

Snowy Valleys Council



SNOWY VALLEYS COUNCIL MEETING BUSINESS PAPER 23 AUGUST 2018

THE MEETING WILL BE HELD AT 2.00PM
IN THE SNOWY VALLEYS COUNCIL CHAMBERS, BRIDGE STREET, TUMBARUMBA

Disclosure of Pecuniary Interests at meetings

- Item from Bluet Local Government Handbook

[14.125] A Councillor or a Council Committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable. The person must not be present at, or in the sight of, the meeting either at any time during which the matter is being considered or discussed or at any time during which a vote is being taken on any question relating to the matter (s 451). A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

Disclosure of Political Donations and Gifts

The Environmental Planning and Assessment Act 1979 places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit www.planning.nsw.gov.au/donations

Public Recording of Meetings prohibited without Council authority

A person may use any recording device, including audio and visual recording and any device capable of recording speech, to record the proceedings of a meeting of a council or a committee of a council only by the resolution of the council or committee.

A person may, be expelled from a meeting of a council or a committee of a council or using or having used a tape recorder without consent.

Photography

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the General Manager.

Public Forum (extract from the Code of Meeting Practice)

a) All prospective public forum speakers must advise the General Manager of their wish to address Council by the Monday prior to a Council meeting.

They must also provide a verbal or written précis of the subject matter at that time.

b) The public forum section shall only operate for a period of thirty (30) minutes immediately after apologies have been formally received.

c) Preference shall be given to addressees who wish to speak to any item before Council at that particular meeting.

d) The maximum time allowed for each speaker will be 5 minutes.

e) Not more than two members of a group may speak.

f) All persons addressing the meeting shall speak to the Chair.

g) The Chairperson may curtail the public participation where the information being presented is considered repetitive or irrelevant.

h) Councillors may ask questions of the person/s addressing Council only if so approved by the Chair.

i) Councillors will not enter into general debate with the speakers.

j) The Mayor is to approve of variations to this procedure in urgent / compelling circumstances.

k) All people / organisations who wish to address Council be made aware of the above condition.



Thursday 23 August 2018
Snowy Valleys Council Chambers
Bridge Street, Tumbarumba

2.00pm

AGENDA

1. ACKNOWLEDGEMENT OF COUNTRY

2. APOLOGIES AND LEAVE OF ABSENCE

3. DECLARATIONS OF PECUNIARY INTEREST

Pursuant to Section 451 of the Local Government Act (1993), Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.

4. PUBLIC FORUM

5. CONFIRMATION OF MINUTES

- 5.1 ORDINARY MEETING - 26 JULY 2018.....3
- 5.2 BUSINESS ARISING

6. CORRESPONDENCE/PETITIONS

7. NOTICE OF MOTION/NOTICE OF RESCISSION

8. MAYORAL MINUTE

NIL

9. GOVERNANCE AND FINANCIAL REPORTS

- 9.1 2018 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE..... 14
- 9.2 CANBERRA REGIONAL JOINT ORGANISATION GMAC MEETING - DRAFT
GOVERNANCE DOCUMENTS..... 17
- 9.3 POLICIES: DONATIONS AND EVENT SPONSORSHIP 19
- 9.4 ORGANISATIONAL STRUCTURE..... 23
- 9.5 COMMITTEE MEMBERSHIP RECRUITMENT - APPLICATION APPROVAL - TUMUT
REGION SPORTS COMMITTEE 26

9.6	COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - ABORIGINAL LIAISON COMMITTEE	28
9.7	ADOPTION OF FEES AND CHARGES 2018/19 - SWIMMING POOLS	30
9.8	REVIEW CARRY OVERS FOR 2017/18.....	38
9.9	STATEMENT OF INVESTMENTS AS AT 31 JULY 2018	40
9.10	RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE DELEGATIONS	43

10. MANAGEMENT REPORTS

10.1	STATE GOVERNMENT FUNDING FOR NSW PUBLIC LIBRARIES.....	46
10.2	RADIO UPPER MURRAY COMMUNITY SERVICE USE AGREEMENT	51
10.3	PROPOSED ACQUISITION OF LAND - BOMBOWLEE FIRE SHED	59
10.4	ORANA CRESCENT ISLAND DEVELOPMENT	64
10.5	CONSOLIDATION OF LOTS 1 & 13 IN DP9269 - PIONEER STREET, BATLOW FOR THE PROPOSED NEW BATLOW LIBRARY DEVELOPMENT	72
10.6	SPECIAL EVENT APPLICATION - SNOWY VALLEYS CYCLING CHALLENGE	79
10.7	SPECIAL EVENT APPLICATION - INWARD BOUND FOOT RACE	83
10.8	DECLARATION OF ALCOHOL FREE ZONE- TUMBARUMBA	90
10.9	SNOWY 2.0 STAGE 1 EXPLORATORY WORK - ENVIRONMENTAL IMPACT STATEMENT SUBMISSION	93

11. MINUTES OF COMMITTEE MEETINGS

11.1	MINUTES - ABORIGINAL LIAISON COMMITTEE MEETING HELD 18 JULY 2018.....	102
11.2	MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 8 AUGUST 2018.....	113
11.3	MINUTES - TUMUT YOUTH COUNCIL COMMITTEE MEETING HELD 8 AUGUST 2018.....	127
11.4	MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE AGM HELD 31 JULY 2018.....	133

12. CONFIDENTIAL

12.1	TUMBARUMBA TO ROSEWOOD RAIL TRAIL PROJECT - SURVEYING SERVICES - RFT 2018/05	144
------	---	-----

13. MEETING CLOSURE

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting - 26 July 2018

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 26 July 2018 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE SNOWY VALLEYS
COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT, ON THURSDAY 26 JULY 2018
COMMENCING AT 2:00 pm**

PRESENT: Deputy Mayor John Larter (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor Geoff Pritchard, Councillor Cor Smit, Councillor Bruce Wright

IN ATTENDANCE: General Manager Matthew Hyde, Director Assets and Infrastructure Matt Christensen, Director Internal Services Robyn Harvey, Director Strategy, Community and Development Gus Cox and Executive Assistant Susan Ivill

1. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the Deputy Mayor John Larter.

2. APOLOGIES

Leave of Absence for the meeting was previously granted to Cr Hayes.

Leave of absence was received from Cr Isselmann requesting leave from the 26th July 2018 Council Meeting.

M186/18 RESOLVED that Cr Isselmann's request for leave of absence from the Council Meeting on 26th July 2018 be granted.

Cr C Cross/Cr A Benjamin

3. DECLARATIONS OF INTEREST

Cr Bruce Wright declared a Non Pecuniary interest relating to report 10.4 Rotary Club of Tumbarumba request for land grant, as a member and Secretary of the Club. Cr Wright will leave the meeting during discussion and voting.

4. PUBLIC FORUM

Nil

5. CONFIRMATION OF MINUTES

M187/18 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 28 June 2018 be received.

