



**SNOWY MONARO**  
REGIONAL COUNCIL

# **BUSINESS PAPER**

**Administrator Delegations Meeting**  
**16 February 2017**

## **CONFLICTS OF INTEREST**

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

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

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

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

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

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

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

## **COUNCIL CODE OF CONDUCT**

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

The code of conduct sets out the responsibilities of the Administrator and Council employees attending a Council meeting or a meeting of a committee of Council. The code also sets out how complaints against a Council employee, the Administrator or General Manager are to be made.

## **COUNCIL CODE OF MEETING PRACTICE**

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

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### **Acknowledgement of Owners of Land**

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

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

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

**ON THURSDAY 16 FEBRUARY 2017  
COMMENCING AT 4.00PM**

**BUSINESS PAPER**

- 1. OPENING OF THE MEETING**
- 2. APOLOGIES/REQUESTS OF LEAVE OF ABSENCE**
- 3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**  
(Declarations also to be made prior to discussions on each item)
- 4. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS**  
Nil
- 5. CORPORATE BUSINESS - KEY DIRECTION 1. SUSTAINING OUR ENVIRONMENT FOR LIFE**  
Nil
- 6. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
  - 6.1 Application for In-Kind Support - Fee Waiver - Jindabyne Trail Stewardship 3
- 7. CORPORATE BUSINESS - KEY DIRECTION 3. STRENGTHENING OUR LOCAL ECONOMY**
  - 7.1 Markets at Bombala 7
- 8. CORPORATE BUSINESS - KEY DIRECTION 4. CREATING SAFER, HEALTHIER AND THRIVING COMMUNITY**  
Nil
- 9. CORPORATE BUSINESS - KEY DIRECTION 5. ENHANCING OUR HEALTHY, ACTIVE LIFESTYLE**  
Nil
- 10. CORPORATE BUSINESS - KEY DIRECTION 6. MANAGING DEVELOPMENT AND SERVICE DELIVERY TO RETAIN THE THINGS WE VALUE**  
Nil

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

Nil

**12. ADMINISTRATOR'S REPORT (IF ANY)**

**13. CONFIDENTIAL MATTERS**

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## 6.1 APPLICATION FOR IN-KIND SUPPORT - FEE WAIVER - JINDABYNE TRAIL STEWARDSHIP

Record No:

Responsible Officer:	General Manager
Author:	Acting Executive Assistant
Key Direction:	4. Creating a Safer, Healthier and Thriving Community
Delivery Plan Strategy:	DP4.2 Support activities, events and celebrations that promote cultural diversity and inclusiveness.
Operational Plan Action:	OP4.10 Promote and provide operational assistance to enhance and encourage events and tourism.
Attachments:	1. Request from Jindabyne Trail Stewardship <a href="#">↓</a>
Cost Centre	3020 – 63162 Donations Community Groups Debt Waiver
Project	
Further Operational Plan Actions:	

### EXECUTIVE SUMMARY

Council received an email from Jindabyne Trail Stewardship requesting a waiver of room hire fees for the Education Room at the Jindabyne Health Centre to hold a First Aid Course for Cyclists for their fundraising event.

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

#### OFFICER'S RECOMMENDATION

That Council approve the waiver of the fee hire for the Education Room at the Jindabyne Health Centre in the sum of \$75.00 for the Jindabyne Trail Stewardship.

### BACKGROUND

Council annually grants monetary or in-kind sponsorship support towards events held within the Shire in accordance with policy GOV 011 Donations to Community Groups, Individuals and Towards Events (ED/07/15973) adopted on 16 March 2010

### QUADRUPLE BOTTOM LINE REPORTING

#### 1. Social

Council's policy in this area (GOV 011) seeks to recognise Council's role in supporting community and cultural development. The policy's stated objectives are to have:

- a strong sense of community throughout the Shire
  - a community that has the capacity to meet its own needs
  - a community environment that encourages cultural and artistic expression
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## **2. Environmental**

There are not any environmental impacts.

## **3. Economic**

Cost Centre Corporate 3020

Natural Account –

63162 Donations Community Groups Debt Waiver - Budget of \$1,000 available

Fee for Hire of the Education Room is:

\$75 ( 3 hours x \$25).

## **4. Civic Leadership**

Decisions to provide sponsorship to community groups, individuals and towards events must be considered in a transparent process. The granting of financial assistance must be by specific formal resolution of Council.

