; or
 - b) The decision is immediately challenged and not fewer than two Councillors rise and demand a division (cl 251 of the Regulation).
- (6) When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Councils minutes (cl 251 of the Regulation).
- (7) In conducting a division, the Chairperson will declare that a division is called and then ask for a show of hands of those voting in favour of the motion and those who vote against it are respectively recorded in the councils minutes (cl 251 of the Regulation).
- (8) Voting at a Council meeting, including voting in an election at such a meeting is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot (cl 251 of the Regulation).
- (9) Voting on all matters relating to planning decisions (development application, an environmental planning instrument, a development control plan or a development contribution plan) s 375 (a) of the Act).
- (10) Voting on all matters relating to Council tenders shall be recorded in the minutes.
- (11) Councillors cannot participate in a meeting by video conferencing or tele-conference. There are no 'proxy' votes at Council or Committee meetings.
- (12) Councillors who have a pecuniary interest in a matter cannot be present at or in sight of the meeting that is considering the matter or voting on it.

37 Decision of the Council

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council (s 371 of the Act).

38 Rescinding or Altering Resolutions

- (1) A rescission motion means a proposal under section 372 of the Act to either rescind or alter a previous resolution of Council. The rescission motion includes the proposal to rescind or alter and the proposed replacement motion.
- (2) A resolution which has been passed by the Council shall not be altered or rescinded, except by a motion to that effect (a rescission motion) of which notice has been given. A rescission motion must be signed by at least three (3) councillors.

- (3) A rescission motion may be given or initiated during the meeting at which the resolution to which it relates is made. Where the notice is given (30 minutes) and duly signed by three (3) councillors the motion to rescind the resolution may be put to that meeting in order to expedite the business of Council.
- (4) Where a rescission motion is not handed in at a Council meeting, the written notice, signed by three (3) councillors, must be received by the General Manager no later than 9.30am nine (9) days prior to the next Council meeting and must be dealt with at the next Council meeting after it is lodged.
- (5) If a notice of rescission is lodged, no decision of Council may be acted upon until the rescission motion has been determined. Where action on a rescission motion is required before the motion can come before an ordinary Council meeting, a special or extraordinary meeting of Council may be called to deal with that one issue in accordance with clause 16 of this Code.
- (6) Only one rescission motion relating to an original motion may be put forward by any Councillor.
- (7) A rescission motion on any matter can only be lost once before a three month ban is placed on any Councillor moving a motion to the same effect.
- (8) Any rescission motion which is withdrawn by the movers shall be deemed to have been withdrawn by the consent of Council. A similar or identical rescission motion shall not be resubmitted for three (3) months.
- (9) Procedural motions in respect of the conduct of meetings and motions for adjournment may not be subject of a rescission motion.
- (10) A motion to which this clause applies may be moved on the report of a committee of Council and any such report must be recorded in the minutes (s 372 (6) of the Act).
- (11) Rescission motions at Council meetings are to be dealt with as follows:
 - i. A rescission motion is to be moved and seconded prior to any debate.
 - ii. An amendment may be moved after any motion is moved and seconded, provided that only one amendment is before the Council at any one time.
 - iii. Further amendments may be foreshadowed provided such amendments are foreshadowed before the first amendment is dealt with by the Council.
 - iv. No amendment may be moved after the first amendment is considered unless it has been foreshadowed.

39 Motions of adjournment

- (1) Council may resolve at any time to adjourn its meeting. Debate shall not be permitted on any motion for adjournment of a meeting of Council.
- (2) If a motion for adjournment is negatived, the business of the meeting shall proceed, and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negatived.
- (3) A motion for adjournment may specify the time, date and place of the adjourned meeting, however, if a motion for adjournment is carried but does not specify the time, date and place of

the adjourned meeting, the Chairperson shall make a determination with respect to whichever of these has not been specified.

- (4) Despite subclause (1), the Chairperson may call an adjournment of up to 15 minutes without a resolution of Council if the Chairperson considers that such an adjournment is necessary to ensure the proper conduct of the meeting.
- (5) As an adjourned meeting is a continuation of the same meeting (not a new meeting), Council does not need to issue a new agenda and business paper for an adjourned meeting. The agenda and business paper already issued are the proper documents for the business of an adjourned meeting. Business not already on the agenda may only be dealt with if the urgency procedure in clause 241 (3) of the Regulation is followed.

40 Presentations by Councillors

- (1) Councillors may make a brief presentation to Council regarding a significant civic event or activity which they attended as an official representative of Council or to which all Councillors were invited (e.g. advising Councillors of the success or failure of an event held recently, reminding Councillors of a significant upcoming event, recognising the significant achievements of a staff member, advising of the receipt by Council of an award).
- (2) The total time allowed at any one meeting for presentations by any one Councillor shall be two (2) minutes.
- (3) No debate shall be entered into in regard to a matter presented in accordance with this clause.
- (4) No motions may be moved in relation to an item presented in accordance with this clause, unless the provision of clause 15 of this Code has been complied with.
- (5) Presentations that do not strictly comply with the provisions of this clause shall be ruled out of order by the Chairperson.

Part 4 – Keeping order at meetings

41 Questions of order

Councillors must act honestly and reasonably in carrying out Council functions in accordance with the Local Government Act.

In addition, Councillors must comply with Council's adopted Code of Conduct and Code of Meeting Practice.

- (1) The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so (cl 255 of the Regulation).
- (2) A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter (cl 255 of the Regulation).
- (3) The Chairperson must rule on a question of order immediately after it is raised, but before doing so, may invite the opinion of Council (cl 255 of the Regulation).
- (4) The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed (cl 255 of the Regulation).

42 Acts of Disorder

- (1) A Councillor commits an act of disorder if the Councillor, at a meeting of Council or a committee of Council:
 - a) Contravenes the Act or any regulation in force under the Act or contravenes this Code; or
 - b) Assaults or threatens to assault another Councillor or person present at the meeting; or
 - c) Moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of Council or a committee, or addresses or attempts to address Council or the committee on such a motion, amendment or matter; or
 - d) Insults or makes personal reflection on or imputes improper motives to any other Councillor; or
 - e) Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring Council or the committee into contempt (cl 256 of the Regulation).
- (2) The Chairperson may require a Councillor to:
 - a) Apologise without reservation for an act of disorder referred to in subclause 1(a) or (b); or
 - b) withdraw a motion or an amendment referred to in subclause (1)(c) and, where appropriate, to apologise without reservation; or
 - c) Retract and apologise without reservation for an act of disorder referred to in subclause (1)(d) or (e) (cl 256 of the Regulation).
- (3) A Councillor may, as provided by section 10 (4) or (b) of the Act, be expelled from a meeting of Council for having failed to comply with a requirement under subclause (2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned (cl 256 of the Regulation).
- (4) Councillors, in the course of debate, shall not introduce material which is irrelevant to the item under discussion. If a Councillor is called to order for a second time in a single speech for introducing irrelevant material, he or she shall immediately cease speaking. Failure to do so constitutes an act of disorder.

43 How disorder at a meeting may be dealt with

- (1) If disorder occurs at a meeting of Council or a committee of Council, the Chairperson may adjourn the meeting for a period of no more than 15 minutes and leave the Chair. Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors (cl 257 of the Regulation).
- (2) A member of the public may, as provided by section 10 (2)(a) or (b) of the Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting (cl 257 of the Regulation).

- (3) Council's Code of Conduct details sanctions available for Councillor mis-behaviour in meetings. These include censure, apology, counselling, making a public finding of inappropriate conduct, and prosecution for any breach of the law (cl 12.25 and cl 12.27 of the Regulation).
- (4) Council may seek suspension of a Councillor from civic office under section 440H of the Act, which results in that person being excluded from civic office during the period of suspension. It also means being excluded from the rights and privileges of that office during the period of suspension. If the Councillor is also the Mayor, he/she is excluded from exercising the function, rights and privileges of both Councillor and Mayor during the period of suspension.

44 Power to remove persons from a meeting after an expulsion resolution

If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held:

- a) Immediately after Council has passed a resolution expelling the Councillor or member from the meeting; or
- b) Immediately after being directed by the person presiding to leave the meeting.

A police officer, or any person authorised for the purpose by Council or person presiding, may, by using only such force as is necessary, to remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place (cl 258 of the Regulation).

Part 5 – Council Committees

45 Council Committees

- (1) Council may, by resolution, establish such committees as it considers necessary, and is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council (s 260 of the Regulation).
- (2) As a body corporate, Council can form committees and determine their functions, powers, membership and voting rights. Membership of a Council Committee is not restricted to Councillors.
- (3) In regards to committees consisting entirely of Councillors, Council can establish such a committee only by resolution. A committee can be advisory or it can have decision-making powers as delegated by Council. A committee can only exercise Council's regulatory functions under the Act, if all of its members are either Councillors or Council employees. Advisory committees have the power to make recommendations to Council, but not to make decisions.
- (4) The Mayor is automatically the Chairperson of each Council committee consisting only of Councillors, unless he/she does not wish to be the Chairperson. Each Councillor, whether a member of a committee or not, is entitled to attend and speak at a meeting of a Council committee. However only Councillors who are members of the committee are entitled to put business on the Committee's agenda, move or second a motion at the Committee meeting or vote at the meeting.
- (5) Committee members must comply with the relevant meeting provision of the Local Government Act 1993, the Local Government (General) Regulation 2005, Council's Code of Conduct and Code of Meeting Practice.

46 Council may establish committees

- (1) Council may, by resolution, establish such committees as it considers necessary.
- (2) A committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council (cl 260 of the Regulation).
- (3) The quorum for a meeting of a committee is to be:-
 - a) Such number of members as the Council decides; or
 - b) If the Council has not decided a number, a majority of the members of the committee (cl 260 of the Regulation).

47 Functions of committees

Council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions (cl 261 of the Regulation).

48 Notice of committee meetings to be given

- (1) The General Manager of Council must send to each Councillor, at least three (3) days before each meeting of the committee, a notice specifying:
 - a) The time and place at which the date on which the meeting is to be held; and
 - b) The business proposed to be transacted at the meeting.
- (2) However, notice of less than three (3) days may be given of a committee meeting called in an emergency (cl 262 of the Regulation).
- (3) The provisions of clause 14 (2) - (4) apply to the business papers of committee meetings in the same manner as they apply to the business papers of Council meetings.

49 Non-members entitled to attend committee meetings

- (1) A Councillor who is not a member of a committee of Council is entitled to attend, and to speak at a meeting of the committee (cl 263 of the Regulation).
- (2) However, the Councillor is not entitled:
 - a) To give notice of business for inclusion in the business paper for the meeting; or
 - b) To move or second a motion at the meeting; or
 - c) To vote at the meeting (cl 263 of the Regulation).

50 Procedure in committees

- (1) Subject to subclause (3), each committee of Council may regulate its own procedure. (cl 265 of the Regulation).

- (2) Without limiting subclause (1), a committee of Council may decide that, whenever the voting on a motion put to a meeting of the committee is equal, the Chairperson of the committee is to have a casting vote as well as an original vote (cl 265 of the Regulation).
- (3) Voting at a committee meeting is to be by open means (such as on voices or by show of hands).
- (4) Community representatives who are members of Working Parties and Committees are allowed to vote.
- (5) A staff member who is a member of a Working Party or Committee, which has community representation, is allowed a vote.

51 Chairperson and Deputy Chairperson of committees

- (1) The chairperson of each committee of Council must be:
 - a) the Mayor; or
 - b) If the Mayor does not wish to be the Chairperson of a committee – a member of the committee elected by Council; or
 - c) If Council does not elect such a member, a member of the committee elected by the committee (cl 267 of the Regulation).
- (2) Council may elect a member of a committee of Council as Deputy Chairperson of the committee. If Council does not elect a Deputy Chairperson of such a committee, the committee may elect a Deputy Chairperson (cl 267 of the Regulation)
- (3) If neither the Chairperson nor the Deputy Chairperson of a committee of Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee (cl 267 of the Regulation).
- (4) The Chairperson is to preside at a meeting of a committee of Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson or Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting (cl 267 of the Regulation).

52 Absence from committee meetings

- (1) A member ceases to be a member of a committee if the member (other than the Mayor):
 - (a) Has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
 - (b) Has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the members absences (cl 268 of the Regulation).
- (2) Subclause (1) does not apply if all of the members of Council are members of the committee (cl 268 of the Regulation).

*Note: The expression 'year' means the period beginning 1 July and ending the following 30 June. See the Dictionary to the Act.

53 Reports of committees

- (1) If, in a report of a committee of Council, distinct recommendations are made, the decision of the Council may be made separately on each recommendation (cl 269 of the Regulation).
- (2) The recommendations of a committee of Council are, so far as adopted by the Council, resolutions of Council (cl 269 of the Regulation).
- (3) If a committee of Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:
 - (a) Make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
 - (b) Report the resolution or recommendation to the next meeting of Council (cl 269 of the Regulation).

54 Disorder in committee meetings

The provisions of the Act, the Regulation and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of Council in the same way as they apply to meetings of Council (cl 270 of the Regulation).

55 Certain persons may be expelled from Council committee meetings

- (1) If a meeting or part of a meeting of a committee of Council is closed to the public in accordance with section 10A (2) of the Act, any person who is not a Councillor may be expelled from the meeting as provided by section 10 (2) (a) or (b) of the Act (cl 271 of the Regulation).
- (2) If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer or person authorised for the purpose by Council, the committee or the person presiding, may, by using only such force as is necessary, remove the first mentioned person from that place and, if necessary, restrain the person from re-entering that place (cl 271 of the Regulation).

56 Sub Committees / Working Party

- (1) Council may from time to time create new principal committees or working groups to provide advice and guidance to Councillors and/or staff.
- (3) Council may also from time to time create management committees to manage/assist in managing council facilities. These committees cannot exercise regulatory functions. (s 355 of the Act)

57 Workshops

- (1) For equity in access to information, Council may hold workshops from time to time. Such workshops are informal gatherings to provide useful information to Councillors and/ or the public.

- (2) Council workshops may involve Councillors, staff and may involve invited participants where necessary. There is no obligation on Councillors to attend workshops, but they are invited to every workshop.
- (3) Council may invite the public and/ or media to attend workshops.
- (4) Workshop briefing papers contain information but no recommendations.
- (5) No recommendations are to be put to, and no agreement sought from, the Councillors or other participants in the course of the workshop.
- (6) No decision-making process can form part of any particular workshop.
- (7) Workshops are not formal meetings of Council and are therefore not constrained to the provisions of this Code for the conduct of such. Misconduct rules apply.

58 Committee of the Whole

- (1) Council may resolve itself into a Committee of the Whole to consider any matter before the Council (s 372 of the Act).
- (2) All the provisions of this Code relating to meetings of Council, so far as they are applicable, extend to and govern the proceedings of a Committee of the Whole, except the provisions limiting the number and duration of speeches (cl 259 of the Regulation).
- (3) The General Manager, or in their absence, an employee of Council designated by the General Manager, is responsible for reporting to Council, proceedings in a Committee of the Whole. It is not necessary to report the proceedings in full, but any recommendations of the Committee must be reported. (cl 259 of the Regulation).
- (4) Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes, however, the Council is not taken to have adopted the report until a motion for adoption has been made and passed. (cl 259 of the Regulation).

Part 6 – Closure of meetings to the press and public

59 Closing a meeting to the press and public

- (1) All meetings of Council will be held in public session, unless Council resolves that certain business should be conducted in closed session, with the press and public excluded.
- (2) Council may only conduct its business in closed session where the matter to be discussed is consistent with the provisions of clause 58; and
 - (i) where disclosure would result in unfair damage or distress to a third party; or
 - (ii) where serious damage would be caused to the interests of residents and ratepayers

60 Which parts of a meeting can be closed to the public?

- (1) Council must give prior public notice in the agenda of the intention to debate a matter in closed session. Public presentations before the proposed closed session will not be permitted unless there is a motion carried to suspend Standing Orders.

- (2) Council, or a committee of Council, may allow members of the public to make representation to or at a meeting, before any part of that meeting is closed to the public, as to whether that part of the meeting should be closed (s 10A (4) of the Act).
- (3) Council, or a committee of Council of which all the members are Councillors, may close to the public so much of its meetings as comprises:
 - (a) The discussion of any of the matters listed in subclause (4); or
 - (b) The receipt or discussion of any of the information so listed (s 10A (10) of the Act).
- (4) The matter and information are the following:
 - (a) personnel matters concerning particular individuals (other than Councillors);
 - (b) the personal hardship of any resident or ratepayer;
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
 - (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;
 - (f) matters affecting the security of the Council, Councillors, Council staff or Council property;
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
 - (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.
 - (i) Alleged contraventions of any Code of Conduct requirements applicable under section 440 of the Act;
- (5) Council, or a committee of Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public (s 10A (3) of the Act).
- (6) The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.
- (7) A person (whether a Councillor or another person) is not entitled to be present at a meeting if expelled from the meeting by a resolution of the meeting.

61 Further limitation relating to closure of parts of meetings to the public

- (1) A meeting is not to remain closed during the discussion of anything referred to in clause 57 (2) of the Regulation:
 - a) Except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security; and

- b) If the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret, unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest (s 10B (1) of the Act).
- (2) A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 60(4)(g) unless the advice concerns legal matters that:
 - a) Are substantial issues relating to a matter in which the Council or committee is involved, and
 - b) Are clearly identified in the advice, and
 - c) Are fully discussed in that advice (s 10B (2) of the Act).
- (3) If a meeting is closed during the discussion of a motion to close another part of the meeting to the public, the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting.
- (4) For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
 - a) A person may misinterpret or misunderstand the discussion, or
 - b) The discussion of the matter may:
 - i. Cause embarrassment to the council or committee concerned, or to Councillors or to employees of the Council; or
 - ii. Cause a loss of confidence in the Council or committee (s 10B (4) of the Act).
- (5) In deciding whether part of a meeting is to be closed to the public, Council or the committee of Council concerned must have regard to any relevant guidelines issued by the Division of Local Government.

62 Notice of likelihood of closure not required in urgent cases

- (1) Part of a meeting of Council, or of a committee of Council of which all the members are Councillors, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:
 - a) It becomes apparent during the discussion of a particular matter that the matter is one referred to in clause 60(4)
 - b) Council or the committee, after considering any representations made under clause 60(2), resolves that further discussion of the matter:
 - i. Should not be deferred (because of the urgency of the matter); and
 - ii. Should not place in a part of the meeting that is closed to the public (s 10C of the Act).

63 Grounds for closing part of a meeting to be specified

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting (s 10D (1) of the Act).
- (2) The grounds must specify the following:
 - a) The relevant provision of section 10A (2) of the Act;
 - b) The matter that is to be discussed during the closed part of the meeting,
 - c) The reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) and explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest (s 10D (2) of the Act).

Part 7 – Pecuniary Interests

64 Pecuniary interests

- (1) A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in section 443 of the Act (s 442 (1) of the Act).
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in clause 61 (s 442 (2) of the Act).

65 Interests that need not be declared

The following interests do not need to be disclosed for the purposes of this part (s 448 of the Act):

- a) An interest as an elector; or
- b) An interest as a ratepayer or person liable to pay a charge; or
- c) An interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part; or
- d) An interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part; or
- e) An interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not); or
- f) An interest of a member of a Council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee; or

- g) An interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - i. Which the person or another person with whom the person is associated as provided in section 443 of the Act has a proprietary interest (which, for the purpose of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise); or
 - ii. Land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the other person with whom the person is associated would by reason of the proprietary interest have a pecuniary interest in the proposal; or
- h) An interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed to per cent of the voting rights of the company; or
- i) An interest of a person arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership; or
- j) An interest of a person arising from the making by the Council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:
 - i. The performance by the Council at the expense of the relative of any work or service in connection with roads or sanitation; or
 - ii. Security for damage to footpaths or roads;
 - iii. Any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council or by or under any contract;
- k) An interest relating to the payment of fees to Councillors (including the Mayor and Deputy Mayor) or;
- l) An interest relating to the payment of expenses and the provision of facilities to Councillors (including the Mayor and Deputy Mayor) in accordance with a policy under section 252 of the Act;
- m) An interest relating to an election to the office of Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Mayor; or
- n) An interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person; or
- o) An interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a Council committee; or

- p) An interest arising from appointment of a Councillor to a body as representative or delegate of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

66 Disclosure and participation in meetings

- (1) A Councillor or a member of a Council committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable (s 451 (1) of the Act).
- (2) The Councillor or member must not be present at, or in sight of, the meeting of the Council or committee:
 - a) At any time during which the matter is being considered or discussed by the Council or committee; or
 - b) At any time during which the Council or committee is voting on any question in relation to the matter.
- (3) A person who, at the request or with the consent of Council or a Council committee, gives advice on any matter at any meeting of Council or the committee must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given (s 456 (1) of the Act).
- (4) A person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest (s 457 of the Act).

67 Powers of Minister in relation to meetings

The Minister may, in certain circumstances, allow a Councillor or a member of a Council committee who has a pecuniary interest in a matter with which the Council is concerned and to be present at a meeting of the Council or committee to take part in the consideration or discussion of the matter and to vote on the matter if the minister is of the opinion:

- a) That the number of Councillors prevented from voting would be so great a proportion of the Whole as to impede the transaction of business, or
- b) That it is in the interests of the electors for the area to do so (s 458 of the Act).

68 Disclosures to be recorded

A disclosure made at a meeting of Council or a Council committee must be recorded in the minutes of the meeting (s 453 of the Act).

Part 8 – Press and Public

69 Public notice of meetings

- (1) Council must give notice to the press and public of the times, dates and places of its meetings and meetings of those of its committees of which all the members are Councillors (s 9 (1) of the Act).
- (2) A notice of a meeting of Council or of a committee must be published in a newspaper circulating in the area before the meeting takes place (cl 232 of the Regulation).
- (3) The notice must specify the time and place of the meeting (cl 232 of the Regulation).
- (4) Notice of more than one meeting may be given in the same notice (cl 232 of the Regulation)
- (5) This clause does not apply to an extraordinary meeting of a Council or committee (cl 232 of the Regulation).
- (6) Council and each such committee must have available for the press and public at its offices and at each meeting copies (for inspection and taking away by any persons) of the agenda and associated business paper (such as correspondence and reports) for the meeting. (s 9 (2) of the Act).
- (7) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
 - a) The agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item); and
 - b) The requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business. (s 9 (2A) of the Act).
- (8) The copies are to be available to the press and public as nearly as possible to the time they are available to Councillors. (s 9 (3) of the Act).
- (9) The copies are to be available free of charge. (s 9 (4) of the Act).
- (10) A notice given under this clause or a copy of an agenda or of a business paper made available under this clause, may in addition, be given or made available in electronic form. (s 9 (5)).

70 Who is entitled to attend meetings?

- (1) Except as provided by this Part:
 - a) Everyone is entitled to attend a meeting of the Council and those of its committees of which all the members are Councillors; and
 - b) A Council must ensure that all meetings of the Council and of such committees are open to the public. (s 10 (1) of the Act).
- (2) However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a committee if expelled from the meeting:
 - a) By a resolution of the meeting; or

- b) By the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion (s 10 (2) of the Act).
- (3) A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by the Regulation (s 10 (3) of the Act).

71 Public access to correspondence and reports

- (1) Council and Council committees of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting (s 11 (1) of the Act).
- (2) This clause does not apply if the correspondence or reports:
 - a) Relate to a matter that was received or discussed; or
 - b) Were laid on the table at, or submitted to the meeting, when the meeting was closed to the press and public (s 11 (2) of the Act).
- (3) This clause does not apply if Council or a Council committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in clause 57(2) of the Regulation, are to be treated as confidential (s 11 (3) of the Act).

Part 9 – Miscellaneous

72 Disclosure and misuse of information – prescribed circumstances

- (1) If a part of a meeting of Council or a committee of Council is closed to the public in accordance with clause 60 of this policy, a person must not, without the authority of Council or the committee, disclose (otherwise than to the Council or Councillor of Council) information with respect to the discussion at, or the business of the meeting unless authorised to do so by section 664 of the Act (s 664 (1A) of the Act).
- (2) A breach of clause 69 (1) of the Regulation shall be treated as a breach of both the Act and Council's Code of Conduct and will be investigated in accordance with the provision of the Code of Conduct.
- (3) For the purposes of section 664 (1)(B)(c) of the Act, any disclosure made with the intention of enabling the Minister or the Chief Executive of the Division of Local Government to properly exercise the functions conferred or imposed on them by or under the Act is a prescribed circumstance (cl 412 of the Regulation).

73 Inspection of the minutes of the Council or a committee of Council

- (1) An inspection of the minutes of Council or a committee of Council is to be carried out under the supervision of the General Manager (cl 272 of the Regulation).
- (2) The general manager must ensure that the minutes of the council and any minutes of a committee of the council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

Note: The Government Information (Public Access) Act 2009 confers a right to inspect the minutes of a Council or committee of a Council.

74 Tape recording of a meeting of Council or a committee of Council prohibited without permission

- (1) A person may use a tape recorder to record the proceedings of a meeting of Council or a committee of Council, only with the authority of Council or the committee (Cl 273 of the Regulation).
- (2) A person may, as provided by section 10 (2)(a) or (b) of the Act, be expelled from a meeting of Council or a committee of Council for using or having used a tape recorder in contravention of this clause (cl 273 of the Regulation).
- (3) If any such person, after being notified of such a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first mentioned person from that place, and if necessary, restrain that person from re-entering that place (cl 273 of the Regulation).
- (4) In this clause, tape recorder includes a video camera, mobile phone, Ipad and any electronic device capable of recording speech, whether a magnetic tape is used to record or not (cl 273 of the Regulation).

75 Certain circumstances do not invalidate Council decisions

Proceedings at a meeting of Council or a Council committee are not invalidated because of:

- a) A vacancy in a civic office; or
- b) A failure to give notice of the meeting to any Councillor or a committee member; or
- c) Any defect in the election or appointment of a Councillor or a committee member; or
- d) A failure of a Councillor or a committee member to disclose a pecuniary interest at a Council or a committee meeting; or
- e) A failure to comply with this Code (s 374 of the Act).

76 Election of Deputy Mayor and delegates to committees

The election of the Deputy Mayor, shall by resolution, be elected in accordance with section 231 of the Local Government Act 1993.

At a meeting in September each year, Council shall, by resolution, elect persons to all positions, including Chairpersons and delegates to all community committees and affiliated bodies.

The method of election for all positions shall be determined by Council.

77 Mobile phones

All mobile phones in the chamber and public gallery are to be turned off or switched to silent/vibrate.

78 Amendment of Code

This Code may be amended only in accordance with the provision of Division 1 of Part 2 of Chapter 12 of the Act, provided that the Council authorises the General Manager to reissue this Code without public exhibition in order to incorporate any relevant amendments to NSW Acts and Regulations, or relevant Practice Notes or Guidelines issued by the Division of Local Government.

79 Council Seal

- (1) Council's seal is like the signature of Council and can only be used in relation to Council business. It approves the content of the document and shows what Council has done or agreed to.
- (2) Clause 400 (4) of the Regulation requires a Council resolution before each use of the seal. The resolution must specifically refer to the document to be sealed. Council uses its seal sparingly (usually when there is a legal requirement to do so or when specifically requested to do so, e.g. by another government agency). The General Manager has been delegated to function of fixing the Council Seal to documents.
- (3) Council can resolve to approve a specific activity that requires the use of the seal on several occasions.
- (4) In deciding whether the Council seal should be used on a particular document, Council needs to consider any legislative requirements and the Regulation which states that the seal of Council must not be placed on a document unless the document relates to the business of Council.
- (5) Council Seal is kept secure by the General Manager.

80 Constitutional referendum

- (1) A constitutional referendum is a poll initiated by a council in order to give effect to a matter referred to in section 16 of the Act. (s 16 of the Act)
- (2) A council may not do any of the following unless approval to do so has been given at a constitutional referendum:
 - (a) divide its area into wards or abolish all wards in its area;
 - (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors);
 - (c) increase or decrease the number of councillors in accordance with the limits under section 224;
 - (d) change the method of ordinary election of councillors for an area divided into wards.
- (3) The decision made at a constitutional referendum binds the council until changed by a subsequent constitutional referendum.
- (4) However, such a decision does not apply to a by-election held after the constitutional referendum and before the next ordinary election.

DOCUMENTATION

Code of Meeting Practice Notification of Declaration of Interest 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.

16.4 CODE OF CONDUCT

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Group Manager Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.1 Ensure that legislative obligations are met throughout all Council departments.
Operational Plan Action:	OP7.6 Undertake an ongoing and systematic review of Council services in accordance with agreed prioritisation to deliver efficiencies.
Attachments:	1. SMRC0001 Code of Conduct Policy ↓
Cost Centre	Corporate Governance
Project	Policy Review

EXECUTIVE SUMMARY

SMRC0001 Code of Conduct Policy was adopted at the first meeting of the amalgamated Council on 12 May 2016 with a review date of September 2017.

This Policy has been reviewed and the following amendments identified.

1.4	Add <i>“the Canberra Region Joint Organisation of Councils (CBRJO) formerly known as”</i>
Documentation	The Model Code of Conduct for Local Councils in NSW – March 2013 to The Model Code of Conduct for Local Councils in NSW –November 2015
Documentation	Policy Tendering, Purchasing, Contracting and the Engagement of Suppliers, Consultants & Professions Services under Delegated Authority to SMRC 55 – Purchasing and Tendering Policy
Documentation	Policy Corporate Credit Card to Credit/Purchase Card Procedure
Documentation	Policy – Public Interest Disclosures – Internal Reporting to SMRC 338 – Public Interest Disclosures (PID) Internal Reporting
Documentation	Policy Grievance to SMRC67 Grievance
Documentation	Private Use and Leaseback of Council Vehicles to SMRC174 – Motor Vehicle Leaseback and Private Use

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

OFFICER’S RECOMMENDATION

That Council adopt the revised SMRC0001 Code of Conduct Policy

BACKGROUND

A review of the SMRC0001 Code of Conduct Policy has been carried out in line with the recommended review date. A number of amendments have been identified and the revised policy incorporates these changes.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Model Code of Conduct sets the standard for behaviour for Councillors and staff in carrying out their official functions.

2. Environmental

There is no environmental impact on adopting the amendments to this policy.

3. Economic

There is no economic implications on adopting the amendments to this policy.

4. Civic Leadership

By endorsing the Model Code of Conduct and its associated Procedures, Council is setting a standard of behaviour required of all Councillors and staff.



Title of Policy	SMRC 1 – Code of Conduct		
Responsible Department	Service Support	Document Register ID	250.2016.1.2
Policy Owner	Governance	Review Date	September 2017
Date of Council Meeting	25 May 2016	Resolution Number	16/16
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Local Government (General) Regulation 2005 Children and Young Persons (Care and Protection) Act 1998 Crimes Act 1900 Election Funding, Expenditure and Disclosures Act 1981 Environmental Planning and Assessment Act 1979 Government Information (Public Access) Act 2009 Health Records and Information Privacy Act 2002 Independent Commission Against Corruption Act 1988 NSW Anti-Discrimination Act 1997 Ombudsman Act 1974 Privacy and Personal Information Protection Act 1998 Public Interest Disclosures Act 1994 The Ombudsman Amendment (Child Protection and Community Services) Act 1998 Work Health and Safety Act 2011 Federal Disability Discrimination Act 1992 Federal Human Rights and Equal Opportunity Commission Act 1986 Federal Racial Discrimination Act 1975 Federal Sex Discrimination Act 1984 Health Privacy Principles Information Privacy Principles		
Aim	Snowy Monaro Regional Council endorses the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW issued by Premier & Cabinet, Division of Local Government, March 2013		

1 Policy Details

1.1 Introduction

Snowy Monaro Regional Council has a commitment to providing all staff with a common understanding of the professional standards of behaviour required in our work within Council for the Community and as such has also produced guidelines which must be read in conjunction with the Model Code of Conduct.

1.2 The Model Code of Conduct

The *Model Code of Conduct* sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

1.3 Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

Sections 440 and 440AA of the Act require every council to adopt a code of conduct and procedures for the administration of the code of conduct that incorporate the provisions of the Model Code and *Model Code Procedures* respectively.

In adopting procedures for the administration of their adopted codes conduct, councils may supplement the Model Code Procedures. However provisions of a council's adopted procedures that are not consistent those prescribed under the Model Code Procedures will have no effect.

1.4 Conduct Reviewer and Conduct Review Panel

The Canberra Region Joint Organisation of Councils (CBRJO), formerly known as South East Regional Organisation of Councils (SEROC) sought expressions of interest from suitably qualified persons for appointment to a regional panel from which member Councils could select when the need arose. Council resolved at its ordinary meeting held on 21 February 2012 (Council Resolution: 018/12) that in the event there is a need to appoint a conduct reviewer or conduct review panel, the regional panel as adopted by CBRJO would be used.

1.5 Complaints Coordinator

In accordance with the Model Code of Conduct for Local Councils in NSW and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, the Complaints Coordinator shall be Council's Public Officer.