Cr B Wright/Cr A Benjamin

5.1 BUSINESS ARISING

Nil

6. CORRESPONDENCE/PETITIONS

Nil

7. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil

8. MAYORAL MINUTE

Nil

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 LGNSW ELECTION OF VICE PRESIDENT (RURAL/REGIONAL) ELECTION NOTICE AND NOMINATION.****M188/18 RESOLVED:**

That Council note the election notice for the Vice President (Rural/Regional) for the Board of the Local Government and Shires Association of NSW and not lodge a nomination for the position.

Cr J Ham/Cr B Wright

9.2 MURRAY DARLING ASSOCIATION - 74TH NATIONAL CONFERENCE & AGM 29-31 AUGUST 2018**M189/18 RESOLVED:**

That a nominated Councillor be authorised to attend the Murray Darling Association 74th Annual Conference and AGM 29-31 August 2018.

Cr G Pritchard/Cr A Benjamin

9.3 STATEMENT OF INVESTMENTS AS AT 30 JUNE 2018**M190/18 RESOLVED:**

That Council:

1. Receive the Statement of Investments as at 30 June 2018

Cr J Ham/Cr B Wright

9.4 BASE RATE FOR 2018/19 - FORMER TUMBARUMBA SHIRE**M191/18 RESOLVED:**

That Council:

1. Resolve and note in regards to S.537 of the Local Government Act (1993) that the base amounts for former Tumbarumba Shire are as stated including the percentage which is in conformity with S.500 of the Local Government Act (1993)
2. Note that the total amount and percentage the base will produce is:

Category	No of Ass.	Base Amount	Ad Valorem (per 1 cent)	Total Base Amount	Total Ad valorem Amount	Estimated Yield	Base percentage
Farmland	847	95.53	0.4223	80,913.91	1,556,984.83	1,637,898.74	4.94%
Residential	1067	226.41	0.5733	241,579.47	242,380.10	483,959.57	49.92%
Residential Rural	354	247.93	0.4256	87,767.22	131,975.13	219,742.35	39.94%
Business	185		1.2377			144,448.66	
Rural Clubs	4		0.4948			4,799.56	
Inundated	2		0.8300			21,272.90	
						2,512,121.78	

Cr J Ham/Cr B Wright

9.5 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - FRIENDS OF TUMUT WETLANDS COMMITTEE**M192/18 RESOLVED:**

That Council;

1. Approve the re-nomination from Ken Stubbs, Athol Price, Simon Quinnell and Gary Bilton for the Friends of Tumut Wetlands Committee.

Cr G Pritchard/Cr C Smit

9.6 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - TUMUT REGION SPORTS COMMITTEE**M193/18 RESOLVED:**

That Council;

1. Approve the re-nomination from representatives of the Tumut Basketball Association, Tumut Golf Club and Tumut Netball Association for the Tumut Region Sports Committee.

Cr A Benjamin/Cr C Cross

10. MANAGEMENT REPORTS**10.1 TUMBARUMBA CYCLE MTB TRAIL PROPOSAL****M194/18 RESOLVED:**

That Council;

1. Support the proposal from Cycle Tumbarumba to build a mountain bike trail at the area known as the Tumbarumba former Town Common.
2. Authorise the General Manager to enter into an agreement with Cycle Tumbarumba to utilise the area known as the Tumbarumba former Town Common.
3. All associated capital and maintenance works costs be borne by Cycle Tumbarumba.

Cr J Ham/Cr B Wright

10.2 MONITORING SALEYARD OPERATIONS**M195/18 RESOLVED:**

That Council endorse the operation of the Saleyards with a manual system and allocate the budget towards this function for a period of 1 year. This will involve Council Staff locking the site and recording the usage of the facility upon request.

Cr J Ham/Cr B Wright

10.3 ADELONG COMMUNITY TRANSPORT SERVICE**M196/18 RESOLVED:**

That Council endorse Adelong Community Transport Service Incorporated (ACTS) to become part of the Tumut District Community Transport auspiced by Snowy Valleys Council.

Cr B Wright/Cr C Cross

Cr B Wright left the meeting and 2:21 pm

10.4 ROTARY CLUB TUMBARUMBA REQUEST FOR LAND GRANT**M197/18 RESOLVED:**

That Council:

1. Enter into a lease agreement with Rotary Club of Tumbarumba for use of Council land lot number 2//DP1148834 for the purposes of a storage

shed facility.

2. Enter into an agreement with the Rotary Club of Tumbarumba for the use of Council land lot number 2//DP1148834 for the purposes of a storage shed facility.
3. Advise the Rotary Club of Tumbarumba all costs related to construction of the facility are to be borne by the club.
4. Authorise the General Manager and Mayor to affix the Council seal and execute all associated documentation to the lease agreement.

Cr J Ham/Cr C Cross

Cr B Wright re-joined the meeting at 2:23 pm

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES - FRIENDS OF TUMUT WETLANDS COMMITTEE HELD 19 JUNE 2018

M198/18 RESOLVED:

That Council;

1. Adopt the Minutes of the Friends of Tumut Wetlands Committee meeting held on Tuesday 19 June 2018.
2. Adopt the Draft Friends of Tumut Wetlands Terms of Reference.

Cr G Pritchard/Cr C Smit

11.2 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE MEETING HELD 20 JUNE 2018

M199/18 RESOLVED:

That the Minutes of the Tumbarumba Youth Council Committee meeting held on 20 June 2018 be received and noted.

Cr J Ham/Cr B Wright

11.3 MINUTES - TUMUT RAILWAY PRECINCT COMMITTEE MEETING HELD 3 JULY 2018

M200/18 RESOLVED:

That Council;

1. Adopt the Minutes of the Tumut Railway Precinct Committee meeting held on Tuesday 3 July 2018.

2. Adopt the Draft Tumut Railway Precinct Committee Terms of Reference with the following changes;

Point 5(h) Quorum – First sentence to read:

A quorum of the Committee will be half plus one appointed voting members present.

Cr G Pritchard/Cr B Wright

11.4 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING HELD 4 JULY 2018

M201/18 RESOLVED:

That the Minutes of the Batlow Development League meeting held on Wednesday 4 July 2018 be received and noted.

Cr C Smit/Cr J Ham

11.5 MINUTES - KHANCOBAN UNITED VOLUNTEERS ASSOCIATION (KUVA) MEETING HELD 10 MAY AND 18 MAY 2018

M202/18 RESOLVED:

That the Minutes of the Khancoban United Volunteers Association (KUVA) meeting held on 10 and 18 May 2018 be received and noted.

Cr C Smit/Cr B Wright

11.6 MINUTES - ROSEWOOD COMMUNITY SHED COMMITTEE HELD 2 MAY 2018

M203/18 RESOLVED:

That the Minutes of the Rosewood Community Shed Committee meeting held on 2 May 2018 be received and noted.

Cr J Ham/Cr B Wright

11.7 MINUTES - TUMBAFEST MEETING HELD 23 MAY 2018

M204/18 RESOLVED:

1. That the Minutes of the Tumbafest Committee meeting held on 23 May 2018 be received and noted.
2. That Council thank Natasha McQueen and Peter McQueen for their work in relation to the Tumbafest.

