



**SNOWY MONARO**  
REGIONAL COUNCIL

# **Minutes**

**Ordinary Council Meeting**

**30 August 2017**



**ORDINARY COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSONER STREET, COOMA NSW 2630  
ON WEDNESDAY 30 AUGUST 2017**

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**MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS, 81 COMMISSONER STREET, COOMA NSW 2630**

**ON WEDNESDAY, 30 AUGUST 2017  
COMMENCING AT 5.30PM**

**PRESENT:** Administrator Dean Lynch

**APOLOGIES:**

**Staff:** Joe Vescio, General Manager  
Suneil Adhikari, Director Operations & Infrastructure  
Peter Smith, Director Environment & Sustainability  
Peter Cannizzaro, Director Corporate & Community Services  
Erin Donnelly, Secretary Council and Committees

The Administrator opened the meeting at 5.34PM

**1. APOLOGIES**

Nil

**2. CITIZENSHIP CEREMONY**

**2.1 MRS ALDERSON, MR BLYTH & MR HATARALIYADHAHA GEDARA**

Council received three (3) citizenship's for Mrs Annie Alderson, Mr Stephen Blyth and Mr Suranga Hataraliyadhda Gedara. The Administrator conducted the citizenship ceremony

**3. PRESENTATIONS**

Nil

**4. PUBLIC FORUM**

Nil

**5. DISCLOSURE OF INTEREST**

**5.1 GENERAL MANAGER**

The General Manager, Joe Vescio declared an interest in Item 6.3 DA 10.2016.1065.1 Rotary Markets – Amended Draft Conditions of Consent, as he has a conflict of interest in this item due to “Member of Rotary. I have no decision making role and have not been involved in the amendment of the application, so will remain in the meeting”. The General Manager remained in the meeting and did not take part in voting on this item.

## 6. ADOPTION OF MINUTES OF PREVIOUS MEETING

### 6.1 ORDINARY COUNCIL MEETING 26 JULY 2017

#### COUNCIL RESOLUTION

159/17

THAT the minutes of the Ordinary Council Meeting held on 26 July 2017 are confirmed as a true and accurate record of proceedings.

**Approved by Administrator Lynch**

### 6.2 CLOSED SESSION OF THE ORDINARY COUNCIL MEETING 26 JULY 2017

#### COUNCIL RESOLUTION

160/17

THAT the minutes of the Closed Session of the Ordinary Council Meeting held on 26 July 2017 are confirmed as a true and accurate record of proceedings.

**Approved by Administrator Lynch**

#### Note 1: Urgent Business Not On Agenda

The attention of the Council was drawn to three (3) late reports not listed on the Council agenda and business paper concerning 15.1 DA 10.2016.1065.1 Rotary Markets – Amended Draft Conditions of Consent, 16.1 Remuneration Audit, Risk and Improvement Committee 2017/2018 and 16.2 Stronger Country Communities Fund 2017 – 18 Snowy Monaro Regional Council Project Nomination List and requested that Council consider the late reports as matters of urgency.

#### COUNCIL RESOLUTION

161/17

That in accordance with Councils Code of Meeting Practice Council consider the following reports as matters of urgency:

- 15.1 DA 10.2016.1065.1 Rotary Markets – Amended Draft Conditions of Consent
- 16.1 Remuneration Audit, Risk and Improvement Committee 2017/2018
- 16.2 Stronger Country Communities Fund 2017 – 18 Snowy Monaro Regional Council Project Nomination List

**Approved by Administrator Lynch**

### 6.3 DA 10.2016.1065.1 ROTARY MARKETS - AMENDED DRAFT CONDITIONS OF CONSENT

Record No:

Responsible Officer:	Director Environment & Sustainability
Author:	Manager Development Assessment
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. Draft conditions of consent ➡
  2. Plan showing market area ➡
  3. May Council report ➡

Applicant Number:	DA 10.2016.1065.1
Applicant:	The Rotary Club of Cooma Inc
Owner:	Snowy Monaro Regional Council and Land & Property Management
DA Registered:	10.2016.1065.1
Property Description:	Centennial Park – 91 Sharp St COOMA
Property Number:	15890
Area:	Cooma
Zone:	RE1- Public Recreation
Current Use:	Public Recreation
Proposed Use:	Event- Market
Permitted in Zone:	<p><b>2 Permitted without consent</b> Environmental protection works</p> <p><b>3 Permitted with consent</b> Car parks; Community facilities; Environmental facilities; Heliports; Information and education facilities; Kiosks; Markets; Recreation areas; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Roads</p> <p><b>4 Prohibited</b> Any development not specified in item 2 or 3</p>
Recommendation:	Approval- Subject to conditions

## EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the use of Centennial Park for monthly markets. A report was presented to the May 2017 Council meeting providing an assessment of DA 10.2016.1065.1 which was an application to hold monthly markets in Cooma's Centennial Park.