Documentation	
Model Documents	
	The Model Code of Conduct for Local Councils in NSW – November 2015
	Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW - March 2013
Supporting Documents	
	The Model Privacy Management Plan for Local Government
	Template - Report - Assessment of Code of Conduct Complaint
Policies and Procedures	
SMRC0002	Policy on the Payment or Reimbursement of Expenses and Provision of Facilities for Mayor and Councillors
	Policy Designated Persons
SMRC 55	Purchasing and Tendering Policy
SMRC0004	Policy Communications
	Credit/Purchase Card Procedure
	Policy on Access to Council Information
SMRC 67	Policy Grievance
	Policy Internet Usage
SMRC338	Policy - Public Interest Disclosures (PID) - Internal Reporting
SMRC174	Motor Vehicle Leaseback and Private Use
Forms	
	Code of Conduct - Reporting Form
	Blank Councillor and Employee Gift

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 COUNCILLOR AND STAFF INTERACTION POLICY

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Group Manager Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.9 Ensure Councillors are provided with opportunities to contribute to their professional development.
Attachments:	1. Councillor and Staff Interaction Policy ↓ 2. Guidance to Support Seamless Transition from Administration to Elected Councils ↓
Cost Centre	Corporate Governance
Project	Policy Review

EXECUTIVE SUMMARY

The election for the inaugural Council of Snowy Monaro Regional Council was held on 9 September 2017. The Office of Local Government recommends Councils develop a Policy to provide guidance on the interactions between Council officials and staff in order to effectively manage these interactions, in line with clause 9.7 of the Model Code of Conduct.

Snowy Monaro Regional Council have developed a Councillor and Staff interaction Policy to support this recommendation and provide a framework for Councillors and staff on how to interact with each other and how to provide and receive information. The policy also identifies key staff who are able to interact with Councillors.

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

OFFICER'S RECOMMENDATION

That Council adopt the Councillor and Staff Interaction Policy.

BACKGROUND

The NSW Government's documents *Guidance to Support Seamless Transition from Administration to Elected Councils* recommended that this Policy be developed/reviewed prior to the on-boarding of the inaugural council.

A review of other Councils' policies available through the Stronger Councils Portal was undertaken and this policy has been developed from those examples.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The implementation of this policy will assist Councillors by providing them with clear guidelines on who they can contact to receive information within Council and their obligations concerning their interaction with staff. It will also provide clear guidelines to staff on who is allowed to interact and provide information to Councillors.

The Policy also addresses the issue of non-compliance with the Policy.

2. Environmental

There are no environmental impacts identified with the adoption of this policy.

3. Economic

There are no environmental impacts identified with the adoption of this policy.

4. Civic Leadership

Adherence to this policy will demonstrate that interaction between Councillors and staff is carried out in a transparent and professional manner.

Policy



Title of Policy	SMRC Councillor and Staff Interaction Policy		
Responsible Department	Corporate and Community Services	Document Register ID	250.2017.410.1
Policy Owner	Governance	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 Office of Local Government - Model Code of Conduct Administration of the Model Code of Conduct		
Aim	To provide a framework for Councillors, when conducting their civic duties, by specifically addressing their ability to interact and receive information from authorised Council staff.		

1 Introduction

This policy aims to establish clear parameters around the interaction between staff and Councillors when Councillors are conducting their civic duties and to ensure that appropriate governance controls are in place. This Policy works in conjunction with Snowy Monaro Regional Council’s Code of Conduct.

In accordance with Council’s Code of Conduct, all Councillors and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behaviour. This Policy sets out the obligations of Councillors and staff in dealing with each other.

2 Scope

This Policy applies to Councillor and Council employees, including external contractors or casual employees engaged with Council.

3 Definitions

Authorised Staff

Staff designated by the General Manager within this policy who may interact with Councillors or provide advice to Councillors (Appendix A).

4 Policy Statement

Good governance and effective service delivery are dependent on a good relationship between the elected members and staff of the organisation, and an understanding of the roles and responsibilities of both groups to assist in exercising their civic leadership and undertaking transparent decision making.

The principals this policy is based on include:

- 1) Transparency – in all interactions, discussion, provision of information and communication.
- 2) Professionalism – all interactions will be courteous, respectful and accurate information will be provided in a timely manner.
- 3) Good governance – to ensure there are no perceived conflicts of interest or undue influence. Decision making is based on information provided in good faith.

5 Access to staff by Councillors other than the General Manager

All access to staff by Councillors, other than the General Manager (GM), is to be authorised by the (GM). Only those staff nominated by the GM can provide advice to Councillors. Appendix A sets out the staff that Councillors may access to exercise their civic leadership and represent the views of the community. Contact with staff other than those listed in Appendix A must be through the General Manager in the first instance and with the knowledge of the appropriate Director.

6 Obligations of Councillors

Each Council is a body corporate. The Councillors are the governing body of the Council. The governing body has the responsibility of directing and controlling the affairs of the Council in accordance with the Act and is responsible for policy determinations, for example, those relating to industrial relations policy.

Councillors or administrators must not:

- a) Direct Council staff other than by giving appropriate direction to the GM in the performance of Council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (section 352).
- b) In any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the member or delegate (Schedule 6A of the Act).
- c) Contact a member of the staff of the Council on council related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the GM.
- d) Contact or issue instructions to any of Council's contractors or tenderers, including Council's legal advisers, unless by the Mayor or Administrator exercising their power under section 226 of the Act.
- e) Councillors must not take advantage of their official position to improperly influence other Councillors or members of Council staff in the performance of their civic or professional duties for the purpose of securing private benefit for themselves or for another person.

7. Obligations of Staff

Members of staff of Council must:

- a) Give their attention to the business of Council while on duty.
- b) Ensure that their work is carried out efficiently, economically and effectively.
- c) Give effect to the lawful decisions, policies, and procedures of the Council, whether or not the staff member agrees with or approves of them.
- d) Ensure that any participation in political activities outside the service of the Council does not conflict with the performance of their official duties. If you participate in political activities you

must ensure that you do not have a conflict with your primary duty to serve the Council of the day in a politically neutral manner. This is important because Council needs to maintain public confidence in Council staff, especially their impartial approach in taking action and providing advice.

- e) Not take advantage of their official position to improperly influence other Councillors or members of Council staff in the performance of their professional duties for the purpose of securing private benefit for themselves or another person.
- f) Forward information requested by any Councillor to all Councillors for their information.
- g) If a Councillor request requires significant staff time or resources that are not allocated for this purpose, a Council resolution will be required to undertake this work.

In circumstances where staff are unsure whether or not they should provide information to, or respond to a request from a Councillor, they should refer the matter to their relevant Director or to the GM, or request that the Councillor make the request through the GM.

8. Non-Compliance with Policy

Noncompliance with this Policy may be considered a breach of the Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Code of Conduct.

Documentation

250.2016.1.2 SMRC1 – Code of Conduct

The Model Code of Conduct for Local Councils in NSW

Procedures for the Administration of the Model Code of Conduct

250.2017.406.1 Councillor and Staff Interaction Procedure

Variation

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

APPENDIX A – Staff Authorised to Interact with Councillors

Executive Office

General Manager

Executive Assistant to the General Manager

Executive Assistant to the Mayor and Councillors

Executive Manager Innovation and Business Development

Operations and Infrastructure

Director Operations and Infrastructure

Group Manager Transport Infrastructure

Group Manager Water and Waste Water Services

Group Manager Asset Management and Engineering Services

Group Manager Facilities Management

Environment and Sustainability

Director Environment and Sustainability

Group Manager Resource and Waste Management

Group Manager Environmental Management

Group Manager Development and Building Certification

Group Manager Economic Development and Tourism

Corporate and Community Services

Director Corporate and Community Services

Group Manager Governance

Team Leader Corporate Governance

Secretary Council and Committees

ITC Team Leader

Group Manager Chief Financial Officer

Group Manager People and Culture

Group Manager Community Support Services & Aged Care

Notes:

- 1) *The General Manager may amend this list of nominated officers from time to time to reflect changes to positions.*
- 2) *Should a Council Officer be acting in any of the nominated positions included in this schedule, the person so acting will be a nominated officer unless otherwise determined by the General Manager.*



Guidance to support seamless transition from administration to elected councils

June 2017



Contents

PART 1	ABOUT THIS GUIDE	2
	WHAT IS THE CONTEXT FOR THIS DOCUMENT?	3
	HOW IS THIS DOCUMENT STRUCTURED?	6
PART 2	GUIDANCE FOR PASSING THE BATON	7
	ROADMAP FOR TRANSITIONING TO ELECTED REPRESENTATION	8
	SUMMARY OF SUGGESTED ROLES AND RESPONSIBILITIES	9
	ADMINISTRATORS	11
	GENERAL MANAGERS	15
	PROJECT MANAGEMENT OFFICE	17
	COMMUNICATIONS AND ENGAGEMENT	19
	INTEGRATED PLANNING AND REPORTING	20
	GOVERNANCE AND ADMINISTRATION	22
	FINANCE	25
	SERVICES AND SYSTEMS	27
PART 3	RESOURCES	28
	ADMINISTRATOR'S REPORT TO THE COMMUNITY - SUGGESTED TABLE OF CONTENTS	29

ABOUT THIS GUIDE

1 PART A P

What is the context for this document?

In 2016, the NSW Government created 20 new councils. These new councils are focused on achieving both short term results and long term outcomes for their communities.

Local government elections on 9 September 2017 will be a major milestone for these councils, with the conclusion of the period of administration and the election of the first councillors.

Short term results

As part of its support for new councils, the Department of Premier and Cabinet provided guidance documents for administrators and key council staff. This guidance focused on achieving 10 key results by the time of the first elections for new councils in September 2017.

The 10 key results are:

-  **Service continuity** with smart service improvements
-  **Robust governance** that delivers confidence to communities
-  **Easy to do business** with, in person and online
-  **Engaged staff** who understand their roles and how they contribute to the new council
-  **Involved communities** who have their say
-  Communities can **readily identify with the new council**
-  **A shared vision and direction** for the whole community
-  **Rates maintained** within existing pathways and resources used wisely to serve the entire council area
-  **Expected benefits** which are clear, measurable and on target
-  **A newly elected council** working for the whole community

Establishing a consistent approach to the delivery of services across the entire council area is one of the highest priorities for a new council. Work on service harmonisation commenced during the administration period and will continue under the leadership of the elected councillors. More details about the service review process is contained in the guidance for the **project management office on page 17.**

Enduring characteristics



The NSW Government has also worked collaboratively with new councils to prepare the Stronger Councils Framework. The framework contains five enduring characteristics of a stronger council:

	Strategic capacity	The council is a strong partner in the system of government, with a strategic outlook, confidently representing and progressing matters of local and regional significance
	Outstanding service provision	Residents and businesses have an efficient, convenient and satisfying experience when using council services, information and infrastructure
	Robust community relationships	Residents and businesses have a voice in the vision for their community and there is meaningful, open dialogue between the council and community on solving local issues
	Strong performance	The council is a robust, flexible and capable organisation that delivers on the needs of the community
	Sound organisational health	Council staff, leadership and culture directly contribute to the council's success and to positive, customer-centric culture and delivery

Each new council has committed to a targeted set of measures to demonstrate it is making progress on these characteristics by September 2017.

The set of measures includes five which relate to all new councils, developed in consultation with the councils and NSW Government. It also includes five or more measures which were developed locally.

Why has this document been prepared?

New councils are preparing to welcome their first elected councillors in September 2017. As part of these preparations, many new councils have asked for guidance on how they can transition seamlessly from administration to the elected council.

The focus of this guide is on achieving a seamless transition and on the important preparations needed to welcome the first councillors.

The guidance is intended to be adaptable for use in a wide range of local contexts.

Who is this document for?

This document provides guidance to administrators, general managers and key staff in the final months before the local government elections.

This includes preparation for activities which will occur soon after the elections.

What principles will support a seamless transition?

The following principles were developed to provide guidance in the implementation of new councils, from their establishment to their first local government elections.

The principles also provide guidance to support the transition from administration to elected council.

Principle	Description
Service	Maintain seamless service delivery to communities
Opportunity	Embrace opportunities to improve services and infrastructure for communities
Cohesion	Bring together and build on the strengths of strategies, structures, staff and systems
Engagement	Inform and involve communities, staff and other partners, including industry unions, in planning and implementing change
Integrity	Ensure ethical, open and accountable governance and administration
Respect	Value the knowledge and contributions of staff, communities and other partners

How is this document structured?

This document contains three parts.

PART 1 contains general information on the context, purpose and intended role of this document.

PART 2 provides a high level roadmap and summary of key roles and responsibilities, as well as detailed guidance for the following key roles and work areas:

- administrator
- general manager
- project management office
- communications and engagement
- integrated planning and reporting
- governance and administration
- finance
- services and systems.

PART 3 includes two resources to support a seamless transition from administration to elected council.

For consistency, the roles and work areas referenced in Part 2 largely follow the same categories and order as *Managing change: Guidance for key staff*.

What other guidance is there on transitioning to elected representation?

Detailed guidance on particular elements of transitioning to elected representation is provided on the [Stronger Councils online portal](#). This includes support for general managers in acting as the returning officer for the election of the mayor and, if required, deputy mayor.

As it does before every local government election, the Office of Local Government (OLG) provides guidance, including on council decision making prior to the elections.

OLG also provides information and communications materials for councils to support people thinking of nominating as candidates. Information about the 'Stand for your community' materials can be found at www.olg.nsw.gov.au.

The NSW Electoral Commission provides specific information about nomination, voting processes and key dates at www.elections.nsw.gov.au and www.votensw.info.

The OLG's Development Team is the key contact for councils about integrated planning and reporting (IP&R) issues. The team can be contacted on 02 4428 4100 or at ipr@olg.nsw.gov.au.

GUIDANCE FOR PASSING THE BATON



2

PART

Roadmap for transitioning to elected representation



Summary of suggested roles and responsibilities

The table below outlines the suggested responsibilities of people with key roles in the transition from administration to an elected council.

Key role	Key responsibilities
Administrator	<ul style="list-style-type: none"> • Maintaining communications, including media liaison • Reviewing the communication and engagement plan • Progressing IP&R, including adopting the operational plan and annual budget • Preparing the annual report • Wrapping up Local Representation Committees • Observing the caretaker period • Reporting to the community • Presiding at the final council meeting before local government elections • Acknowledging the election of councillors • Setting the date for the first council meeting after the elections • Returning council facilities
General manager	<ul style="list-style-type: none"> • Preparing to welcome councillors • Articulating and providing direction to staff on welcoming councillors • Preparing for the first council meeting after the elections • Facilitating councils to adopt the annual fees for mayor and councillors • Preparing to administer the oath or affirmation • Preparing to act as returning officer for the mayoral election • Preparing to brief councillors • Preparing an onboarding program for councillors • Oversight of development of IP&R documents
Executive team	<ul style="list-style-type: none"> • Supporting the general manager in preparing to welcome councillors • Preparing briefings as part of the onboarding program for councillors • Leading staff in continuing business as usual services to the community

Key role	Key responsibilities
Project management office	<ul style="list-style-type: none"> • Reporting on the service reviews • Incorporating the implementation plan into the operational plan and budget • Supporting reporting on the Stronger Councils Framework • Maintaining the Benefit Capture Tool • Including projections in the Benefit Capture Tool • Preparing to brief councillors on the implementation process as part of the onboarding program for councillors
Communications and engagement staff	<ul style="list-style-type: none"> • Maintaining communications, including media liaison • Communicating about the local government election process • Communicating about the local government election outcomes • Updating the website • Reviewing the communication and engagement plan
Integrated planning and reporting staff	<ul style="list-style-type: none"> • Preparing the operational plan • Preparing the annual report • Preparing the draft community strategic plan • Preparing to brief councillors on the status of IP&R
Governance and administration staff	<ul style="list-style-type: none"> • Coordinating detailed preparations to welcome councillors • Reviewing key governance policies and procedures • Liaising with the NSW Electoral Commission • Supporting the returning officer • Helping prepare for the first council meetings with councillors • Communicating changes to the Local Government Act and other relevant legislation • Developing the local onboarding program for councillors • Preparing to implement civic protocols
Finance staff	<ul style="list-style-type: none"> • Preparing the integrated budget • Understanding and communicating the financial position of the council and its assets • Supporting reporting to the community on the financial position of council and its assets • Preparing to brief councillors on the financial position of council and its assets • Preparing audited financial reports
ICT staff	<ul style="list-style-type: none"> • Providing information and communications support to councillors
Operational staff	<ul style="list-style-type: none"> • Continuing business as usual services to the community

Administrators

Administrators were appointed for the period from the amalgamation day until immediately before the first council meeting after local government elections.

Maintaining communications, including media liaison

Before the local government elections, including during the caretaker period, administrators should maintain their usual role in communications and engagement activities. This includes attending community events.

It is expected the administrator will remain the designated media spokesperson until the first council meeting.



Special guidance for administrators who are standing for election

Administrators will receive correspondence from the Chief Executive of the Office of Local Government with specific guidance for administrators who are standing for election to council. There are some exceptions to the guidance in this section for administrators who are standing for election, as detailed in the letter from the Chief Executive.

In the 40 day period preceding the election, it is expected that administrators who are standing for election will not:

- act as the designated media spokesperson
- attend community events as the official representative of council.

Where the administrator is standing for election, it is expected the general manager will temporarily become the council's media spokesperson until the first council meeting.

Progressing IP&R, including adopting the operational plan and annual budget

Councils will have made varying levels of progress in the development of a community strategic plan by September 2017. Under the *Local Government Act* (the Act), all councils with elections in September 2017 must adopt a community strategic plan by 30 June 2018.

The roadmap contained in *Governing during change: Guidance for Administrators* directed new councils to prepare a draft community strategic plan for the consideration of the new council. This was to support the development of a shared vision, direction and priorities for the whole community, based on extensive community engagement.

Before the local government elections, most councils will have significantly progressed the preparation of the draft community strategic plan. Where a community strategic plan has already been adopted, a process should be developed to brief the incoming council. This should include the content of the plan and the process undertaken for its development, as well as the community engagement outcomes. The briefing should also set out a pathway for council endorsement of the plan prior to 30 June 2018.

The administrator must adopt the operational plan and annual budget 2017-18 by 30 June 2017. The operation plan and budget must be integrated and cover the entire local government area. The council will continue to operate under this operational plan and budget until 30 June 2018.

Preparing the annual report

The annual report is a key point of accountability between a council and its community. The annual report also provides the opportunity for new councils to outline their achievements.

The finalisation of the annual report 2016-17 will be the responsibility of the elected council. The administrator must ensure the necessary preparation is undertaken to enable the council to comply with the annual reporting requirements of the Act.

Wrapping up Local Representation Committees

Local Representation Committees (LRCs) may generally conclude in the period between 30 June 2017 and the beginning of the caretaker period on 11 August 2017. This includes terminating any associated remuneration.

Observing the caretaker period

Caretaker period restrictions apply for the four weeks before any council election. In this case, the caretaker period begins on 11 August 2017.

During this period, a council must not:

- enter a contract or undertaking involving an amount equal to or greater than \$150,000 or one per cent (whichever is the larger) of the council's rates revenue in the preceding financial year
- determine a controversial development application, except where:
 - › a failure to make a determination would give rise to a deemed refusal, or
 - › a deemed refusal arose before the commencement of the caretaker period
- appoint or reappoint a person as general manager, or remove a person from that position, other than:
 - › appointment of a person to act as general manager under section 336(1) of the Act, or
 - › a temporary appointment of a person to act as general manager under section 351(1) of the Act.

In this context, a 'controversial development application' means a development application which has received submissions from at least 25 people objecting to the proposal.

Administrators must observe these restrictions.

Reporting to the community

There is no requirement for administrators to prepare an End of Term Report.

However, the conclusion of the administration period is an important milestone and provides councils with an opportunity to report on their progress and achievements in delivering the 10 key results to September 2017. It is also suggested that councils outline the next steps in the implementation process, which will continue under the leadership of the elected councillors.

In addition to reporting on the 10 key results, the conclusion of the administration period is a time for new councils to begin measuring and reporting on their progress against their Stronger Councils Framework measures, where data is available.

Administrators should therefore prepare a short report to the community, with the assistance of the general manager and other key staff.

The purpose of the report is to:

- communicate key milestones and achievements
- communicate the way Stronger Communities funding has been expended or allocated
- inform the community and prospective councillors about outstanding implementation priorities
- inform the community and prospective councillors about the financial position of the council and its assets
- support a seamless transition to the elected council
- demonstrate open and accountable governance.

The report may include an outline of service harmonisation opportunities, relevant research, and preparatory work undertaken prior to the elections.

The report should cover the full administration period. For most new councils, this will be from May 2016 to September 2017.

A suggested table of contents for an administrator's report to the community is provided in part 3 of this document.

Presiding at the final council meeting before local government elections

At the final council meeting before the local government elections, it is suggested the administrator:

- presents the short report to the community.

Welcoming the election of councillors

As noted above, the period of administration ends immediately before the first council meeting after the elections. Administrators remain in place for the short period between the local government elections and the first council meeting.

After the NSW Electoral Commission has declared the election results, administrators who did not stand for election may wish to issue a short media release welcoming the councillors.

Setting the date for the first council meeting after the elections

The first council meeting must be held no more than 14 days after the results are declared by the NSW Electoral Commission, for the purpose of electing the mayor under Section 290(1)(c) of the Local Government Act.

Appropriate notice of the first meeting date should be provided by the administrator, in consultation with the general manager.

While it is their responsibility to set the date for the first council meeting after the election, administrators should not attend the meeting itself.

Returning council equipment and facilities

Administrators must vacate council buildings and return all council equipment and facilities before the first council meeting after the elections. This includes returning all:

- vehicles
- fuel cards, Opal cards and Cabcharge cards and equivalents
- credit cards issued by council
- mobile phones, computers, tablets and other ICT equipment issued by council
- keys and electronic entry cards to council buildings, council files and working documents.

All expense claims should also be submitted and determined. For the purposes of transparency, it is strongly recommended that all administrator expenses be reviewed, accounted for and centrally recorded by a senior manager.

General managers

Preparing to welcome councillors

General managers play a critical role in welcoming councillors to the new council. This includes personally making contact with each new councillor as soon as possible after the NSW Electoral Commission announces the results.

It also includes overseeing the development of the local onboarding program.

Onboarding programs are a critical part of the welcome councillors receive. Done well, they can contribute strongly to the development of a positive culture and strong working relationship between councillors and staff. They also provide critical information, support and guidance that councillors need to effectively fulfil their role.

Onboarding programs are similar to induction programs. However, onboarding programs typically include an ongoing series of events and activities, and are more deeply connected to organisational culture and values.

Guidance about the development of the onboarding program is contained in the **governance and administration** section.

The OLG will continue to provide its sector wide councillor induction support, including the 'Hit the Ground Running' workshops held for all councillors. The OLG will also offer tailored workshops to new councils by request. Further advice and more detail about the workshops and tailored approaches will be provided separately.

Preparing for the first council meeting after the elections

Guidance on setting the date for the first council meeting after the elections is contained in the section for **administrators**. The general manager should support the administrator in this activity.

The general manager should set the agenda for the first council meeting after the elections.

The business of the first meeting should generally be limited to:

- election of the mayor
- election of the deputy mayor, if required
- setting of meeting dates for the remainder of 2017
- if required, setting of fees for mayor and councillors.

Where required immediately by legislation or for other legal reasons, councils may also need to elect councillors to external bodies. This may include council nominees to Joint Regional Planning Panels, County Councils and other council appointments.

Where immediate nomination to an external body is required, it should also be listed as an item on the council meeting agenda.

Supporting councils to adopt the annual fee

Section 248 of the Act requires councils to pay each councillor an annual fee. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act. The fee ranges are reviewed annually.

Councils must adopt their annual fees within the range set by the Remuneration Tribunal. A council which does not fix the annual fee must pay the minimum fee.

Councils usually adopt the annual fee for councillors in June. New councils may choose to adopt the fee in June or list it for adoption at the first council meeting after the elections, based on local circumstances and practice.

OLG Circular 17-08 provides further information on mayoral and councillor fees for 2017-18.

Preparing to administer the oath or affirmation

In 2016, the Local Government Act was amended. Section 233A of the Act now requires councillors to take an oath of office, or make an affirmation of office, at or before the first council meeting.

The general manager must ensure the oath is taken or affirmation is made and that appropriate records of this process are kept.

OLG Circular 16-32 provides further guidance on the oath or affirmation of office.

Preparing to act as returning officer for mayoral elections

In all new councils, the mayor is elected by the councillors. Councillors may also choose to elect a deputy mayor.

Under recent changes to the Act, a mayor elected by councillors holds office for two years. Deputy mayors may be elected for the mayoral term or for a shorter term.

The general manager should be the nominated returning officer for the election of the mayor and, if required, the deputy mayor. Detailed guidance on mayoral election procedures are available on the portal. General managers should familiarise themselves with this guidance prior to the first council meeting.

General managers may delegate the function of acting as returning officer for mayoral elections. However, in recognition of, and to reinforce the importance of the task, it is recommended general managers undertake this function themselves.

Preparing to brief councillors

As part of the onboarding of councillors, one of the earliest tasks for general managers after the first council meeting is to work with the mayor to arrange councillor briefings on key areas.

The briefings should provide councillors with a comprehensive understanding of areas, including:

- progress in delivering the implementation plan, including outstanding priorities
- progress in preparing the draft community strategic plan and other IP&R documentation
- outcomes of the service review and recommendations on the approach to establishing consistent services for priority operational areas
- financial position of council and its assets.

Detailed preparations to welcome councillors

Many actions need to be undertaken to prepare to welcome councillors.

It is suggested that general managers identify a manager who will take lead responsibility for coordinating preparations to welcome councillors.

Project management office

Preparing to brief councillors on the service review

Establishing a consistent approach to the delivery of services across the entire council area is one of the biggest challenges for a new council. Work on service harmonisation commenced during the administration period and will continue under the leadership of the elected councillors.

By September 2017, new councils should have documented service levels and commenced a service review process, focusing on priority operational areas. This should include costing analysis, development of options and consultation with staff.

As part of the onboarding program, councils should arrange to brief councillors on progress in preparing the service review. This may include recommendations on the approach to establishing consistent services for priority operational areas.

It is expected the content of the briefing will be coordinated by the project management office, in collaboration with managers of priority operational areas and other key staff.

The general manager will need to develop a process and timeline for briefing councillors, as well as a process for council's formal consideration and decision making about these services.

Continue reporting on the implementation plan

Councils should continue to report regularly to their communities on progress in delivering the implementation plan and achieving identified benefits, as well as other key milestones and successes, prior to the election.

Reviewing the implementation plan

Before the local government elections, the project management office should review the implementation plan. Different councils will be at different stages of completion.

Many of the actions contained in the plan may have been delivered. Some may have been absorbed into business as usual activities or included in the operational plan and budget 2017-18.

The project management office should consider whether there are any priority outstanding tasks to be completed which are not included in the operational plan or other plans. Councils may need to prepare a revised project plan for outstanding priority tasks. It is strongly recommended that councils integrate outstanding implementation plan priorities and actions in the IP&R documents from 2018.

Preparing to brief councillors on the implementation process

As part of the onboarding briefings, councils should be provided with a comprehensive understanding of the status of the implementation process and outstanding priorities. The briefing should include reporting on:

- completed implementation priorities
- outstanding implementation priorities
- any risks to the delivery of implementation priorities
- proposed timings for the completion of implementation priorities.

Supporting reporting on the Stronger Councils Framework

Guidance on communicating the council's progress toward the Stronger Councils Framework is contained in the section for **administrators**. The project management office should support the administrator and general manager in this activity.

Maintaining the Benefit Capture Tool

Councils should continue to update the Benefit Capture Tool quarterly and submit it to the OLG after September. It is anticipated that the reporting of Benefit Capture Tool could be aligned with the timeline for Stronger Communities funding progress reporting. This would mean that the first report to OLG would be required by 31 January 2018, covering quarter one (to 30 September 2017) and quarter two (to 31 December 2017). More detailed advice on timing and reporting will be provided separately.

Further guidance on maintaining the Benefit Capture Tool is contained in the User Guide, which is available on the Stronger Council online portal.

Including projections in the Benefit Capture Tool

To underpin councils' Stronger Councils Framework merger savings measure, councils should document their 10 year savings projections and adopt as part of (or as an attachment to) their long term financial plan.

Councils can use the Benefit Capture Tool to record projected costs, savings, efficiencies and reinvestments projected over 10 years.

Costs, savings, efficiencies and reinvestments should be recorded based on their annual value in the year they are anticipated to be realised.

Communications and engagement

Maintaining communications, including media liaison

Councils should maintain usual communications about services, projects and events before, during and after local government elections.

Communicating about the local government election process

At a minimum, councils should:

- widely communicate the process and time lines for local community members to nominate as candidates in the elections
- promote the process and time lines for local community members to enrol to vote
- promote the election date and voting locations
- promote the number and locations of wards, where appropriate.

Communicating about the local government election outcomes

It is the primary responsibility of the NSW Electoral Commission to announce the results of the local government elections.

It will, however, be important for new councils to communicate who their new councillors are once the NSW Electoral Commission has announced the results. This typically occurs within one week of the elections.

Updating the website

Details of Local Representation Committee members should be removed as soon as the committee is wound up.

Communications staff should also prepare to remove reference to the administrator from the website on the day of the first council meeting.

Information about the mayor and councillors should be available on the website from the day after the first council meeting.

This may initially be the names of the mayor and councillors and, where relevant, the wards they represent. Further information, such as photos and contact details, should be added as soon as they are available.

Reviewing the communication and engagement plan

Before the local government elections, staff should review the communication and engagement plan prepared as part of the implementation process.

Many of the actions contained in the plan may have been delivered, and others are likely to have been absorbed into business as usual activities.

Integrated planning and reporting

Preparing the operational plan

As discussed in the section for **administrators**, an operational plan and annual budget 2017-18 must be adopted by 30 June 2017. The operation plan and budget must be integrated and cover the entire local government area.

It is suggested council's IP&R staff work closely with the project management office on relevant aspects of the operational plan.

Preparing the annual report

As discussed in the section for **administrators**, the annual report is a key point of accountability between a council and its community. The annual report also provides the opportunity for new councils to outline their achievements in delivering the implementation plan.

Finalising the annual report 2016-17 will be the responsibility of the new elected council. However, to meet the requirements of the Act it is critical that councils begin preparing their annual report prior to the local government elections.

The first annual report for the new council will cover the period from the merger date to 30 June 2017. The annual report must include the audited financial statements for the same time period.

As required by the Act, the annual report needs to be prepared within five months of the end of the financial year (that is, by 30 November 2017). Other existing requirements in the Act relating to annual reports, including content and notification requirements, also apply to the new council's first annual report.

New councils are exempted from the requirements under sections 428 and 428A of the Act to include the following in their annual report 2016-17:

- a state of the environment report
- an outline of achievements in implementing the community strategic plan.

There are no exceptions to reporting requirements under other Acts, nor to the data provision requirements of other agencies. Councils should continue to meet these obligations, including the requirements of the Best Practice Management of Water Supply and Sewerage Guidelines.

Preparing the draft community strategic plan

All councils with elections in September 2017 must adopt a community strategic plan by 30 June 2018.

Before the local government elections, most new councils will have significantly progressed the preparation of the draft community strategic plan. Where a community strategic plan has already been adopted, a process should be developed to brief the incoming council. This should include the content of the plan and the process undertaken for its development, as well as the community engagement outcomes. The briefing should also set out a pathway for council adopting a community strategic plan prior to 30 June 2018.

Preparing to brief councillors on the status of IP&R

All new councils must adopt their suite of IP&R documents by 30 June 2018. This includes the community strategic plan, delivery program, long term financial plan, asset management plan/s and workforce plan.

IP&R is a broad framework that is underpinned by a number of plans and strategic documents. As such, careful thought should be given to local context and the interdependencies of these plans to ensure that councillors are briefed effectively.

As part of the onboarding induction program, councils should arrange to brief councillors on progress in preparing the draft community strategic plan and other IP&R documentation.

This should include:

- process for preparing the draft community strategic plan
- outcomes of community engagement on the draft community strategic plan
- vision and directions in the draft community strategic plan
- likely implications for the long term financial plan, asset management plan/s and workforce plan.

Progress in delivering the implementation plan is likely to provide important context for the councillor briefing on IP&R. As such, it is suggested the councillor briefing on IP&R be scheduled soon after the briefing on the implementation plan.

In addition, councils should brief new councillors on their five year costed capital renewal works program. This is one of the measures in the Stronger Councils Framework for all new councils by September 2017.

The councillor briefing on the five year costed capital renewal works program may be undertaken as part of the IP&R briefing or as part of a separate briefing.

A separate briefing is suggested where improving assets is a strong focus of the council and the community. This will allow for more detailed discussion.

Governance and administration

Coordinating detailed preparations to welcome councillors

Many actions need to be undertaken to prepare to welcome councillors. Many of these actions will likely be coordinated by governance and administration staff. It is recommended that there be close collaboration with the project management office and communications and engagement teams.

These preparations are important to welcome councillors. They also help build a foundation for a positive working relationship between councillors and the administration during the council term.

Many councils have made significant progress in planning and mapping their preparations. Examples of project plans and other materials are available on the portal and may provide a helpful reference.

Reviewing key governance policies and procedures

It is suggested all new councils review the following governance policies before the beginning of the caretaker period:

- councillor expenses and facilities policy
- customer feedback policy
- gifts and benefits policy
- working together policy for councillors and staff.

Where required, the timelines for these review processes must allow for public exhibition of the draft policy and adoption at a council meeting.

Suggested templates and examples are available on the portal.

Liaising with the NSW Electoral Commission

There are likely to be matters about which the NSW Electoral Commission needs to liaise with councils. These matters may include formal notification of the election outcome.

It is suggested the governance manager be the key point of liaison between council and the NSW Electoral Commission.

Supporting the returning officer

As noted previously, the general manager should be the nominated returning officer for the election of the mayor and, if required, the deputy mayor.

Governance and administration staff should support the general manager in this role.

Helping prepare for the first council meeting

Guidance on setting the date of the first council meeting after the elections is contained in the section for **administrators**. Guidance on setting the agenda is contained in the section for **general managers**.

Governance staff should support the administrator and general manager in these activities.

Communicating changes to the Local Government Act and other relevant legislation

Since mid 2016 when new councils were proclaimed, significant changes have been introduced or proposed to the Local Government Act. A summary of these changes is contained in **OLG Circular 17-06**.