Cr J Ham/Cr B Wright

12. CONFIDENTIAL

M205/18 RESOLVED:

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10(2) of the Local Government Act 1993 for the reasons specified.

12.1 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER R00017531

Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.2 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER R00000839

Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.3 PROVISION OF CASUAL LABOUR HIRE - TENDER 2018/03

Item 12.3 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.4 KHANCOBAN ROSE GARDEN REDEVELOPMENT PROJECT - TENDER 2018/04

Item 12.4 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.5 DESIGN & CONSTRUCTION OF BIKE PUMP TRACK - TENDER 2018/04B

Item 12.5 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.6 PROCUREMENT OF ROAD BASE

Item 12.6 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Cr A Benjamin/Cr C Cross

At this stage, the time being 2:45 pm Council went into Confidential.

12.1 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER R00017531**M206/18 RESOLVED:**

That Council reduce the water account for meter number R0017531 for the January to May quarter by \$479.81 and write off any interest that has accrued.

Cr B Wright/Cr A Benjamin

12.2 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER R00000839**M207/18 RESOLVED:**

That Council reduce the water account for meter R00000839 for the February to May quarter by \$740.95 and write off any interest that has accrued.

Cr B Wright/Cr A Benjamin

12.3 PROVISION OF CASUAL LABOUR HIRE - TENDER 2018/03**M208/18 RESOLVED:**

That Council:

- a) resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the schedule of rates tender of Complete Staff Solutions Pty Ltd for the Provision of Casual Labour Hire for an initial period of 12 months
- b) advise the unsuccessful tenderers in writing
- c) authorise the General Manager to enter into a contract with Complete Staff Solutions Pty Ltd for the Provision of Casual Labour Hire
- d) authorise the General Manager to extend the contract for a further 2 x 12 month periods subject to performance

Cr B Wright/Cr C Cross

12.4 KHANCOBAN ROSE GARDEN REDEVELOPMENT PROJECT - TENDER 2018/04**M209/18 RESOLVED:**

That Council:

- a) In accordance with Clause 178(1)(b) of the NSW Local Government (General) Regulation 2005, not accept any tender for the Khancoban Rose Garden Redevelopment Project on grounds of the tender amount received being greater than the budget allocation for the project
- b) Advise the tenderer in writing that their tender was not accepted
- c) In accordance with 178(4)(a) of the Local NSW Local Government (General) Regulation 2005, not invite fresh tenders, noting that it is considered inviting fresh tenders would not enable the Council to achieve its objectives for the project with relation to project seasonal delivery constraints
- d) Accept the subsequent submission from Arcscape Landscape Services Gundagai for the Khancoban Rose Garden Redevelopment Project for the lump sum amount of \$282,343.60 including GST
- e) Authorise the General Manager to enter into a contract with Arcscape Landscape Services Gundagai
- f) In accordance with Clause 178(3)(e) of the NSW Local Government (General) Regulation 2005, enter into negotiations with any person with a view to entering into a contract for the Khancoban Rose Garden Redevelopment Project

Cr J Ham/Cr B Wright

12.5 DESIGN & CONSTRUCTION OF BIKE PUMP TRACK - TENDER 2018/04B**M210/18 RESOLVED:**

That Council:

- a) in accordance with Section 55 of the NSW Local Government Act 1993 to accept the tender of World Trail Pty Ltd for the Design and Construction of Bike Pump Track for the lump sum amount of \$179,910.68 excluding GST
- b) advise the unsuccessful tenderers in writing
- c) authorise the General Manager to enter into a contract with World Trail Pty Ltd for the Design and Construction of Bike Pump Track

Cr B Wright/Cr C Cross

12.6 PROCUREMENT OF ROAD BASE**M211/18 RESOLVED:**

That Council:

- a) in accordance with Section 55(3)(i) of the NSW Local Government Act 1993 to not invite tenders for the purchase of road base materials required to deliver this years projects for the RMS due to the unavailability of competitive tenderers as referred to in this report
- b) authorise the General Manager to enter into a contract with Bald Hill Quarry Pty Ltd for the purchase of road base materials required to deliver this years projects for the RMS
- c) note that tenders will be called for a Panel of Preferred Suppliers for the Supply of Bulk Materials in October 2018

Cr B Wright/Cr J Ham

M212/18 RESOLVED that Council move out of Confidential and the General Manager reported to the Open Meeting the recommendation(s) made in Confidential.

Cr C Cross/Cr C Smit

There being no further business to discuss, the meeting closed at 3:10 pm.

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 2018 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE****Author:** SUSAN IVILL**Responsible Director:** MATTHEW HYDE**EXECUTIVE SUMMARY:**

To advise Council of the 2018 Local Government NSW Annual Conference 2018 which will be held from Sunday 21st October to Tuesday 23rd October 2018 at the Entertainment Centre, Albury.

RECOMMENDATION:

1. That Councillors consider attendance at the LGNSW Conference being held Sunday 21st – Tuesday 23rd October 2018 in Albury.
2. That Councillors bring forward any proposed motions to the LGNSW Conference for consideration and inclusion in the Business Paper.
3. That Councillors nominate two (2) voting delegates for voting on motions during the formal business sessions.

REPORT:**Attendance**

Attendance at the Local Government NSW Annual Conference provides an opportunity to network with Local Government colleagues and be briefed on sector issues and a well-informed Council can deliver good governance to its community.

Attendance also provides the opportunity for Council and senior management to be briefed on current Local Government issues and discuss advocacy priorities for the year ahead.

Early bird registration rate is \$840 and applies if registration is received and payment made by 17th September 2018. Dinner is not included in the overall registration cost this year and is an optional added cost of \$110.

Voting delegates

Separate from Conference registration, financial members must nominate the names of their voting delegates for voting on motions.

The number of voting delegates that Snowy Valleys Council is entitled to send is two (2). Voting delegates must be an elected member of council in accordance with the *Local Government Act 1993*.

Motions

All members can put forward motions to be considered at the Conference.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

To allow printing and distribution of the Business Papers before the Conference, members are asked to submit their motions by 12 midnight, 26 August 2018 AEST, however in line with the LGNSW rules, the latest date motions will be accepted for inclusion in the Conference Business Paper is 12 midnight, Sunday 23rd September 2018 AEST.

OPTIONS

That Councillors choose not to attend the Conference.

BUDGET IMPLICATIONS:

Councils 2018/19 Operational Budget provisions have been made for attendance at Conferences.