The markets organised by the Rotary Club of Cooma had been occurring in the park once per month on a Sunday for a number of years without development consent. The application sought to regularise this use and impose a number of conditions to allow for the continued operation of the markets taking into consideration their impacts on the facility.

Concerns were raised in relation to a number of the draft conditions by members of the community and Rotary, and at that meeting it was resolved:

*That Council defer Item 15.3 until the June Council Meeting pending re-engagement between the Rotary Club and Council and development of a draft MOU between the Cooma Chamber of Commerce and the Rotary Club with regard to the operation of the markets.*

Subsequently, a meeting was held with Rotary, Council officers and the Chamber, and there have been



some delays in finalising the information for this report.

A resolution is therefore required to determine the application, which is generally in accordance with the May Council report with some amendments to the draft conditions of consent.

**COUNCIL RESOLUTION**

**162/17**

That Council

- A. Pursuant to section 80(1)(a) of the Environmental Planning and Assessment Act 1979 (as amended) it is recommended that consent for Markets on the public reserve known as "Centennial Park" 91 Sharp Street Cooma is granted subject to the conditions of consent attached.
- B. Those people who make submissions are notified of the outcome.
- C. Council officers are delegated to make minor administrative changes if required prior to signature.
- D. Remove Condition 9, 10, 16, 17, 18;
- E. Amend Condition 15 to *"Stalls are only permitted within zones 1 to 4 as shown on the approved plan. Subject to prior Council approval, Zone 1A may be used for stalls where there is no entertainment, performances, activities or presentations in the bandshell and/or forecourt area"*.
- F. Amend condition 19 to *"The applicant shall ensure adequate traffic management processes are in place at all times. A traffic/vehicle management plan, incorporating any required Section 138 Roads Act approvals for vehicle movement across public roads and footpaths, shall be submitted for Council approval to include the following items: Vehicular access from Sharp St along the designated path shown is figure 1 (Rev 2); Vehicular access from Massie St along the designated path shown is figure 1 (Rev 2); any other vehicle movement within the park area"*.

**Approved by Administrator Lynch**

**Note 2: Amendment to Original Motion**

The above recommendation was an amendment to the original motion.

The original motion was:

- "A. Pursuant to section 80(1)(a) of the Environmental Planning and Assessment Act 1979 (as amended) it is recommended that consent for Markets on the public reserve known as "Centennial Park" 91 Sharp Street Cooma is granted subject to the conditions of consent attached.*
- B. Those people who make submissions are notified of the outcome.*
- C. Council officers are delegated to make minor administrative changes if required prior to signature. "*

**Note 3: General Manager**

The General Manager declared an interest in Item 6.3 DA 10.2016.1065.1 Rotary Markets – Amended Draft Conditions of Consent as he has a conflict of interest in this item due to "Member of Rotary. I have no decision making role and have not been involved in the amendment of the application, so will remain in the meeting". The General Manager remained in the meeting and did not take part in voting on this item.

**Note 4: Draft Conditions of Consent**

**Draft Conditions of Consent 10.2016.1065.1 (temporary Use Markets 3<sup>rd</sup> Sunday of the Month)**

**General**

1. The development being carried out in accordance with the approved documents/plans listed in the Schedule below and development application except where amended by the conditions of this Consent as set out in the following conditions or by any subsequently approved Section 96 modification.

Document/Plan Schedule			
Ref	Description	Prepared/Drawn By	Received
-	Statement of Environmental Effects	Applicant	
	Site Plan	Applicant with amended Zone 4 shown	

*Reason:* Requirement that the development is completed in accordance with Council's consent.

**Limits of Consent**

2. The organiser is advised that this consent is for 12 Markets per year for 5 years (consecutive) being held on the third Sunday in each Month.

Note – As this consent rests with the land, this condition may be amended by Snowy Monaro Regional Council as the owner of the land on which the event is to be held thereby having the effect of cancelling the event should it deem necessary the organiser will be provided one month's notification of revocation of owners consent.

**Hours of Operation**

3. The hours of operation of the market are limited to the following (this includes the set up and removal of any structures)  
6.30 am to 3.00 pm.

**Inconsistency between documents**

4. In the event of any inconsistency between conditions of this consent and the drawings/documents referred to above, the conditions of this consent prevail.

**Insurance**

5. The organiser is to ensure that they hold public liability with the following requirements:

Any insurance coverage for this event must note Snowy Monaro Regional Council as an interested party and is covered for the dates of the festivities and activities.  
minimum of twenty (20) million dollars covering the dates of the event.

A copy of the current policy is to be submitted to Council 14 days prior to the event.

6. The organiser shall ensure that any food stall holders and operators of amusement devices hold the relevant insurances and registrations. Public liability Insurances in this respect must be a minimum of twenty (20) million dollars covering the dates of the event.

A copy of these current policies are to be submitted to Council 14 days prior to the event.