Governance and administration staff should have a key role in understanding and communicating these and any other legislative changes to councillors and council staff.

Developing the local onboarding program for councillors

It is always important for councils to carefully design and actively deliver a local onboarding program for their councillors. Onboarding programs are a critical part of the welcome all councillors receive. Done well, they can contribute strongly to the development of a positive council culture and strong working relationship between individual councillors – and between councillors and senior staff. They also provide critical information, support and guidance that councillors need to effectively fulfil their role.

For new councils, the onboarding program will be particularly important. Councillors will need to understand the size and capacity of the new organisation, as well as the remaining implementation priorities.

In addition, both new councillors and people who have previously been councillors will need to understand the legislative and operating environment for all councils in NSW. This includes significant changes to the Local Government Act.

The OLG will continue to provide sector-wide councillor induction support, including 'Hit the Ground Running' workshops for all councillors elected in September 2017. The OLG will also offer tailored workshops to new councils by request. Further advice and more detail about the workshops and tailored approaches will be provided separately. It is recommended that councils include these workshops as part of their onboarding programs.

Preparing to implement civic protocols

Councils will need to prepare for a number of civic protocols as part of welcoming the mayor and councillors. These tasks will vary from council to council, depending on local traditions and community expectations.

Tasks may include preparing for:

- name plates for council chambers
- business cards for the mayor and councillors
- stationery for the mayor
- updating signboards listing mayors and potentially councillors
- official portraits of the mayor and potentially councillors
- mayoral robes and chains, councillor blazers and tie sets.

In some former councils, more than one letterhead or logo was used for different purposes, for example on the mayor's stationery. It is suggested that an audit of stationery, signage and name plates be undertaken to ensure councils' new logo and brand is uniformly implemented.

Organising councillor facilities

Having councillor facilities, information and support available as soon as possible after councillors take the oath or make the affirmation is a critical part of their welcome.

This includes organising:

- access to the councillor common room (where provided), mayoral office and other appropriate parts of council's administration buildings
- the mayoral vehicle and fuel card, if provided
- access to council agendas and business papers.

Preparation for these actions should begin before the elections and intensify as soon as the NSW Electoral Commission announces the results.

Further information on providing information and communications technology support for councillors is contained in the section on **services and systems**.

Finance

Preparing the annual budget

As discussed in the section for **administrators**, an operational plan and annual budget 2017-18 must be adopted by 30 June 2017. The operation plan must be integrated and cover the entire local government area.

It is suggested council's finance staff work closely with the project management office on relevant aspects of the budget. This includes incorporating expenditure of remaining Stronger Communities funding.

Understanding and communicating the financial position of council and its assets

In their first year or so, councils will have been working to develop a comprehensive understanding of the new council's integrated financial position. This includes accounting for the costs and savings associated with the merger and understanding the condition of assets.

As part of the process of transitioning from administration to elected councils, it will be important to consolidate this financial understanding and communicate it to the community and elected councillors.

This includes communicating the council's:

- budgeted and projected income
- budgeted and projected expenditure
- Stronger Communities funding expenditure and commitments
- five year costed capital renewal works program.



Finance staff should carefully consider how the council's financial position can be clearly communicated to the community. This is likely to include the use of a small number of graphs and charts, as well as plain English written communications. Council's communications team should be able to assist with this task.

Reporting to the community on the financial position of the council and its assets

As discussed previously, it is suggested that administrators prepare a short report to the community. This report should include information about the financial position of council and its assets.

Finance staff should support the administrator, general manager and other key staff to prepare this report.

A suggested table of contents for an administrator's report to the community is provided in **Part 3 of this document**.

Preparing to brief councillors on the financial position of council and its assets

It will be particularly important for councillors to thoroughly understand the financial position and assets of the new council, including the budget 2017-18.

This understanding will be important for people who have been councillors before and for those people who are new to the role.



Most councils have considerable experience in briefing councillors on budgets. However, it is suggested that finance staff carefully consider the way they support councillors to understand the council's financial position and assets. This is important as councillors may not have a finance or technical background. Council's communications team should be able to assist with this task.

Preparing audited financial reports

As discussed in the section for **administrators**, the annual report is a key point of accountability between a council and its community.

Due to the election timing, the finalisation of the annual report 2016-17, including the audited financial reports, will be the responsibility of the new elected council.

However, to meet the requirements of the Act, it is critical that councils begin preparing their audited financial report prior to the local government elections.

The first annual report for the new council will cover the period from the merger date to 30 June 2017. The annual report must include the audited financial statement and notes for the same time period, as well as the information required by the Regulation.

As required by the Act, the annual report will need to be prepared within five months of the end of the financial year (by 30 November 2017).

Services and systems

Providing information and communications support for councillors

Access to information and communications technologies (ICT) is one of the earliest supports most councillors will need. Access to ICT not only enables councillors to fulfil their role, but also symbolises the ongoing support which will be provided by staff.

Having ICT facilities, information and support available as soon as possible after councillors take the oath or make the affirmation is therefore critical. This includes councillor email addresses and ICT set up of the mayor's office and councillor common room (if provided).

It also includes providing clear direction about reimbursement limits for expenses associated with appropriate ICT devices and services per year for each councillor, as provided in the council's expenses and facilities policy. This may include mobile phones and tablets, mobile phone and tablet data, and home internet costs.

In some councils, it may include direct provision of ICT devices.

Preparation for these actions should begin before the elections and intensify as soon as the NSW Electoral Commission announces the results.

RESOURCES

3

PART

A: Administrator's report to the community – suggested table of contents

This table of contents for an administrator's report to the community is provided as a starting point that can be amended to suit local needs and circumstances.

It is suggested the report be titled:

Implementing the [insert name of council]:
Administrator's report to the community

Summary

1. About this report

A short introduction to the context, purpose and structure of the report.

2. About [insert name of council]

Describe the council, including the:

- establishment date and role of the administrator
- vision and values of the council and community, as understood to date
- key facts about the council, including its
 - › population size
 - › geographic area
 - › demographic characteristics
 - › budget size
 - › number of staff
- 10 key results for new councils
- Stronger Councils Framework, including the council's measures.

It is suggested this section include a map of the local government area, including wards where relevant.

3. What has Council achieved in its first [insert number] months?

Report on council's achievements against the 10 key results:

- Service continuity with smart service improvements
- Robust governance that delivers confidence to communities
- Easy to do business with, in person and online
- Engaged staff who understand their roles and how they contribute to the new council
- Involved communities who have their say
- Communities can readily identify with the new council
- A shared vision and direction for the whole community
- Rates maintained within existing pathways and resources used wisely to serve the entire council area
- Expected benefits which are clear, measurable and on target
- A newly elected council working for the whole community

Or alternatively Report on council's achievements against the five enduring characteristics a stronger council:

- **Strategic capacity** – The council is a strong partner in the system of government, with a strategic outlook, confidently representing and progressing matters of local and regional significance.
- **Outstanding service provision** – Residents and businesses have an efficient, convenient and satisfying experience when using council services, information and infrastructure.
- **Robust community relationships** – Residents and businesses have a voice in the vision for their community and there is meaningful, open dialogue between the council and community on solving local issues.
- **Strong performance** – The council is a robust, flexible and capable organisation that delivers on the needs of the community.
- **Sound organisational health** – Council staff, leadership and culture directly contribute to the council's success and to positive, customer-centric culture and delivery.

4. What is Council's financial position?

Summarise the council's:

- budgeted and projected income
- budgeted and projected expenditure
- Stronger Communities funding expenditure and commitments.

It is suggested this section use a small number of key graphs and/or charts, supported by plain English written communications.

5. What's next?

WELCOMING ELECTED COUNCILLORS

Describe the election timeline.

MAINTAINING MOMENTUM

Summarise next key steps in the implementation process, including

- service harmonisation
- delivering the full suite of IP&R documentation
- any other priority implementation actions to be completed.

DELIVERING BENEFITS

Describe the projected longer term community benefits, including savings.

CONTINUING TO REPORT PROGRESS

Describe and begin reporting on progress against the Stronger Councils Framework measures, where data is available.



Office of Local Government

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16.6 COUNCIL REPRESENTATIVE ON THE CBRJO BOARD

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Secretary Council & Committees
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.8 Ensure that appropriate governance structures are in place enabling open, transparent government.
Attachments:	Nil
Cost Centre	3120

EXECUTIVE SUMMARY

Canberra Region Joint Organisation (CBRJO) comprises of eight (8) Councils of South East NSW collectively with the ACT Government. Snowy Monaro Regional Council representatives on the CBRJO Board consist of the Mayor and General Manager.

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

OFFICER'S RECOMMENDATION

That Council

- A. Appoint the Mayor as the member for Snowy Monaro Regional Council on the CBRJO board; and
- B. Approve the Mayor to appoint their alternate in the event they are unable to attend a meeting.

BACKGROUND

The CBRJO represents 8 Councils in South-East NSW consisting of Bega, Eurobodalla, Hilltops, Goulburn Mulwaree, Queanbeyan-Palerang, Snowy Monaro, Upper Lachlan and Yass Valley collectively with the ACT Government.

Its core functions are regional strategic planning and priority setting, intergovernmental collaboration, regional leadership and advocacy to facilitate opportunity and partnerships in order to create vibrant and sustainable communities.

The Board meets in selected Council areas four (4) times annually, with the AGM normally held in conjunction with the last meeting of the calendar year. The Board is made up of the Mayors of each of the 8 Councils and another nominated representative, the General Manager.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The CBRJO membership enables Council to lobby for services on behalf of its community on a more regional basis and is an opportunity to identify shared services and resourcing that provides economic benefit and outcomes to the Region.

2. Environmental

It is expected that the CBRJO will continue to coordinate regional strategies such as the Resource Recovery Group and the Regional Waste Strategic Plan established by its predecessor South East NSW Regional Organisation of Council (SEROCC).

3. Economic

It is the CBRJO role to lobby for services on a more regional basis and future opportunities with shared services and resourcing will ultimately achieve savings for Council.

4. Civic Leadership

The CBRJO provides an advocacy role for the region, is an avenue for joint lobbying to government agencies, including State and Federal Government, key state government agencies and other regional organisations. Some of the advocacy priorities of the CBRJO include collaborating with partners to develop framework to support the CBRJO focus of creating jobs and building infrastructure. Plan for and deliver improved telecommunications infrastructure. Share information to increase understanding of regional land use planning challenges, opportunities and responses.

These priorities and lobbying of government agencies and the demonstrated partnership between the Councils ultimately confirms Snowy Monaro Regional Councils leadership to the Community and promotes regional collaboration.

**16.7 APPOINTMENT OF OTHER DELEGATES FOR THE PERIOD SEPTEMBER 2017 TO
SEPTEMBER 2018**

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: DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action: OP7.8 Ensure that appropriate governance structures are in place enabling open, transparent government.
Attachments: Nil
Cost Centre Mayor and Council
Project Operational Activity
Further Operational Plan Actions:

EXECUTIVE SUMMARY

Council maintains links with a range of community based and other organisations via representation on relevant committees. Such representation is usually by appointment of either elected members or members of staff as delegates.

Delegates generally have voting rights as representatives of Council on such committees, although the extent of this does vary between committees. Delegates have a responsibility to Council, as its representative, to vote in accord with Council policy and to keep Council informed of the activities of the committee in question.

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

OFFICER'S RECOMMENDATION

That Council

- A. Note the External Committees that Snowy Monaro Regional Council has representation on.
- B. Defer consideration of nominations to these External Committees until the October Ordinary Meeting of Council.

BACKGROUND

This report has been prepared to advise Council of the external organisations that Council has previously appointed delegates to.

By appointing delegates, Council is delegating authority to those persons to act on its behalf in accordance with the provisions of s355 (e) of the Local Government Act 1993. The delegation of power by Council is exercised under s377 of the Act. It is further noted Council is precluded under s377 from delegation of its powers to employees other than to the General Manager.

Only the General Manager (s378) may delegate those of his powers to an employee of Council, which have been formally delegated to him by Council. Thus, where a staff appointment is to be made, the delegation from Council will show the General Manager's name as the delegate and where delegated by the General Manager, the name of the employee of Council. It is proposed that formal instruments of delegation be drawn up in terms of the delegation as noted in the recommendation. This will enable consistency to be maintained with s380 of the Act, which requires review of delegation.

The following is a list of External Committees that Snowy Monaro Regional Council nominated representatives to at the Combined Local Representative Committee Meeting of 4 June 2016 and other organisations that have been identified since:-

External Committees

Name of Committee
Aboriginal Liaison Committee
ANU Medical School - Community Advisory Committee Board
Canberra Region Joint Organisation of Councils (CBRJO)
Cooma Correctional Centre Community Consultative Committee
Community Safety Precinct Committee
Local Traffic Committee
District Bush Fire Management Committee
Monaro Regional Interagency
Jindabyne Liquor Accord
Southern Monaro Local Emergency Management Committee
Southern Monaro Local Emergency Rescue Committee
South East Arts
Boco Rock Community Fund Committee
Bundian Way Advisory Committee
Cooma Universities Centre
Delegate Progress Association
Joint Regional Planning Panel
Monaro Housing Taskforce
Snowy Mountains Neighbourhood Centre
Upper Murrumbidgee Catchment Co-ordinating Committee

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Council maintains links with a range of community based and other organisations via representation on relevant committees. Such representation is usually by appointment of either elected members or members of staff as delegates.

Appointment of Council delegates to these Community based Committees recognises and promotes people's rights and improve the accountability of decision makers as well as giving people better opportunities for genuine participation and consultation about decisions affecting their lives.

2. Environmental

Appointment of Council delegates to community based Committees will assist Council in meeting the objectives of sustainability at the local level by meaningful participation in forums with organisations that contribute to our future.

Following receipt of minutes of external and internal advisory committees, Council will ensure that any resulting recommendations requiring a decision from Council considers quadruple bottom line reporting, including environmental sustainability.

Council's consideration and appointment of delegates to committees itself will not have a negative impact on environmental sustainability.

3. Economic

Provision has been made in the 2018 budget for the Mayor and Council to undertake civic duties as required. This budget includes representing Council on a number of external and internal advisory committees.

Executive support to Mayor and Council is provided within the salary and wages account of cost centres 0210 Senior Management Services and 0389 Corporate Governance.

In addition, there are a number of committees that also include staff representatives as members. The cost for these staff to attend meetings etc. is allocated in the salaries and wages account of the respective budgets.

4. Civic Leadership

Delegates generally have voting rights as representatives of Council on such committees, although the extent of this does vary between committees. Delegates have a responsibility to Council, as its representative, to vote in accord with Council policy and to keep Council informed of the activities of the committee in question.

16.8 RE-APPOINTMENT OF SECTION 355 COMMITTEES

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:	Nil
Cost Centre	Governance
Project	Section 355 Committees
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

There are a number of Section 355 Committees appointed by Council, either as management committees of a Council facility or as an advisory committee.

Section 355 Committees as listed were re-appointed after the merger to September 2017. Council will be undertaking a comprehensive review of its committee structure within the next two months. However, to ensure that community members of these committees have adequate insurance cover, it is necessary that these Committees be re-appointed until November 2017.

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

OFFICER'S RECOMMENDATION

That Council

- A. Re-appoint all Section 355 committees as at 9 September 2017 (as listed) to 30 November 2017 and reconfirm membership of those Committees to 30 November 2017.
- B. Nominate two Council representatives to the Bombala Racecourse and Recreation Ground Management Committee.

BACKGROUND

A number of Section 355 Committees had either Councillor/s or Council staff member/s on the committee. However, a perusal of the constitutions/objectives of the Committees has identified only one Committee that requires Council representation for it to function, i.e. the Bombala Racecourse and Recreation Ground Management Committee.

A review of the various committees will be undertaken within the next two months and recommendations presented to Council.

A list of the Section 355 Committees that were re-appointed to September 2017 is as follows:-

Section 355 Committees

	<i>Constitution/ Objective</i>	<i>Management/ Advisory</i>	<i>Council Representation</i>
Adaminaby School of Arts Hall	Yes	Management	Yes
Aitchison House (Old Cottage)	Yes	Advisory	Yes
Berridale Beautification Committee	Yes	Advisory	Yes
Berridale Pool, Community Centre & Sportsground	Yes	Advisory	Yes
Dalgety Hall Management Committee	Yes	Management	Yes
Dalgety Showground	Yes	Advisory	Yes
Jindabyne Beautification	Yes	Advisory	Yes
Jindabyne Memorial Hall	Yes	Advisory	Yes
Jindabyne Shared Trails	Yes	Advisory	Yes
Jindabyne Sportsground and Recreation Areas Management Committee	Yes	Advisory	Yes
Arts and Cultural Activities	Yes	Advisory	Yes
Yallambee Lodge	Yes	Management	
Community Services	Yes	Advisory	Yes
Cooma Tourism Advisory	Yes	Advisory	Yes
Koala Management Plan	Yes	Advisory	Yes

Nimmitabel Showground Management	Yes	Management	Yes
Noxious Weeds	Yes	Advisory	Yes
Snowy Monaro Weeds	Yes	Advisory	Yes
Recreational Facilities	Yes	Advisory	Yes
North Ridge Reserve	Yes	Advisory	Yes
Old Cooma Grasslands Reserve	Yes	Advisory	Yes
Saleyards	Yes	Advisory	
Yamaga Sister City	Yes	Advisory	Yes
Bredbo Cemetery	Yes	Management	No
Michelago Cemetery	Yes	Management	No
Nimmitabel Cemetery	Yes	Management	No
Numeralla Cemetery	Yes	Management	No
Peakview/Jerangle Cemetery	Yes	Management	No
Bredbo Hall	Yes	Management	No
Kybeyan Hall	Yes	Management	No
Michelago Hall	Yes	Management	No
Nimmitabel Hall	Yes	Management	No
Numeralla Hall	Yes	Management	No
Peakview Hall	Yes	Management	No
Shannons Flat Hall	Yes	Management	No
Smiths Road Hall	Yes	Management	No
Bibbenluke Hall and Sportsground	Yes	Management	Yes
Bombala Exhibition Ground Management	Yes	Management	Yes
Bombala Racecourse and Recreation Ground	Yes	Management	Yes - Required
Bombala Tennis Club	Yes	Management	No
Bombala Cemetery	Yes	Management	Yes
Bombala Swimming Pool Advisory	Yes	Advisory	Yes

Bombala Railway Land Development	Yes	Management	Yes
Bungarby Memorial Hall Preservation	Yes	Management	Yes
Cathcart School of Arts	Yes	Management	No
Craigie Hall	Yes	Management	No
Delegate & District Pre-School	Yes	Management	No
Delegate Sportsground	Yes	Management	Yes
Delegate School of Arts	Yes	Management	Yes
Delegate Early Settlers Hut	Yes	Management	Yes
Mila Country Club	Yes	Management	Yes

QUADRUPLE BOTTOM LINE REPORTING

1. Social

A number of Section 355 Committees manage facilities on behalf of Council. Others advise Council on areas of Council's operations and are often comprised of a mixture of council representative and community members. The re-appointment of these Committees will give continuity where required and also ensure that members managing Council's facilities are covered by Council's insurance.

2. Environmental

The re-appointment of the Section 355 Committees will have no impact on the environment

3. Economic

The re-appointment of the Section 355 Committees will have no economic impact.

4. Civic Leadership

The re-appointment of these Committees will ensure that the management of Council's facilities will continue and will ensure that the contribution of volunteers is recognised and they are covered by Council's insurance.

16.9 NOMINATION OF A COUNCIL MEMBER FOR THE AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC)

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Group Manager Governance
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest.
Operational Plan Action:	OP7.8 Ensure that appropriate governance structures are in place enabling open, transparent government.
Attachments:	1. Audit, Risk and Improvement Committee Charter ↓

EXECUTIVE SUMMARY

To ensure that ARIC has a quorum at the next meeting on 18 October 2017 there is a requirement for a Councillor to be nominated to the committee at the first Ordinary Council meeting of the SMRC Council on 27 September 2017.

The Audit, Risk and Improvement Committee (ARIC) in line with the Charter requires a Councillor to be nominated as a voting representative to the committee.

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

OFFICER'S RECOMMENDATION

That Council

- A. Request nominations from Councillors for representation on the Audit, Risk and Improvement Committee; and
- B. Agree on the one Council representative to be on the ARIC and appoint that Councillor at the Ordinary Council meeting 27 September 2017.

BACKGROUND

To ensure that ARIC has a quorum at the next meeting on 18 October 2017 there is a requirement for a Councillor to be nominated to the committee at the first Ordinary Council meeting of the SMRC Council on 27 September 2017.

The ARIC Charter has been attached to this report to provide further information on the role of the Committee and the term and tenure of Committee members.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Advantages to the community from having in place an Audit, Risk and Improvement Committee made up of members whose professional skills and expertise result in independent oversight of controls and operations, giving assurance to the Community that Council is systematically addressing risk and ensuring accountability of management to ensure compliance and adoption of best practice.

2. Environmental

It is not expected that there will be any impact on the environment through the actions of the Committee.

3. Economic

Costs for the operations of the Committee are met in the budget as set.

4. Civic Leadership

An effective Audit, Risk and Improvement Committee has the potential to strengthen the control environment and assist the General Manager and Council to fulfil their stewardship, leadership and control responsibilities. The Audit, Risk and Improvement Committee has its own Charter which is resolved by Council. The Charter outlines the authority, role and responsibility of the Committee.



AUDIT RISK and IMPROVEMENT COMMITTEE CHARTER

1. Objective

The Objective of the Audit Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to Snowy Monaro Regional Council (Council), on risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

2. Authority

Council authorises the Committee within the scope of its role and responsibilities through the Chair to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information)
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations)
- Request of the General Manager the attendance of any employee at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities. Prior discussion must be undertaken with the General Manager who will determine appropriateness of any reimbursement if any by Council.

3. The Snowy Monaro Regional Council Assurance Environment

Snowy Monaro Regional Council has a range of activities to provide assurance to Council, the Committee and the General Manager.

Council uses a 'Combined Assurance – 3 Lines of Defence' model to define their assurance environment:

The 1st Line of Defence originates or initiates risk, and is responsible for managing the risks and having in place mechanisms to demonstrate controls are working effectively.

The 2nd Line of Defence monitors, reviews and tests effectiveness of 1st Line control and management of risks.

The 3rd Line of Defence independently evaluates and gives an opinion on the adequacy and effectiveness of both 1st Line and 2nd Line risk management approaches.

This approach demonstrates how assurance activities co-ordinate to provide assurance to the Council, the Committee, and the General Manager.

At Council this can be illustrated as:

Combined Assurance - 3 Lines of Defence		
1 st Line of Defence	2 nd Line of Defence	3 rd Line of Defence
Management Controls Real-Time Focus	Management of Risk Real-Time Focus + Review of 1 st Line	Independent Assurance Review of 1 st Line and 2 nd Line
Management Controls	Risk Management Governance Regulatory Compliance Work Health Safety Environment	Internal Audit External Audit Office of Local Government
Review governance and compliance Implement improvements	Confirm governance and compliance Recommend improvements	Independently confirm governance and compliance Recommend improvements

4. Composition and Tenure

The Committee will consist

4.1. Voting members

1 x Councillor representative

4 x Independent external members (one of whom is recruited as Chair)

4.2. Non-voting members

General Manager

Internal Audit Manager (Head of Internal Audit)

4.3. Invitees (non-voting) for specific Agenda items

Representatives of the external auditor

Other Council officers may attend by invitation from the Committee through the General Manager.

4.4. Term of membership external appointments

Two external members shall be appointed for a maximum term of four years and two external members shall be appointed for a maximum term of three years and shall be appointed as follows:

- Two external members (one of whom shall be the Chair) shall be appointed for an initial period of two years with an additional two year appointment subject to a satisfactory performance assessment of their contribution to the Audit Committee.
- Two external members shall be appointed for an initial period of two years with an additional one year appointment subject to a satisfactory performance assessment of their contribution to the Audit Committee.

The performance review will be undertaken by the Council representative as Committee member in conjunction with the General Manager

External members may be re-appointed at the end of their tenure following a public advertisement and expression of interest processes

Vacancies shall be filled by public advertisement; an evaluation of candidates and a recommendation

for appointment to Council.

4.5. Skills

The external independent members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council.

At least one external independent member of the Committee shall have accounting or related financial management experience and an understanding of accounting and auditing in a public sector environment.

At least one external independent member of the Committee shall have internal auditing or related auditing experience.

At least one external independent member of the Committee shall have risk management experience.

5. Roles and responsibilities

The Committee has no executive powers but assists the Council by providing independent assurance and assistance to Council on behalf of rate-payers.

The Committee is directly responsible to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council operations rests with the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with or as resolved by Council.

The Committee's role includes assisting Council in its governance and exercising of due care, diligence and skill in relation to:

- Internal control systems
- Risk management systems
- Business policies and practices
- Protection of Council's assets
- Compliance with applicable laws, regulations, standards and best practice guidelines
- Understand the relevant legislative and regulatory requirements appropriate to Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5.1. Risk management

- Review whether management has in place a current and appropriate risk management framework that is consistent with AS/NZS ISO 31000:2009
- Review risk management plans and provide advice to the General Manager
- Seek assurance from management and Internal Audit that risk management processes are operating effectively
- Seek assurance from management and Internal Audit as to the adequacy and effectiveness of internal controls

- Review risk reports and provide advice to the General Manager
- Review whether a sound and effective approach has been followed in developing risk management plans for major projects or undertakings
- Review the impact of the agency's risk management on its control environment and insurance arrangements
- Review council's fraud control plan and be satisfied that council has appropriate processes and systems in place to capture and effectively investigate fraud related information
- Review whether a sound and effective approach has been followed in establishing council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.

5.2. Control framework

- Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisors, is sound and effective
- Review whether management has in place relevant policies and procedures and that these are periodically reviewed and updated
- Determine whether the appropriate processes are in place to assess, at least once a year, whether laws, regulations, policies and procedures are complied with
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations
- Consider how management identifies any required changes to the design or implementation of internal controls
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

5.3. External accountability

- Assess the policies and procedures for management review and consideration of the financial position and performance of the agency including the frequency and nature of that review (including the approach taken to addressing variances and budget risks)
- Review procedures around early close and year-end
- Review the financial statements and provide advice to the General Manager (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the responsible financial officers and councillors
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements
- Review cash management policies and procedures
- Review policies and procedures for collection, management and disbursement of grants and tied funding
- Review the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements
- Satisfy itself that Council has a performance management framework that is linked to organisational objectives and outcomes.

5.4. Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of Council's risk assessment and management arrangements
- Review the effectiveness of the systems for monitoring compliance with applicable laws and regulations and associated government policies

5.5. Internal Audit

- Act as a forum for communications between the General Manager, senior management and internal and external audit
- Review and provide advice to the General Manager on the internal audit policies and procedures
- Review the risk based audit methodology
- Review the internal audit coverage and annual work plan, ensure the plan is based on Council's risk management plan, and recommend approval of the plan
- Advise the General Manager of the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan
- Oversee the coordination of audit programs conducted by internal audit and external audit and other review functions
- Review audit findings and related recommendations that have been assessed as the most significant according to the risk and audit finding represent to Council if the recommendation's related to the finding are not implemented
- Provided advice to the General Manager on significant issues identified in audit reports and action taken on these issues, including identification and dissemination of good practice
- Monitor management's implementation of internal audit recommendations
- Review the internal audit charter to ensure appropriate organisation structures, authority, access and reporting arrangements are in place
- Periodically review the performance of internal audit

5.6. External audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback of the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations
- Provide advice to the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

5.7. Responsibilities of members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Snowy Monaro Regional Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

6. Reporting

The Committee will regularly, but at least one a year, report to Council on its operation and activities during the year. The report should include:

- An overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council
- A summary of the work the Committee performed to fully discharge its responsibilities during

the preceding year

- Details of meetings, including the number of meetings held during the relevant period and the number of meeting each member attended
- A summary of Council progress in addressing the findings and recommendations made in internal and external reports
- A summary of the Committee's assessment in the performance of internal audit

The Committee's Minutes will be presented to Council for information only through the General Manager's report to Council.

6.1. Reporting Lines

The Committee must at all times ensure it maintains a direct reporting line to and from internal audit and act as a mechanism for internal audit to report to the General Manager on functional matters.

The following reporting line is prescribed:



7. Administrative arrangements

7.1. Meetings

The Committee will meet at least four times per financial year. A special meeting may be held to review Council's financial statements.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members or the General Manager may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.

Meetings will follow Councils Code of Meeting practice.

7.2. Attendance at Meetings and Quorums

A quorum will consist of a majority of voting members in person attendance, including at least three independent members.

Meetings can be held in person, by telephone or by video conference.

The Internal Audit Manager will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor

The General Manager may attend each meeting but will permit the Committee to meet separately with the Chief Audit Executive in the absence of management on at least one occasion per year

7.3. Secretariat

The Council will provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member and committee observers as appropriate within three weeks of the meeting being held.

7.4. Conflicts of Interest

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

7.5. Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities

7.6. Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee in full at least once every two years

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair

7.7. Review of Audit and Risk Committee Charter

At least once every year the Committee will review this Charter. The review will include consultation with the Council.

Any substantive changes to this charter will be recommended by the Committee and formally approved by Council.

By Resolution of Administrator (40/16) 23 September 2016

**16.10 ANNUAL REPORT - INTERNAL AUDIT AND AUDIT, RISK AND IMPROVEMENT COMMITTEE
2016/2017**

Record No:

Responsible Officer:	General Manager
Author:	Auditor
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. Annual Report - Internal Audit and Audit, Risk and Improvement Committee 2016/2017 ↓
Cost Centre	
Project	100042
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee resolved that the Annual Report Internal Audit and Audit, Risk and Improvement Committee 2016/2017 be presented to Council. The Annual report contains a summary of the work of the Audit, Risk and Improvement Committee and the Internal Audit function.

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

OFFICER'S RECOMMENDATION

That Council receive and note the information in the report on Annual Report – Internal Audit and Audit, Risk and Improvement Committee.

BACKGROUND

This is the first annual report of the Snowy Monaro Regional Council Audit, Risk and Improvement Committee (the Committee) and Internal Audit for the period 2016/2017. The report outlines the role and the activities of the Committee and the internal audit function during 2016/2017 and provides an overall opinion on the Council's risk management, control and governance arrangements.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Advantages to the community from having in place an Audit, Risk and Improvement Committee made up of members whose professional skills and expertise result in independent oversight of controls and operations, giving assurance to the Community that Council is systematically addressing risk and ensuring accountability of management to ensure compliance and adoption of best practice.

2. Environmental

It is not expected that there will be any impact on the environment through the actions of the Committee.

3. Economic

Costs for the operations of the Committee are met in the budget as set.

4. Civic Leadership

An effective Audit, Risk and Improvement Committee has the potential to strengthen the control environment (of which it is part) and assist the General Manager and Council to fulfil their stewardship, leadership and control responsibilities. The Audit, Risk and Improvement Committee has its own Charter which is resolved by Council. The Chart outlines the authority, role and responsibility of the Committee.

Internal Audit Annual Report 2016/2017

Contents

1	Chair's introduction	4
2	Audit, Risk and Improvement Committee Report	6
2.1	Charter	6
2.2	Membership	7
2.3	Issues before the Committee	7
2.4	Attendance register for Audit, Risk and Improvement Committee meetings 2016/2017	8
3	Internal Audit Report	10
3.1	Overview	10
3.1.1	Resources	
3.1.2	Audits completed in the reporting period	
3.1.3	Governance and administration	
3.2	Internal Audit function	10
3.2.1	Internal Audit Work	
3.2.2	Scheduled work against approved Internal Audit Work Plan	
3.2.3	Internal Audit Recommendations	
3.2.4	Internal Audit Opinion – Internal Controls and Risk	
3.2.5	Chief Audit Executive / Internal Auditor	
3.2.6	Compliance with Standards	
4	Looking forward	14
ATTACHMENT 1	Audit, Risk and Improvement Committee Charter	15
ATTACHMENT 2	Internal Audit Work Schedule 2016/2017	23
ATTACHMENT 3	Annual Code of Ethics and Conflict of Interest Declaration Financial Year 2016–2017	24
ATTACHMENT 4	Internal Audit Charter	26

1 Chair's introduction

This is the first annual report of the Snowy Monaro Regional Council Audit, Risk and Improvement Committee (the Committee) and Internal Audit for the period 2016/2017. The report outlines the role and the activities of the Committee and the internal audit function during 2016/2017 and provides an overall opinion on the Council's risk management, control and governance arrangements.

The Snowy Monaro Regional Council Audit, Risk and Improvement Committee (Committee) was established in June 2016, with a charter adopted by Council in September 2016. The Committee was initially established with two independent members (together with the Administrator of Snowy Monaro Regional Council). On establishment of the Committee, an interim audit program was established and recruitment of two further independent members initiated.

The Committee provides independent assurance and assistance to Council in respect to risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

The initial priority of the Audit, Risk and improvement Committee has been to establish the operations of the audit committee function in agreement with its Charter. This includes the development of a schedule of work for the Committee as a basis for achieving its responsibilities. This schedule of work includes review of the financial statements as well as progressively gaining an understanding of the SMRC risk management practices through presentations from key staff and sighting of policies and procedures. Contact has also been made with the NSW Audit Office, who from July 2016 is the auditor for NSW councils.

The current internal audit function is a shared resource working 2 days per week on average with the total allocated time as 100 days for the period September 2016 to November 2017. The Committee has yet to assess the appropriateness of the level of resources allocated to internal audit.

The Committee's ability to provide assurance on risk management, control and governance arrangements, as required by its charter, is still limited. The Council is going through a transition process with the new governance arrangements yet to be defined and communicated to the Committee. In addition, at this stage of development of the internal audit function, only limited aspects of the council management practices have been reviewed.