Mayor - \$5,000 annually
Deputy Mayor - \$3,000 annually
Councillors - \$2,000 annually

Registration per person (early bird)	\$840
Conference dinner	110
Accommodation (2 nights @ 250 ea.)	500

Cost per person \$1,450

LEGAL/STATUTORY IMPLICATIONS:

N/A

RISK MANAGEMENT - BUSINESS RISK:

N/A

RISK MANAGEMENT - WHS AND PUBLIC RISK:

N/A

COUNCIL SEAL:

Not required

Attachments

- 1 Business Program LG NSW Annual Conference 2018 [↓](#)

BUSINESS PROGRAM

LGNSW ANNUAL
CONFERENCE
REGISTRATION 2018

Local Government NSW Annual Conference 2018

A copy of the full draft program is available at www.lgnsw.org.au

Abridged version of the Program as at July 2018

6

SUNDAY 21 OCTOBER

2.00pm – 4.00pm	Two optional concurrent councillor workshop/information sessions. Workshop 1 – AR Bluett Award winning councils in 2016 and 2017, a special presentation in Albury Convention Centre theatre, Level 1
2.00pm – 3.00pm	Workshop 2a – Elected Members: Update on Legal Responsibilities, Retro Lane Café, QEII Square, 525 Swift Street
3.00pm – 4.00pm	Workshop 2b – Elected Members: Developing Capabilities, Retro Lane Café, QEII Square, 525 Swift Street
5.30pm – 7.30pm	President's Opening Reception at Noreuil Park

MONDAY 22 OCTOBER

9.15am – 9.45am	Address from the Hon Gladys Berjikian MP , Premier of New South Wales
9.45am – 11.00am	Address from Cr Linda Scott , LGNSW President Opening of the Federal and State Conference, chaired by Cr Linda Scott including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members
11.30am – 4.00pm	Business session and consideration of motions
4.00pm – 4.30pm	Address from the Hon Gabrielle Upton MP , Minister for Local Government
4.30pm – 6.00pm	Delegate Networking Function
7.30pm – 11.00pm	Conference Dinner on-site Marquee QEII Square Presentation of Awards

TUESDAY 23 OCTOBER

7.30am – 8.45am	Australian Local Government Women's Association (ALGWA NSW) Breakfast
9.00am – 9.05am	Introduction by Ellen Fanning , Master of Ceremonies
9.05am – 9.30am	Address from the Hon Dr John McVeigh MP (Invited)
9.35am – 10.00am	Address from Mr Stephen Jones MP , Federal Shadow Minister for Local Government
10.05am – 10.30am	Association Business and Treasurer's Report
11.10am – 12.40pm	Smart Places: three presentations exploring the relevance and opportunities for all councils in a newly developing area involving innovation, ideas, technology, data, research and adaptation
1.30pm – 2.00pm	Address from the Hon Rob Stokes MP , Minister for Education (invited)
2.05pm – 2.35pm	Address to be advised
2.40pm – 3.10pm	Address from the Hon Peter Primrose MLC , Shadow Minister for Local Government
3.10pm – 4.00pm	Keynote Address: Stephen Bradbury
4.00pm – 4.30pm	Afternoon tea and networking

A copy of the full draft program is available at www.lgnsw.org.au

9. GOVERNANCE AND FINANCIAL REPORTS**9.2 CANBERRA REGIONAL JOINT ORGANISATION GMAC MEETING - DRAFT GOVERNANCE DOCUMENTS****Author:** SUSAN IVILL**Responsible Director:** MATTHEW HYDE**EXECUTIVE SUMMARY:**

The Draft Charter, Draft Code of Meeting Practice and Draft Expense Policy were referred to member Councils at the recent Canberra JO (CBRJO) GMAC Meeting for 42 days for comment. They are required to be adopted by CBRJO within 3 months and they need to be adopted at the next Board meeting on the 14 September 2018.

RECOMMENDATION:

That Council advise any comments on the Canberra Regional Joint Organisation governance documents to the General Manager by Friday 24 August 2018.

REPORT:**7.1 CBRJO Charter**

The Draft Charter was considered by the Board with the only amendment being the inclusion of a provision to pay an allowance to the Chair. The Charter was circulated to all Councils.

7.2 Draft Code of Meeting Practice

The document will need to be revisited when the OLG release the new Model Code of Meeting Practice.

7.3 Draft Policy on Payment of Expenses and the Provision of Facilities and Allowances

The Draft Policy as submitted to the Board was amended to include the \$10,000 allowance for the Chair as determined by the Board Minute 2018/8.

OPTIONS

Council may opt not to support the adoption of these policies presented at this time or propose changes to the document.

BUDGET IMPLICATIONS:

Councils contribution is set at:

Flat Fee per Council	7,200.00
Population fee (\$0.70 per capita)	\$ 10,076.50 (14,395 x \$0.70)
Calculated Membership Total	\$ 17,276.50

Or SVC Associate Membership Contribution \$ 12,957.38 (NSW Council Associate Member rate 75% of total contribution)

Council currently has a budget to cover these costs.

LEGAL/STATUTORY IMPLICATIONS:

Local Government Act 1993 requirements

RISK MANAGEMENT - BUSINESS RISK:

Policy documents carefully drafted reduce the risk to an organisation. As the JO will be a significant regional strategic and advocacy public organisation, it is crucial to minimise its mitigation risks.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil

COUNCIL SEAL:

No

Attachments

- 1 Canberra JO - Draft Governance Documents (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS**9.3 POLICIES: DONATIONS AND EVENT SPONSORSHIP**

Author: AMANDA HOBSON

Responsible Manager: ROBYN HARVEY

EXECUTIVE SUMMARY:

In order to best support the ability for our community to seek Snowy Valleys Council donations and event sponsorship, a robust and clear framework is required to guide Council decision making.

The objectives for implementing such a framework are to:

- Ensure that our community has access to information that will assist them in applying for assistance via donations and event sponsorship
- Encourage development of a vibrant community and financially sustainable events culture within Snowy Valleys Council
- Define the support that Council can provide

These policies are consistent with principles that ensure equity, consistency, fair decision making and transparency in the way that Council provides support throughout the region. Both policies require community feedback through a public exhibition period of 28 days.

RECOMMENDATION:

That Council:

- 1. Receive the report on the Draft Donations Policy and the Draft Event Sponsorship Policy.**
- 2. Provide the community the opportunity to review and comment on the Draft Donations Policy and the Draft Event Sponsorship Policy by placing the documents on public exhibition for a period of 28 days.**
- 3. Give due consideration to any community submissions received during the exhibition period before adopting the policies.**
- 4. Once adopted, the policies and operational procedures are communicated throughout the Council organisation ensuring staff are aware of the revised documents.**

BACKGROUND:

The Draft Donations Policy and Draft Event Sponsorship Policy have been developed to ensure Council's consistent, timely consideration and response to requests from the community for both purposes. In previous years, Tumut Shire and Tumbarumba Shire policies have supported the recognition and value of the strengths of the community, including the sense of belonging demonstrated through participation in a range of

community and cultural activities. Council is now harmonising previous policies to ensure this is current for the Snowy Valleys Council.

REPORT:

Council's endorsement of the Draft Donations Policy and Draft Events Sponsorship Policy provides a clear statement of Council's commitment to strengthening and providing support to the community.