### **Damage to Council Property**

7. A dilapidation report is to be completed by Council and the Market Organisers prior to the commencement of the first market of each year approved under this consent. This report will be updated monthly by Council. The report shall include all areas on which the markets are to be held and indicate the condition of the park prior to the use commencing.
8. Council will inspect the area within the two business days following each market to ensure that no damage to infrastructure (including grass surface, equipment and paved areas) has occurred, should any rectification works be required then the market organiser shall pay for such works at the full commercial rate. Council will undertake the works and issue an invoice for the recovery of these costs

### **Bond**

#### **Food Vending**

9. All temporary food stalls selling food during the Market shall comply with the NSW Food Authority – Guidelines for Food Businesses at Temporary Events.  
*Reason:* To ensure guideline requirements are met.
10. All Mobile Food Vending vehicles selling food at the Market shall comply with the NSW Food Authority – Guidelines for Mobile Food Vending Vehicles.  
*Reason:* To ensure compliance with the Mobile Food Vending Guidelines.
11. All for-profit food stalls or mobile food vending vehicles must submit to Council a copy of their food business registration from their usual local government area place of trade. If Snowy Monaro Regional Council is the stall holder usual place of trade, the stall holder must notify their business details with Snowy Monaro Regional Council prior to selling food.

*Reason:* To ensure compliance Food Act 2003.

### **Waste Facilities**

12. Council will provide waste and recycling bins in a compound behind the band shell. The applicant is responsible to distribute the waste and recycling bins for waste and recycling generated by the monthly special event attendees and stall holders. The applicant is also responsible for managing the waste and recycling bin levels during the event and returning the bins to the compound at the completion of the event.

*Reason:* To ensure adequate Waste Management is provide for the community during each special event.

### **Location of Stalls**

13. Stalls are only permitted within zones 1 to 4 as shown on the approved plan. Subject to prior Council approval, Zone 1A may be used for stalls where there is no entertainment, performances, activities r presentations in the banbshell and/or forecourt area.

Note - These locations may be changed with the written approval of Council without the requirement for a formal modification of this development application under s96 of the Act.

### **Pedestrian and Vehicle Movement**

14. The applicant shall ensure adequate traffic management processes are in place at all times.

The applicant shall ensure adequate traffic management processes are in place at all times. A traffic/vehicle management plan, incorporating any required Section 138 Roads Act approvals for vehicle movement across public roads and footpaths, shall be submitted for Council approval to include the following items: Vehicular access from Sharp St along the designated path shown is figure 1 (Rev 2); Vehicular access from Massie St along the designated path shown is figure 1 (Rev 2); any other vehicle movement within the park area

*Reason:* To ensure safety of stall holders and the public.

15. The applicant shall ensure pedestrian access paths, as identified on the site plan, remain free and clear at all time.

An Emergency Management Plan is to be developed and submitted to Council for review and approval.

*Reason:* To ensure safety of stall holder and general public during an emergency.

16. A water service is available for stall holders use, this tap is located adjacent to the Band shell at the front of the park only. This service is available for all stall holders to use and the applicant

shall ensure that all stall holders have access to this water source. The applicant to ensure that stall holders do not use taps in other locations.

The applicant shall ensure that water use is minimised, and only used for essential requirements directly related to the stall holder on that day.

Reason: To ensure water supply is available to all stall holders during the event.

### Information to be provided to Stall Holders

17. The applicant shall ensure that stall holders are made aware of the conditions of this consent by providing them access to the document either via hard or digital copy prior to their first market attendance.

Reason: To ensure all stall holders are aware of their obligations to meeting conditions.

### Inclement Weather Provisions

18. The applicant to liaise with Council staff during times of inclement weather. Generally Council staff will assess all parks and fields in the area in accordance with Council policy and determine if they are 'open' and therefore can be used.

If the park is deemed to be 'closed' because of wet weather the applicant shall cancel or relocate the event to an alternative approved venue.

Reason: To ensure the ongoing integrity of the facility, and public safety using the facility.

### Temporary Structures

19. The event organiser/co-ordinator is to ensure all temporary buildings and structures, vendors' stalls, tents, marquees, and the like are erected in accordance with the manufacturers' details/instructions and are secured to the ground and structurally sound at all times.

Reason: To ensure temporary structures do not constitute a safety hazard to the public, volunteers and stallholders using the site.

20. The maximum combined floor area of all temporary structures, being tents, booths and marquees, is limited to 1000m<sup>2</sup>. Any individual tent, booth or marquee must meet the requirements of Clause 2.120 of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

Note- if additional temporary structures are required at any time during the period of this Consent, the applicant may request a Modification of the Consent.

Reason: To ensure minimal environmental impact from the event, based on the information provided in the application.

### Design Related Conditions

21. The location of Zone 3 is to be adjusted so, where possible, it aligns with the active verge of Centennial Park.

Reason: To ensure development is in keeping with the Cooma CBD Structure Plan 2009.

**Conditions to be met prior to commencement of work**

22. All for-profit temporary food stalls and mobile food vans selling potentially hazardous food (i.e. requires temperature control), ready-to-eat and any unpackaged (i.e. **NOT** sold and served in the suppliers original packaging) must appoint a Food Safety Supervisor. A copy of the certificate must be kept at the stall.