Council makes decisions regarding donations and sponsorships to community groups, individuals and events in accordance with Council's Policy GOV011. The current relevant section of the policy is as follows: -

### ***3.2. Donations/Sponsorship towards Economic Development and Tourism***

*Annual donations will be called for in January for the following financial year however Council may consider applications for financial assistance as they are received. Those seeking financial assistance should address the items included in Council's application and intended recipients of financial assistance shall be informed in writing of Council's decision.*

*All applications for financial assistance must state the purpose for which the funds will be used.*

*Donations by Council will be made from the General Fund and must be either:*

- *fixed dollar amounts*
- *rebates on Council provided services such as water, rates or facility hire*

*Council may make donations towards specific aspects of an event however Council must not commit to cover the full cost of any aspect of an event. For example Council will not commit to meet the total costs of:*

- *advertising*
- *public liability insurance*
- *equipment hire*

*Financial assistance may include:*

- *fixed dollar amount donations*
  - *up to 50% rebate of water supply minimum availability charge*
  - *up to 50% rebate of sewerage minimum availability charge*
  - *up to 50% rebate of waste management charge (tip or domestic)*
  - *other financial assistance as resolved by Council*
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*Council provides support to activities that can demonstrate that they will have a positive impact on the economic and social development of the Shire. To encourage sustainability, Council will consider financial assistance on a sliding scale from inauguration of the community event. Once the event is established Council will withdraw financial assistance. This does not limit events and festivals from applying for annual in-kind assistance.*

**Determination by Administrator**

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature: .....

Date: .....

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**Janine Hudson**

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**From:** Jindabyne Trail Stewardship <jindabynetrailstewardship@gmail.com>  
**Sent:** Monday, 13 February 2017 8:16 PM  
**To:** Joseph Vescio  
**Cc:** Janine Hudson  
**Subject:** Request to waive room hire fee for Jindabyne Trail Stewardship

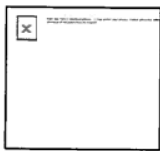
Dear Mr Vescio,

Jindabyne Trail Stewardship is requesting the waiver of room hire fees for the Education Room, Thursday 30th March 2017 from 6pm - 9pm in order to hold a fundraising event - First Aid for Cyclists Course.

As you are aware Jindabyne Trail Stewardship is a group of volunteers that provide maintenance work on the existing trail network in Jindabyne, in particular the Mill Creek & Coppertom trails. As part of our raising funds for future works and upkeep of our tools we look to hold a once a year a First Aid for Cyclists training course that Danni Matson from Apply First Aid donates her time to conduct the course.

As we are a group that provides countless hours of volunteer time for the benefit of the community it would be appreciated if the room hire fee could be waived so that we can secure the maximum donations for this course.

Kind regards  
Matt Murtagh  
Secretary - Jindabyne Trail Stewardship



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For more information regarding this service, please contact your service provider.



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## 7.1 MARKETS AT BOMBALA

Record No:

Responsible Officer:	Director Service Planning
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:	OP3.4 Continue to work with local the community to retain and improve the current benefits of living in the Region.
Attachments:	Nil
Cost Centre	Tourism
Project	Bombala Markets
Further Operational Plan Actions:	4.1 – A strong thriving and inclusive community where people feel a sense of belonging and identity.

### EXECUTIVE SUMMARY

Members of the Bombala community have long desired the establishment of markets in the Bombala township. This was confirmed via a recent survey carried out by staff at the Bombala Visitor Information Centre.

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 the establishment of markets at Bombala.

### BACKGROUND

Economic and Tourism Development Manager has investigated costs associated with Council assisting the Bombala community in their desire to hold monthly markets.

This assistance would be minimal in nature. Staff at the Visitors Centre would assist the community with promotion of the event, with approaching the Bombala Historical Engine and Machinery Society and Friends of the Bombala Railway to open their attraction and with approaching service Clubs to gauge their interest in hosting the Markets.

The project is in line with Council's Operational Plan in particular Op3.28, Op3.27, Op3.23, OP3.19, OP3.20, OP3.3, Op 3.4 OP4.6 and OP 4.10. In addition it will assist Council with meeting objectives outlined in Key Direction Three and Key Direction Four.

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Following a meeting on 17 January 2017 attended by 12 community members the Rotary Club of Bombala was approached to establish the markets and at their meeting on 24 January they agreed to do so.

At the community meeting those attending unanimously decided that the markets would be held on Railway Park next to the new Information Centre. The first market will be Saturday, 25 February 2017, 8.00am to 2.00pm.

Additional information has been provide to the Administrator via email on 15 February stating that there are no conflicts with the local business operators regarding the market items, and that several of the local businesses will be participating with market stalls on the day.

## **QUADRUPLE BOTTOM LINE REPORTING**

### **1. Social**

Markets are a good way to encourage social inclusion and provide fund raising opportunities for community groups and local producers.

### **2. Environmental**

There will be minimal environmental impacts on Railway Park as a result of this event.

### **3. Economic**

Markets allow local producers, hobbyists and community groups to showcase their products and/or fundraise. They also attract additional tourists to the region. These benefits flow on to main street businesses and assist with stimulating the local economy.

Staff at the Visitors Information Centre as a normal part of operations assist community groups and event organisers with promotional activities. The Bombala markets will be one such event. It is anticipated that no more than two hours a month will be devoted to this. The cost is minimal, around \$44.00 per month.

Rotary manage the market set up on the day, cleaning following the event, and covering insurance issues.

### **4. Civic Leadership**

By providing assistance to the organisers of the market Council will be seen to be supporting the local community in its aspirations.

### **Determination by Administrator**

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature: .....

Date: .....

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