Procedures accompany the policy documents to assist applicants with details about how to make application.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Operational Plan

1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities

1.5 Support and promote events and festivals

1.7 Manage Council's resources in a manner which is equitable and ensures organisational sustainability

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Council providing financial support to local organisations enhances the external image of Council and shows that we support the local community. Events that bring people together and promote the region encourage volunteering and participation.	Some requests may be refused as they don't meet the criteria or the budget has already been exhausted. Some events may lead to antisocial behaviour.
Environmental	Events utilise our parks and gardens, recreational facilities and buildings.	Increased waste from events and impact on facilities being used.
Economic	Community members that feel supported by their local Council are less likely to leave, hence retaining residents who will in turn, support local business. Events bring people to our communities which has a positive economic impact.	Impact on budget. Crowding at events, lack of accommodation, economic "leakage" with discretionary income being spent with event vendors rather than town retailers.
Governance	Strategic, fair and transparent resource allocation for donations and events across the Snowy Valleys region	Some events may not qualify for contribution that was provided to their event by former Councils and may suffer sustainability issues.

FINANCIAL AND RESOURCE IMPLICATIONS:

There has not been a consolidated budget for all donations and events sponsorship and previous expenditure was allocated across a number of cost centres. The budget has been built from historical expenditure in previous years and combined to enable tracking and management.

COSTS AND BENEFIT:

Council will have an understanding of the scale and scope expenditure for these purposes. The process is transparent and supported by procedures that ensure applications are assessed prior to decision making. Without a robust and fair assessment process, the true impact of events on the community, environment and economy cannot be fully captured.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Without a clear policy, decisions regarding this expenditure cannot be soundly made.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil

OPTIONS:

Council can opt not to endorse the proposed Draft Donations Policy and the Draft Events Sponsorship Policy.

Council can opt to endorse the proposed Draft Donations Policy and the Draft Events Sponsorship Policy, in part or in full.

Council can opt to amend the proposed Draft Donations Policy and the Draft Events Sponsorship Policy.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION**Internal Consultation**

Consultation has occurred internally with Policy Coordinator, Events Officers, Tourism and Marketing Officer, Division Manager People, Culture and Governance, Division Manager Finance, Coordinator Tourism and Economic Development, Divisional Manager of Strategy and Place, Director Strategy, Community and Development and Director Internal Services. This consultation was undertaken to gain an understanding of how donations and events have been conducted in both Councils and how they can be brought together to create a fair and equitable process for Snowy Valleys Council. This proved much harder than expected as this support was provided through many different approval processes and budgets.

External Consultation

External consultation has occurred with some local event organisers, Destination Riverina Murray, Eastern Riverina Arts and numerous local Councils in relation to support they provide to events in their areas. This consultation was undertaken to gain a broad view of how other Councils and organisations provide support for events, and also to have an understanding of what support the event organisers would like to receive.

No external consultation has occurred as yet regarding donations, however organisations have been notified that the policy is in development and will be going to the August Council meeting for comment.

Attachments

- 1 DRAFT Donations Policy SVC-COR-PO-034 (under separate cover) ➡
- 2 DRAFT Donations Procedure SVC-COR-PR-017 (under separate cover) ➡
- 3 DRAFT SVC-CSU Foundation Scholarship Procedure SVC-HR-PR-019 (under separate cover) ➡
- 4 DRAFT Application for Donation Form - SVC-COR-F-016 (under separate cover) ➡
- 5 DRAFT Event Sponsorship Policy - SVC-ComDev-PO-038 (under separate cover) ➡
- 6 DRAFT Events Sponsorship Procedure - SVC-ComDev-PR-022 (under separate cover) ➡

9. GOVERNANCE AND FINANCIAL REPORTS**9.4 ORGANISATIONAL STRUCTURE****Author:** JERRY MOOKETSI**Responsible** ROBYN HARVEY**Director:****EXECUTIVE SUMMARY:**

Following the formation of Snowy Valleys Council (Council) on the 12th May 2016, an interim organisational structure was established to enable “business as usual” until a permanent structure (i.e. the current structure) was adopted by Council on 27 April 2017. Since the adoption of the current organisational structure, Council’s management team has been working to determine staffing needs required to be able to deliver services to the community. The Local Government Act 1993 (NSW) requires Council to review and determine Council’s organisational structure within 12 months of an ordinary election (refer section 333), therefore re-approval of the current organisational structure is sought.

The number of Fulltime Equivalent (FTE) Staff that Council requires to deliver services to the community is 242. It is proposed that the General Manager be provided with the authority to vary the number of FTEs by up to 5 percent without the need to seek Council approval.

RECOMMENDATION:**That Council:**

- 1. Note the summary of the organisational structure; and**
- 2. In accordance with section 333 of the Local Government Act 1993 (NSW) review and re- approve Council’s organisational structure; and**
- 3. Delegate authority to the General Manager to vary the number of FTE staff from 242 by up to 5 percent without the need to seek Council approval.**

REPORT:

The current organisational structure was approved in April 2017 and populated taking into consideration provisions of the *Local Government (Council Amalgamations) Proclamation 2016* under the *Local Government Act 1993*.

The current Organisation Structure can be summarised as follows:

- Although the number of FTEs at the time of the formation of Council was 232 and the current number is 242, overall size of the workforce has remained relatively the same. The variance in the number of FTEs is due to the fact that the current number of FTEs takes into account all permanent positions in the structure including vacancies. The number of FTEs at the formation of Council did not include vacant approved positions. The current number of FTEs of 242 is comparable to other regional councils;

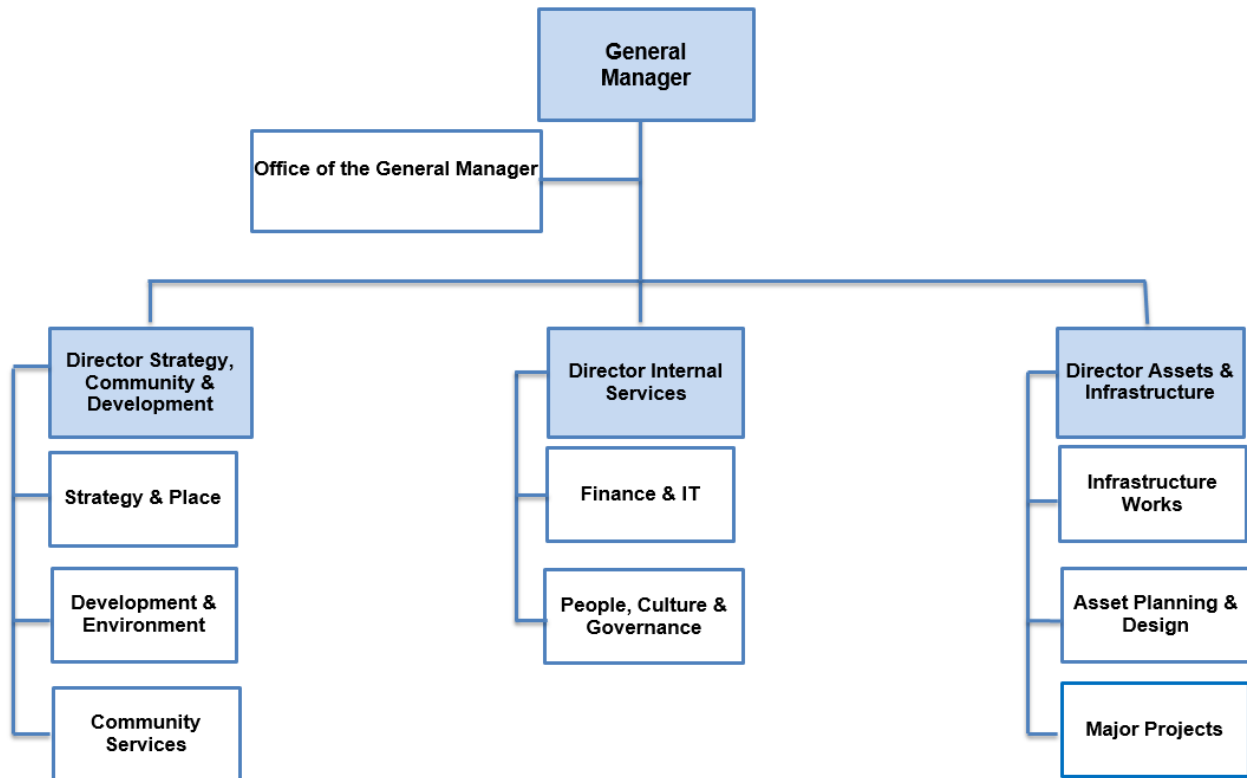
- Council has largely maintained the same number of staff across the local government area. This is due to the size and geography of the local government area and the rural centre requirements under the *Local Government Act 1993* (NSW) for staffing levels to “as far as is reasonably practicable, be 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” in Tumbarumba. The table below shows the number of staff and FTEs based in Tumbarumba and Khancoban over the last two (2) years:

Regular Staff at 12 May 2016					
Tumbarumba Shire Council "rural centres"				Headcount	FTE
	Full-time	Part-time	Regular Casual		
Tumbarumba	65	17	17	99	85
Khancoban	4	2	0	6	5
Totals	69	19	17	105	90
Regular Staff at 30 June 2017					
Tumbarumba Shire Council "rural centres"				Headcount	FTE
	Full-time	Part-time	Regular Casual		
Tumbarumba	66	20	25	111	91
Khancoban	4	2	0	6	5
Totals	70	22	25	117	96
Regular Staff at 30 June 2018					
Tumbarumba Shire Council "rural centres"				Headcount	FTE
	Full-time	Part-time	Regular Casual		
Tumbarumba	65	23	23	112	82.6
Khancoban	3	3	0	6	4.55
Totals	68	26	23	118	87.15

- Other factors impacting on staff numbers includes day labour in the Infrastructure Works Division who undertake external works and mechanical services of non-local government vehicles.
- A reduction in the number of director positions from seven to three.
- About 70% of positions are unchanged

- No large-scale savings are realisable in the short term. However, in the medium to long term efficiency gains through the implementation of technology, business systems and processes will deliver savings.

The overall organisational structure is shown below:



OPTIONS

Nil

BUDGET IMPLICATIONS:

The budget implications of the Organisational Structure is reflected in the 2018/19 Budget.

LEGAL/STATUTORY IMPLICATIONS:

All relevant delegations and statutory requirements will be addressed.

RISK MANAGEMENT - BUSINESS RISK:

Legislative and industrial compliance

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil

COUNCIL SEAL:

No

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS**9.5 COMMITTEE MEMBERSHIP RECRUITMENT - APPLICATION APPROVAL - TUMUT REGION SPORTS COMMITTEE****Author:** ANDREW BURKE**Responsible Director:** MATT CHRISTENSEN

EXECUTIVE SUMMARY:

To present re-nomination for membership of the Tumut Region Sports Committee within the terms and conditions of Council controlled committees.

RECOMMENDATION:**That Council;**

- 1. Approve the re-nomination from representatives of the Tumut & District Hockey Association and Tumut Lawn Tennis Club for the Tumut Region Sports Committee.**

BACKGROUND:

Immediately following the election of each new council, all committee Terms of Reference, including existing membership of council controlled committees are reviewed and approved by council.

Given the number of committees, there are regular changes to membership reflecting the changes within the broad community. Member(s) retire or leave town, new members express interest, and existing members recruit suitable candidates to committees that hold specific interest to individuals.

Committee membership is vital for community engagement, collaboration and partnerships. Committee members provide information for Council also on usage of facilities, achievements within the community, development

The Tumut Region Sports Committee also provides recommendations to Council on the preferred breakdown of the Tumut Region Sports Grant. This is used to provide an injection into the members club for equipment or development of facilities.

REPORT:

The following applications have been received from interested community members for re-nomination to the Tumut Region Sports Committee;

- Tumut & District Hockey Association-Lyn Bathgate (ECM ID1998950)
Applicant Qualifications: President, player and umpire of Tumut and district Hockey Association.

Reasons for Membership: Has been a member of the Sports Council for many years.

- Tumut Lawn Tennis Club-Bernadette Cahill (ECM ID1998949)
Applicant Qualifications: Tumut Lawn Tennis Club Publicity Officer, Tennis Coach and Child Protection Officer.
Reasons for Membership: To represent Tumut Lawn tennis Club. Has been a member of the Sports Committee since the committee started.

OPTIONS

That Council;

1. Endorse the above recommendation
2. That Council not endorse the nominations of the committee member applications

BUDGET IMPLICATIONS:

The Tumut Region sports Committee provides recommendations only to Council on the awarding of the Tumut Region Sports Grant (TRSG). The acceptance of the nominations of the members will enable the respective clubs to submit grant TRSG applications and be a voting member.

LEGAL/STATUTORY IMPLICATIONS:

The Tumut Region Sports Committee is an Advisory Committee of Council and operates under an adopted terms of reference (TOR).

RISK MANAGEMENT - BUSINESS RISK:

Minimal as Council are endorsing renomination

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Minimal as Council are endorsing renomination

COUNCIL SEAL:

No

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS**9.6 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - ABORIGINAL LIAISON COMMITTEE****Author:** TRUDY CRAWFORD**Responsible Director:** GEORGIA MACDOUGALL

EXECUTIVE SUMMARY:

To present re-nomination for membership of the Aboriginal Liaison Committee within the terms and conditions of Council controlled committees.

RECOMMENDATION:**That Council;**

- 1. Approve the re-nomination from a representative of the Tumut and District Community Transport for the Aboriginal Liaison Committee.**

BACKGROUND:

Immediately following the election of each new council, all committee Terms of Reference, including existing membership of council controlled committees are reviewed and approved by council.

Given the number of committees, there are regular changes to membership reflecting the changes within the broad community. Member(s) retire or leave town, new members express interest, and existing members recruit suitable candidates to committees that hold specific interest to individuals.

Committee membership is vital for community engagement, collaboration and partnerships.

REPORT:

The following applications have been received from interested community members for re-nomination to the Aboriginal Liaison Committee;

- Tumut and District Community Transport-Shirley Marlowe (ECM ID1998962)
Applicant Qualifications: Aboriginal Transport Co-ordinator, Aboriginal Elder.
Reasons for Membership: Interest in what is happening in the LGA in relation to Aboriginal issues.

OPTIONS

That Council;

1. Endorse the above recommendation
2. That Council not endorse the nominations of the committee member applications

BUDGET IMPLICATIONS:

The Aboriginal Liaison Committee provides a forum for discussion between council and the Aboriginal Community of the Snowy Valleys Council on key issues.