*Reason:* To ensure compliance with Food Act 2003.

23. The applicant shall obtain a Section 138 (Roads Act 1993) consent from Council for the following works:

Working within a road reserve, including using road reserve as an access point.

The applicant shall make application to Council for approval under Section 138 of the Roads Act 1993 using the Application for Works within a Road Reserve form. All works shall be in accordance with former Cooma-Monaro Shire Council Development Control Plan 2014, Specification for Engineering Works and Conditions of this Consent.

The Section 138 approval must be sought prior to commencement of the works.

All works shall be carried out in accordance with the Section 138 Approval.

*Reason:* In accordance with Roads Act 1993.

24. The application under Section 138 of the Roads Act is to be include the following details:

- Design details of the proposed vehicular footpath crossing complying with Council
- A Traffic Control Plan authorised by an accredited person
- A plan for the safe management of pedestrians past the access points during the utilisation.

*Reason:* To ensure effective traffic management and pedestrian interface.

**6.4 REMUNERATION AUDIT, RISK AND IMPROVEMENT COMMITTEE 2017/2018**

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:	Nil
Cost Centre	
Project	100042
Further Operational Plan Actions:	

## EXECUTIVE SUMMARY

To consider an increase in remuneration to the members of the Audit, Risk and Improvement Committee.

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

### COUNCIL RESOLUTION

163/17

That Council

- A. Receive and note the report regarding remuneration to the Audit, Risk and Improvement Committee.
- B. Adopt the recommended remuneration for Audit, Risk and Improvement Committee External Members as:
  - (a) Chair: \$7,500.00 per annum (ex GST) - all inclusive includes travel, accommodation and any sustenance, attendance to at least 75% of all scheduled Audit, Risk and Improvement Committee meetings; development of Audit, Risk and Improvement Committee annual report; attendance to at least one Council meeting to present to Councillors, meetings with Internal Auditor and Senior Staff and to maintain currency of information to support the internal audit function. Any requests from Council for the Chair to attend for example Local Government Internal Audit Forum or the Audit Office Chairs meeting or any other meeting shall be remunerated separately as determined by the General Manager / Internal Auditor on a case by case basis.
  - (b) External Members: \$1,000.00 per scheduled Audit, Risk and Improvement Committee meeting attended (ex GST) - all inclusive includes travel, accommodation and any sustenance; responses to Chair or Internal Audit as an out of session request and to maintain currency of information to support the internal audit function. Any requests from Council for an External member to attend for example Local Government Internal Audit Forum shall be remunerated separately as determined by General Manager / Internal Auditor on a case by case basis.
  - (c) Forward a letter to each of the current external members of the Audit, Risk and Improvement Committee advising them of the increase in the remuneration and to clarify the expectations that Council has for the External member role.

**Approved by Administrator Lynch**

## 6.5 STRONGER COUNTRY COMMUNITIES FUND 2017 - 18 SNOWY MONARO REGIONAL COUNCIL PROJECT NOMINATION LIST

Responsible Officer:	Director Corporate & Community Services
Author:	Grants Officer
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.2.1.1 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.16 Effective management of Council funds to ensure financial sustainability.
Attachments:	1. Stronger Country Communities Fund - Fact Sheet <a href="#">⇒</a>

Cost Centre 4010 – Finance (Grants Management)  
Project To Be Confirmed – Various Projects  
Further Operational Plan Actions: OP7.7 Provide timely, accurate and relevant information to Council to enable informed decision making.

## EXECUTIVE SUMMARY

The NSW Government's 'Stronger Country Communities Fund' (SCCF) is investing in infrastructure projects in regional NSW communities to improve the lives of residents and enhance the attractiveness of these areas as vibrant places to live and work. Projects submitted should be able to commence within a 12-month time period and ideally be completed within two years of funding approval. Applications are to be lodged via online portal, with a variety of evidentiary information and supporting details required.

- Council has approval to lodge under SCCF 2017/18 Tranche B  
- Application Close Date: 3pm, 13 September 2017.
- Snowy Monaro Regional Council's funding allocation - SCCF 2017/18 \$2 363 067 (Ex GST); SCCF 2018/19 \$2 363 067 (Ex GST).
- Balance of funds for SCCF 2017/18 can be rolled into the 2018/19 allocation, if not fully assigned &/or expended.
- SCCF funding is confirmed as not having any requirement to be equally distributed based on former LGA areas.
- SCCF parameters are likely to continue evolving as the NSW Government absorbs stakeholder and community feedback.