The Committee is monitoring Council's progress through the transition process associated with the merger. To the extent that resources allow, it will review the establishment of new governance arrangements with revised policies together with common administrative systems and processes.

The Committee noted that action is being taken to implement risk management practices including risk appetite statements as part of the transition. It is concerned that this implementation might be hindered by the complexity of the proposed risk management practices. The audit program has been adjusted to assess Council's risk management maturity to provide a baseline for future improvement.

The Committee has concern about the current internal audit resource levels, and the impact on Internal Audit effectiveness will be kept under review.

The Committee would like to express its appreciation for the full support and cooperation that it has received from all levels of Council personnel and management in answering questions, facilitating audits and responding to audit concerns. Overall, the Council personnel and management displayed openness in discussion and demonstrated their commitment to sound management practices in the areas reviewed and discussed.

The Committee would also like to commend the work of Ms Marg Nicholls, the Internal Auditor, who demonstrated a professional approach to our activities in managing and implementing the program.

Maxwell Shanahan, FCPA, CGEIT, CISA
Chair, Audit, Risk and Improvement Committee
June 2017

2 Audit, Risk and Improvement Committee Report

The Audit, Risk and Improvement Committee (Committee) does not replace or change management accountability arrangements; it does, however, enhance the governance framework by providing Council and the General Manager with independent assurance and assistance in the areas of risk management, internal control, governance and financial reporting.

An effective Committee has the potential to strengthen the control environment (of which it is part) and assist the General Manager and Council to fulfil their stewardship, leadership and control responsibilities.

2.1 Charter

The Audit, Risk and Improvement Committee Charter was resolved by the Administrator at the Council meeting of 23 September 2016. The Charter provides the authority given to the Committee and outlines its roles and the responsibilities. Attachment 1.

The *Local Government Amendment (Governance and Planning) Bill 2016* was Assented 30 August 2016. This Bill outlines changes to *the Local Government Act 1993* with respect (among other things) to the governance and planning functions and auditing of councils including the requirement to appoint an Audit Risk and Improvement Committee. A discussion paper is anticipated to be released by the Office of Local Government in 2017 on proposed regulations and responsibilities of an Audit, Risk and Improvement Committee.

Part 4A Internal Audit of the *Local Government Amendment (Governance and Planning) Bill 2016* has not yet been proclaimed as at the date of this report.

The section of the Act *Part 4A Internal Audit* identified in the Bill is outlined below

428A Audit, Risk and Improvement Committee

- (1) A council must appoint an Audit, Risk and Improvement Committee*
- (2) The Committee must keep under review the following aspects of the council's operations:*
 - (a) Compliance,*
 - (b) Risk management,*
 - (c) Fraud control,*
 - (d) Financial management,*
 - (e) Governance,*
 - (f) Implementation of the strategic plan, delivery program and strategies,*
 - (g) Service reviews*
 - (h) Collection of performance measurement data by the council*
 - (i) Any other matters prescribed by the regulations*
- (3) The committee is also to provide information to the council for the purpose of improving the council's performance of its functions*

428B Joint internal audit arrangements

A council may enter into arrangements with another council, or a body prescribed by the regulations for the purposes of this section, to jointly appoint an Audit, Risk and Improvement Committee to exercise functions for more than one council or body.

Council's current Audit, Risk and Improvement Committee Charter addresses a number of the identified areas of review as outlined above in particular (a) to (e).

Once the regulations have been put into place both the Committee Charter and the Internal Audit Charter will be reviewed to ensure compliance.

The Phase 1 reform that appoints the Auditor-General as the auditor for all councils came into force on 1 October 2016.

2.2 Membership

Membership of the Committee comprises four external members and one councillor member with the role of Chair being allocated to an external member.

External member and Chair: Mr Max Shanahan - 8 September 2015 to 8 September 2017**

External member: Ms Theresa McKenzie - 8 September 2015 to 8 September 2017**

Mr Peter Cottrell - 9 September 2016 to 9 September 2018*

Mr Miles Pearson - 25 November 2016 to 25 November 2018*

Council member: Administrator Mr Dean Lynch

In addition, the General Manager Mr Joseph Vescio and the Internal Auditor Mrs Marg Nicholls attends each of the meetings. Invitations are extended to the external auditor and staff as required.

NOTE:

** Mr Shanahan and Ms McKenzie were members of the previous Snowy River Shire Council (SRSC) Audit Committee and seconded to the newly created SRMC Audit, Risk and Improvement Committee. Their term on the SRSC Committee was resolved by the SRSC as an initial period of two years, and subject to a satisfactory performance assessment of their contribution to the Committee, to receive an offer of further two years.

*Mr Cottrell and Mr Pearson were each offered an initial two year term, and subject to a satisfactory performance assessment of their contribution to the Committee, to receive an offer of a further one year.

2.3 Issues before the Committee

Issues before the Committee during this reporting period included:

- Strategic internal audit program
 - Business processes;
 - Status of audits and monitoring the implementation of audit recommendations from current year's audits
-

- Audits completed (external and internal);
- Ongoing and miscellaneous matters;
- SMRC Transition Plan
- Emerging Risks;
- Policy documents;
- Oversight of internal audit function;
- Financial Statements;
- Fraud Control; and
- Dialogue with Audit NSW regarding preparation of external audits under the umbrella of the Audit Office through their contracted external auditor to undertake end of year financial statement audit.

2.4 Attendance register for Audit, Risk and Improvement Committee meetings 2016/2017

Clause 7.1 of the Charter requires the Committee to meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The Committee was scheduled to meet on three occasions for the financial year 2016/2017, however only met on two occasions with the meeting of 3 May 2017 cancelled.

- Inaugural meeting 14 December 2016 (included presentation by external auditor of the financial statements June 2015/ May 2016 for each of the previous councils of Bombala; Cooma Monaro and Snowy River Shire).
- 23rd February 2017

The Committee members were invited to attend a one day workshop run by the Institute of Internal Auditors on the role of an Audit Committee. The following Committee members attended.

- Mr Max Shanahan
- Mr Miles Pearson
- Mr Peter Cottrell
- Mr Dean Lynch

Mr Shanahan attended an ARIC Chairs meeting on 3rd March 2017 presented by the Audit Office NSW on the role of the Audit Office in undertaking the financial statement audits for local government.

Table 1: Scheduled ARIC meeting attendance members

Committee members	Title	Scheduled	Attended
Mr Max Shanahan	External member Chair	2	2

Ms Therese McKenzie	External member	2	1
Mr Peter Cottrell	External member	2	2
Mr Miles Pearson	External member	2	2
Administrator Mr Dean Lynch	Council member	2	1

Table 2: Scheduled ARIC meeting attendance non members

Non Voting members	Title	Scheduled	Attended
Mr Joseph Vescio	Interim General Manager	2	2
Mrs Marg Nicholls	Internal Auditor	2	2

Table 3: Scheduled ARIC meeting attendance guests

Guests	Title	Scheduled	Attended
Mr Stephen Molloy*	Director Service Support (Guest)	2	2
Mrs Jo-Anne Mackay*	Deputy Director Service Support (Guest)	1	1
Mr Matt Payne*	Financial Accountant (Guest)	1	1
Ms Lee Eiszele*	Finance Manager (Guest)	1	1
Mrs Iliada Bolton*	Director Special Projects Office (Guest)	1	1
Mr Matt Cross*	Risk Management Officer (Guest)	1	1
Mr Graham Bradley*	External Auditor (Guest)	1	1
Mr Chang Chow*	External Auditor (Guest)	1	1

*Attendance only for the presentation of relevant report, not entire duration of meeting

3 Internal Audit Report

3.1 Overview

This is the inaugural report of the Snowy Monaro Regional Council (SMRC) Internal Audit function, summarising the internal audit activities for the period 1 September 2016 to 30 June 2017. The internal audit function is contracted through a shared service between two Councils for a 14 month period from 1 September 2016 to 30 November 2017 with Yass Valley Council hosting the service and accessing 60% of the internal auditor's available time.

3.1.1 Resources

- One internal auditor 2/5 available time - 40%
- Limited administrative support

3.1.2 Audits completed in the reporting period

- 3 audits completed
- 1 audit in progress
- 21 recommendations

3.1.3 Governance and administration

- Establish and maintain internal audit function, the operation of which is consistent with the Institute of Internal Auditors International Standards.
- Establish and support an independent Audit, Risk and Improvement Committee including recruitment of independent members.
- Administration and writing of quarterly reports and the annual internal audit report

3.2 Internal Audit function

3.2.1 Internal Audit Work

Internal audit's overall audit objective is to provide an opinion which is positive and reasonable. Positive means that our opinion will be based on seeing evidence of adequate action. Reasonable means that there will be sufficient evidence underpinning our opinion to make it reliable. However, systems and processes audited or reviewed cannot be entirely guaranteed to be error free.

Good audit coverage can be achieved by a combination of strategic, operational and compliance audits. However, as the current internal audit service has limitation in resourcing including, financial, human and time, internal audit can only be able to give limited coverage.

3.2.2 Scheduled work against approved Internal Audit Work Plan

At its meeting of 14 December 2016 the Audit, Risk and Improvement Committee approved the Internal Audit Work Plan for the period to November 2017. That approval was based on work priorities as permitted by the resources allocated by Council. Attachment 2

During this period, there was an unanticipated increase in the administrative role for the period with internal audit involvement in the recruitment of external members.

Since the adoption of the internal audit work plan, in the December 2016 meeting, Council has continued organisational restructure with implementation of corporate wide software and harmonising its current policies. A scheduled audit removed from the workplan is *Procurement Framework Process Review*. As a result, and after discussion with the General Manager and the Chair of this Committee, the scheduled procurement audit has been deferred to a later time.

In its place and again after consultation with the General Manager, the Chair requested that internal audit undertake a Risk Management Maturity Assessment.

Table 4: Internal Audits completed or commenced September 2016/ June 2017

Audit No	Audit Name	Date Final Report	Recommendations
Audit 16-01	Cash Handling	11 January 2017	4 recommendations CR1: 2; CR2: 2; CR3: 0
Audit 16-02	Fraud Control Health Check	13 June 2017	11 recommendations CR1: 2; CR2: 8; CR3: 2
Audit 16-03	Risk Management Maturity Assessment	In progress Draft report issued 26 June 2017	1 recommendations CR1: 0; CR2: 0; CR3: 1 Report not finalised during this reporting period
MIR 17-01	Review Platypus Country Visitor Information Centre	1 February 2017 Reissued due to organisation restructure. Reissue date 6 July 2017	5 recommendations CR1: 4; CR2: 1; CR3: 0 Report reissued. Timing for recommendations to be confirmed after this reporting period.

3.2.3 Internal Audit Recommendations

All audit recommendations are followed up by the Internal Auditor and actions taken are reviewed. Any overdue recommendations are reported to the General Manager and followed up with the specific Directors.

At each Committee meeting, outstanding or overdue recommendations are reported and the reasons for the delay provided. Requests for extension to target dates are considered by the Committee.

Additionally, any request for reclassification of a category is also submitted to the Committee for its deliberation.

A good measure of the effectiveness of the audits is the acceptance of recommendations. The Internal Auditor works closely with each of the divisions which are the subject of performance

audits and or compliance audits to ensure that recommendations made are practical and balanced.

In issuing the Audit reports, recommendations are classified into three categories

- CR1 – High priority recommendation. Requires addressing within 3 months and is assigned to the appropriate member of the Executive and discussed at Executive meetings.
- CR2 – Medium priority recommendation. Requires addressing within 6 months and is assigned to the appropriate member of the Executive and the relevant manager.
- CR3 – Low priority recommendation. Requires addressing within 12 months and is assigned to the appropriate manager.

Table 5: Open Internal Audit Recommendations as at June 2017 (includes SRSC Audit 2)

High Priority Within 3 months to complete	Medium Priority Within 6 months to complete	Low Priority Within 12 months to complete	Total
7	14	4	25

Table 6: Aged Analysis – Open Internal Audit Recommendations as at June 2017

Days Since Report Issued	High Priority Within 3 months to complete	Medium Priority Within 6 months to complete	Low Priority Within 12 months to complete
0 – 90 days	6	12	3
91 – 180 days	0	0	0
181 – 365 days	0	0	0
> 365	1	3	1

3.2.4 Internal Audit Opinion – Internal Controls and Risk

Internal audit is asked by the Committee and senior management to provide opinions as part of each audit report as well as on the overall adequacy of internal controls and governance arrangements which protect Council from mismanagement and fraud.

In order to achieve this each audit is assessed using the following table:

Table 7: Opinion Rating Table

Opinion Rating Table	
Excellent	Effective control environment with the business area operating efficiently, effectively and economically
Satisfactory	Effective control environment for the audited area
Improvement required	Improvement required to the control environment. Controls may be in place but are not being followed, there are broken controls
Unsatisfactory	Control environment is not effective or is non-existent

Each audit was given an opinion on the adequacy of its internal controls as follows:

- Audit 16-01 Cash Handling was assessed as **Improvement Required**
- MIR 17-01 Review Platypus Country Visitor Information Centre was assessed as **Unsatisfactory**

- Audit 16-02 Fraud Control Health Check was assessed as **Improvement Required**

As part of the pre commencement assessment for each audit, internal audit reviewed Council's risk register for risks and treatments identified which would control or reduce the risk for the business unit and its particular activities.

It is the responsibility of Management within each business unit to ensure risks and treatments for their areas are captured under Councils Enterprise Risk Management framework.

In all audits completed during the course of the year there were no relevant risks or controls identified in Council's Risk Register. Internal audit has highlighted potential risks areas relevant to the operations for management consideration.

3.2.5 Chief Audit Executive / Internal Auditor

The Chief Audit Executive (CAE) has seven years' experience setting up and delivering internal audit services to local councils and is professionally accredited through the Institute of Internal Auditors (IIA), an international body for the internal audit profession and is a member of the Australian Institute of Company Directors (AICD).

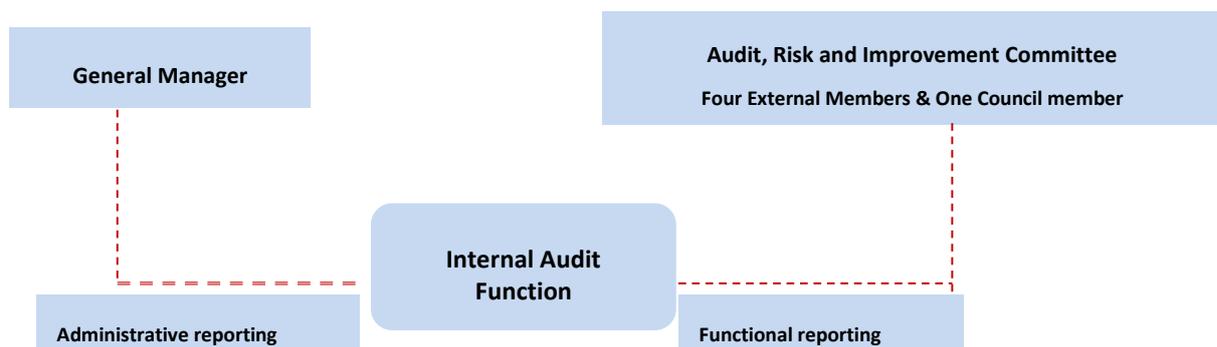
The principal role is to ensure an internal audit function that is respected and respectful; trusted by its clients; providing a service that is relevant and achieving maximum impact. For this year, this had been achieved within the very real constraints, both financial and resource related, to improve governance systems within Council.

3.2.6 Compliance with Standards

The Internal Auditor acts in accordance with the duties and responsibilities set out in the Audit, Risk and Improvement Committee Charter, the Internal Audit Charter, as well as code of conduct expectations as an employee of Council. An Internal Auditor must comply with the Code of Ethics (Integrity, Objectivity, Confidentiality and Competency); Rules of Conduct and International Standards as prescribed in IIA's International Professional Practices Framework.

Attribute Standard 1110 of the IPPF requires that the CAE confirms at least annually of the organisational independence of the internal audit activity.

At SMRC for the period under review, internal audit reported functionally to the Committee and administratively to the General Manager. Assurance is hereby given that the Internal Audit activity is organisationally independent for this period.



In addition to providing assurance of organisational independence, an Internal Auditor must declare annually that they confirm the IIA's Code of Ethics and have no conflict of interest in relation to the work performed during the year. This declaration is at Attachment 3. In addition the Internal Auditor must comply with the Internal Audit Charter as approved by the Committee. Attachment 4.

4 Looking forward

2016/2017 represented a year of introduction of the Internal Audit Function and its role. To date the internal audit function has been restricted by the limited allocation of internal audit resources, including support services and a limited budget.

Although these resources were severely constrained, it is pleasing to report that there is strong support and acceptance by senior management and staff of the value-add that the internal audit function brought to Council, with the recognition of how a fully funded and adequately resourced internal audit function could enhance the governance and assurance to Council and its community.

There is a clear trend both internationally and within Australia that internal audit is taking on a more strategic and central role. The mandate and role of internal audit is becoming values based and focusing on supporting management's efforts to create an organisation that follows a continuous improvement path.

With the mandating of internal audit in the *Local Government Act 1993*, Council's commitment to effective internal control should be reflected directly in the importance it attaches to its internal audit function. Therefore, it is of utmost importance that the internal audit function is adequately funded, staffed and trained and remains independent of operational areas of Council and continues to report functionally to the Audit, Risk and Improvement Committee and administratively to the General Manager.

I have enjoyed facilitating the improvement of internal controls and encouraging the introduction of best practice for the newly created Council.

I sincerely thank all those with whom I worked for providing me with open and transparent dealings. I also thank the members of the Audit, Risk and Improvement Committee who provided me with guidance and support to embed internal audit into all Council operations. I thank the General Manager for his support in getting this interim internal audit function up and running.

Marg Nicholls PMIIA | MAICD |B. Bus| MRD | Dip Risk Management and Business Continuity
Internal Auditor
June 2017

ATTACHMENT 1 Audit, Risk and Improvement Committee Charter



AUDIT, RISK and IMPROVEMENT COMMITTEE CHARTER

1. Objective

The Objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to Snowy Monaro Regional Council (Council), on risk management, the control framework, legislative compliance, internal audit and external accountability responsibilities.

2. Authority

Council authorises the Committee within the scope of its role and responsibilities through the Chair to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information)
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations)
- Request of the General Manager the attendance of any employee at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities. Prior discussion must be undertaken with the General Manager who will determine appropriateness of any reimbursement if any by Council.

3. The Snowy Monaro Regional Council Assurance Environment

Snowy Monaro Regional Council has a range of activities to provide assurance to Council, the Committee and the General Manager.

Council uses a 'Combined Assurance – 3 Lines of Defence' model to define their assurance environment:

The 1st Line of Defence originates or initiates risk, and is responsible for managing the risks and having in place mechanisms to demonstrate controls are working effectively.

The 2nd Line of Defence monitors, reviews and tests effectiveness of 1st Line control and management of risks.

The 3rd Line of Defence independently evaluates and gives an opinion on the adequacy and effectiveness of both 1st Line and 2nd Line risk management approaches.

This approach demonstrates how assurance activities co-ordinate to provide assurance to the Council, the Committee, and the General Manager.

At Council this can be illustrated as:

Combined Assurance - 3 Lines of Defence		
1 st Line of Defence	2 nd Line of Defence	3 rd Line of Defence
Management Controls Real-Time Focus	Management of Risk Real-Time Focus + Review of 1 st Line	Independent Assurance Review of 1 st Line and 2 nd Line
Management Controls	Risk Management Governance Regulatory Compliance Work Health Safety Environment	Internal Audit External Audit Office of Local Government
Review governance and compliance Implement improvements	Confirm governance and compliance Recommend improvements	Independently confirm governance and compliance Recommend improvements

4. Composition and Tenure

The Committee will consist

4.1. Voting members

1 x Councillor representative

4 x Independent external members (one of whom is recruited as Chair)

4.2. Non-voting members

General Manager

Internal Audit Manager (Head of Internal Audit)

4.3. Invitees (non-voting) for specific Agenda items

Representatives of the external auditor

Other Council officers may attend by invitation from the Committee through the General Manager.

4.4. Term of membership external appointments

Two external members shall be appointed for a maximum term of four years and two external members shall be appointed for a maximum term of three years and shall be appointed as follows:

- Two external members (one of whom shall be the Chair) shall be appointed for an initial period of two years with an additional two year appointment subject to a satisfactory performance assessment of their contribution to the Audit

Committee.

- Two external members shall be appointed for an initial period of two years with an additional one year appointment subject to a satisfactory performance assessment of their contribution to the Audit Committee.

The performance review will be undertaken by the Council representative as Committee member in conjunction with the General Manager

External members may be re-appointed at the end of their tenure following a public advertisement and expression of interest processes

Vacancies shall be filled by public advertisement; an evaluation of candidates and a recommendation for appointment to Council.

4.5. Skills

The external independent members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council.

At least one external independent member of the Committee shall have accounting or related financial management experience and an understanding of accounting and auditing in a public sector environment.

At least one external independent member of the Committee shall have internal auditing or related auditing experience.

At least one external independent member of the Committee shall have risk management experience.

5. Roles and responsibilities

The Committee has no executive powers but assists the Council by providing independent assurance and assistance to Council on behalf of rate-payers.

The Committee is directly responsible to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council operations rests with the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with or as resolved by Council.

The Committee's role includes assisting Council in its governance and exercising of due care, diligence and skill in relation to:

- Internal control systems
 - Risk management systems
 - Business policies and practices
 - Protection of Council's assets
 - Compliance with applicable laws, regulations, standards and best practice guidelines
 - Understand the relevant legislative and regulatory requirements appropriate to
-

Council;

- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5.1. Risk management

- Review whether management has in place a current and appropriate risk management framework that is consistent with AS/NZS ISO 31000:2009
- Review risk management plans and provide advice to the General Manager
- Seek assurance from management and Internal Audit that risk management processes are operating effectively
- Seek assurance from management and Internal Audit as to the adequacy and effectiveness of internal controls
- Review risk reports and provide advice to the General Manager
- Review whether a sound and effective approach has been followed in developing risk management plans for major projects or undertakings
- Review the impact of the agency's risk management on its control environment and insurance arrangements
- Review council's fraud control plan and be satisfied that council has appropriate processes and systems in place to capture and effectively investigate fraud related information
- Review whether a sound and effective approach has been followed in establishing council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.

5.2. Control framework

- Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisors, is sound and effective
- Review whether management has in place relevant policies and procedures and that these are periodically reviewed and updated
- Determine whether the appropriate processes are in place to assess, at least once a year, whether laws, regulations, policies and procedures are complied with
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations
- Consider how management identifies any required changes to the design or implementation of internal controls
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

5.3. External accountability

- Assess the policies and procedures for management review and consideration of the financial position and performance of the agency including the frequency and nature of that review (including the approach taken to addressing variances and budget risks)
-

- Review procedures around early close and year-end
- Review the financial statements and provide advice to the General Manager (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the responsible financial officers and Councillors
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements
- Review cash management policies and procedures
- Review policies and procedures for collection, management and disbursement of grants and tied funding
- Review the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements
- Satisfy itself that Council has a performance management framework that is linked to organisational objectives and outcomes.

5.4. Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of Council's risk assessment and management arrangements
- Review the effectiveness of the systems for monitoring compliance with applicable laws and regulations and associated government policies

5.5. Internal Audit

- Act as a forum for communications between the General Manager, senior management and internal and external audit
- Review and provide advice to the General Manager on the internal audit policies and procedures
- Review the risk based audit methodology
- Review the internal audit coverage and annual work plan, ensure the plan is based on Council's risk management plan, and recommend approval of the plan
- Advise the General Manager of the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan
- Oversee the coordination of audit programs conducted by internal audit and external audit and other review functions
- Review audit findings and related recommendations that have been assessed as the most significant according to the risk and audit finding represent to Council if the recommendation's related to the finding are not implemented
- Provide advice to the General Manager on significant issues identified in audit reports and action taken on these issues, including identification and dissemination of good practice
- Monitor management's implementation of internal audit recommendations
- Review the internal audit charter to ensure appropriate organisation structures, authority, access and reporting arrangements are in place
- Periodically review the performance of internal audit

5.6. External audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback of the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations
- Provide advice to the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

5.7. Responsibilities of members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Snowy Monaro Regional Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

6. Reporting

The Committee will regularly, but at least one a year, report to Council on its operation and activities during the year. The report should include:

- An overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council
 - A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year
 - Details of meetings, including the number of meetings held during the relevant period and the number of meeting each member attended
 - A summary of Council progress in addressing the findings and recommendations made in internal and external reports
 - A summary of the Committee's assessment in the performance of internal audit
- The Committee's Minutes will be presented to Council for information only through the General Manager's report to Council.

6.1. Reporting Lines

The Committee must at all times ensure it maintains a direct reporting line to and from internal audit and act as a mechanism for internal audit to report to the General Manager on functional matters.

The following reporting line is prescribed:



7. Administrative arrangements

7.1. Meetings

The Committee will meet at least four times per financial year. A special meeting may be held to review Council's financial statements.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members or the General Manager may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.

Meetings will follow Councils Code of Meeting practice.

7.2. Attendance at Meetings and Quorums

A quorum will consist of a majority of voting members in person attendance, including at least three independent members.

Meetings can be held in person, by telephone or by video conference.

The Internal Audit Manager will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor

The General Manager may attend each meeting but will permit the Committee to meet separately with the Chief Audit Executive in the absence of management on at least one occasion per year

7.3. Secretariat

The Council will provide secretariat support to the Committee. The Secretariat

will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member and committee observers as appropriate within three weeks of the meeting being held.

7.4. Conflicts of Interest

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

7.5. Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities

7.6. Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee in full at least once every two years

The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair

7.7. Review of Audit and Risk Committee Charter

At least once every year the Committee will review this Charter. The review will include consultation with the Council.

Any substantive changes to this charter will be recommended by the Committee and formally approved by Council.

Resolved: Administrator Lynch 23 September 2016 (40/16)

Noted: Audit, Risk and Improvement Committee 14 December 2016 (14/16)

ATTACHMENT 2 Internal Audit Work Schedule 2016/2017

Risk Management Maturity Assessment (<i>an Audit, Risk and Improvement Committee request and replaces Procurement Framework Process Review</i>)	Governance / Reputation	That a current, effective risk management framework in is in place, widely disseminated and clearly understood by Yass Valley Council employees.
Contract Management Framework	Governance / Reputation	Analyse contractor management processes and activities with focus on: 1. Contractual documents in place which outlines contract management measures 2. Council's engagement practices and how well these are consistently used across Council
Management initiated requests		Requests initiated by management to be negotiated with reference to approved work plan.
Governance Health Check	Governance / Reputation	To determine that Council's Governance practices comply with recommendations resulting from ICAC/OLG and NSW Ombudsman and other regulatory bodies.
Cash Handling at remote sites	Governance / Reputation	To determine the adequacy of control in money collection areas.
Fraud Health Check	Governance / Reputation	To assess adequacy of existing controls and to determine whether additional controls measures are required

**ATTACHMENT 3 - Annual Code of Ethics and Conflict of Interest Declaration Financial Year 2016–
2017**

Code of Ethics¹

Principles

Internal auditors are expected to apply and uphold the following principles:

1. Integrity

The integrity of Internal Auditors establishes trust and thus provides the basis for reliance on their judgment.

2. Objectivity

Internal Auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

3. Confidentiality

Internal Auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

4. Competency

Internal Auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

Rules of Conduct

Integrity

Internal Auditors:

Shall perform their work with honesty, diligence, and responsibility.

Shall observe the law and make disclosures expected by the law and the profession.

1.3. Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation.

1.4. Shall respect and contribute to the legitimate and ethical objectives of the organisation.

2. Objectivity

Internal Auditors:

2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organisation.

2.2. Shall not accept anything that may impair or be presumed to impair their professional judgment.

¹ The International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors

2.3. Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

Internal Auditors:

3.1. Shall be prudent in the use and protection of information acquired in the course of their duties.

3.2. Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.

4. Competency

Internal Auditors:

4.1. Shall engage only in those services for which they have the necessary knowledge, skills, and experience.

4.2. Shall perform internal audit services in accordance with the International Standards for the Professional Practice of Internal Auditing.

4.3. Shall continually improve their proficiency and the effectiveness and quality of their services.

Conflict of Interest

Conflict of interest is a situation in which an Internal Auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfil his or her duties impartially. A conflict of interest exists even if no unethical or improper act results.

A conflict of interest can create an appearance of impropriety that can undermine confidence in the Internal Auditor, the Internal Audit activity, and the profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.

Internal Auditors are not to provide audit services for work for which they may previously have been responsible. The Institute of Internal Auditors provides guidance on this point and suggests a period of 12 months, but each instance should be carefully assessed.

When engaging internal audit service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived or actual conflict of interest that may impinge upon internal audit work.

Instances of perceived or actual conflict of interest by Internal Auditors including service providers shall immediately be reported to the Chair of the Audit Committee.

Declaration

I certify that I have conformed to the Code of Ethics and have no conflicts of interest for the period 1 July 2016 to 30 June 2017.

If an issue arises with my professional behaviour that is not in the spirit of the Code of Ethics, or if a conflict of interest should occur in the coming year 2017 to 2018, I shall immediately report it to the Chair of the Audit, Risk and Improvement Committee.

Marg Nicholls PMIIA

Internal Auditor

June 2017

ATTACHMENT 4 Internal Audit Charter



Internal Audit Charter

1. Introduction

Snowy Monaro Regional Council (Council) has established its Internal Audit function as a key component of Council's governance framework.

This charter provides the framework for the conduct of the internal audit function at Council and has been approved by Council's Audit and Risk Committee.

2. Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve an organisations operations.

It helps an organisation accomplish its objectives by bringing a systematic, disciplines approach to evaluate and improve the effectiveness of risk management, controls and governance processes.

Internal audit provides an independent and objective review and advisory service to:

- Provide assurance to Council and the Audit Committee that Council's financial and operational controls, designed to manage the organisation's risks and achieve the entity's objectives are operating in an efficient, effective and ethical manner;
- Assist management in improving business performance.

3. Authority

Internal Audit, with strict accountability for confidentiality and safeguarding records and information, is authorised full, free and unrestricted access to any and all records, personnel and physical properties relevant to the performance of engagements.

Internal Audit will also have free and unrestricted access to the Senior Executive of Council and the Audit and Risk Committee.

4. Independence

Independence is essential to the effectiveness of the internal audit function. Internal audit activity must be independent and internal auditors must be objective in performing their work. Internal auditors must have an impartial, unbiased attitude and avoid any conflicts of interest.

The internal audit authority has no direct authority or responsibility for the activities it reviews. The internal audit function has not responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line process functions or activities (except in carrying out its own functions).

The internal audit function is responsible on a day to day basis to the Chief Audit Executive.

The internal audit function, through the Chief Audit Executive, reports functionally to the Audit and Risk Committee on the results of completed audits, and for strategic direction and accountability purposes and reports administratively to the General Manager to facilitate day to day operations.

The following reporting line is prescribed.



5. Authority and confidentiality

Internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Chief Audit Executive considers necessary to enable the internal audit function to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The chief Audit executive and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third party provider.

6. Roles and responsibilities

The internal audit function must evaluate and contribute to the improvement of governance, risk management and control processes using a systematic and disciplined approach.

In the conduct of its activities, the internal audit function will play an active role in:

- Developing and maintaining a culture of accountability and integrity
- Facilitating the integration of risk management into day-to-day business activities and processes

- Promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards.

7. Audit activities

Audit activities including audits with the following areas for consideration:

Risk management

- Evaluate the effectiveness and contribute to the improvement of risk management processes
- Provide assurance that risk exposures relating to the organisation's governance, operations, and information systems are correctly evaluated including:
 - Reliability and integrity of financial and operational information
 - Effectiveness, efficiency and economy of operations and
 - Safeguarding of assets
- Evaluate the design, implementation and effectiveness of Council's ethics-related objectives, programs and activities
- Assess whether the information technology governance sustains and supports Council's strategies and objectives

Compliance

- Compliance with applicable laws, regulations and Government policies and directions

Performance improvement

- The efficiency, effectiveness and economy of Council's business systems and processes

8. Advisory services

The internal audit function can advise management on a range of matters including:

New programs; systems and processes

- Providing advice on the development of new programs and processes and /or significant changes to existing programs and processes including the design of appropriate controls.

Risk management

- Assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the risk management framework.

Fraud control

-
- Evaluate the potential for the occurrence of fraud and how the organisation manages fraud risk
 - Assisting management to investigate fraud, identify the risks of fraud and develop fraud prevention and monitoring strategies.

9. Audit support activities

The internal audit function is also responsible for:

- Managing the internal audit function
- Assisting the Audit and Risk Committee to discharge its responsibilities
- Monitoring the implementation of agreed recommendations
- Disseminating across Council, better practice and lessons learnt arising from its audit activities.

10. Scope of internal audit activity

Internal audit reviews may cover all programs and activities of Council together with associated entities, as provided for in relevant business agreements, memorandum of understanding or contracts.

Internal audit activity encompasses the review of all financial and non-financial policies and operations.

11. Standards

Internal audit activities will be conducted in accordance with this charter and with relevant professional standards including International Standards for the professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

In the conduct of internal audit work, internal audit staff will:

- Comply with relevant professional standards of conduct;
- Possess the knowledge, skills and technical proficiency relevant to the performance of their duties;
- Be skilled in dealing with people and communicating audit, risk management and related issues effectively;
- Exercise due professional care in performing their duties.

12. Relationship with external audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplications of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

13. Planning

The chief Audit Executive will prepare a risk-based annual internal audit work plan in a form and in accordance with a timetable agreed with the Audit and Risk Committee.