LEGAL/STATUTORY IMPLICATIONS:

The Aboriginal Liaison Committee is an advisory Committee of Council and operates under an adopted terms of reference (TOR).

RISK MANAGEMENT - BUSINESS RISK:

Minimal as Council are endorsing renomination

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Minimal as Council are endorsing renomination

COUNCIL SEAL:

No

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS

9.7 ADOPTION OF FEES AND CHARGES 2018/19 - SWIMMING POOLS

Author: MATT CHRISTENSEN

Responsible Director: MATT CHRISTENSEN

EXECUTIVE SUMMARY:

Council is required to adopt fees and charges on an annual basis for goods and services provided by the organisation. Whilst Council has adopted its fees and charges schedule for the 2018/19 financial year, fees associated with swimming pools were omitted at the time of adoption.

This report advises the outcome of the community consultation of the swimming pool fees and seeks adoption of the fees into the fees and charges schedule for the 2018/19 financial year.

RECOMMENDATION:

That Council:

1. Note the report **Adoption of Fees and Charges for 2018/19 – Swimming Pools**, including the submission received during public consultation
2. Amend the **Snowy Valleys Council Fees and Charges Schedule for 2018/19** to include **Swimming Pools Fees** as follows:

Item	Fee
Swim Lessons	
Group Lesson – Child	\$10
Private Lesson - Adult	\$27
Swipe Card	
Issued with Season Ticket	\$25
Replacement Card	\$25
Use of Inflatable Play Facility per hour	\$115
Lane Hire Fee (limit of 3, per hour per lane)	\$27

3. Council receive a further report, in conjunction with the first quarter budget review for 2018/19 with regards to suggested reduction in levels of service to fund projected deficit for the 2018/19 financial year.

BACKGROUND:

At its Ordinary Meeting dated 24 May 2018, Council considered a report on the results of the Swimming Pool Consultation - Levels of Service. This report detailed the feedback received from pool users with regards to the quality of the pools, future upgrades of the pools, and sought comment with regards to free entry into pools.

Council resolved the following as a result of consideration of this report:

M133/18 RESOLVED:

That Council:

1. Note the report Swimming Pool Consultation – Levels of Service
2. Advise no fees for entry into a swimming pool with the exception of swipe cards which will remain at \$25 per card and that staff consider adjustment to the draft budget to offset this cost.

Advertise fees and charges for the 2018/19 financial year for swimming pools as:

Item	Fee
Swim Lessons	
Group Lesson – Child	\$10
Private Lesson - Adult	\$27
Swipe Card	
Issued with Season Ticket	\$25
Replacement Card	\$25
Use of Inflatable Play Facility per hour	\$115
Lane Hire Fee (limit of 3, per hour per lane)	\$27

3. Endorse a three year program for pool improvement as funds are available for:

Item	Year	Amount
Pool Covers – Khancoban, Batlow, Tumbarumba	2018/19	\$ 30,000
Universal Access Hoist – Adelong	2018/19	\$ 15,000
Contingency Reserve – Batlow Pool Season Extension	2018/19 onwards	\$ 6,000
Heating Options Analysis – Batlow, Khancoban, Tumbarumba	2018/19	\$15,000
BBQ & Shelter – Tumbarumba	2018/19	\$ 30,000
BBQ & Shelter – Batlow	2019/20	\$ 30,000
Tumut Pool – Shade Structures	2019/20	\$ 25,000
Install Swipe Card System – Khancoban and Tumbarumba	2020/21	\$ 72,000
Fencing – All Facilities	2021/22	\$ 200,000

4. Develop project plans with the purpose of seeking Government Grants towards entry and amenities upgrades at Batlow and Khancoban Pools

Cr M Isselmann/Cr G Pritchard

REPORT:

Council advertised the fees as scheduled in dot point 2 of the resolution for 28 days, closing 12 July 2018. The fees were advertised in news print, on Council's website and social media.

Submissions Received

During the consultation period, only one submission was received with regards to the proposed fees.

The one submission received gave credit to Council for operating free entry pools, however questioned the expense of an afterhours swipe card. This was on the basis of:

- From the perspective of a low income earner, the \$25 fee is expensive
- The cost of the card compared to general operations cost is "miniscule"
- Why can't the cards for each season be revalidated (reuse the cards year in and year out)

With regards to the concerns raised, an understanding of the cost of the provision of a card needs to be had. Administratively, issuing a new card requires a processing of an application, uploading of this information into a database and generation of a new card. Further to this, to ensure safety standards are maintained, the applicant must attend a supervised induction session.

These aspects of the issuing of a card do accumulate costs to approximately \$25, and do not account for incidentals such as incomplete applications or non-attendance to scheduled inductions.

Council is offering revalidation of cards from this year's season, however the costs of the administration and induction process are still incurred.

Consultation Report – Pool Levels of Service

The report for Swimming Pools consultation (Council Ordinary Meeting d.15/8/18) did provide feedback relevant to this matter with regards to free pool entry. Quoting from the report:

"Respondents for the most part enjoyed the free entry into pools and appreciated the trial period. Negative comments were received from pool users with regards to the anti-social element which had become prevalent during the trial period. Instances of fighting, abuse and the pools being perceived as being a baby sitting service were raised during the consultation."

Respondents felt as though paying for pool entry was reasonable, as long as value for money was thought to be achieved. The message received was one that if Council was willing to invest in levels of service improvements, the pool users would be willing to pay for entry into the pools."

It is clear from the respondents however, that the comments received regarding free pool entry were the ones that used the pools more frequently than those whom supported the continuance of the program."

From this it can be ascertained that patrons expect to pay for pool entry and whilst the free entry is appreciated, a program of improvements would be preferred.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

1 - Towns and Villages

- 1.1 - Create welcoming towns and villages that are vibrant, accessible and foster a sense of community
- 1.2 - Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life
- 1.7 - Manage Council's resources in a manner which is equitable and ensures organisational sustainability

5 – Our Infrastructure

- 5.2 - Provide well maintained safe, vibrant and accessible community spaces and facilities

FINANCIAL AND RESOURCE IMPLICATIONS:

The following table represents the difference between the adopted budget and free entry into pools proposal:

	Expenditure	Revenue	Difference
Budget	969,000	248,000	721,000
No Fee Entry	969,000	98,000	871,000
Deficit to Budget			150,000

With the recommendation, a deficit of \$150,000 will be incurred for the 2018/19 financial year. This amount, in the previous year, has seen a reduction in the budget for Parks and Gardens, which has seen a decrease in levels of service across all parks in the Snowy Valleys townships. For the most part, the costs were absorbed through efficiency gains and favourable weather conditions, however it is not expected these circumstances will continue into future years.

Costs of administration of the after-hours card access system are cost recoverable according to the recommendation. Additionally, swim lesson fees are cost recovery based, with the revenue offsetting the estimated cost of providing lessons.

SUSTAINABILITY ASSESSMENT:

The reduction of fees without an equal source of revenue does require a reduction in levels of service, which in the past year has been brought out of the budget for parks and gardens – operations and maintenance.