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

## COUNCIL RESOLUTION

164/17

That Council

- A. Approve lodgement under the Stronger Country Communities Fund 2017/18 applications totalling \$2,363,067 for the following eight (8) projects by the due date 13 September 2017:
  - 1) Cooma Truck Wash Upgrade - \$361,093
  - 2) West Lynne Road - New Causeway Infrastructure at Grosses Creek Crossing - \$418,000
  - 3) Dry Plains Road - New Causeway Infrastructure at Bridle Creek Crossing - \$403 000
  - 4) Bombala Racecourse Amenity Improvement Works - \$367,987
  - 5) Jindabyne Boat Ramp Facility & Beautification Upgrades - \$250,000
  - 6) Bombala Platypus Reserve Upgrades - \$367,987
  - 7) Upgrade to foyer and change rooms at Cooma Basketball & Gymnastics Facility - \$160,000
  - 8) Cooma North Shops Playground Upgrade - \$35,000
- B. Confirm the priority order as detailed in Item A above for the online lodgement of these projects
- C. Note the project amounts are indicative and may change as plans and detailed budgeting is completed with any variations being reported to Council.
- D. Note that Council will need to consider and confirm a program of projects for 2018/19 to enable well scoped applications to be lodged by the due date in 2018.

**Approved by Administrator Lynch**



## 7. ADMINISTRATORS REPORT (IF ANY)

Nil

## 8. DELEGATE'S REPORT (IF ANY)

### 8.1 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 25 JULY 2017

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Administrators Delegations Meeting held 25 July 2017 [⇒](#)

#### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 25 July 2017 in the Jindabyne Office, 2/1 Gippsland Street, Jindabyne.

#### COUNCIL RESOLUTION

165/17

That Council receive and note the minutes of the Administrator Delegations meeting, held 25 July 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.*

**Approved by Administrator Lynch**

### 8.2 MINUTES OF THE ADMINISTRATOR DELEGATIONS MEETING HELD 7 AUGUST 2017

Record No:

Responsible Officer: Director Corporate & Community Services

Author: Personal Assistant To Director of Corporate & Community Services

Attachments: 1. Minutes Administrator Delegations Meeting 7 August 2017 [⇒](#)

#### EXECUTIVE SUMMARY

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

#### COUNCIL RESOLUTION

166/17

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

**Approved by Administrator Lynch**

### 8.3 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 14 AUGUST 2017

Record No:

Responsible Officer: General Manager

Author: Secretary Council & Committees

Attachments: 1. Minutes - Administrator Delegations Meeting held 14 August 2017 [⇒](#)

#### EXECUTIVE SUMMARY

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

#### COUNCIL RESOLUTION

167/17

That Council receive and note the minutes of the Administrator Delegations meeting, held 14 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.*

**Approved by Administrator Lynch**

### 8.4 MINUTES OF THE ADMINISTRATORS DELEGATIONS MEETING HELD 21 AUGUST 2017

Record No:

Author: Acting Executive Assistant to the Administrator

Attachments: 1. Minutes of the Administrators Delegations Meeting Held 21 August 2017 [⇒](#)

#### EXECUTIVE SUMMARY

The Administrator considered a number of reports and exercised his Delegation on 21 August 2017 in the Cooma Office, 81 Commissioner Street, Cooma.

#### COUNCIL RESOLUTION

168/17

That Council receive and note the minutes of the Administrator Delegations meeting, held 21 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.*

**Approved by Administrator Lynch**

## 9. ADOPTION OF COMMITTEE MINUTES/RECOMMENDATIONS

Nil

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

Nil

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

Nil

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

Nil

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

**13.1 MEETING MINUTES FOR JINDABYNE MEMORIAL HALL SECTION 355 COMMITTEE 6 JUNE 2017**

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
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. Meeting Minutes for the Jindabyne Memorial Hall Section 355 Committee held 6 June 2017 <a href="#">⇒</a>
Cost Centre	1550 Jindabyne Memorial Hall
Project	Work Order OP1000013
Further Operational Plan Actions:	

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes for Jindabyne Memorial Hall Section 355 Committee held on 6 June 2017 is attached for Council’s consideration and adoption of the recommendation.

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

**COUNCIL RESOLUTION**

**169/17**

That Council

- A. Receive and note the minutes of the Jindabyne Memorial Hall Section 355 Committee held on 6 June 2017.
- B. Adopt the Section 355 Committee for Jindabyne Memorial Hall recommendation JMH 01/17 for the Jindabyne Memorial Hall to be inspected for damage, misuse or lack of cleaning after each function by Council’s contract cleaner.

**Approved by Administrator Lynch**

**13.2 MEETING MINUTES FOR JINDABYNE BEAUTIFICATION SECTION 355 COMMITTEE 6 JUNE 2017**

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
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. Meeting Minutes for Section 355 Committee Jindabyne Beautification held on 6 June 2017 <a href="#">⇒</a>
Cost Centre	1610 Parks, Gardens and Crown
Project	
Further Operational Plan Actions:	

**EXECUTIVE SUMMARY**

A copy of the Meeting Minutes for Jindabyne Beautification Section 355 Committee held on 6 June 2017 is attached for Council's consideration and adoption of the recommendations.