14. Reporting

The Chief audit Executive will report to each meeting of the Audit and Risk Committee on:

- Audits completed;
- Progress in implementing the annual audit work plan;
- The implementation status of agreed internal and external audit recommendations.

The internal audit function will also report to the Audit and Risk Committee at least annually on the overall state of internal controls at Council and any systemic issues requiring management attention based on the work of the internal audit function and other assurance providers.

15. Administrative arrangements

Any change to the role of the Chief Audit Executive and where the internal audit functions uses an outsourced service delivery model; the external service provided will be approved by the General Manager in consultation with the Audit and Risk Committee.

The Chief Audit Executive will arrange for an internal review, at least annually, and a periodic independent review, at least every five (5) years, of the efficiency and effectiveness of the operations of the internal audit functions. The results of the reviews will be reported to the Audit and Risk Committee will provide advice to the General Manager on those results.

16. Review of the Charter

This charter will be reviewed at least annually by the Audit and Risk Committee. Any substantive changes will be formally approved by Council on the recommendation of the Audit and Risk Committee.

16.11 STRONGER COMMUNITIES FUND MAJOR PROJECTS PROGRAM QUARTLEY UPDATE

Record No:

Responsible Officer: Executive Manager Innovation & Business Development
Author: Project Manager
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 3130 – Stronger Communities Fund (SCF) Grant
Project Stronger Communities Fund Major Projects Program
Further Operational Plan Actions: [Type text here](#)

EXECUTIVE SUMMARY

The Stronger Communities Fund was established by the NSW Government to provide recently merged councils with funding to kick start the delivery of projects that improve community infrastructure and services.

Stronger Communities Fund – Major Projects Program has \$14million allocated, spilt evenly across the three former council areas. The projects to be included in the program of works was endorsed by Council on 24 May 2017, and the agreement with Office of Local Government accepted following this.

Currently the program of works is 8% through the expected duration for delivery, the table below provides a breakdown of the status of the 100 projects.

Project Status	Number of projects
Completion	3
Delivery	4
Development	28
Not Started	65

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

OFFICER'S RECOMMENDATION

That Council receive and note the Stronger Communities Fund Major Projects Program's quarterly council report.

BACKGROUND

The Stronger Communities Fund was established by the NSW Government to provide recently merged councils with funding to kick start the delivery of projects that improve community infrastructure and services.

Stronger Communities Fund – Major Projects Program has \$14million allocated, spilt evenly across the three former council areas.

The selection reviewed and finalised the list of project following the community consultation period. The final program of works includes 100 projects to be delivered across the region in 100 weeks (by June 2019).

The funds have been allocated in the following areas:

Theme	Estimate Allocation
Roads and Bridges	\$3,171,001.08
Buildings upgrades or modifications	\$1,636,044.22
Public Health (including cemeteries)	\$440,072.50
Recreational facilities	\$5,581,620.38
Renewable Energy	\$358,028.30
Streetscape Projects	\$2,813,233.53
TOTAL	\$14,000,000.00

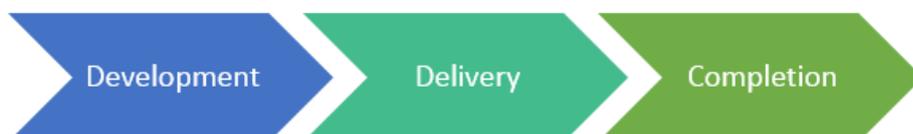
Projects that are prioritised for funding must meet the following criteria:

- have been through a community consultation process
- demonstrate social and/or economic benefits to the community
- consider issues of sustainability and equity across the broader community
- demonstrate project feasibility and value for money, including full lifecycle costs;
- did not have funds allocated by the former councils
- give consideration to the processes and procedures outlined in the capital expenditure review guidelines issued by the Office of Local Government.

Project Status

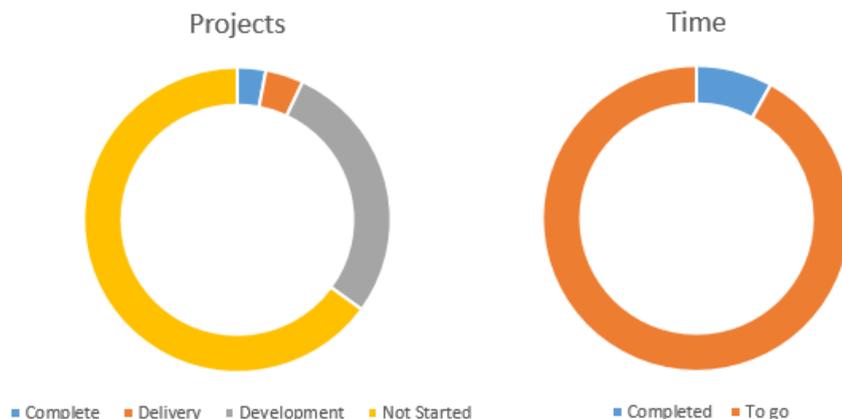
Projects have been packaged together for delivery where similar scope of works exists.

There are 3 status stages for the delivery of each project.



The graphs below provide a summary of the status of the program of projects and the time for the delivery of all the projects.

Currently the focus is on the complex projects that have a longer delivery, once these project have moved into the delivery phase, the focus will be on the renewable energy projects and the streetscape projects.



Project	Status	Comments
Berridale PP-076 Upgrade of pump at Adaminaby Swimming Pool	Completed	
Berridale PP-083 Supply of pool vacuum at Berridale Swimming Pool	Completed	
Berridale PP-180 Installation of additional signage at Old Adaminaby	Completed	
Bombala PP-124 Internal painting at Delegate School of Arts building	Completed - Final	Works completed, awaiting finalisation of payments
Berridale PP-073 Finalise planning for Aitchison House Cottage Restoration Project	Delivery - Underway	Contract awarded, works underway
Berridale PP-215 Installation of wing wall curtains and track at the Jindabyne Memorial Hall	Delivery - Underway	Works underway
Bombala PP-154 Bombala Streetscape Project - Therry St Square	Delivery - Underway	Land Acquisition negotiations underway
Cooma PP-122 Installation of additional Safety fencing at Mt. Gladstone for the Hill Climb races	Delivery - Planning	Request for Quotation underway
Berridale PP-223 Undertake design and approvals for the Lake Jindabyne Shared Trail	Development	Request for Tender preparations underway
Cooma PP-034 Upgrade playground with theme of Snowy mountains Scheme at Cooma North shops	Development	Design and Construction Playground Package - Request for Tender preparations underway
Cooma PP-037 Upgrade of Playground at Rotary Oval	Development	Design and Construction Playground Package - Request for Tender preparations underway
Cooma PP-041 Upgrade to Cooma Centennial Park playground	Development	Design and Construction Playground Package - Request for Tender preparations underway
Berridale PP-057 Installation of additional Fitness Stations Jindabyne	Development	Design and Construction Playground Package - Request for Tender preparations underway
Berridale PP-129 Upgrade of Adaminaby playground	Development	Design and Construction Playground Package - Request for Tender preparations underway

16.11 STRONGER COMMUNITIES FUND MAJOR PROJECTS PROGRAM QUARTLEY UPDATE

Project	Status	Comments
Berridale PP-156 Replacement of Berridale Lions Park Playground Equipment	Development	Design and Construction Playground Package - Request for Tender preparations underway
Bombala PP-163 Construction of an All abilities Playground at Bombala	Development	Design and Construction Playground Package - Request for Tender preparations underway
Berridale PP-221 Construct of a playground at Kalkite	Development	Design and Construction Playground Package - Request for Tender preparations underway
Berridale PP-157 Replacement of Dalgety Showground equipment	Development	Design and Construction Playground Package - Request for Tender preparations underway
Cooma PP-190 Installation of Playground at Michelago	Development	Design and Construction Playground Package - Request for Tender preparations underway
Cooma PP-025 Nijong Oval Improvements - playground installation (part project)	Development	Design and Construction Playground Package - Request for Tender preparations underway
Cooma PP-133 Purchase & install chairs, tables, IT / Wi-Fi equipment and furniture at The HUB Cooma	Development	Preliminary investigations underway
Cooma PP-123 Purchase of multimedia equipment for the Michelago Memorial Hall	Development	Preliminary investigations underway
Bombala PP-239 Insulation of main classroom at the Delegate Preschool	Development	Building Package - Preliminary investigations underway
Bombala PP-206 Upgrade to the kiosk facilities at the Delegate Sportsground	Development	Building Package - Preliminary investigations underway
Bombala PP-202 Upgrade to the kiosk facilities at the Bombala Exhibition Ground	Development	Building Package - Preliminary investigations underway
Berridale PP-192 Construction of new Public Toilets Jindabyne Town Centre	Development	Building Package - Preliminary investigations underway
Berridale PP-183 Demolition of old toilet block at Jindabyne Town Centre	Development	Building Package - Preliminary investigations underway
Bombala PP-171 Construction of new Toilet Facilities in Bombala CBD	Development	Building Package - Preliminary investigations underway
Cooma PP-147 Upgrade the foyer and change rooms at the Cooma Basketball and Gymnastics Facility	Development	Building Package - Preliminary investigations underway
Cooma PP-136 Roof and heater replacement at the Nimmitabel Hall	Development	Building Package - Preliminary investigations underway
Bombala PP-130 Upgrade of dining room at the Bombala Showground Exhibition Hall	Development	Building Package - Preliminary investigations underway
Berridale PP-071 Refurbish the existing toilet facilities at Adaminaby School of the Arts	Development	Building Package - Preliminary investigations underway
Berridale PP-068 Refurbish the Dalgety Showground Pavilion	Development	Building Package - Preliminary investigations underway
Cooma PP-032 Upgrade to Snowy Oval amenities building	Development	Building Package - Preliminary investigations underway
Cooma PP-018 Upgrade to the Cooma Visitors Centre	Development	Building Package - Preliminary investigations underway
Cooma PP-025 Nijong Oval Improvements – building works (part project)	Development	Building Package - Preliminary investigations underway

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The nominated major projects are in accordance with existing strategic and asset management plans. The weighted criteria detailed above ensures that social impacts of the nominated projects are considered prior to making final recommendations.

In addition, the \$14M allocated has been split three-ways equally distributing the grant funds to the former local government areas.

2. Environmental

The project planning framework will ensure that each of the approved major projects will ensure that environmental sustainability impacts are included and considered during the planning and implementation phase.

3. Economic

The 100 projects recommended total \$14M and are being funded from the Stronger Communities, Major Project grant. This grant was received by Council as a result of the proclamation forming the Snowy Monaro Regional Council in May 2016.

4. Civic Leadership

Council Resolution from 24 May 2017 adopting the list of projects to be delivered under the Stronger Communities Fund Major Projects Program is as follows:

22.3 Stronger Communities Fund - Major Project Program of Works

COUNCIL RESOLUTION

110/17

That Council:

- (a) Receive and note the report on Major Project Program of Works
- (b) Accept and endorse the projects to be funded under the Stronger Communities Fund – Major Project Program in the following categories:
 - (i) Roads and Bridges \$ 3,171,001.08
 - (ii) Buildings upgrades or modifications \$ 1,636,044.22
 - (iii) Public Health (Including cemeteries) \$ 440,072.50
 - (iv) Recreational facilities \$ 5,581,620.38
 - (v) Renewable Energy \$ 358,028.30
 - (vi) Streetscape Projects \$ 2,813,233.53

TOTAL \$14,000,000.00
- (c) Note that the funding allocation has been split equally between each of the former Local Government Areas being an amount of \$4,666,666.67
- (d) That a media release be issued followed adoption.

Approved by Administrator Lynch

16.12 ENTERPRISE RISK MANAGEMENT POLICY

Record No:

Responsible Officer:	Director Corporate & Community Services
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.3.1 Balance statutory requirements with individual choice and informed decision making
Operational Plan Action:	OP7.15 Improve organisation wide Risk Management through use of ISO 31000 principles.
Attachments:	1. Draft Enterprise Risk Management Policy ↓
Cost Centre	6010
Project	
Further Operational Plan Actions:	DP7.1.2 Council's leadership is based on ethics and integrity to enable informed and appropriate decisions in the community's best interest OP7.7 Provide timely, accurate and relevant information to Council to enable informed decision making.

EXECUTIVE SUMMARY

A draft Enterprise Risk Management Policy (250.2016.163.1) has been prepared for Council consistent with the international standards ISO31000 and ISO9001. This document was created by the Risk Management Working Group established before the creation of Snowy Monaro Regional Council to generate enterprise risk management documentation.

Following its creation, the document has been to Consultative Committee, Work Health and Safety Committee, through the document control system including staff consultation, the Audit Risk and Improvement Committee and considered by the Executive Team. Feedback provided by these forums was considered by the Risk Officer in the generation of this draft. The Executive Team endorsed the draft policy, EMT990/17, at its 25th August 2017 meeting.

This document is now ready for consideration by Council for adoption.

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

OFFICER'S RECOMMENDATION

That Council
A. adopt the Enterprise Risk Management Policy.

BACKGROUND

A draft Enterprise Risk Management Policy (250.2016.163.1) has been prepared. The document was created by the Risk Management Working Group, consisting of staff from the Bombala, Cooma and Berridale branches established before the creation of Snowy Monaro Regional Council (Council) to generate enterprise risk management documentation for the new Council.

This policy has been drafted consistent with ISO31000 and ISO9001. ISO31000 is a suite of standards codified by the International Organisation for Standardisation. *ISO31000:2009 – Principles and Guidelines on implementation* is the primary standard in the ISO31000 series. The ISO9000 series are quality management standards. *ISO9001:2015 Quality Management Systems – Requirements* is the primary standard of the ISO9000 series.

Enterprise risk management is not just risk associated with accidental losses but the premise that every entity exists to provide value for its stakeholders. The *NSW Premier and Cabinet Division of Local Government Internal Audit Guidelines* indicates “

“Enterprise Risk Management is the holistic management of all risks within council, not just insurable risks or Occupational Health and Safety”

Council values adds by the systematic approach, within a quality management system, of identifying potential events that may affect Council, addressing the full spectrum of its risk to be within its risk appetite, allowing reasonable assurance regarding the achievement of Council objectives through a consistent decision making framework.

In accordance with the *Work Health and Safety Act 2011*, for acceptance and adoption, the development process must clearly demonstrate a worker consultation process.

This draft document has been received and noted at both the Health and Safety Committee and Consultative Committee. Also, as part of Councils document control process, this document was made available for staff between August 17th and September 2nd 2016.

Feedback was considered by the Risk Management Working Group and amendments made in accordance with this feedback where applicable to document scope. The policy was presented to the Executive Team 14th September 2016 and 26th October 2016. Feedback has been incorporated into the current draft by the Risk Officer. This included sending the policy to the Audit, Risk and Improvement Committee whose feedback was also considered by the Risk Officer.

250.2016.61.1 Policy Enterprise Risk Management was endorsed by the Executive Team, EMT990/17, at its 25th August 2017 meeting.

Upon adoption by Council, a workshop will be undertaken with the Group Managers. The workshop purpose is to introduce Group Managers to Council’s adopted Enterprise Risk Management Policy and framework and to facilitate dissemination through their line management to their supervisors and staff. At the completion of the initial workshop Group Managers will be invited to have similar presentation provider to their staff at local staff meetings as required.

The implementation of the Enterprise Risk Management Policy, as the cornerstone of the enterprise risk management framework, should see the Risk Officer participating as a member in future key projects teams and with business processes owners, assisting business owners capturing all relevant risk elements to ensure enterprise risk management is embedded into the daily fabric of council operations and business.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The enterprise risk management framework identifies leadership and management, workforce planning and communication and information risks as an elements to be considered in the evaluation of risk exposure. Reporting council’s progress towards enterprise risk management,

consistent with DP7.1.3.1/OP7.15 and DP7.1.1.2/OP 7.7 can provide the community with confidence that the decision making systems and procedures being implemented provide timely, accurate and relevant information to ensure social responsibility, consistency, transparency and ethical decision making and that we are meeting our statutory obligations.

2. Environmental

Council's legal obligation to report against the quadruple bottom line as per the integrated planning and reporting framework ensures all activities are undertaken and reported with regard to environmental impacts of those decisions in an enterprise risk matrix approach. This is reflected in the enterprise risk management framework where environmental, historical and flora and fauna are elements to be considered in the evaluation of risk exposure.

3. Economic

The enterprise risk management framework identifies financial risk as an element to be considered in the evaluation of risk exposure. Enhancing enterprise risk management frameworks can lead to the identification of control strategies reducing Council's exposure to the probability of loss events. Consideration and implementation of control strategies for identified risk also reduces costs in premiums via elevated risk mitigation. Advice and support is provided with economic risk sustainability principles considered.

4. Civic Leadership

The enterprise risk management framework identifies leadership and management risk as an element to be considered in the evaluation of risk exposure. Regular and meaningful reporting to council promotes communication with our community. This report is provided in an effort to improve understanding of Councils enterprise risk management framework. Compliance ensures Council is accountable for decisions and supports transparent systems.



Title of Policy	SMRC 163 – Enterprise Risk Management		
Responsible Department	All Council workers	Document Register ID	250.2016.163.1
	All Council worksites		
Policy Owner	Risk Officer	Review Date	November 2019
Date of Council Meeting	Date Approved	Resolution Number	Number
Legislation, Australian Standards, Code of Practice	ISO31000:2009 Risk Management – principles and guidelines		
Aim	This Enterprise Risk Management Policy outlines Council’s commitment to enterprise risk management and its application as an integral part of Council decision making processes, programs and practices. This policy applies to all operations of Council.		

1 Policy Details

1.1 Introduction

Council will use effective risk management practices necessary to protect itself, its employees, its resources, the general public and the government against potential loss, and to maximise the effectiveness, efficiency and reliability of its services. Council recognises that effective enterprise risk management is critical for anticipating and managing situations or events that could prevent it from achieving its strategic objectives.

1.2 Policy Principles

Council is committed to making enterprise risk management an integral part of all Council processes and embedding enterprise risk management and quality into the key controls and approval processes of all business processes and functions of Council. These policy principles are consistent with the Australian Standard for Risk Management - Principles and guidelines (AS/NZ ISO 31000:2009) and Quality Management Systems – Requirements (AS/NZ ISO 9001:2015).

Council’s Community Strategic Plan 2032 is to continue to be an energetic, safe and sustainable region. The Community Strategic Plan 2032 provides seven Key Directions.

Council values include delivering on our obligations of environmental sustainability, economic potential, social responsibility, increased resource efficiency and sound civic leadership and local democracy.

To achieve this Policy, an Enterprise Risk Management Framework, designed within quality management principles, has been developed for the Council within the context of its strategic directions. The aim of this Framework is the development of an organisational ethos and operating culture, which achieves the integration of systemic enterprise risk management processes into all activities.

1.2.1 Approach to risk management

All Council business processes and functions will adopt an enterprise risk management approach in their approval, review and control processes. The generic Council enterprise risk

management approach and methodology for this purpose is as set out in Council's Enterprise Risk Management Procedure (SMRC0164).

1.3 Communication and awareness of risk

Council will undertake activities to communicate and raise awareness of staff, contractors and the public in relation to enterprise risk management.

1.4 Risk Appetite

Council defines its risk appetite as the amount and type of risk it is willing to engage with in order to meet its strategic objectives of its 2032 Community Strategic Plan, 2018-2021 Delivery Program and annual Operating Plan.

Council's risk exposure varies according to the type of risk it is faced with and is expressed in terms consistent with Councils risk matrix. In anticipation of variations in the risk environment, Council within the first twelve months of its term, will set a risk appetite for the elements of the enterprise risk management framework.

There is a potentially higher appetite where benefits created by potential innovation outweigh the risks. Benefits may include improved service delivery, and/or increased efficiency and effectiveness of Council's operations.

1.5 Roles and responsibilities

1.5.1 Council

Council is responsible for the strategic and systematic approach to the management of identified risk across all Council business.

1.5.2 General Manager

The General Manager maintains overall responsibility for the effective management of all types of risk across Council's operations and ensures Councillors are kept aware of Council's risk management objectives.

To this effect the General Manager will ensure the implementation of the enterprise risk management framework, that staff are educated and trained in the framework and that risk activities undertaken are consistent with the enterprise risk management procedure.

Documentation

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

250.2016.#.1 Community Strategic Plan 2032

250.2016.#.1 Delivery Program 2016-2019 and Operational Plan 2017

250.2016.164.1 Procedure – Enterprise Risk Management

250.2016.166.1 Form – Enterprise Risk Management

Requirement 5, NSW Treasury Internal Audit and Risk Management Policy for the NSW Public Sector (TPP 09-05)

Variation

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

DRAFT

16.13 MONTHLY FUNDS MANAGEMENT REPORT - AUGUST 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 August 2017. Cash and Investments are \$81,308,053.

Certification

I, Jo-Anne Mackay, Responsible Accounting Officer 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 August 2017.
- B. Receive and note the Certificate of the Responsible Accounting Officer.

BACKGROUND

Council's Cash and Investments 31 August 2017:

31/08/2017	Cash at Bank	Investments	Total
SMRC	3,008,788	61,459,094	64,467,882
Merger Grant		16,840,171	16,840,171
Total	\$3,008,788	\$78,299,265	\$81,308,053

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Total Cash and Investments are available to provide services and Infrastructure to the community in accordance with the 2018 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 \$78,299,265 on 31 August 2017.

Interest Income on Investments:

Adopted Budget	\$1,387,408
Annual Budget	\$1,387,408
Budget YTD	\$231,235
Interest YTD	\$329,377

The Annual Budget is subject to adjustment through the Quarterly Budget Review Statement (QBRS)

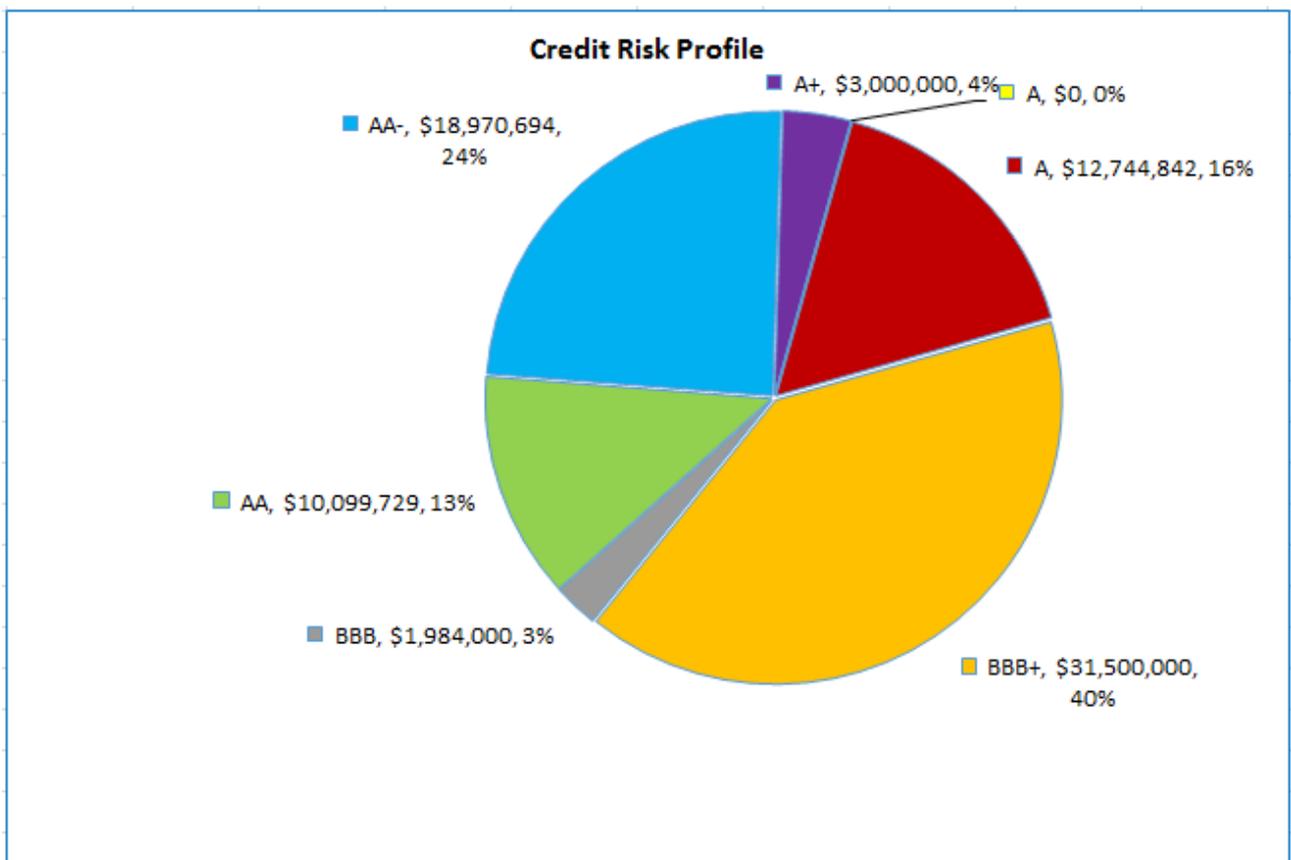
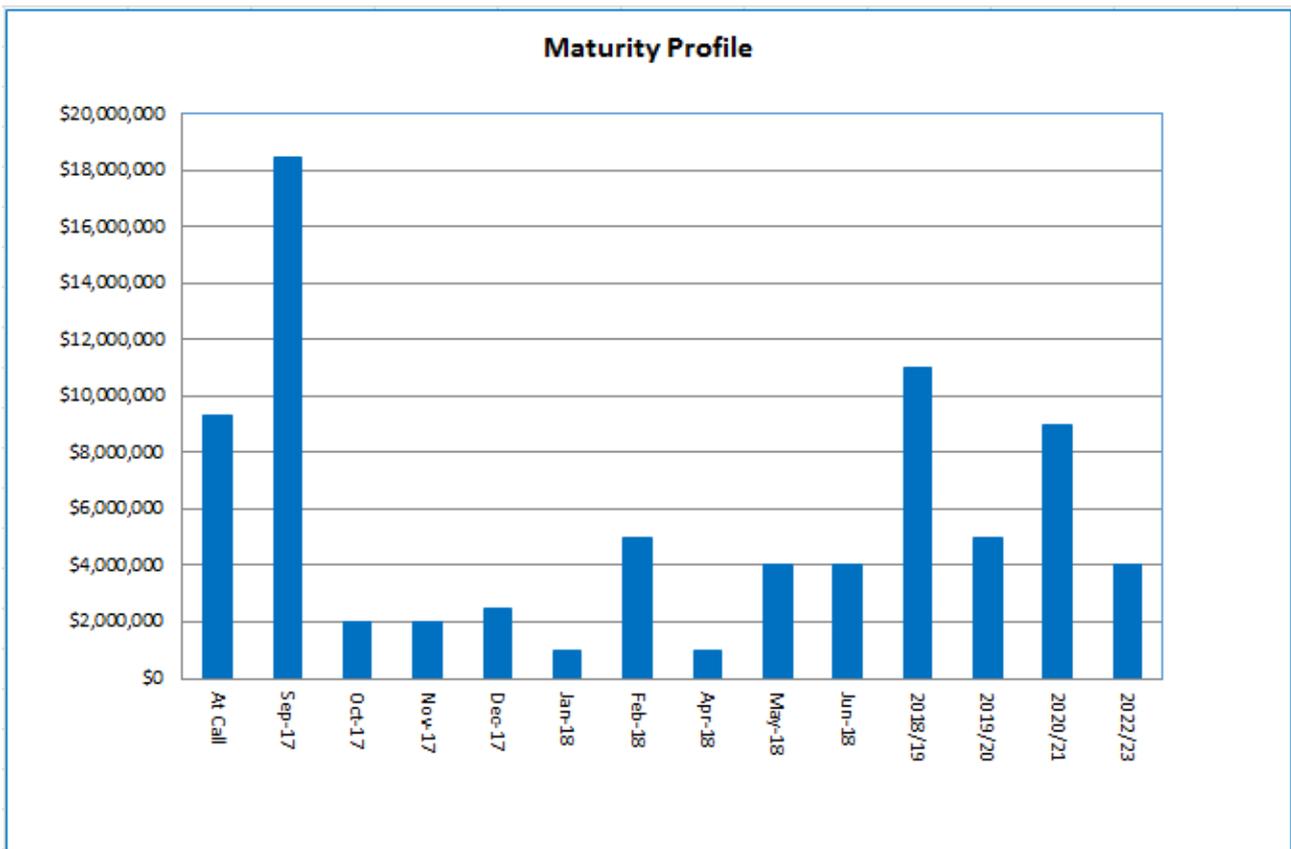
Investment Portfolio Returns:

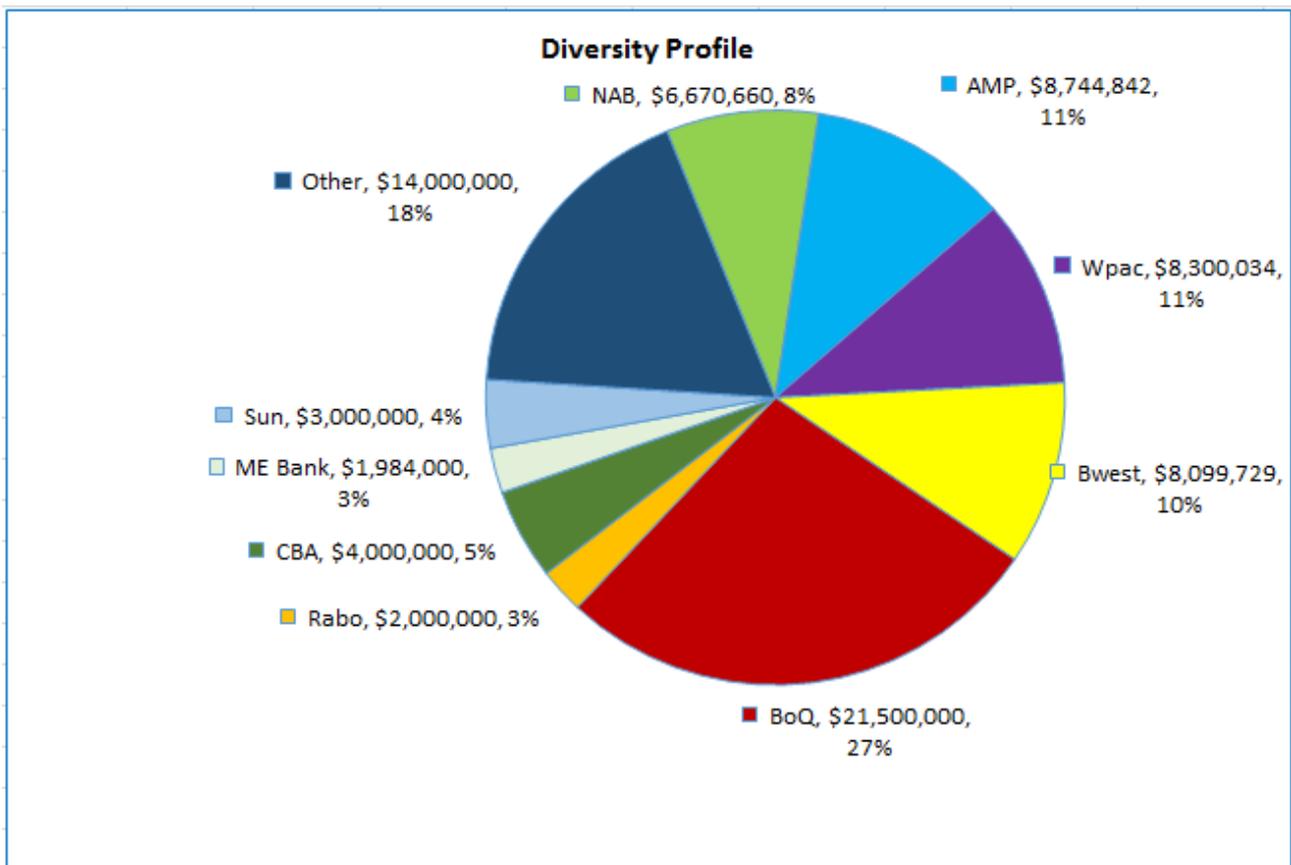
Month	Annualised Return	90 Day Bank Bill *	Margin
August	2.57%	1.74%	0.84%
2017 July	2.58%	1.69%	0.89%

* The Australian Financial Markets Association (AFMA)

Investments Register – 31 August 2017:

DATE INVESTED	FINANCIAL INSTITUTION	Short-Term Rating	Long-Term Rating	TYPE	CURRENT INVESTMENT	INTEREST RATE	MATURITY
n/a	National Australia Bank - At Call*	A1+	AA-	At Call	531,078	1.00%	At Call
n/a	National Australia Bank - At Call**	A1+	AA-	At Call	2,139,582	1.10%	At Call
n/a	AMP Bank - At Call	A1	A	At Call	1,660,697	2.05%	At Call
n/a	AMP Bank - 31 days Notice Account	A1	A	31 days	1,084,145	2.15%	31 days
n/a	Westpac Maxi-Account	A1+	AA-	At Call	300,034	0.70%	At Call
n/a	Bankwest	A1+	AA	At Call	3,599,729	2.00%	At Call
12-Sep-14	RaboDirect	A1+	AA	TD	2,000,000	4.10%	11-Sep-18
16-Sep-15	Bank of Queensland	A2	BBB+	TD	1,000,000	3.20%	17-Sep-19
23-Mar-16	ING Bank	A1	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
16-Dec-16	Bank of Qld	A2	BBB+	TD	2,500,000	2.80%	20-Sep-17
22-Feb-17	Westpac Bank	A1+	AA-	TD	2,000,000	2.80%	22-Feb-19
09-Mar-17	National Australia Bank	A1+	AA-	TD	1,000,000	2.74%	10-Sep-18
10-Mar-17	National Australia Bank	A1+	AA-	TD	2,000,000	2.61%	10-Nov-17
15-Mar-17	AMP	A1	A	TD	2,000,000	2.75%	15-Sep-17
21-Mar-17	Bank of Queensland	A2	BBB+	TD	1,000,000	3.15%	20-Mar-20
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
25-May-17	Bankwest	A1+	AA	TD	2,500,000	2.50%	06-Sep-17
09-Jun-17	Rural Bank Limited	A2	BBB+	TD	4,000,000	2.75%	07-Jun-19
19-Jun-17	Bendigo and Adelaide Bank	A2	BBB+	TD	2,000,000	2.75%	19-Dec-18
20-Jun-17	Bank of Qld	A2	BBB+	TD	1,500,000	2.60%	18-Dec-17
21-Jun-17	ME Bank	A2	BBB	TD	1,984,000	2.55%	19-Sep-17
26-Jun-17	Bank of Queensland	A2	BBB+	TD	4,000,000	3.30%	25-Jun-21
26-Jun-17	Bendigo and Adelaide Bank	A2	BBB+	TD	4,000,000	2.72%	26-Jun-18
28-Jun-17	Bank QLD	A2	BBB+	TD	9,500,000	2.50%	27-Sep-17
05-Jul-17	Suncorp Bank	A1	A+	TD	1,000,000	2.36%	03-Oct-17
11-Jul-17	Bank of Qld	A2	BBB+	TD	1,000,000	2.65%	08-Jan-18
24-Jul-17	Bankwest	A1+	AA	TD	1,000,000	2.40%	21-Dec-17
08-Aug-17	AMP Bank	A1	A	TD	1,000,000	2.60%	08-May-18
14-Aug-17	Suncorp Bank	A1	A+	TD	2,000,000	2.40%	12-Feb-18
24-Aug-17	ING Bank	A1	A	TD	3,000,000	2.75%	27-Aug-19
29-Aug-17	Westpac Bank	A1+	AA-	TD	2,000,000	2.59%	28-Feb-18
29-Aug-17	Westpac Bank	A1+	AA-	TD	4,000,000	2.89%	29-Aug-22
31-Aug-17	AMP Bank	A1	A	TD	2,000,000	2.60%	28-May-18
					78,299,265		





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.