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

**COUNCIL RESOLUTION**

**170/17**

That Council

- A. Receive and note the minutes of the Jindabyne Beautification Section 355 Committee held on 6 June 2017; and
- B. Receive and note the information provided in regard to the sign located behind the Welcome to Jindabyne Township sign for recommendation JB 01/17 Section 355 Committee for Jindabyne Beautification.

**Approved by Administrator Lynch**

**13.3 MEETING MINUTES OF AITCHISON HOUSE COTTAGE SECTION 355 COMMITTEE FOR 29 JUNE 2017**

Record No:

Responsible Officer:	General Manager
Author:	Asset Manager
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. Meeting Minutes for Section 355 Committee Aitchison House Cottage held on 29 June 2017 [⇒](#)

Cost Centre 1590 Property Management

Project PJ 100001 300029 300030 Aitchison House Cottage Projects

Further Operational Plan Actions:

### EXECUTIVE SUMMARY

A copy of the Meeting Minutes of the Section 355 Committee for Aitchison House Cottage held on 29 June 2017 are attached for Council's consideration and adoption of the recommendations.

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

### COUNCIL RESOLUTION

171/17

That Council

- A. Receive and note the Minutes of Section 355 Committee for Aitchison House Cottage held on 29 June 2017.
- B. Adopt the Section 355 Committee for Aitchison House Cottage recommendation AC 01/17 to formally change the Committee's title to Aitchison Cottage Section 355 Steering Committee.
- C. Receive and note the Section 355 Committee for Aitchison House Cottage recommendation AC 02/17 to proceed with the Strategic Management Plan as a priority.

**Approved by Administrator Lynch**

### 13.4 MINUTES OF SECTION 355 COMMITTEE FOR DALGETY SPORT, RECREATION AND SHOWGROUNDS ANNUAL GENERAL MEETING AND GENERAL MEETING HELD ON 29 JUNE 2017

Record No:

Responsible Officer: General Manager

Author: Asset Manager

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. Meeting Minutes for Section 355 Committee Annual General Meeting Dalgety Sport, Recreation and Showgrounds held on 29 June 2017 [⇒](#)  
2. Meeting Minutes of Section 355 Committee for Dalgety Sport, Recreation and Showgrounds held on 29 June 2017 [⇒](#)

Cost Centre 1555 Dalgety Showground Buildings  
1620 Dalgety Sporting Fields

Project

Further Operational Plan Actions:

### EXECUTIVE SUMMARY

A copy of the Meeting Minutes from the Section 355 Committee for Dalgety Sport, Recreation and Showgrounds Annual General Meeting and General meeting held on 29 June 2017 is attached for Council's consideration and adoption of the recommendations.

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

### COUNCIL RESOLUTION

172/17

That Council

- A. Receive and note the minutes of the Section 355 Committee Annual General Meeting for the Dalgety Sport, Recreation and Showgrounds for 29 June 2017.
- B. Receive and note the minutes of the Section 355 Committee Meeting for the Dalgety Sport, Recreation and Showgrounds for 29 June 2017.
- C. Receive and note Recommendation DSRS 01/17 Section 355 Committee suggestions on works for Major Project PP 157 Replacement of Dalgety Showground equipment of Defibrillator, first aid kit and safety bunting and fencing.
- D. Receive and note Recommendation DSRS 02/17 Section 355 Committee suggestions on works for Major Project PP 157 Replacement of Dalgety Showground equipment and PP 229 Dalgety Streetscape Project of improving signage and street lighting in the Township of Dalgety.

**Approved by Administrator Lynch**

### 13.5 THE HUB YOUTH CENTRE SCHOOL HOLIDAY PROGRAM

Record No:

Responsible Officer: Director Environment & Sustainability  
Author: Secretary Council & Committees  
Key Direction: 4. Creating a Safer, Healthier and Thriving Community  
Delivery Plan Strategy: DP4.3.1.2 Provide and support appropriate services and facilities for children and young people within the Region.  
Operational Plan Action: OP4.16 Deliver and facilitate youth programs and services throughout the Region  
Attachments: Nil  
Cost Centre  
Project  
Further Operational Plan Actions: OP4.17 Continued support and engagement with Aboriginal community.

### EXECUTIVE SUMMARY

The Hub Youth Centre delivers an activities program each school holidays to provide recreational

opportunities that also nurture personal, social and cultural development for young people. The July school holiday program engaged 321 people from across the Region. The program was delivered on a total budget of \$500; made up of equal contributions from Councils Youth Services budget, YMCA Youth Services and donations from community groups: this equates on average to \$1.55 spent on each point of contact.

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

**COUNCIL RESOLUTION**

**173/17**

That Council receive and note the information in the report.

**Approved by Administrator Lynch**

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

Nil

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

**15.1 SMRC POLICY 348 - DRINKING WATER SUPPLY AND SMRC POLICY 349 - WASTEWATER SERVICES**

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Water & Wastewater manager
Key Direction:	1. Sustaining Our Environment for Life
Delivery Plan Strategy:	DP1.2 Ensure Council's Water and Sewer operational practices improve and enhance water quality.
Operational Plan Action:	OP1.6 Undertake monitoring practices to meet regulatory requirements and environmental best practice.
Attachments:	1. Draft Policy - Drinking Water Supply and Draft Policy - Wastewater Services ➡
Cost Centre	
Project	Amalgamation of Policies
Further Operational Plan Actions:	

**EXECUTIVE SUMMARY**

Water and Wastewater Service has been assessing and amalgamating policies from the three former Councils to ensure policies are current and meet the requirements of the new Snowy Monaro Regional Council. The Drinking Water Supply Policy and Wastewater Services Policy are integral to providing water and wastewater services to the community.

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

**COUNCIL RESOLUTION**

**174/17**

That Council adopt:

1. SMRC 348 – Drinking Water Supply Policy; and
2. SMRC 349 – Wastewater Services Policy.

**Approved by Administrator Lynch**

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

**16.1 FINALISATION OF SNOWY MONARO REGIONAL COUNCIL IMPLEMENTATION PLAN - 30 JUNE 2017**

Record No:

Responsible Officer:	General Manager
Author:	Executive Manager Innovation & Business Development
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. Implementation Plan - Progress Report - 30 June 2017 <a href="#">⇒</a>
Cost Centre	3130 - Merger
Project	Implementation Plan

Further Operational Plan Actions:

- OP7.5 Achieve a stronger, more efficient Council through a successful merger
- OP7.10 Investigate and implement funding opportunities to reduce Council's infrastructure gap.
- OP7.9 Community members are afforded the opportunity to review, comment and participate in decision making through policy applications.
- OP7.16 Advocate with State and Federal Government for the removal of barriers to economic and community development.
- OP7.17 Improve organisation wide Risk Management through use of ISO 31000 principles.
- OP7.18 Effective management of Council funds to ensure financial sustainability.
- OP7.24 Undertaken an efficient and effective merger process as a result of any State Government decision to create the new local government area of Snowy Monaro Regional Council.
- OP7.32 Undertake consultation with community and staff, providing assistance where possible, throughout the merger process.
- OP7.34 Support and encourage public engagement methods which invite comment from community and informs the decision making.
- OP7.36 The Executive Leadership Team will be responsible for implementing the organisation's strategies and objectives, and for carrying out the day-to-day management and control of Council's affairs.

**EXECUTIVE SUMMARY**

In July 2016, the Administrator approved engagement of the Global Collaboration Tool which has automated the planning, reporting and monitoring of the implementation plan.

On 26 April 2017, Council approved that all outstanding actions not completed at 30 June 2017 be



included in the 2018 operational plan as tasks required to be complete to achieve a successful merger. Upon election of a new council, Phase 1 of the amalgamation is complete and council moves to the second phase of with focus on transformation.

This report provides the final report on what the transition plan and implementation plan has achieved since the formation of Snowy Monaro Regional Council on 15 May 2016.

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

**COUNCIL RESOLUTION**

**175/17**

That Council

- A. Receive and note the final report on the Implementation Plan as at 30 June 2017; and
- B. Endorse that 57 outstanding actions be allocated as tasks of the merger project in the Snowy Monaro Regional Council 2018 Operational Plan

**Approved by Administrator Lynch**

**16.2 NEW POLICY - RELATED PARTY DISCLOSURES**

Record No:

Responsible Officer:	Director Corporate & Community Services
Author:	Finance Manager
Key Direction:	7. Providing Effective Civic Leadership and Citizen Participation
Delivery Plan Strategy:	DP7.6 Increase and improve Council's financial sustainability.
Operational Plan Action:	OP7.17 Effective management of Council funds to ensure financial sustainability.
Attachments:	<ul style="list-style-type: none"><li>1. Draft Related Party Disclosures Policy (<i>Under Separate Cover</i>) ⇨</li><li>2. Draft KMP Related Party Declaration Form (<i>Under Separate Cover</i>) ⇨</li><li>3. Related Party Disclosures Accounting Standard AASB 124 (<i>Under Separate Cover</i>) ⇨</li></ul>
Cost Centre	NA
Project	NA
Further Operational Plan Actions:	NA

**EXECUTIVE SUMMARY**

The draft Related Party Disclosures Policy as attached has undergone the appropriate staff consultation and has been displayed on public exhibition for 28 days. Council received one submission on this Policy. The following officer's recommendation is submitted for Council's consideration.

**COUNCIL RESOLUTION**

**176/17**

That Council:

- 1. Note the comments received on the Policy during the public exhibition period; and
- 2. Adopt the Related Party Disclosures Policy.