16.14 BOMBALA AND DELEGATE MASTERPLAN

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Project Manager
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:	1. Bombala and Delegate Town Centre Strategic Masterplan (Under Separate Cover) ⇒
Cost Centre	3130
Project	Stronger Communities Fund (SCF) Major Projects
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

The Bombala and Delegate Town Centre Strategic Masterplan has been developed following a detailed community consultation processes. Council has previously accepted the outcomes of the consultation, and endorsed the consultant to update the draft plan.

The attached document is the final Bombala and Delegate Town Centre Strategic Masterplan.

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

OFFICER'S RECOMMENDATION

That Council endorse the Bombala and Delegate Town Centre Strategic Masterplan Final Report.

BACKGROUND

The project to develop a Masterplan for the Bombala and Delegate Central Business Districts project began in early 2016. The consultant developed a draft plan and it was on display for community feedback at the end of 2016. The Masterplan was finalised following the community consultation period, however has not been presented to Council for consideration.

Community meetings were held in Bombala (13 October 2016) and Delegate (6 October 2016) to review the draft plan. The draft plan was on public exhibition from 22 September to 28 October 2016. Comments were collated and presented to council for endorsement before the plan was finalised with the design.

The attached document is the final Strategic Masterplan for Bombala and Delegate Town Centres.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The finalisation of the strategic Masterplan will provide guidance to Council and the community on recommended changes to each township in a planned and considered manner that will respect and reinforce the unique identities and create a 'sense of pride'.

2. Environmental

Positive environmental impacts will be the provision of guidance for development of the area to ensure correct planting for region is undertaken in term of type of plants and location. As well, the design provides a positive aesthetic environment for the community.

3. Economic

Provide a base for targeted delivery of funds to key design components.

4. Civic Leadership

An extract from the minutes of the previous report to Council includes the Resolution following the community consultation period of the draft Bombala and Delegate Town Centre Strategic Masterplan.

12.1 BOMBALA AND DELEGATE MAINSTREET REDEVELOPMENT

Record No:

Responsible Officer:	Director Service Planning
Author:	Deputy Director Service Planning
Key Direction:	3. Strengthening Our Local Economy
Delivery Plan Strategy:	DP3.2 Take full advantage of the unique assets and character of our towns and villages.
Operational Plan Action:	OP3.3 Develop facilities and amenities to encourage increased visitor numbers and duration of stay throughout the Region.
Attachments:	1. Bombala Streetscape Submissions (<i>Under Separate Cover</i>) 2. Bombala Streetscape Table Notes (<i>Under Separate Cover</i>) 3. Delegate Streetscape Submissions (<i>Under Separate Cover</i>) 4. Delegate Streetscape Table Notes (<i>Under Separate Cover</i>)
Cost Centre	N/A
Project	
Further Operational Plan Actions:	N/A

EXECUTIVE SUMMARY

Bombala Council previously engaged the services of Scape Design to undertake development planning for a redevelopment of the Bombala and Delegate commercial centers. Public meetings were held and the supported projects together with a priority list has been developed. Council now need to advise the consultants of the community consultation outcome in order for the final

plans to be prepared.

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

COUNCIL RESOLUTION

212/16

Bombala:

A. That the following elements of the Bombala Masterplan be referred back to Scape Design for inclusion in the final version of the plans:

- The truck route linking Mahratta Street to Bright Street including a roundabout at the intersection of Bright and Maybe Street,
- The redevelopment of the Therry Square area incorporating acquisition of private land as is necessary to provide public car parking, supply vehicle access to retail premises, all abilities playground, 2 short term heavy vehicle parking bays and incorporating pedestrian access via the Butcher's Lane and the Forbes Street footpath.
- The provision of public toilets in Maybe Street adjacent to 146 Maybe Street
- The upgrade of Maybe Street between Forbes and Caveat Street including reverse in angle parking, three pedestrian route crossings, a roundabout at the intersection of Caveat Street, upgraded roadside blisters to facilitate public seating and new lighting.
- A proposed new weir increasing the standing water level by 2.0 m across the Bombala River immediately upstream of the truck route crossing, subject to approval by the appropriate agencies and further Council investigation.
- A Platypus themed Park area incorporating a viewing platform adjacent to the existing swimming pool car park.

B. That the following projects be further progressed to final design and detailed estimate:

- The truck route linking Mahratta Street to Bright Street including a roundabout at the intersection of Bright and Maybe Street,
- The provision of public toilets in Maybe Street adjacent to 146 Maybe Street and staff be authorized to begin negotiations for acquisition of this land,
- Maybe Street Streetscape Plan

C. That Council consult with affected land owners regarding acquisition of sufficient area of the following land to meet the redevelopment objectives of Therry Square:

- Lot 2 DP 745636
- Lot 1 DP 745636
- Lot 61 DP 806024
- Lot 1 DP 627022
- Lot 2 DP 734233
- Lot 3 DP 734233
- Lot 1 DP 159772
- Lot 2 DP 159772
- Lot 4 DP 1155110
- Lot 1 DP 1155110

Delegate

D. That the following elements of the Delegate Masterplan be referred back to Scape Design for inclusion in the final version of the plans:

- The provision of a heavy vehicle turning/parking area on Lots 8,9 and 10 Section 13 DP 758346, Lot 1 and 2 DP 133000, Lot 294 DP 756837
- The parking proposed to the rear of the Delegate Hotel is not supported (SK 03). It is considered that sufficient car parking will be provided by on street parking in Bombala Street.
- The proposed garden (item 8 SK03) is seen as important in linking the truck parking area to the main street and provides an opportunity for an alfresco dining experience adjacent to the café.
- Parallel parking is not supported, The existing system of angled nose in parking should be retained with the constriction of the blisters and pedestrian refuges identified in the proposal.
- The space around the cenotaph requires consideration to adequately manage pedestrian and vehicle use including a shared pedestrian/light vehicle zone to facilitate access to the area for the frail and disabled and to be the subject of a further detailed landscape plan.
- The area to the front of the School of Arts is identified as a significant ceremonial and heritage area and to be the subject of a further detailed landscape plan.

E. That the following projects be further progressed to final design and detailed estimate:

- Storm water drainage system adjacent to the Memorial Park,
- Assessment of road pavements and surfaces in Victoria Parade and Bombala Street
- Assessment of footpath conditions and extent of network including provision of disabled access
- The provision of a heavy vehicle turning/parking area on Lots 8,9 and 10 Section 13 DP 758346, Lot 1 and 2 DP 133000, Lot 294 DP 756837

F. That Council consult with affected land owners regarding acquisition of sufficient area of the following land to meet the redevelopment objectives of a heavy vehicle turning/parking area:

- Lots 8,9 and 10 Section 13 DP 758346, Lot 1 and 2 DP 133000, Lot 294 DP 756837

G. That the following elements be the subject of further consideration:

- A review of signage across the township and approaches,

Approved by Administrator Lynch

16.15 ROADS MAINTENANCE EXTENSIVE DEEP DIVE SERVICE REVIEW REPORT

Record No:

Responsible Officer:	Executive Manager Innovation & Business Development
Author:	Special Projects Officer
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:	1. Roads Maintenance Extensive Deep Dive Service Review Report (Under Separate Cover) ⇒
Cost Centre	Merger
Project	Roads Maintenance Extensive Deep Dive Service Review
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Snowy Monaro Regional Council with the assistance of CAM Management Solutions (CAMMS) conducted an Extensive Deep Dive Service Review on Sealed and Unsealed Road Maintenance. The Deep Dive Service Review involved consultation with various key stakeholders. On completion of the report it was recommended by Innovation & Business Development that all Key Findings, Proposed Actions and Benefits Realisation were approved and authorised for implementation into our Business Intelligence software – Global Collaboration for monitoring and reporting.

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

OFFICER'S RECOMMENDATION

That Council

A. Receive and note the Roads Maintenance Deep Dive Service Review Final Report

BACKGROUND

The Snowy Monaro Regional Council conducted baseline service reviews for 80 services in 2016 as part of the Department of Premier and Cabinet (DPC) Phase 1 Roadmap requirements.

At the end of that process, an assessment of all the functions was undertaken to identify and prioritise those functions to be further analysed in depth i.e. a "Deep Dive" review.

They were rated against the following criteria;

- Ease of implementation
 - Potential cost savings
 - Number and significance of improvement actions
-

- Industry knowledge
- Previous service review recommendations
- Customer Satisfaction Survey Results – October 2016
- Number of employees affected
- Legislative requirements
- Corporate system requirements/limitations

Roads Operations (Sealed and Unsealed Road Maintenance) was identified as the first priority review to be performed.

The purpose of the Deep Dive service review process is to identify:

- The optimal service level to meet stakeholder/community needs within a sustainable resourcing framework
- To inform the budget, long term financial plan, workforce plan, asset management plan
- To inform decisions on the optimal location of services
- For consultation with the community
- Full cost of the service
- The most cost effective efficiency improvements including harmonisation of processes/procedures
- A baseline from which to measure service improvement and potential benchmarks.

The Deep Dive Service Review involved extensive consultation and involvement with key stakeholders throughout the data collection and analysis of the report. The methodology covered the following areas;

- Identification of Council's road categories
 - Identification of Budget
 - Identification of Service Levels (intervention items and times)
 - Analysis of Service Delivery
 - Analysis of Council Plant
 - Cost Analysis of Intervention items
 - Risk Analysis
 - Key Findings and Proposed Actions
 - Benefits Realisation
-

Outcomes from Extensive Deep Dive Service Review

Listed below are the key issue areas, key findings and proposed improvement actions identified from the Extensive Deep Dive Service Review process.

It was advised by the Innovation and Business Development team that to achieve the best outcome from this Extensive Deep Dive Service Review, the recommendations listed below were approved for implementation.

On the 24th July 2017 the following approvals were received from relevant stakeholders:

Issue	Key Finding	Proposed Action	Proposed Start	Proposed Finish
Service Standards	Variation in Sealed and Unsealed Road Network classifications between Cooma-Monaro (C), Snowy River (S) and Bombala (B)	Adopt nominated road classifications	Sept/Oct 2017	June 2018
	No documented service levels/intervention items by specified delivery times recorded for Council roads – Sealed or Unsealed	Adopt Sealed and Unsealed Road Maintenance nominated intervention items and timeframes	Sept/Oct 2017	June 2018
	Varying maintenance grading schedules between previous C/S/B	Adopt the nominated frequency of grades	Sept/Oct 2017	June 2018
	Variation in sealed and unsealed road maintenance procedures between C/S/B	Review and standardise specific road maintenance procedures e.g. heavy maintenance grading, pothole repair etc.	Sept/Oct 2017	June 2018
Condition Rating	Safety wording from proposed Plant Condition Rating was skewing and limiting accurate rating	Adopt revised nominated Condition Rating criteria (remove the words safety)	Sept/Oct 2017	June 2018
	Inconsistent Condition Rating between previous C/S/B	Develop Procedure for consistent condition rating	Sept/Oct 2017	June 2018
	Lack of alignment of Plant Condition Rating with age and life expectancy, LTD hrs/utilisation rate and maintenance expenditure	Condition Rating to be undertaken by one person for accuracy and consistency	Sept/Oct 2017	June 2018
Plant requirements	Variation between C/S/B on minimum plant required by intervention/maintenance item; recorded in the analysis as “minimum” and “maximum”	Standardise the plant required to undertake intervention/ maintenance items	Sept/Oct 2017	June 2018
Plant Utilisation	There are a number of plant items that are under/over utilised of varying age and condition ratings. Under/ over utilised plant is a problem from several perspectives (e.g. on-going maintenance costs, replacement costs)	Review and undertake necessary action to reduce under/ over utilised plant items	Sept/Oct 2017	June 2018

Issue	Key Finding	Proposed Action	Proposed Start	Proposed Finish
Data Collection	Data collection is currently not always aligning and integrating between roads operations, asset management, finance, fleet, human resources and procurement	Integrate data collection with finance system, asset management system, long term financial plan Adopted Road classification to be rolled out across all data collection software Work orders need to be capturing all relevant job information i.e. (Staff name, hours worked, utilisation of plant, correct plant number, intervention item count, intervention item code as per RMS standard, materials used)	Jan 2018 Dependant on Tech1 live/ Implementation	Jan 2019
	Current data collection for RMS roads in Reflect is inadequate; due to the underutilisation of the software capabilities. At present the Council are not utilising Reflect to capture any local road data.	Fully utilise Reflect for RMS data capture Consider transition capture of Local Road intervention item data in Reflect (the Standards have been setup to enable this)	Sept/Oct 2017	June 2018
	Not all acquisition dates have been captured and/or recorded; actual age and LTD hours not always recorded for second hand plant purchases	Revise all acquisition dates and include true representation of actual plant age and LTD hours	Sept/Oct 2017	June 2018
	No current measures to track performance	Review and adopt Benefits Realisation - see page 55 for recommendations	Sept/Oct 2017	June 2018
Cost per Intervention / Maintenance item	Large variation between minimum and maximum costs by intervention item based on nature of work undertaken and internal vs external delivery.	Setup Work Orders to capture new Road Maintenance intervention items by time and materials Use the revised average cost per intervention item to inform consultation to the community on Road Maintenance service levels Use the revised average cost per intervention item to inform decision making processes regarding internal and external delivery	Jan 2018	Jan 2019

Issue	Key Finding	Proposed Action	Proposed Start	Proposed Finish
Service Delivery	Full cost recovery is not always factored into internal hire rates For Heavy Maintenance Grading there is an 6.57% variation between Internal road maintenance delivery (labour and plant) and External wet hire – in favour of internal hire	Review internal hire rate of plant based on full cost recovery Consider external wet hire in decisions to replace plant, recruit additional staff, increase service levels etc.	Sept 2017	June 2018
	SMRC unsealed road network (1,727.74km) heavily outweighs sealed road network (1,006.39km)	Assess unsealed roads for suitability using a prioritisation scale. Justify by engaging in thorough costs analysis.	Sept 2017	June 2018
	RMS Contracts	Snowy River and Bombala currently holding RMS Contract. Consider tender for entire Region including Cooma.	July 2018	
Minor Plant	Minor plant (utility vehicles and minor plant items) outside the scope of the Deep Dive analysis	Undertake further analysis (minimum/maximum specification, utilisation rate, condition rating) for required minor plant items	Sept 2017	June 2018

Listed below are the benefits realisation identified from the Extensive Deep Dive Service Review process.

It was advised by the Innovation and Business Development team that to achieve the best outcome from this Extensive Deep Dive Service Review, the recommendations listed below were approved for implementation.

On the 21st August 2017 the following approvals were received from relevant stakeholders:

Benefit	Measured By	Projected Target	Timeframe
Sealed Road Maintenance			
Accountability and transparency for performance against sealed road maintenance service levels	Percentage of intervention items met within target response time	100%	2017/2018
	Average km/day for pavement sealing	1.5km	2017/2018
Improved efficiency of sealed road maintenance	Percentage change in average minimum cost by intervention item (benchmarked to 2016/2017)	-10%	2018/2019
	Percentage change in average maximum cost by intervention item (benchmarked to 2016/2017)	-10%	2018/2019
Unsealed Road Maintenance			

Benefit	Measured By	Projected Target	Timeframe
Accountability and transparency for performance against unsealed road maintenance service levels	Percentage of intervention items met within target response time	100%	2017/2018
	Average km/day for heavy maintenance grading	2.0km	2017/2018
	Average km/day for light maintenance grading	3.0km	2017/2018
Improved efficiency of unsealed road maintenance	Percentage change in average minimum cost by intervention item (benchmarked to 2016/2017)	-10%	2018/2019
	Percentage change in average maximum cost by intervention item (benchmarked to 2016/2017)	-10%	2018/2019
Fleet/ Heavy plant			
Rationalisation of road maintenance heavy plant fleet	Reduction in maintenance cost of road maintenance heavy plant fleet	-10%	2017/2018
	Reduction in replacement cost of road maintenance heavy plant fleet	-10%	2017/2018
	Disposal value of surplus road maintenance heavy plant fleet		2017/2018
Improved utilisation levels of road maintenance heavy plant	Percentage utilisation of heavy plant items (benchmarked to 2016/2017 SMRC levels)	75%	2017/2018
More accurate internal hire rates for road maintenance heavy plant	Percentage of heavy plant fleet meeting full cost recovery	100%	2017/2018

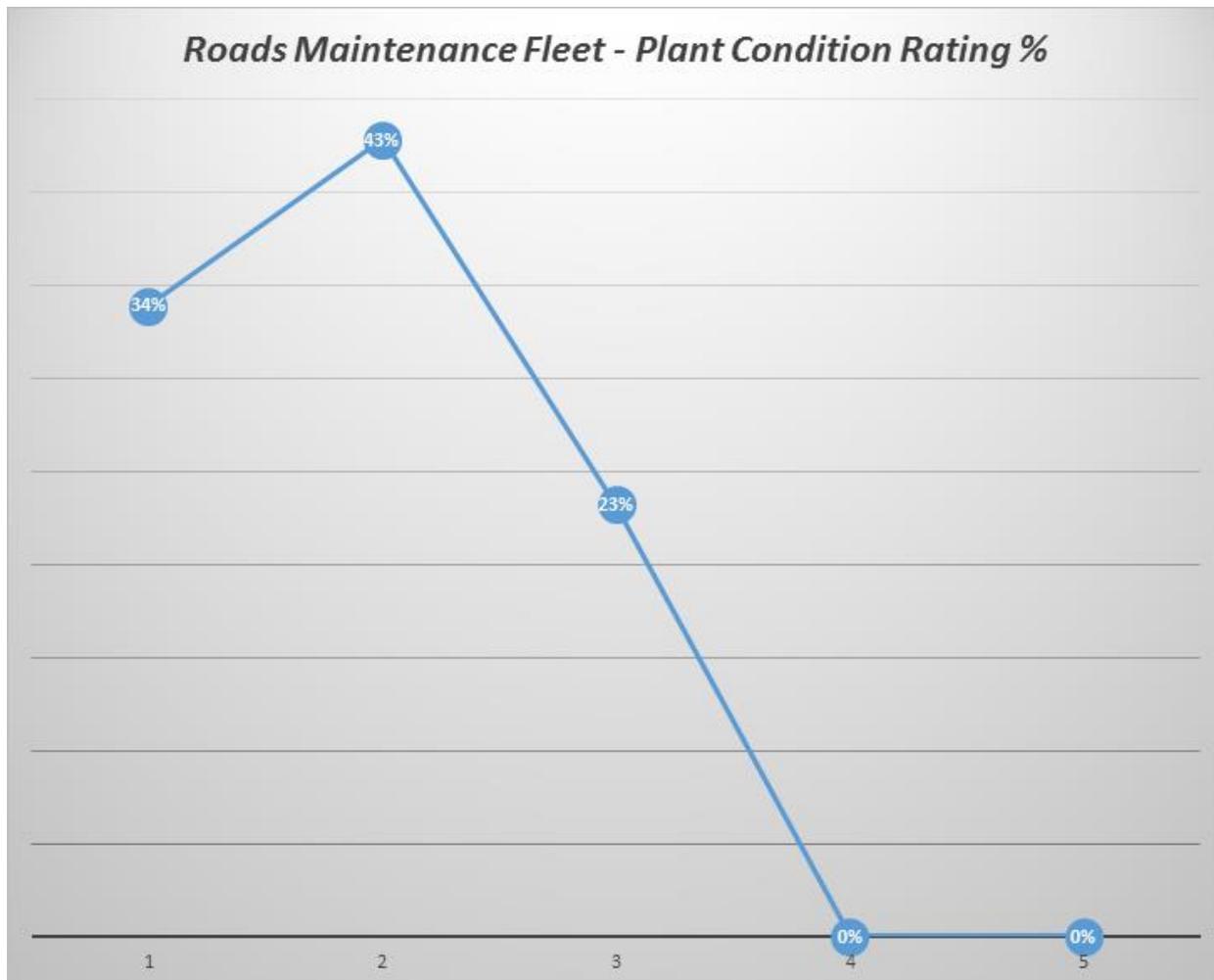
The Innovation and Business Development team will support the organisation by uploading the approved recommendations into the current Business Intelligence software, Global Collaboration. This will ensure nominated stakeholders are accountable and provide the opportunity to measure performance through the following:

- Monitoring and reporting on the implementation and progress of Actions or Tasks
- Monitoring and reporting on KPI related performance
- Monitoring and reporting on the management of operational risks

By measuring business performance it is the expectation of the organisation that we can improve council efficiencies, productivity and effective standards. It is in this form that we will demonstrate our leadership and commitment to the community.

Additional information requested by the General Manager

- Roads Maintenance fleet condition rating percentage illustrated in a graph for ease of reading.



- Break down of Roads Maintenance Budget Expenditure to include Grant Funding and Operational Budget
 - Roads to Recovery
 - Regional Road Repair Program
 - Block Grant
 - Federal Assistance Grant
 - General Fund
-

Table 1: Original Table Roads Maintenance 2016/17 Budget

Service	Budget Item	\$
Sealed Road Maintenance		
	Employee Costs	836,772.46
	Internal	534,139.58
	Materials & Contracts	3,874,734.52
Total:		5,245,646.56
Unsealed Road Maintenance		
	Employee Costs	840,445.27
	Internal	943,632.33
	Materials & Contracts	1,300,593.86
Total:		3,084,671.46
Fleet – Heavy Plant		
	Capital	1,849,317

Table 2: Revised Table (Actual Spend for 2016/17 Financial Year & allocation of funds 2018 FAG)

2017 Budget Allocation Actuals	\$
Sealed Road Maintenance	2,824,451.60
Unsealed Road Maintenance	3,085,692.39
Sealed Road Construction	2,969,716.48
Unsealed Road Construction	2,586,109.61
2017 Grant Funded Actuals	\$
Roads to Recovery	2,874,844.01
Regional Road Repair Program	331,500.00
Block Grant	1,898,391.01
Financial Assistance Grant (2017)	2,580,577.00
2018 Grant Funded Actuals	\$
Financial Assistance Grant (2018)	1,322,969

Innovation & Business Development – Future Project Improvement Opportunities

- Link Service Reviews to existing operational strategies
- Process map our current execution of Extensive Deep Dive Service Reviews to identify improvements to service delivery
- Run all Extensive Deep Dive Service Reviews as Projects (use Project Management Framework being developed)

- Priority to engage stakeholders
- Clearly defining the project objectives and desired outcomes
- Clear boundaries of in/out scope
- Timing
 - Incorporating adequate time frames to deliver project milestones

QUADRUPLE BOTTOM LINE REPORTING

1. Social

By implementing the Key Findings & Proposed Actions in the Roads Maintenance Deep Dive Service Review report there is no significant indication to suggest the organisation will be negatively impacted internally or externally. The financial outlay of this project will be met with a substantial amount of cost savings for the community and the organisation. By harmonising road schedules and creating service level agreements we provide a high level of transparency to the community, resulting in the following positive impacts;

- data transparency
- decision-making transparency
- operational transparency
- Building trust within our community, improving our current brand value
- Increasing Community Engagement
- Empowering community members by increasing levels of trust, when trust increases communities are more inclined to take responsibility for community improvement
- Showcasing reform
- Cultivating a Local Government with Professionalism
- Educating the community, by providing the community with knowledge, this is our first step in making change

2. Environmental

Disposal of surplus plant reduces our current carbon emissions, also by harmonising our roads maintenance schedules we can streamline our workforce planning which will contribute to reducing emissions. Reduction of dangerous smog and particulate pollution throughout the region.

By reducing the environmental impact of our business we will improve business sustainability. As an influential entity it is our responsibility to the community to assist in appeasing rising costs of living due to climate change. By being environmentally aware we can establish long term sustainability for the region.

3. Economic

Improvements and efficiencies that are applied throughout our whole business can deliver huge cost savings. These will be supported by strategic decisions in areas such as investment, capital

expenditure, optimising production processes for better productivity, identifying how to reduce down time, utilisation of plant and equipment and workforce planning.

A strategic commitment to implementing Key Findings & Proposed Actions can provide a systematic approach to continuous improvement throughout the organisation. It was a substantial finding that we are struggling on a general business level to integrate our current operations even as three separate entities and one of the biggest wins we have achieved from this service review is revising how we currently capture information and how this information is integrated into the future. Even though implementing better systems and data collection software may come at a cost in the first instance there is massive potential long term to create impressive cost savings from more informed decision making.

4. Civic Leadership

It is the expectation of the Innovation and Business Development business unit to support the implementation of key findings, approved actions and benefits realisation. It is a priority of the new council to address the immediate needs of our community by building trusting relationships among individuals and groups around issues of common concern.

Providing the community with education around Roads Maintenance (Sealed & Unsealed) Council will start drawing attention to, and creating awareness of local issues, council expectations and resourcing that has been allocated to deal with these issues.

16.16 FINANCIAL ASSISTANCE GRANTS

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Personal Assistant To Director of Corporate & Community Services
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 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 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	<ol style="list-style-type: none">1. Letter from the Local Government Grants Commission - FAGs <i>(Under Separate Cover)</i> ⇨2. Appendix A - Disability Calculations Summary 2017-18 - Bombala <i>(Under Separate Cover)</i> ⇨3. Appendix A - Disability Calculations Summary 2017-18 - Cooma-Monaro <i>(Under Separate Cover)</i> ⇨4. Appendix A - Disability Calculations Summary 2017-18 - Snowy River <i>(Under Separate Cover)</i> ⇨5. Appendix B - Explanation of Calculation Summaries <i>(Under Separate Cover)</i> ⇨6. Appendix C - Details of Disability Factors <i>(Under Separate Cover)</i> ⇨7. Appendix D - Guidelines for Special Submissions <i>(Under Separate Cover)</i> ⇨

Cost Centre

Project

Further Operational Plan Actions:

EXECUTIVE SUMMARY

The Local Government Grants Commission has provided information to Snowy Monaro Regional Council regarding calculation of its Financial Assistance Grants (FAGs). The attached documents provide detailed summaries of the 2017-18 grant calculations for the former Bombala, Cooma-Monaro and Snowy River Shire Councils.

The Local Government Grants Commission requested that their letter and attachments be tabled at the next Council meeting.

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

OFFICER'S RECOMMENDATION

That Council receive and note the information from the Local Government Grants Commission in relation to Financial Assistance Grants (FAGs) for Snowy Monaro Regional Council.

BACKGROUND

In its 2017 Budget, the Federal Government made two decisions affecting its Financial Assistance Grants program:

- Firstly, the Federal Government decided to bring forward payment of 50% of the Financial Assistance Grants based on the 2016-17 estimates for payment. Councils, therefore, received half of their estimated 2017-18 Financial Assistance Grants on 8 June 2017 as follows:

General Purpose Component:	\$3,215,213
Local Roads Component:	\$1,322,969

The remainder of the grant entitlements will be paid in quarterly instalments in August and November 2017 followed by February and May 2018.

- Secondly, in 2017-18 the Federal Government resumed indexation of the Financial Assistance Grants after pausing it for three years, increasing this year's quantum of fund by approximately 3.4%.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Financial Assistance Grants Program for 2017-18 will assist funding for projects in the local community.

2. Environmental

There are no detrimental impacts on the environment.

3. Economic

The Local Community will benefit from the Financial Assistance Grants to the total amount of \$9,185,691.

4. Civic Leadership

Council is demonstrating Civic Leadership in line with the Operational Plan for 2017-18:

- Council will be accountable for its decisions, which are backed by transparent systems
 - The needs of our Region will be reflected in State and Regional plans and sources of funding will be identified to deliver these plans for our community.
 - Positive progress towards achieving efficient service delivery and the ability to maintain our diverse assets for community benefit.
 - Council conducts business in an open and democratic manner that values and respects the community.
-

16.17 REQUEST FOR DONATIONS AND FINANCIAL SUPPORT

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Administration Manager
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. Requests for Donations and Sponsorship for submission to Council September 2017 ↓ 2. Applications for Donations and Sponsorship ↓
Cost Centre	3020
Project	Donations and Sponsorships

EXECUTIVE SUMMARY

Council receives a significant volume of requests for donations and sponsorship from various community groups and event organisers.

A review is being undertaken to determine a transparent and equitable process to manage ongoing requests given the three former Council areas observed different protocols.

For the purposes of resolving current requests for donations, until the review can be completed, this report provides the following detail in consideration of the submissions:

Attached to this report are two documents:

- 1. Requests for Donations and Sponsorship for submission to Council September 2017.**
 - This document contains a summary of requests for September Council with a recommended value for endorsement by Council for each submission. Total value \$6578.00.
- 2. Applications for Donations and Sponsorship**
 - This document contains the original submission detail received from each submission.

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

OFFICER'S RECOMMENDATION

That Council

- A. Endorse the recommendation value for each of the submissions #1 – 10 in the attachment 1. Requests for donations and Sponsorship for submission to Council September 2017, to a value of \$6578.00.

BACKGROUND

Council receives donation requests in several categories:

- Ad-Hoc requests for once off donations
- Annual recurring requests for donations
- In kind request for Council services to be provided at no cost; e.g. waste collection, soil provision, facility fee waiver.

Each of the three former Councils followed different protocols for donations and funding and as a result a review is being undertaken to develop a recommendation for a standard Policy and procedure to be established to manage the process ongoing through the Governance Department of Council.

The current detail provided with the requests ranges from completion of the Council donation request form with attached organisation financials and clear value specification, to simple letter requests for donation values as seen fit by Council.

While we appreciate the need for ongoing support to assist Community organisations there is a limited funding resource available. The ability to provide assistance to community groups to seek grant funding in future may alleviate the volume of requests to Council directly.

Currently the recommended value proposed to Council in this report for submissions # 1 – 10 has been based on a compromise from the former Council donation ranges.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Council recognises its role in supporting community and cultural development. Our adopted Vision and Values aim to inform our decision making process in that we are a trusted community partner. This process has been developed to ensure that the LGA invests in events that have the potential to raise economic, social or cultural benefits to our community. All requests made will be considered by formal resolution of Council. No applications will be considered without written application.

2. Environmental

Most organised events are covered by a development consent therefore any environmental impacts are dealt with through that process.

3. Economic

The total recommended cost for endorsement of these submissions by Council is \$6578. The Community will recognise additional economic benefit as a result of the support to initiatives outlined through these submissions.

4. Civic Leadership

Council's Vision and Values philosophy aims to remain a trusted community partner and as such, it will provide support to activities that demonstrate to have a positive impact and/or social development for the Community.

Decisions to provide sponsorship to community groups, individuals and events must be considered in a transparent process. The granting of financial assistance must be by formal specific resolution of Council.