**Approved by Administrator Lynch**

**16.3 SECTION 404 REPORT FOR THE PERIOD JANUARY TO JUNE 2017**

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: OP7.2 Completion of reporting requirements in accordance with legislation.  
Attachments: 1. Operational Plan - January to June 2017 - Action and Task Progress Report (*Under Separate Cover*) ⇨  
Cost Centre Corporate Governance  
Project IPR Legislative Reporting Requirements  
Further Operational Plan Actions: Nil

**EXECUTIVE SUMMARY**

Under Section s404(5) of the Local Government Act 1993 (the Act), the General Manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in the delivery program. Progress reports must be provided at least every six (6) months.

This report covers the period between 01 January 2017 and 30 June 2017 and is the second progress report for the new Snowy Monaro Regional Council.

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

**COUNCIL RESOLUTION**

**177/17**

That Council review and note the Delivery Program – Action and Task Progress Report

**Approved by Administrator Lynch**

**16.4 MONTHLY FUNDS MANAGEMENT REPORT - JULY 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 July 2017. Cash and Investments are \$76,178,802.

### 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.

### COUNCIL RESOLUTION

178/17

That Council

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

**Approved by Administrator Lynch**

### 16.5 COUNCIL MEETING WEBCASTING IMPLEMENTATION REPORT

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Manager Information & Communications Technology  
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
Delivery Plan Strategy: DP7.4.1.3 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: OP7.32 Increased public awareness of our service delivery through community education and consultation.  
Attachments: Nil  
Cost Centre N/A  
Project Webcasting Council Meetings  
Further Operational Plan Actions: N/A

### EXECUTIVE SUMMARY

With Council's investment in implementing webcasting capability within the Cooma head office to communicate information and the decision making processes to a wide geographical audience, there is now an opportunity to maximise return on investment and fulfil capabilities around digital democracy

by centralising councils meeting location and utilising the webcast system to its full potential.

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

**COUNCIL RESOLUTION**

**179/17**

That all Council meetings be conducted in the Cooma head office chambers to take advantage of the investment made in the webcasting service.

**Approved by Administrator Lynch**

**16.6 ADOPTION OF COUNCILLOR TRAINING POLICY**

Record No:

Responsible Officer: Director Corporate & Community Services  
Author: Manager Corporate/Governance  
Key Direction: 7. Providing Effective Civic Leadership and Citizen Participation  
Delivery Plan Strategy: DP7.1.1.2 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. Draft Councillor Training Policy ⇒  
Cost Centre Governance  
Project Councillor Induction Program  
Further Operational Plan Actions: N/A

**EXECUTIVE SUMMARY**

The local government election will be held on 9 September 2017. To ensure a seamless transition from Administration to an amalgamated Council a number of activities are required to be undertaken. One of these is the adoption of a Councillor Training Policy.

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

**COUNCIL RESOLUTION**

**180/17**

That Council adopt the attached Draft Councillor Training Policy subject to confirmation by the new Council.

**Approved by Administrator Lynch**

**17. REPORTS BY GENERAL MANAGER**

**17.1 FIRST MEETING OF THE INCOMING COUNCIL**

The General Manager informed Council advice has been received from the NSW Electoral Commission regarding declaration of the poll timing. The advice is it will be 10 days, after the polls close, before we are notified of the declaration of the successful candidates. As Council meetings are scheduled on the

last Wednesday of the month, an Extraordinary Council meeting will be held on Tuesday, 26 September. This meeting will be the inaugural meeting to elect the Mayor, Deputy Mayor and conduct other ceremonial functions. The following night, Wednesday, 27 September, will be the Ordinary Council meeting to deal with business items.

**COUNCIL RESOLUTION**

**181/17**

That Council receive and note reports by the General Manager.

**Approved by Administrator Lynch**

**18. NOTICE OF MOTION**

Nil

**19. MOTIONS OF URGENCY**

Nil

**20. QUESTIONS WITH NOTICE**

Nil

**21. QUESTIONS TAKEN ON NOTICE**

Nil

**22. CONFIDENTIAL MATTERS**

**COUNCIL RESOLUTION**

**182/17**

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

**22.1 Procurement Collaboration & Supplier Management Tool**

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

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

**Approved by Administrator Lynch**

**Note 5: Invitation to Public**

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

**Note 6: Confidential Session of Committee**

At 6.03 pm the meeting was closed to the press and public.

**Note 7: Resumption of Open Committee Meeting**

At 6.04 pm the Closed Session ended and the Council meeting continued in Open Session.

**23. REPORT FROM CONFIDENTIAL SESSION**

**22.1 PROCUREMENT COLLABORATION & SUPPLIER MANAGEMENT TOOL**

**COUNCIL RESOLUTION**

**183/17**

That Council

- A. Authorise the expenditure of VendorPanel Licence Fee; and
- B. Allocate expenditure of \$10,000 in the 2018 Budget with funding to be provided from the General Fund.

**Approved by Administrator Lynch**

There being no further business the Administrator declared the meeting closed at 6.05pm



CHAIRPERSON

The above minutes of the Ordinary Council Meeting of Snowy Monaro Regional Council held on 30 August 2017 were confirmed by Council at a duly convened meeting on 27 September 2017 at which meeting the signature hereon was subscribed.