Summary of requests for Donations and Sponsorship for submission to Council September 2017

#	Organisation	Request Summary	Requested Value	Recommendation	Comment
1	Snowy Monaro Arts Council	Grand Piano Insurance	\$1000.00 recurring annually.	\$1000.00 for FY2018	Required to resubmit for annual funding ongoing each year for consideration.
2	Cooma Public School	Annual presentation day	No value requested in submission	\$100	Equivalent to prior year donation.
3	Cooma Bombala Legacy	Retrospective for September Legacy Week	No value requested in submission	\$250	Equivalent to prior year submission request
4	Jindabyne Central School	Monetary support for sixteen (16) students attending School Spectacular	Requested unspecified donation towards total cost of \$9600 to send the students to the Spectacular	\$1000	No previous requests have been made from Jindabyne Central School in the previous financial year
5	Fire & Rescue NSW Jindabyne 338 Branch	Donation for Sydney Tower Climb Effort, fundraiser for Motor Neurone Disease	\$750.00 requested	\$750	No previous requests have been made from Fire & Rescue NSW in the previous financial year
6	Berridale Chamber of Commerce	Sponsorship Request for Berridale L'Etape	\$5,000.00	\$1000.00	Propose future support through Grant applications to NSW Government
7	Adaminaby Races	Truckloads of compost for ground maintenance	3 truckloads of compost – estimated at \$1200 per truckload (Estimation from Council – does not include staff cost for delivery or truck km usage cost)	1 Load @ \$1200 equivalent	Propose future support through Grant applications to NSW Government Recommendation above \$1000 cap for delivery of 1 full truck.
8	Charmed Events	Major sponsorship for Snowy Christmas Fair	\$3,500.00	\$1000	Propose future support through Grant applications to NSW Government
9	Dalgety Show Society	Waste Management for Team Penning Day	\$278.00 calculated by Council for provision of waste collection.	\$278.00	Dalgety Show Society has not received any funding in the previous financial year

10	Cooma Universities Centre	Assistance with rebranding of products and stationery and website to Country Universities Centre Snowy Monaro	Seeking funding towards the estimated total cost of rebranding of \$22,500	\$0	Previously received \$2500 in 2017 FY from the Stronger Communities Fund towards rebranding expenses associated with amalgamation. Recommend CUC seeking support from Department of Education.
Total Donation Value for September 2017 Council Endorsement :				\$6578.00	

Submission #1 : SNOWY MONARO ARTS COUNCIL

Application for donations

Entity or Individual Name:	SNOWY MONARO ARTS COUNCIL INC (SMAC)
Mailing address:	PO BOX 1260 COOMA NSW 2630
Contact number:	6454 3155 (Vyvyan Minell) 6452 3561 (Simon Allen)
Email address:	jimba@activ8.net.au simon.allen8@bigpond.com
Contact name:	VYVYAN MINELL (President) SIMON ALLEN (Public Officer)
Entity type:	Volunteer operated not-for-profit community organisation.

Amount requested:	\$1,000.00 RECURRENT ANNUAL FUNDING
In kind assistance required:	No

Have you previously been provided financial assistance by Council?	Yes
If yes, please provide details:	2015 - \$500.00 towards insurance of KAWAI grand piano purchased by SMAC for community use.
Have you requested funding from other organisations?	NO
If yes please provide details:	N/A

Tick the applicable category:

Event	N/A	Event date: N/A
Community initiative / project	N/A	Commencement date: N/A
Not for profit rates	N/A	Year: N/A
Development Application fees	N/A	

In-kind support	N/A	
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Does the request require a DA?	NO
Has it been lodged with Council?	N/A

Please provide a brief description for the request

This request aligns with the Operational Plan 2018 outcome OP4.8: *Support delivery of arts and culture in activities across the region.*
 The Kawai concert grand piano is insured for \$40,000.00. Current premium is \$1080.00. We ask for recurrent annual funding of \$1000.00 as Council's support of this branch of the arts. The piano is a valuable asset and the only instrument of this quality available in Cooma for use by all community members.
 SMAC is unable to obtain lower premiums: while SMAC owns the piano, it does not own the premises (St Paul's Anglican Church Hall), in which it is housed.
 As insurance is an administrative cost it is excluded from any available grant programs. SMAC meets all other costs. Tuning is a minimum of \$500.00 p/a.
 Insurance premiums are now having an impact on SMAC's financial ability to engage musicians.

Please provide a brief description on the benefit to the overall community?

OP4.16: *Deliver and facilitate youth programs and services throughout the region.* The piano is used in three youth focused annual events – The Cooma Music Competition, Sydney Conservatorium of Music's *Conquest* series, and SMAC's 'Young At Art' concert (75 performers from across the region in 2017) as well as other one off events. Under 18s are admitted free to all SMAC concerts and they have a valuable opportunity to engage with all performers afterwards.
 SMAC engages world renown musicians at affordable prices enabling community members of all ages and abilities to enjoy live performances usually only available in major cities. Assistance with this cost will help ensure that these opportunities continue.

Please provide a brief description on the likely economic/tourism benefit to the Shire?

Concerts featuring performers such as Simon Tedeschi, Janet Seidel, and prize-winners in state and international piano competitions have all attracted audience members from beyond the region (including ACT and South Coast), who purchase food, accommodation and other services, and will continue to do so.
 SMAC concerts are well advertised through the Visitors' Centre and other outlets. Country towns offering varied and frequent cultural and community engagement opportunities are known to be more attractive to people seeking to relocate from cities, and to those seeking one-off or regular tourist destinations.

Please provide a brief description on community participation and support

OP4.9: *Strengthen, support and promote volunteering within Council and the Community as a valued vocation that builds social capacity.* SMAC relies on its enthusiastic volunteer base to engage artists, and manage and cater for concerts, providing social and cultural engagement. This is particularly important to senior residents who can continue to contribute their significant skills to the community.

The piano was purchased in 2011 entirely through community donation and fundraising. It is available to all community members – free of charge - on request to SMAC, the custodians, and used many times throughout each year.

Please provide a brief description on the financial viability

SMAC has existed since the 1950s, and was incorporated in 1998. Operating costs are met through membership (single \$20, family \$30) and ticket sales, kept to levels affordable by the widest range of community members. The bank balance declared at the 2017 AGM was slightly over \$4000.00. However, the impact of a \$1080.00 insurance premium is significant when important and popular performers can request fees up to \$6000.00.

Please provide a brief description on the link to Council's Delivery Programme

It aligns with several items on the Delivery Programme.

OP4.8: *Support delivery of arts and culture in activities across the region.* As above.

OP4.16: *Deliver and facilitate youth programs and services throughout the region.* As above.

OP4.9: *Strengthen, support and promote volunteering within Council and the community as a valued vocation that builds social capacity.* As above.

In addition the cultural events enabled by SMAC contribute to the intellectual, emotional and physical wellbeing of all community members who participate.

Any other information you wish to provide

The piano is a community asset and is as important to the wellbeing of the community as a sporting facility, club, theatre or gallery. This region has a high number of tertiary educated residents including students from local towns graduating each year. To continue to attract young people and increase the population with new arrivals it is important to retain the diversity of facilities currently on offer and to enable local organisations to build on them.

Submission #2 Cooma Public School

Cooma Public School

Commissioner Street

COOMA NSW 2630

Principal: Mrs Wendy Attwood



Dear Sir/Madam

At Cooma Public School we are again recognising our students' achievements at a Presentation Day

Ceremony on

Wednesday 6th December, 2017

The wider school community has appreciated your past donations and contributions to this event. We hope you may be able to assist us again. Your donation contributes to prizes for our students, for excellence, effort and participation in academic, sporting and social areas.

We thank you in anticipation of your continued support.

Telephone: 6452 1933

Email: cooma-p.school@det.nsw.edu.au

Submission #3 : Cooma Bombala Legacy

A voluntary organisation caring for the dependants of deceased Australian war Veterans and Service personnel killed on hazardous service or in training accidents



Cooma-Bombala Legacy
(Legacy Club of Queanbeyn-Eden-Monaro Inc)
PO Box 1499
Cooma NSW 2630

President: Mick Meillon
Phone: (02) 6452 3798
Email: mick.meillon@exemail.com.au

Secretary: Chris Philbrick
Phone: (02) 6458 4789
Email: cph21545@bigpond.net.au

Mr D Lynch
The Administrator
Snowy Monaro Regional Council
81 Commissioner Street
COOMA NSW 2632

Dear Mr Lynch

Re: Legacy Week 27th August to 2nd September 2017

Legacy is dedicated to caring for the families of veterans who have died or become incapacitated either on service or subsequently. This extends to veterans who have served in war and on peacekeeping and humanitarian missions.

Today, Cooma-Bombala Legacy's compassionate service assists over 80 widows and children and dependants with a disability in the Cooma-Bombala district.

Legacy is supported by men and women of all ages, from all walks of life, including veterans and current Australian Defence Force personnel. Our support and services extend to include the dependants of members of today's Australian Defence Force who have lost their lives or have become incapacitated as a result of their military service

It would be appreciated if your Council would consider a donation, from your discretionary funds, to the Cooma-Bombala branch of Legacy, you can be assured that we will administer all funds received so as gain maximum benefits for Cooma-Bombala Legacy Wards.

Yours sincerely,



Chris Philbrick
Hon Secretary
Cooma-Bombala Legacy
18 August 2017

Submission #4 Jindabyne Central School

JINDABYNE CENTRAL SCHOOL

8 Park Rd Jindabyne 2627 PO Box 40 Jindabyne 2627
Ph 02 6456 2346 Fax 02 6456 1082
Email jindabyne-c.school@det.nsw.edu.au
Web www.jindabyne-c.schools.nsw.edu.au



To The Snowy Monaro Regional Council,

On behalf of Jindabyne Central School Creative Arts Faculty I would like to request support for a group of students attending this year's School Spectacular in the areas of dance and drama. In total, 16 students have been successful in their nomination to represent Jindabyne in the School Spectacular at Qudos Bank Arena from the 20th to 26th of November, 2017.

The Schools Spectacular is an iconic cultural event, unequalled in the world. With a 2700 voice choir, 2300 diverse dancers, an 80-piece symphony orchestra, a world-class stage band and a vast number of outstanding solo performers, the Schools Spectacular is unparalleled in the world in terms of sheer size, scale and scope. Showcasing incredible talent of all ages from public schools in all regions of NSW, this is a not-to-be-missed event.

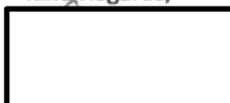
In 2017, the Schools Spectacular looks to the times, places, events and life-changing experiences that inspire excellence and encourage us all to *"Own the Moment"*.

This excursion has a considerable cost attached, as students are expected to be available for rehearsals three nights prior to the public shows. This significant cost is quite burdensome for many parents. The 12 dance students' accommodation for 5 nights in Sydney equates to \$437 each, while the 4 drama students are required to attend an extra rehearsal making 6 nights accommodation in Sydney equating to \$570 each. There are also expenses relating to a regional dance rehearsal in Cooma, transport, costumes and meals while attending the event, which have not yet been finalised. The total cost of the excursion is estimated at \$580 each for dance students and \$660 each for drama students.

I am appealing to Snowy Monaro Regional Council to consider making a contribution of funds to assist in sending students to access this "spectacular" opportunity. In this way, you can assist us to foster local students in developing excellence in the performing arts and promoting the talents of the Jindabyne community.

Thank you for your ongoing support.

Kind Regards,



✓ Rachael Brown
Drama Teacher



Debbie-Lee Hughes
Principal

Submission #5: Fire and Rescue NSW Jindabyne 338



Joe Vescio
General Manager
Snowy Monaro Regional Council
joseph.vescio@snowymonaro.nsw.gov.au

14 August 2017

Dear Joe

On Saturday 14 October a team from Jindabyne 338 Fire & Rescue NSW will be climbing the iconic Sydney Tower Eye along with hundreds of other firefighters as quickly as possible in full structural fire fighting ensemble to raise money and awareness for Motor Neurone Disease (MND). Please help us raise as much money as possible to help stop this devastating disease.

Teams of firefighters will race to climb all 1504 stairs (98 floors) of the Sydney Tower Eye, each carrying an additional 20kg of gear. It will be a gruelling challenge, however it is nothing in comparison to the challenge patients with MND face every day.

MND is Motor Neurone Disease, or ALS, or Lou Gehrigs Disease. It doesn't matter what you call it, you don't want it. Normal healthy fit people exactly like you get MND. It strikes indiscriminately, at anytime with no proven explanation.

MND is a progressive, terminal neurological disease. MND affects the nerve cells (neurons) controlling the muscles that enable us to move, speak, breathe and swallow, causing them the degenerate and die. A person's senses and intellect are not affected.

Every dollar raised will directly support vital MND research at the Macquarie University MND Research Centre.

Our team is aiming to raise \$10,504.00 - \$10 for every stair. *We would love it if you were able to donate \$750 (less than 50 cents a stair) to our cause.* Every cent helps, please dig deep.

To donate online <https://friesclimb.gofundraise.com.au/page/JINDABYNE338> If you would prefer to donate by cheque, they can be made out to "Macquarie University" and we can organise to collect it from you. 100% of the funds will go to MND research, it just has to be made out this way to enable the cheque to be deposited.

We are extremely grateful for your generosity.



David Farmer
Captain
0437 645 378



Glen Inches
Deputy Captain



Lucy Shumack
Retained Firefighter



Stephen (Sam) Seiler
Retained Firefighter



Michael Kowalewski
Retained Firefighter



Stephen Bottrill
Retained Firefighter



Matt De Waard
Retained Firefighter



Andrew Pratt
Retained Firefighter

Submission #6: Berridale Chamber of Commerce - L'Étape



**Application for Financial Assistance (Donation) from Snowy Monaro Regional Council
In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993**

1. Applicant (include address and ABN if applicable) BERRIDALE CHAMBER OF COMMERCE INC ABN: : 49 685 462 362
2. Location/address: PO BOX 22 BERRIDALE NSW 2628
3. Date of establishment or inauguration: 1996
4. Is your organisation registered for GST? No
5. Amount of funding requested: \$5000.00
6. Brief description of the nature and objectives of applicant/recipient organisation: To obtain funds to beautify Berridale in the lead up and on the day of the 2 nd L'Étape event. Myack Street in Berridale hosts the Sprint and we would like to ensure that cyclists remember the experience they've had coming through our town by making sure we catch their attention through means of decorations, excitement, fun and loud cheering (with clappers, bells, etc.). We want them to enjoy their sprint through Berridale and then they come back to compete again.
7. Purpose for which assistance is sought: <input checked="" type="checkbox"/> Mowing / gardening – ensure that the sports ground and council carpark are mowed <input type="checkbox"/> Promotion via print media, Council website etc <input checked="" type="checkbox"/> Community Events – see description below

<p>8. Which category does the event fit within Council's Delivery & Operations Program?</p> <p>Tourism and Events</p>
<p>9. Financial details of project or program for which assistance is sought:</p> <p>We need to purchase paint and telegraph pole covers similar to those used in 2016 which brightened Myack Street and the Highway. Our bikes have been in storage but will need to be repainted and we would also like to add additional decorations such as balloons, streamers and create green images (using people) so that the drone can photograph from above – so purchase of green shirts required. We also want to encourage the children to paint their faces in Tour De France fashion – so we will require face paint.</p>
<p>10. Total cost of project or program:</p> <p>We are requesting slightly more to our 2016 amount as we had a good turnout of locals and we expect more this year. As there was only \$26 left over from the 2016 financial assistance provided from council, we know that it will cost more this year due to increased activity and promotions/decorations.</p>
<p>11. Details of other funding received from SRSC if any:</p>
<p>12. Details of other financial assistance sought or obtained:</p> <p>The Chamber is funding a portion of the decorations but as this is not a Chamber event cannot fully fund the costs of beautifying town nor does it have the financial capacity to do so.</p>
<p>13. How will Council funding be acknowledged eg. logo or signage?:</p> <p>The Chamber will publically thank the Council for their assistance, through various media, should council request this.</p>
<p>14. Details of Office Bearers or other involved parties:</p> <p>Jacy Richards, President BCC Annie O'Keeffe, Co-ordinator of Berridale L'Etape Committee</p>
<p>15. What services or activities will the recipient provide to SRSC residents?</p> <p>Berridale and the Snowy Mountains will receive world-wide publicity from this event as well as showing the riders that Berridale is committed to making it a great event and is right behind it! We are very privileged to have been chosen to play such a large part in</p>

L'Etape Australia.
<p>16. Attach financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation's bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).</p> <p>Are these attached? Yes No</p>
<p>17. What services or activities will the recipient provide to SRSC residents?</p> <p>Not only is it a great community event in that it brings all of us out to celebrate together, it also gives Berridale the opportunity to showcase our amazing town and its people.</p>

18. Signed for and on the behalf of the applicant/recipient organisation:

Signature:	
Name:	Annie O'Keeffe
Office held / Position	Berridale LeTape Committee
Postal Address:	PO Box 22 BERRIDALE NSW 2628
Telephone Number/s	0264563240
Date:	6 September 2017

Please return by post to PO Box 714, Cooma NSW 2630, or email to council@snowymonaro.nsw.gov.au

OFFICE USE ONLY:

Date application received:

Which function of Council is exercised by this donation?

Tick	Department / Area for Costing	Amounts charged
	Waste & Recycling	

	Community & Environmental Services	
	Parks & Gardens	
	Human Resources (staff time)	
	Other (hall /oval fee waivers etc)	

Is public notice required?

Date and method of public notice:

8/21/2017

NetBank - Transactions

View transactions for **Cheque A/c 06 2523 2800 4575**

[Page preferences](#)

Cheque A/c
06 2523 2800 4575

Balance
+ \$4,107.54 **+ \$4,107.54**

[Advanced search](#)

Date ▼	Transaction details	Amount	Total
17 Aug 2017	Direct Credit 421520 GARY GROSSMANN	+ \$65.00	+ \$4,107.54
10 Aug 2017	Transfer from CBA NetBank FCA MShip 2018	+ \$65.00	+ \$4,042.54
09 Aug 2017	Refund for fees charged in error	+ \$3.78	+ \$3,977.54
02 Aug 2017	Transfer from ALEXANDER CORBY NetBank AG Corby Plumbing	+ \$65.00	+ \$3,973.76
01 Aug 2017	Transfer from CBA NetBank McLachlan Haulage	+ \$65.00	+ \$3,908.76
01 Aug 2017	Transaction Fee	- \$0.60	+ \$3,843.76
01 Aug 2017	Account Fee	- \$5.00	+ \$3,844.36
01 Aug 2017	Credit Interest	+ \$1.43	+ \$3,849.36
28 Jul 2017	Direct Credit 123079 Fenton CFB Tax	+ \$65.00	+ \$3,847.93
13 Jul 2017	Direct Credit 010842 RICHARDS PETER G Jacy Annual Memb	+ \$65.00	+ \$3,782.93
05 Jul 2017	Direct Credit 106600 BERRIDALE POST O chamber fees 2017/	+ \$65.00	+ \$3,717.93
05 Jul 2017	Direct Credit 106600 AOK INSTALLATION CHAMBER FEES 2017/	+ \$65.00	+ \$3,652.93
01 Jul 2017	Account Fee	- \$5.00	+ \$3,587.93
01 Jul 2017	Credit Interest	+ \$1.33	+ \$3,592.93

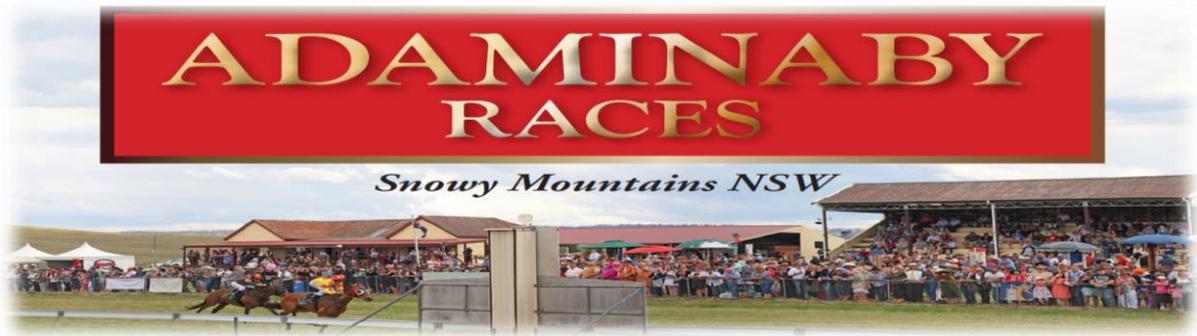
Treasurer's Report

As at the 21st August 2017 Berridale Chamber of Commerce has available funds of \$4,107.54 with no outstanding accounts.



Carl Fenton - Treasurer

Submission #7: Adaminaby Race Course



ADAMINABY JOCKEY CLUB
PO Box 2 ADAMINABY NSW 2629
ABN: 86 055 090 061

Hi Dean

At the adaminaby race track we are looking to improve our public area and some parts of the tracks surface, we were wondering if you would consider donating a few truckloads of compost which would assist us.

Regards

Ben Russell

Vice President

Adaminaby Jockey Club

0429922271

Submission #8 : Charmed Events



Application for Financial Assistance (Donation) from Snowy Monaro Regional Council

In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993

<p>1. Applicant (include address and ABN if applicable)</p> <p>Charmed Events (ABN 95 608313 800)</p> <p>PO Box 1085</p> <p>Jindabyne NSW 2627</p>
<p>2. Location/address:</p> <p>JE Resort</p> <p>Kosciuszko Rd & Hill Top Rd, Jindabyne NSW 2627</p>
<p>3. Date of establishment or inauguration:</p> <p>Inaugural Snowy Christmas Fair Sunday 10 December 2017</p>
<p>4. Is your organisation registered for GST?</p> <p>No</p>
<p>5. Amount of funding requested:</p> <p>\$3,500</p>
<p>6. Brief description of the nature and objectives of applicant/recipient organisation:</p> <p>Charmed Events is a Jindabyne owned small business involved in Event Planning and Event Hire and has been operating for the past 2 years. We are extremely passionate about being able to provide our services to locals and those visiting from outside the region. In addition we are also passionate about being inclusive, not exclusive, and supporting other local businesses in order to</p>

deliver an exemplary service to our clients. This Event has never been held in the region prior to this and we see it as a community and family oriented Christmas Fair which will also involve local community organisations and businesses. We believe that Snowy Christmas Fair can progress to an annual event which is, in our view, essential to have in rural areas such as the Snowy Monaro region.

7. Purpose for which assistance is sought:

- In kind support
- Waste management eg, provision of bins/rubbish and recycling removal etc
(amounts include staff time for drop off and collection)
- Mowing / gardening
- Road closures (amounts include staff time)
- Fee waiver eg, DA / hall hire fees
- Promotion via print media, Council website etc

8. Which category does the event fit within Council's Delivery & Operations Program?

Community and Tourism

9. Financial details of project or program for which assistance is sought:

We are seeking Council funding assistance to be a major sponsor for this event of \$3,500 for the firework display.

10. Total cost of project or program:

Our estimated cost to hold the Snowy Christmas Fair is \$35,000

11. Details of other funding received from SMRC if any:

None

12. Details of other financial assistance sought or obtained:

Seeking sponsorship from various businesses within the Snowy Monaro region

13. How will Council funding be acknowledged eg logo or signage
 Logo, listing on website, Facebook, naming rights for the fireworks display and other advertising as deemed appropriate

14. Details of Office Bearers or other involved parties:

Jacinta Muras, Director

Jane Perkins, Director

15. What services or activities will the recipient provide to SMRC residents?
 Approximately 300 Market stalls both under cover and outside, Santa Grotto, Petting Zoo, Local School children involvement, such as dancing and Christmas Carol singing on stage, DJ, involvement of local community organisations such as Lion’s Club, CWA, Rotary, Chambers of Commerce and Progress Associations and the finale of a fireworks display.

16. **Attach** financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation’s bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).

Are these attached? Yes

17. What services or activities will the recipient provide to SMRC residents?
 See 15 above.

18. Signed for and on the behalf of the applicant/recipient organisation:

Signature:	<i>J Muras</i>
Name:	Jacinta Muras
Office held / Position	Director
Postal Address:	PO Box 1085
Telephone Number/s	0404-051-560
Date:	8 September 2017

Please return by post to PO Box 714, Cooma NSW 2630, or email to council@snowymonaro.nsw.gov.au

OFFICE USE ONLY:

Date application received:

Which function of Council is exercised by this donation?

Tick	Department / Area for Costing	Amounts charged
	Waste & Recycling	
	Community & Environmental Services	
	Parks & Gardens	
	Human Resources (staff time)	
	Other (hall /oval fee waivers etc)	

Is public notice required?

Date and method of public notice:



Less: - continued

Exempt income **V** \$, , , ~~×~~

Other income not included in assessable income **Q** \$, , , ~~×~~

TOFA deductions from financial arrangements not included in item 6 **W** \$, , , ~~×~~

Do you need to complete a Losses schedule 2016? Other deductible expenses **X** \$, , 1 9, 7 3 4 ~~×~~

Tax losses deducted **R** \$, , , ~~×~~

Tax losses transferred in (from or to a foreign bank branch or a PE of a foreign financial entity) **S** \$, , , ~~×~~

Subtraction items subtotal **S** \$, , 1 9, 7 3 4 ~~×~~ /

*Taxable/net income or loss **T** \$, , 3, 7 7 8 ~~×~~ / **L**
(an amount must be included even if it is zero)

8 Financial and other information

Functional currency translation rate **N** .

Functional currency chosen **O**

Opening stock **A** \$, , , 0 ~~×~~

Purchases and other costs **S** \$, , 4, 3 4 2 ~~×~~

Closing stock **B** \$, , 4, 3 4 2 ~~×~~ / **C** CODE

Trading stock election Yes No

Trade debtors **C** \$, , , 0 ~~×~~

All current assets **D** \$, , , 0 ~~×~~

Total assets **E** \$, , , 0 ~~×~~

Trade creditors **F** \$, , , 0 ~~×~~

All current liabilities **G** \$, , , 0 ~~×~~

Total liabilities **H** \$, , , 0 ~~×~~

Total debt **J** \$, , , 0 ~~×~~

Commercial debt forgiveness **K** \$, , , 0 ~~×~~

Franked dividends paid **J** \$, , , 0 ~~×~~

Unfranked dividends paid **K** \$, , , 0 ~~×~~

Franking account balance **M** \$, , , 0 ~~×~~





8 Financial and other information – continued

Excess franking offsets **H** \$, , , ·X

Loans to shareholders and their associates **N** \$, , , **0** ·X / CODE

Total salary and wage expenses **D** \$, , **1 0 9 6** ·X / CODE **A**

Payments to associated persons **Q** \$, , , **0** ·X

Gross foreign income **G** \$, , , ·X

Net foreign income **R** \$, , , ·X /

Attributed foreign income

- Listed country **B** \$, , , ·X
- Unlisted country **U** \$, , , ·X
- Transferor trust **V** \$, , , ·X

Total TOFA gains **T** \$, , , ·X

Total TOFA losses **U** \$, , , ·X

TOFA gains from unrealised movements in the value of financial arrangements **S** \$, , , ·X

Do you need to complete a Losses schedule 2016?

9 Capital allowances

Depreciating assets first deducted in this income year

Intangible depreciating assets first deducted **A** \$, , , ·X

Other depreciating assets first deducted **B** \$, , , ·X

Have you self-assessed the effective life of any of these assets? **C** Yes No

For all depreciating assets

Did you recalculate the effective life for any of your assets this income year? **D** Yes No

Total adjustable values at end of income year **E** \$, , , ·X

Assessable balancing adjustments on the disposal of intangible depreciating assets **F** \$, , , ·X

Deductible balancing adjustments on the disposal of intangible depreciating assets **G** \$, , , ·X

Termination value of intangible depreciating assets **H** \$, , , ·X

Termination value of other depreciating assets **I** \$, , , ·X

For entities connected with mining operations, exploration or prospecting

Total mining capital expenditure and/or transport capital that you allocated to a project pool and for which you can claim a deduction this income year **J** \$, , , ·X

Total deduction for decline in value of intangible depreciating assets used in exploration or prospecting **K** \$, , , ·X

Total deduction for decline in value of other depreciating assets used in exploration or prospecting **L** \$, , , ·X





10 Small business entity simplified depreciation Deduction for certain assets **A** \$, , , ·X
 Deduction for general small business pool **B** \$, , , ·X

11 Consolidation deductions relating to rights to future income, consumable stores and work in progress Pre rules deductions **D** \$, , , ·X
 Interim rules deductions **E** \$, , , ·X
 Prospective rules deductions **F** \$, , , ·X

12 National rental affordability scheme National rental affordability scheme tax offset entitlement **J** \$, , , ·

13 Losses information
 Complete and attach a *Consolidated groups losses schedule 2016* or a *Losses schedule 2016*, as applicable, if the sum of **U** and **V** is greater than \$100,000. Refer to the applicable schedule instructions for full details of who must complete the schedule.
 Tax losses carried forward to later income years **U** \$, , , ·X
 Net capital losses carried forward to later income years **V** \$, , , ·X

14 Personal services income Does your income include an individual's personal services income? **N** Yes No
 Total amount of PSI included at item 6 income labels **A** \$, , , ·X
 Total amount of deductions against PSI included at item 6 expense labels **B** \$, , , ·X
 Did you satisfy the results test in respect of any individual? **C** Yes No
 Do you hold a personal services business (PSB) determination in respect of any individual? **D** Yes No
 For any individual for whom you did not satisfy the results test or hold a PSB determination, and each source of their PSI income yielded less than 80% of their total PSI, indicate if you satisfied any of the following personal services business tests – print X in the appropriate box(es).
 Unrelated clients test **E1** Employment test **E2** Business premises test **E3**

15 Licensed clubs only Percentage of non-member income **A** %



16 Life insurance companies and friendly societies only

Complying superannuation class **B** \$, , , .XX
 Net capital gain – complying superannuation class **C** \$, , , .XX
 Net capital gain – ordinary class **D** \$, , , .XX
 Assessable contributions **E** \$, , , .XX
 Fees and charges **F** \$, , , .XX

18 Pooled development funds

Small and medium sized enterprises income **G** \$, , , .XX
 Unregulated investment income **H** \$, , , .XX

19 Retirement savings accounts (RSAs) providers only

No-TFN contributions income **U** \$, , , .XX
(an amount must be included even if it is zero)
 Income tax payable on no-TFN contributions income **X** \$, , , .XX
(an amount must be included even if it is zero)
 Net taxable income from RSAs **V** \$, , , .XX

20 Foreign income tax offset

Foreign income tax offset **J** \$, , , .XX

21 Research and development tax incentive

Non-refundable R&D tax offset

Include total amounts from labels **A** and **B** in calculation statement at label **D** – Non-refundable carry forward tax offsets

Non-refundable R&D tax offset **A** \$, , , .XX
 Non-refundable R&D tax offset carried forward from previous year **B** \$, , , .XX
 Non-refundable R&D tax offset to be utilised in current year **C** \$, , , .XX
 Non-refundable R&D tax offset carried forward to next year **D** \$, , , .XX
(A plus B less C)

Refundable R&D tax offset

Include amount in calculation statement at label **E** – Refundable tax offsets

Refundable R&D tax offset **U** \$, , , .XX

If you have completed labels **A** or **U** a *Research and development tax incentive schedule 2016* is required to be completed and lodged with your Company tax return.

Feedstock adjustment

Feedstock adjustment – additional assessable income **W** \$, , , .XX
(Include this amount at item 7B – Other assessable income)

22 Internet trading

Did you sell any goods or services using the internet? **Q** Yes No

23 Reportable tax position

Are you required to lodge a reportable tax position schedule? **B** Yes No

If you answered **Yes** at **B** complete and attach a *Reportable tax position schedule 2016*.



Overseas transactions or interests/thin capitalisation

– the following questions must be answered.

If you answer **Yes** at item **25**, **26** or **27** complete and attach an *International dealings schedule 2016*.

International related party dealings/transfer pricing

24 Did you have any transactions or dealings with international related parties (irrespective of whether they were on revenue or capital account)? Such transactions or dealings include the transfer of tangible or intangible property and any new or existing financial arrangements. **X** Yes No

25 Was the aggregate amount of the transactions or dealings with international related parties (including the value of property transferred or the balance outstanding on any loans) greater than \$2 million? **Y** Yes No

26 Overseas interests

Did you have overseas branch operations or a direct or indirect interest in a foreign trust, foreign company, controlled foreign entity or transferor trust? **Z** Yes No

27 Thin capitalisation

Did the thin capitalisation provisions affect you? **O** Yes No

28 Transactions with specified countries

Did you directly or indirectly send to, or receive from, one of the countries specified in the instructions, any funds or property **OR**
Do you have the ability or expectation to control, whether directly or indirectly, the disposition of any funds, property, assets or investments located in, or located elsewhere but controlled or managed from one of those countries? **I** Yes No



Submission #9: Dalgety Show



Application for Financial Assistance (Donation) from Snowy Monaro Regional Council
In accordance with Donations Policy GOV 011 / Section 356 of the Local Government Act 1993

1. Applicant (include address and ABN if applicable)	Dalgety Show Society Campbell Street Dalgety NSW 2628 ABN 27972875427
2. Location/address:	Dalgety Show grounds
3. Date of establishment or inauguration:	
4. Is your organisation registered for GST? Yes <input type="radio"/> No <input checked="" type="radio"/>	
5. Amount of funding requested:	\$278 Waste Management
6. Brief description of the nature and objectives of applicant/recipient organisation:	We are holding our team penning & Show shear & needed garbage bins for the weekend TEAM PENNING DAY: 22-24 September
7. Purpose for which assistance is sought:	<input checked="" type="checkbox"/> In kind support <input checked="" type="checkbox"/> Waste management eg, provision of bins/rubbish and recycling removal etc (amounts include staff time for drop off and collection) <input type="checkbox"/> Mowing / gardening <input type="checkbox"/> Road closures (amounts include staff time) <input type="checkbox"/> Fee waiver eg, DA / hall hire fees <input type="checkbox"/> Promotion via print media, Council website etc
8. Which category does the event fit within Council's Delivery & Operations Program?	

<p>9. Financial details of project or program for which assistance is sought:</p>
<p>10. Total cost of project or program:</p> <p> \$50 Delivery \$150 - Waste Disposal \$48 - Recycling </p> <p style="text-align: right;"> TOTAL \$ 278.00 10 x Waste 4 x Recycling </p>
<p>11. Details of other funding received from SRSC if any:</p>
<p>12. Details of other financial assistance sought or obtained:</p>
<p>13. How will Council funding be acknowledged eg logo or signage</p>
<p>14. Details of Office Bearers or other involved parties:</p> <p> Joanne Miners - 64565177 Shelly Thompson - 64565015 </p>
<p>15. What services or activities will the recipient provide to SRSC residents?</p>
<p>16. Attach financial position of applicant. Preference is audited financial statements and balance sheets for the past financial year. If yours is a new organisation supply a copy of your budget for the ensuing year together with a statement from the organisation's bank as to arrangements made for the opening and operation of banking accounts. If you are unable to attach the above documentation please attach available documentation that you feel will help SRSC assess your financial position (eg bank statements).</p> <p>Are these attached? Yes No</p>
<p>17. What services or activities will the recipient provide to SRSC residents?</p>

18. Signed for and on the behalf of the applicant/recipient organisation:

Signature:	
Name:	Shelly Thompson
Office held / Position	Organizer of Show Shear Team Penning
Postal Address:	Longfield 5052 The Snowy River Way Dalgety NSW 2628
Telephone Number/s	02-64565015 / 0421658170
Date:	16-8-2017

Please return by post to PO Box 714, Cooma NSW 2630, or email to council@snowymonaro.nsw.gov.au

OFFICE USE ONLY:

Date application received:

Which function of Council is exercised by this donation?

Tick	Department / Area for Costing	Amounts charged
X	Waste & Recycling	
	Community & Environmental Services	
	Parks & Gardens	
	Human Resources (staff time)	
	Other (hall /oval fee waivers etc)	

Is public notice required?

Date and method of public notice:

Submission #10 : Country Universities Centre Snowy Monaro

Grant Proposal for Rebranding of CUC to CUCSM (Cooma Universities Centre - Country Universities Centre Snowy Monaro)

Brief Project Description	
<p>The Cooma Universities Centre opened in 2013 and was a joint project of Snowy Hydro and Cooma Monaro Shire Council. The centre services not only Cooma but Jindabyne and the Snowy Mountains, Bombala, Adaminaby, Nimmitabel, Dalgety, Jerangle, Bredbo and many other localities. Due to the council amalgamation, and in order to make the CUC more inclusive, we would like to rebrand the centre to be the "CUC Snowy Monaro." This name will also take into account our affiliation with the expansion model of Country Universities Centre across regional NSW.</p> <p>In order to do this we need funding to replace existing branding and artwork physically on and in the centre, purchase new uniforms and promotional items and also have the website, social media and other advertising presences rebranded.</p>	
<p>Proposed Project Start Date: August 2017</p>	<p>Proposed Project End Date: November 2017</p>
<p>Total Project Cost Estimate (Inclusive of GST)</p>	<p>\$ 22,200</p>

2013 - Present



August 2017 - Future



Expenses	
Staff hours - source quotes, organize orders, redesign website, liaise w IT, liaise w media etc (6 days)	\$2,096
Materials and labour to rebrand the physical building from CUC to SMRC (Stockl quote)	\$4,723
Uniforms for staff and shirts/caps for students (Cigana Workwear)	\$2,550
Promotion and information of new branding - 3 months / fortnightly half page ads local paper (Monaro Post) (\$438.90/ad)	\$2,633
Promotion and information of new branding - 3 months of radio advertisements (Snow FM & 2XL)(\$385/month/station)	\$2,310
Pamphlet printing and mail drop around region	\$2,098
Merchandise and promotional materials and collateral rebranded with CUCSM logo (Various providers - attached)	\$3,793
Domain registrations (\$30/domain)	\$120
Redesign of Website (IT consultant)	\$1,877
Estimated - Total Project Expenses	\$22,200

Resent-From:
<Dean.Lynch@snowyriver.nsw.gov.au<mailto:Dean.Lynch@snowyriver.nsw.gov.au>>
From: Zoe Dawson
<zoe.dawson@coomauc.com.au<mailto:zoe.dawson@coomauc.com.au>>
Date: 16 August 2017 at 2:28:02 pm AEST
To: Dean Lynch
<Dean.Lynch@snowymonaro.nsw.gov.au<mailto:Dean.Lynch@snowymonaro.nsw.gov.au>>
Cc: Carolyn Ewart CUC <Chair@coomauc.com.au<mailto:Chair@coomauc.com.au>>
Subject: Financial Assistance Submission

To Administrator Dean Lynch

I am writing on behalf of the Cooma Universities Centre to request some financial assistance for rebranding the Universities Centre from "Cooma" to the "Country Universities Centre Snowy Monaro".

The decision to move from "Cooma" to "Snowy Monaro" was a result of two main points:

1. The new name better reflects recent council amalgamations. The council is also one of our key sponsors.
2. To ensure the centres inclusivity of the entire region, not just the town of Cooma. We have students from Jindabyne, Bombala, Berridale, Perisher, Adaminaby, Cathcart, Jerangle, Dalgety..... The name Snowy Monaro encompasses all of these localities/towns/villages and will ensure greater pride ownership of the resource.

I have attached a break down of all of the costs associated with rebranding including the physical signage, uniforms, advertising, promotion, staff hours, collateral and brand awareness.

Any financial contribution would be greatly appreciated.

Kind Regards
Zoe

Zoe Dawson
Manager, CUC Snowy Monaro
In office Monday, Tuesday, Wednesday
38 Bombala St, Cooma NSW 2630
p. 02 6452 3368, m. 0437 344 620
Error! Hyperlink reference not valid.>

[<https://docs.google.com/uc?export=download&id=0Bzeuz6zt3kXyeEplak9zaWFRN2s&revid=0Bzeuz6zt3kXyL0tidHdqUVZMY0tnSm5FZXBGY0dNN2wyRkpnPQ>]

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LETTER OF AGREEMENT

Page 1 of 2

Snowy Monaro Community Grants – Round 2

SMCG2-17

Cooma Universities Centre

Terms and conditions of funding

The provision of funds from the **Snowy Monaro Community Grants - Round 2 (SMCG)** program is subject to a number of terms and conditions that must be agreed to by the Recipient prior to the release of funds.

Details of the terms and conditions are provided below. If the recipient is prepared to accept these terms and conditions, **please print and sign this letter**, returning it to Council within 14 days of receipt, via email - council@snowymonaro.nsw.gov.au

Please retain a copy of this letter for your records.

1. The recipient acknowledges that funding of **\$2,500** has been approved to **deliver rebranding of the Cooma Universities Centre to 'Snowy Monaro Universities Centre'** under the SMCG Round 2.
2. The recipient acknowledges that the funds provided must be completely expended on the funded project **by 31st August 2018**. If the project has not commenced or been completed by this date, Council may withdraw the funding or any unspent balances, or require immediate repayment of the funding or unspent balances, at its discretion.
3. Any variation to the project, as detailed in the application form, must be agreed to in writing by Council.
4. The funding is the total amount available and no amount will be added to it to account for any GST liability of the Recipient.
5. The recipient agrees that access to the funding can only be obtained by signing and returning complete these Terms and Conditions of Funding (within 14 days).
6. If, for whatever reason the Recipient is unable to proceed with the funded project, the recipient will inform Council as soon as possible in writing and immediately repay the funding to Council.
7. The recipient agrees that the Grant Recipient bears full responsibility, including liability, for all activities carried out in relation to the project. The recipient is responsible for sourcing and securing all necessary approvals, and legislative compliances, that may relate to the project.
8. The recipient will provide Council with:
 - (a) A Certificate of Acquittal **within one month of completion** of the funded project; accompanied by
 - (b) Photographic proof of completion of project/event and media or other promotional information generated as a result of the grant; and
 - (c) All invoices relevant to the expenditure of grant monies, and any other supporting information requested by Council.

HEAD OFFICE **Cooma:** 81 Commissioner Street COOMA NSW 2630 P 02 6455 1777

BRANCH OFFICES **Berridale:** 2 Myack Street BERRIDALE NSW 2628 P 02 6451 1195
Bombala: 71 Caveat Street BOMBALA NSW 2632 P 02 6458 3555
Jindabyne: Shop 2 Razorback Plaza Gippsland Street JINDABYNE NSW 2627 P 02 6451 1550

MAILING ADDRESS PO Box 714, COOMA NSW 2630 www.snowymonaro.nsw.gov.au

Page 2 of 2

9. The recipient will abide by the following set of principles:
- (a) Acknowledge Snowy Monaro Regional Council's and the NSW Government's contribution in any written material in relation to the project;
 - (b) Issue an invitation to Council to any launch or public event associated with the funding and that where they are able to attend, they are acknowledged as official guests. Where practicable, Council's representative should be afforded the courtesy of publicly addressing the event.
10. If the recipient breaches any of these terms and conditions, Council reserves the right to withhold or reclaim in part or in whole the funding at its discretion.
11. The recipient confirms that the organisational ABN and bank account is:

SMCG2-17	Cooma Universities Centre - Rebranding of the Cooma Universities Centre to 'Snowy Monaro Universities Centre'
ABN of Recipient Organisation	46 631 728 104
Bank Name	Westpac
Account Name	Cooma UC Incorporated
BSB	032720
Account Number	209626

Signature of authorised signatory for recipient organisation:



Name: Zoe Dawson

Position in recipient organisation: Manager

Name of recipient organisation: Cooma Universities Centre

Date: 24/3/17

Sign and date one copy of this letter of agreement and retain it for your records.

Sign and date another copy of this letter and return to Council: council@snowymonaro.nsw.gov.au

Please mark: GRANTS OFFICE – Return of Funding Agreement SMCG Round 2

16.18 RURAL CENTRES REPORT 2017

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Group Manager People & Culture
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.8 Council employs a multi-skilled workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner
Operational Plan Action:	OP7.26 Council will maintain effective personal management systems that ensure the organisation is sustainable
Attachments:	Nil
Cost Centre	6010
Project	Statutory Reporting
Further Operational Plan Actions:	N/A

EXECUTIVE SUMMARY

The following report is informed by the Local Government NSW (LGNSW) Local Government Workplace Reform Kit “*Managing Workplace Change*”.

http://www.lgnsw.org.au/files/imce-uploads/79/LGNSW_WorkplaceReformKit_Nov2015.pdf

Snowy Monaro Regional Council was constituted on 12 May 2016 by a Proclamation of the Governor of NSW pursuant to the terms of the Local Government Act 1993 (the Act). The Council is an amalgamation of the former Councils of Bombala Shire, Cooma Monaro Shire and Snowy River Shire.

The Act provides that when an amalgamation of council areas occurs, the number of ‘regular’ council staff employed in rural centres prior to the amalgamation should be maintained as far as practicable.

The purpose of this report is:

- To formally record the number of regular staff employed at rural centres located within Council as at 30 June 2017 as compared to the 2016 record.
- To record factors which have effected variance in the staffing numbers employed at the rural centres
- To maintain Council’s strategy for applying Section s218CA of the Act.
- To inform Council’s annual report

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

OFFICER’S RECOMMENDATION

That Council

- a) Receive and note the information to inform consideration of workforce structure
 - b) Receive the information to include in Annual Reports as described
-

BACKGROUND

Legislative requirements

Section s218CA of the Local Government Act introduced a new statutory consideration which Council must take into account when making staffing decisions which impact upon the number of regular staff at a rural centre.

The Act provides that Council is to 'ensure that the number of regular staff of the council employed at the rural centre is, as far as is reasonably practicable, maintained at not less than the same level of regular staff as were employed by the previous council at the centre immediately before the amalgamation or alteration of boundaries took effect'.

Rural Centres within the local government area

The Act defines a 'rural centre' as a centre of population of 5,000 people or fewer, and includes a geographical area that is prescribed, or is of a kind prescribed, by regulations in force for the purposes of this definition as being a rural centre. However, there is no relevant regulation currently in force.

For the purposes of this policy, the following rural centres have been identified as workplaces where 'regular staff' were employed by the former councils of Snowy River, Bombala and Cooma Monaro Shire.

The 2011 census data informed the number of residents in each workplace at the time of amalgamation and showed that at that time Cooma was the sole centre with a population of over 5,000 and as such Section s218CA as it relates to rural centres does not apply to the Cooma operations.

Examination of the 2016 census data shows that Cooma's population has not dropped below 5,000 nor any of the other centres exceed 5,000 population. In the event that the population of Cooma falls below 5,000 or other centres exceed that number advice should be sought as to confirm Council's obligation in accordance with s218CA.

ABS Census information

Location	Population: 2011	Population: 2016
Adaminaby	226	301
Berridale	1589	1197
Bombala	1211	1387
Bredbo	499	352
Cooma	6301	6681
Dalgety	214	205
Delegate	452	351
Jindabyne	2441	2629
Nimmitabel	224	320
Numeralla	362	258

Source: <http://www.abs.gov.au/websitedbs/censushome.nsf/home/data>

How is the 'regular staff' number determined?

The Act defines 'regular staff' to mean:

- staff appointed to a position within the organisational structure of the council, otherwise than on a temporary basis, and
- casual staff who are engaged by the council on a regular and systematic basis for a sequence of periods of employment during a period of at least 6 months and who have a reasonable expectation of continuing employment with the Council;

but designated Senior Staff are not included.

In accordance with this definition, the following staff are included for the purpose of determining the total number of regular staff employed at rural centres within what is now the new local government area immediately prior to the amalgamation:

- Permanent full-time staff employed as at the date of Proclamation
- Permanent part-time staff employed as at the date of Proclamation
- Casual staff employed on a regular and systematic basis during a period of at least 6 months ending on the date of Proclamation and who have a reasonable expectation of continuing employment with the Council.

The following staff and positions are not included:

- Senior Staff employed as at the date of Proclamation
- Designated temporary staff employed as at date of Proclamation
- Casual staff who commenced employment less than 6 months prior to the date of Proclamation
- Casual staff who did not work on a regular or systematic basis or who did not have a reasonable expectation of continuing employment with the council
- Any positions which were not within the approved organisational structures of the relevant councils
- Any positions in the approved organisational structures which were vacant as at the date of Proclamation.

Record of staff numbers

For historical reference, Table 1 shows the total staff of each former council as at 12 May 2016.

Table 1: Total Staff at Proclamation

	Bombala Locations	Cooma Locations	Snowy Locations
	May 2016	May 2016	May 2016
Senior Staff	1	1	2
Permanent Full time	38	119	83
Permanent Part Time	9	37	21
Casual Staff employed >6 months	13	36	39
Casual Staff employed <6 months	1	4	7
Temporary Staff *	2	4	15
Total	64	201	167

*includes trainees, apprentices, staff on fixed term contracts etc.

The following tables show the number of staff deemed to be 'regular' staff at each rural centre, based on the definitions contained in the Act. The tables record the number as at Proclamation and at the most recent reporting date (30 June in the latest financial year)

The assessment of "variation" is based on the number of people as opposed to FTE positions.

Note: While vacant positions at the date of proclamation are not preserved under Section s218CA they will be recorded in annual reports to provide a complete picture of current employment status in each centre .

Staff at Adaminaby	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	2	1.15	2	1.15
Permanent Full-Time				
Permanent Part-Time	1	.55	1	.55
Casual Staff employed >6 months	1	.6	1	.6
Vacant Positions	0			
Positions in approved structure but impractical to fill				
Total Regular Staff at Adaminaby	2		2	
Positions preserved under Section s218CA	2	1.75	No significant variation in Regular Staff numbers	

Staff at Berridale	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	109	78.8	118	80.75
Permanent Full-Time	62	62	60	60
Permanent Part-Time	14	10.1	19	10.35
Casual Staff employed >6 months	33	7.7	35	8.7
Vacant Positions	6			
Positions in approved structure but Impractical to fill				
Total Regular Staff at Berridale	115		114	
Positions preserved under Section s218CA	109	79.8	No significant variation in Regular Staff numbers	

Staff at Bombala	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	63	49.8	58	50.31
Permanent Full-Time	41	41	38	38
Permanent Part-Time	9	4.65	9	5.75
Casual Staff employed >6 months	13	4.14	10	5.56
Vacant Positions	0		1	1
Positions in approved structure but impractical to fill				
Total Regular Staff at Bombala	63		58	
Positions preserved under Section s218CA	63	49.8	No significant variation in Regular Staff numbers	

Note: As at 12 August 2017, 2 FTE Group Manager Positions have been appointed in the Bombala office.

Staff at Bredbo	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	1	.54	0	
Permanent Full-Time				
Permanent Part-Time				
Casual Staff employed >6 months	1	.54	0	
Vacant Positions	0			
Positions in approved structure but impractical to fill	0			
Total Regular Staff at Bredbo	1			
Positions preserved under Section s218CA	1	0.54	No significant variation in Regular Staff numbers	

Staff at Cooma	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	189	163.47	179	153.67
Permanent Full-Time	119	119	106	106
Permanent Part-Time	36	28.74	42	32.14
Casual Staff employed >6 months	34	15.73	30	14.67
Vacant Positions	14		15	
Positions in approved structure but impractical to fill				
Total Regular Staff at Cooma	203		193	
Positions preserved under Section s218CA	0	Section s218CA not applicable.		

Staff at Delegate	Staff at Proclamation 12 May 2016		Staff at June 30 2017	
	People	FTE	People	FTE
	1	0.2	0	0.2
Permanent Full-Time				
Permanent Part-Time				
Casual Staff employed >6 months				
Vacant Positions				
Positions in approved structure but impractical to fill				
Total Regular Staff at Delegate	1	0.2		
Positions preserved under Section s218CA		0.2	No significant variation in Regular Staff numbers	

Staff at Jindabyne	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	32	28.8	34	28.4
Permanent Full-Time	22	22	24	24
Permanent Part-Time	6	4	6	3.6
Casual Staff employed >6 months	3	1.8	2	.7
Vacant Positions	1			
Positions in approved structure but impractical to fill				
Total Regular Staff at Jindabyne	32		32	
Positions preserved under Section s218CA	31	27.8	No significant variation in Regular Staff	

	numbers			
Staff at Nimmitabel	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	1	.22	1	.22
Permanent Part-Time				
Casual Staff employed >6 months	1	.22	1	.22
Vacant Positions	0		0	
Positions in approved structure but impractical to fill				
Total Regular Staff at Nimmitabel	1		1	
Positions preserved under Section s218CA	1	.22	No significant variation in Regular Staff numbers	

Staff at Numeralla	Staff at Proclamation 12 May 2016		Staff at 30 June 2017	
	People	FTE	People	FTE
	1	.32	1	.32
Permanent Full-Time				
Permanent Part-Time	1	.32	1	.32
Casual Staff employed >6 months				
Vacant Positions	0		0	
Positions in approved structure but impractical to fill				
Total Regular Staff at Numeralla	1		1	
Positions preserved under Section s218CA	1		No significant variation in Regular Staff numbers	

Summary

There are no significant variations to staffing numbers in any centre protected under s218CA.

Proposed action to address variations:

At the time of reporting SMRC is harmonising the workforce through processes of lateral and contestable transfer in accordance with the organisational structure adopted on 30 June 2017 and conditions applicable to staff under various sections of the Local government Act 1993 as it relates to the transfer of staff in the current period of protections until May 2019.

Policy on the application of section s218CA

It is clear from the wording of section s218CA that the statutory imperative to maintain regular staff numbers does not override the need for Council to make practical operational decisions.

This means that if it is impractical to maintain a particular position in a rural centre then the Council may properly decide to dissolve that position or transfer it to another workplace. It follows from this observation that the actual number of regular staff employed at a rural centre will rise and fall according to practical and operational considerations resulting from Council policies and varying external environmental factors.

However, if the number of regular staff employed at a rural centre falls below the number employed at that centre as at Proclamation Day, then the Council will turn its mind to investigating whether alternative regular staff positions could reasonably and practically be based at the rural centre. This recognises the distinction made in section s218CA between rural centres and other Council workplaces.

Factors occurring since the amalgamation will be particularly important in relation to maintaining previous staffing levels at rural centres. Two examples of such considerations are shown below.

Examples of Legitimate Reductions in Rural Centre Staffing

1. Voluntary Transfers

For a variety of personal and professional reasons, staff based in a rural centre prior to the amalgamation may from time to time request a transfer to another workplace. Such voluntary transfers should not be perceived as a problem or a practice to be discouraged. Council should place a high priority on providing flexibility to staff in the workplace and displaying a positive attitude towards the benefits of amalgamation by welcoming new opportunities for staff to achieve improved job satisfaction and career opportunities.

It follows that employees should not be restricted from transferring to another workplace simply because that would reduce the number of regular staff working at a particular rural centre. This type of restriction would not be placed on other staff and would be unreasonable.

2. Impact of Boundary Changes

When a significant part of a local government area comprising a rural centre is transferred to another council, regular staff numbers will need to be adjusted to reflect the new revenue base and operational requirements. It is not practicable to maintain the full complement of regular staff at the rural centre of the former council when the income generated is reduced and the previous scope of work at the centre is no longer required.

3. Staff Employed in Specialised Facilities

Some staff of a former council may have been employed at a special facility (such as an aged care centre) located in a defined rural centre. In these cases there may be alternative options for the future operation of the facility involving outsourcing or transfer of ownership to the non-profit or private sectors. If this occurs, then it would not be practical for Council to maintain regular staff numbers at their previous level.

Process to be applied

It follows that section s218CA of the Act does not mean that a rural centre will always employ a specified number of regular staff at any given time. Regular staff numbers will fluctuate in accordance with the ordinary trends of any workplace.

However, in accordance with the spirit and intent of the Act, decisions concerning the employment of staff at rural centres will be subject to special considerations in addition to those which are taken into account at any Council workplace. This approach should secure a positive outcome for both Council and the communities of each rural centre.

When a regular staff position based at a rural centre is vacated or transferred for any reason, the operational need for that position at the rural centre will be reviewed:

- If Council considers that an operational need for the position remains at the rural centre, then it will be filled.
- If Council determines that there is no operational need for the position to be replaced, then the number of regular staff positions at the rural centre will be reduced by one.

If the number of regular staff employed at a rural centre falls below the number employed at that centre as at Proclamation Day, the Council will actively consider strategies to achieve a regular staffing level at the rural centre which is at least consistent with the pre-amalgamation number. Initially, this investigation will be co-ordinated by the General Manager who may establish an ad

hoc committee to look at the specific staffing issues involved, and to make appropriate recommendations to address those issues.

Council is conscious of the need to ensure that the information required to review the implementation of s218CA of the Act is readily available to the public to the extent permitted by law. To achieve this goal, a decision not to replace a regular staff position at a rural centre will be supported by a written document stating the reasons for the decision. These documents are to be compiled in a public register.

Additionally, the statutory Annual Report of the Council will report the actual number of regular staff employed at each of the rural centres in the manner shown.

Consultation

Council will discuss its definition of rural centres with the Consultative Committee and local communities. Throughout the process detailed above, Council will keep affected members of staff fully informed, seek feedback and provide support as required. Personal issues will be discussed privately. Council will also seek input from the Consultative Committee and will comply with the provisions of the Award, including clause 39 where workforce changes at rural centres are considered to have 'significant effects' and/or redundancies may be involved.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The Local Government Reform processes in regard to the allowable content of Council submissions precluded the use of social capital principles in respect to a Council being the larger employer in a rural centre. However, in accordance with the spirit and intent of the Act, decisions concerning the employment of staff at rural centres will be subject to special considerations in addition to those which are taken into account at any Council workplace. This approach should secure a positive outcome for both Council and the communities of each rural centre and enhance Council's reputation as a competent practitioner and employer of choice.

2. Environmental

HR advice is provided with regard for environmental principles in mind.

3. Economic

Best practice Human Resource strategic and operational management will support effective outcomes for Council. Adhering to the industrial instruments that guide Council's actions in managing its workforce will minimise the risk of costly industrial action and any remediation arising from it.

Resources expended in the preparation of the report are within the operational budget of the Human Resources section.

4. Civic Leadership

In accordance with the Local Government Act as it refers to matters of amalgamation Council must comply with the requirements of section s218CA in terms of staff numbers in rural centres.

In accordance the Local Government (State) Award, clause 39. *Workplace Change and Redundancy* the report will be distributed to the Executive Team, all staff, the relevant Union associations representing council staff, Consultative Committee in order provide a minimum of 28 days' notice of any changes associated with this report.

16.19 CHRISTMAS/NEW YEAR AND OTHER OFFICE CLOSURES 2017/2018

Record No:

Responsible Officer:	General Manager
Author:	Executive Assistant
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:	Nil
Cost Centre	0210 Senior Management Services
Project	
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

Traditionally, Council closes between the Christmas and New Year Period and staff have been required to take this time as leave (i.e. annual, flexi, etc). As well differing arrangements were put in place for the Melbourne Cup and the staff Christmas/End of year Party.

Demand on Council services is limited at this time of the year with only a few enquiries. However, as is usual practice, emergency services will be in place with the necessary staff on stand-by.

Melbourne Cup Day

As per previous arrangements it is suggested that for Tuesday 7 November 2017 Councils operations close to the public at 1.00 PM and staff take annual or other leave for the remainder of the day if they wish to attend relevant Melbourne Cup functions. For those staff who wish to remain at work that will be ok but the Council Offices and Depots will be shut to the public with those services unable to close due to service issues remaining open.

Staff Christmas/End of Year Party

The suggested date is Thursday 14 December 2017 at the multi-function centre to be decided commencing at 1pm and finishing at 4pm. All Council operations will close at 12 noon to allow for staff to travel.

Christmas/New Year Office Closure

Council closes its offices and facilities from 12.30pm on Friday, 22 December 2017 and reopen at 8.30am on Tuesday 2 January 2018 and should Council wish to open an office during the Christmas/New Year period a minimum of three (3) staff would be required to address workplace health and safety concerns at each workplace office. Staff will take annual or other leave for this period.

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

OFFICER'S RECOMMENDATION

That Council approve

- A. To close offices from 1 pm Tuesday 7 November 2016 for Melbourne Cup; and
- B. Closes offices from 12 noon on Thursday 14 December 2017 for the Staff Christmas/End of Year party;
- C. Closes offices and facilities from 12.30pm on Friday, 22 December 2017 and reopen at 8.30am on Tuesday 2 January 2018;

BACKGROUND

Traditionally Council has closed between the Christmas and New Year Period and staff have been required to take this time as leave. It is requested that Council consider continuing this practice for the 2017/18 Christmas and New Year holiday period. Staff will take annual or other leave for this period.

As well differing arrangements were put in place for the Melbourne Cup and the staff Christmas/End of year Party.

With regard to the staff Christmas party any staff who are not on leave who do not attend the function will be required to take leave. If this is on a Friday that is a normal RDO then the staff will be given the option of either having the preceding day (Thursday) or following day (Monday) as their RDO as a group decision not as an individual choice. However due to other bookings the Christmas/End of Year Party is suggested to be held on Thursday 14 December 2017. Where a service cannot close for operational reasons then staff will be encouraged to roster attendees at this event.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

The closure of Council's office's and depot's over the Christmas / New Year Period gives staff a chance to take a well-deserved break to spend time with their families ensuring a good work / life balance.

Many employees choose to take this period of leave and service provision may be limited during this time depending on how those leave requests are managed.

2. Environmental

It is not considered that the recommendations contained herein will have any impact on environmental sustainability.

3. Economic

It should be noted that this additional period of time off by staff is covered by the taking of accrued leave.

The use of accrued leave by employees will have a positive impact on Council's Employee Leave Entitlements (ELE) liability. As well, savings may be realised by the operational shutdown due to savings in electricity, water and communications usage costs.

Council should note that during this period some facilities will not shut down due to Councils need to provide certain services and potential safety issues that may arise. Examples of these services include Road and Water Crew on call for emergencies, Swimming Pools, Aged Hostel etc.

4. Civic Leadership

By planning an operational closure period, council can demonstrate a commitment to maintaining services and assets at an appropriate standard to cover a period of shutdown.

Provision of emergency services during a closure period will ensure that council continues to deliver services as needed.

Formal notice is required so that the general public are aware of Council's hours of operation over the holiday period and are able to plan their transactions requirements around availability. It is recommended that Council advertise the closure (if approved) through Shire Wire, flyers displayed at Council offices, on the website and via Facebook during December.

As this involves conditions of employments consultation via email has occurred with the Consultative Committee with no issues being raised with these suggested arrangements.

16.20 ANNUAL END OF YEAR CELEBRATION

Record No:

Responsible Officer:	General Manager
Author:	Executive Assistant to the Mayor & Councillors
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.1.1.2 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 Provide timely, accurate and relevant information to Council to enable informed decision making.
Attachments:	Nil
Cost Centre	Civic Functions & Ceremonies
Project	Annual End of Year Celebration
Further Operational Plan Actions:	

EXECUTIVE SUMMARY

At the end of each calendar year, Snowy Monaro Regional Council holds a celebration to recognise the achievements, endeavours and effort of all staff members over the past twelve months.

It is suggested that the party be held at the Multifunction Centre in Cooma on Thursday 14 December 2017 from 1pm until 4pm.

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

OFFICER'S RECOMMENDATION

That Council

- A. Approve the Annual End of year Celebration; and
- B. Authorise the expenditure and allocate an amount of \$10,000 in the 2017/2018 Budget.

BACKGROUND

At the end of each calendar year, Snowy Monaro Regional Council holds a celebration to recognise the achievements, endeavours and effort of all staff members over the past twelve months.

It is suggested that the party be held at the Multifunction Centre in Cooma on Thursday 14 December 2017 from 1pm until 4pm. It should be noted this is a strictly alcohol free event. This is a compulsory function and any staff who are not on leave who do not attend will be required to take leave.

All council offices will be closed from 12pm onwards and where a service cannot close for operational reasons then staff will be encouraged to roster attendees at this event. After the short formal section has concluded staff are free to stay or depart.

QUADRUPLE BOTTOM LINE REPORTING

1. Social

Council should note that during this period some facilities will not shut down due to Councils need to provide certain services and potential safety issues that may arise. Examples of these services include Road and Water Crew on call for emergencies, Swimming Pools, aged care etc.

These celebrations have been identified as a key strategy to initiate interoffice relationships and as a way for the Mayor, General Manager and Executive Team to give thanks to the multitude of staff who have worked throughout the year to ensure Council's services are provided to the community.

2. Environmental

There are no identifiable environmental impacts.

3. Economic

It is estimated that the End of Year Celebration will incur the following costs indicative of the 2016 End of Year Celebration:

- Catering - \$4,000
- Venue Hire - \$570
- Service Awards - \$3,675 (includes framed certificate and \$100 gift voucher)
- Provision of travel - \$800 (it should be noted that an expression of interest needs to be forwarded to staff in outlying offices. This cost could potentially be mitigated by utilising Council owned plant equipment or community transport)
- Luck Door Prizes - \$500
- Sundry Costs - \$455 (includes nibbles, table cloths, decorations, soft drink, bottled water etc)

Estimated Expenditure	Amount	Financial year	Ledger		Account string														
			G	L	1	0	3	1	2	0	1	0	0	1	6	1	0	1	9
Civic Functions and Ceremonies – Other Sundry Expenses	\$5,200	2017/2018	G	L	1	0	3	1	2	0	1	0	0	1	6	1	0	1	9
Civic Functions and Ceremonies Food & Catering costs	\$4,000	2017/2018	G	L	1	0	3	1	2	0	1	0	0	1	6	1	0	1	2
Travel Related Costs	\$800	2017/2018	G	L	1	0	3	1	2	0	1	0	0	1	6	3	5	0	4

4. Civic Leadership

Prior to the amalgamation, the three former Councils each held their own individual end of year celebrations. These all staff functions ensure Council is working as one organisation, demonstrates leadership and all-inclusiveness.

Provisions of emergency services during a closure period will ensure that council continues to deliver services as needed.

Formal notice is required so that the general public are aware of Council's hours of operation over the holiday period and are able to plan their transactions requirements around availability. It is recommended that Council advertise the closure (if approved) through the council page, flyers displayed at Council offices, on the website and via Facebook during December.

As this involves conditions of employment consultation via email has occurred with the Consultative Committee with no issues being raised with these suggested arrangements.

18.1 BOB STEWART RE: BOMBALA AND DELEGATE LANDFILL FEES

Record No:

Responsible Officer: General Manager
Author: Group Manager Governance
Attachments: Nil

Councillor Bob Stewart has given notice that at the Ordinary Meeting of Council on 27 September 2017, he will move the following motion.

MOTION

That Council recommends

- A. That the moratorium period for non-payment of fees for disposal of waste at the Bombala and Delegate Landfills, as provided by Part F of Resolution 131/17 made at Council's meeting of 28 June 2017, be extended by a further three (3) months until 1 January 2018.

BACKGROUND

At the Ordinary Council Meeting of Snowy Monaro Regional Council held on June 28 2017 Council Resolution 131/17 was adopted.

COUNCIL RESOLUTION

131/17

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;
- 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; and
- F. Authorise a moratorium period of three (3) months on the fees and charges for disposal of waste at the Bombala and Delegate Landfills.

Approved by Administrator Lynch

Clause 9. 1 of Council's Code of Meeting Practice provides as follows:

9.1 Notices of Motion

- (1) *The deadline for lodging notices of motion in writing for inclusion on the business paper for consideration at any meeting of the Council, shall be eleven (11) days prior to the meeting.*
 - (2) *A councillor must give notice of business in writing no later than 4.00pm on the Tuesday that follows the ordinary meeting of council.*
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18.1 BOB STEWART RE: BOMBALA AND DELEGATE LANDFILL FEES

- (3) *At an Ordinary meeting Councillors may give notice of motions in writing to be listed as matters on the business paper for the next Ordinary meeting of Council.*
 - (4) *The rules applying to the content of Questions also apply to the content of Notices of Motion.*
 - (5) *Councillors are to ensure, where it is intended that staff be asked to carry out some specific defined action, that a Notice of Motion is written in such a way that, if carried, the motion carries such clear and unambiguous direction.*
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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.

RECOMMENDATION

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:
22.1 Proposed Purchase of Lot 10 Sec 13 DP 758346 – 13 Craigie Street Bombala
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.