Council will commence development of defined levels of service in the coming six months, and without these it is difficult to quantum the reduction in levels of service experienced.

Quadruple Bottom Line Assessment

	Positive	Negative
Social	<i>The participation rates at swimming pools over the past season have risen on average 23%, lifting the profile of swimming in the region</i>	<i>There has been an increase in anti-social behaviour noted by pool staff and from pool users.</i>
Environmental	<i>Increase patronage does encourage a healthier lifestyle.</i>	<i>Reduction in levels of service for parks and gardens (as an example), reduces amenity and community pride in the Snowy Valleys townships.</i>
Economic/Financial	<i>Flow on effects for the economy include increased patronage to businesses around the pool (cannot be readily quantified)</i>	<i>Reduced revenue opportunity without a corresponding alternative revenue source does result in operating deficit to be funded from an alternative source.</i>
Governance	<i>Fees and charges are set in accordance with the Local Government Act 1993 Chapter 15 Part 10.</i>	<i>Reputational damage may exist whereby previous consultation has indicated support for paying fees for use.</i>

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

The setting of fees and charges is prescribed within the Local Government Act (1993) Chapter 15 Part 10 with particular note of s.610F which requires the public notification of fees.

In this case, the fees that have been advertised were in accordance with Resolution M133/18, and did not prescribe that no fees would be charged for pool entry.

OPTIONS

Should Council seek to reinstate fees and charges for the swimming pools, it has been previously suggested that a heavily subsidised fee structure will strike a balance between continued high participation and recognition of costs to run the facility.

Item	Fee
General Access	
Adult	\$2
Concession	\$1
Child (under age of 18)	\$1
School (per child)	\$1
Babies (Under age of 3)	Free
Spectator	Free
Season Ticket	
Adult (Tumut/Adelong)	\$120
Adult (Batlow/Khancoban/Tumbarumba)	\$90
Concession	\$60
Child (under age of 18)	\$60
Swim Lessons	
Group Lesson – Child	\$10
Private Lesson - Adult	\$27
Swipe Card	
Issued with Season Ticket	Free
Replacement Card	\$25
Use of Inflatable Play Facility per hour	\$115
Lane Hire Fee (limit of 3, per hour per lane)	\$27

This option is estimated to generate approximately \$80,000 in revenue per annum. Heavily discounted season tickets would encourage increased patronage on the basis of greater value for money than one off attendance. This fee structure will still result in an operating deficit of \$70,000 which will need to be considered in relation to a reduction in levels of service.

Alternatively, the Council may proposed with an alternative fee structure.

RISK MANAGEMENT - BUSINESS RISK/WHs/PUBLIC:

All workplace health and safety and public risk associated with the operations of the swimming pools is managed under Council's management procedures and the Infrastructure Works Division's Integrated Management System.

There is a low level of risk associated with the recommendation, as previous consultation has stated the public is content to pay an equitable fee for pool entry. Further reputational risk may result should the reduction in levels of service affect amenity or function of other Council operations.

COMMUNITY ENGAGEMENT AND COMMUNICATION

Community engagement with regards to the swimming pools levels of service has been extensive, with comments/submissions received with regards to free pool entry being considered already.

The revised pool fees were advertised for a period of 28 days, with one submission received.

Following the adoption of the swimming pools fees and charges for the 2018/19 season, Council Officers will:

- Amend the Snowy Valleys Council Fees and Charges schedule to include the new fees for swimming pools
- Advertise the free pools on Councils social media, website and media release
- Confirm signage at all pools, and update as necessary, with the current fees

Notification will be forwarded to customer service and swimming pool staff on the fee structure for swimming pools for the 2018/19 season.

COUNCIL SEAL:

A Council seal is not required with this resolution

Attachments

- 1 Public Submission - Swimming Pool Fees and Charges [↓](#)

[REDACTED]

From: [REDACTED]
Sent: Friday, 29 June 2018 5:16 PM
To: Info
Subject: 20180629 - Concerns - Changes to Swimming Pool Fees & Charges - [REDACTED]

To Whom It may Concern,

The idea last year of free pool access was a good one to Councils credit. However as a low income earner the free of being issued a swipe card for the next season I feel is a bit high when access is free during the hours that the pool is attended by a Council Staff member.

I see that and agree that the card issue is a cost, but the cost to Council is minuscule compared to the other costs incurred to the running of the pool. I am not saying a free card like last season but the initial issue being lowered and have the reissue for a lost card etc at the proposed \$25.

Another thought, why not have the cards validated for each season, that would save on costs. I still have my card from last season and probably an number of users from last season are the same.

Just a thought.

[REDACTED]
[REDACTED]

9. GOVERNANCE AND FINANCIAL REPORTS**9.8 REVIEW CARRY OVERS FOR 2017/18****Author:** AMANDA SUTTON**Responsible Director:** ROBYN HARVEY**EXECUTIVE SUMMARY:**

To advise the expected carry overs for the 2017/18

RECOMMENDATION:**That Council:**

- 1. resolves to approve the carry overs as reported and endorse for expenditure in 2018/19.**

REPORT:

This report has been prepared to indicate an estimate of carry overs into the 2018/19 financial year for capital projects adopted as part of the 2017/18 year but not completed.

The commenced projects do not require council approval as in accordance with S.211 of the Local Government (General) Regulation 2005 voting and expenditure approvals lapse at the end of council's financial year. However under subclause 3 this does not apply to:

- (a) Work carried out or started, or contracted to be carried out, for the council, or
- (b) Any service provided, or contracted to be provided, for the council, or
- (c) Goods and materials provided, or contracted to be provided, for the council, or
- (d) Facilities provided or started, or contracted to be provided for the council, before the end of the year concerned.

For information purposes capital projects that have been commenced but not finalised as at 30 June 2018 have been included.

Total proposed carry overs for uncompleted works for 2017/18 are included below:

Uncompleted Works	Original Budget	Carried Forward Amount	2017/2018	Balance Remaining Carry Forward 2018/2019
255 - Khanoban Shopping Centre Garden - Repaint & lan	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
252 - Wolters Cottage - Verrin Proof buildings	\$ 7,000.00	\$ 6,930.00	\$ -	\$ 6,930.00
883 - Council Chamber - Repaint	\$ 7,172.00	\$ 7,172.00	\$ -	\$ 7,172.00
855 - Medical Centre - New Carpet	\$ 14,300.00	\$ 14,300.00	\$ -	\$ 14,300.00
885 - Medical Centre - Equipment	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
886 - Medical Centre - Dental Equipment	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
892 - Medical Centre - Construction Air Lock & Solar Panel	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
238 - Tumbarumba Retirement Village - Stage 2 Construct	\$ 50,000.00	\$ 23,200.00	\$ -	\$ 23,200.00
504 - Tumbarumba Retirement Village - Purchase Land fro	\$ 20,000.00	\$ 15,600.00	\$ 4,326.98	\$ 11,273.02
897 - Basketball Stadium - Paint Internal & External	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
888 - Rose Garden Upgrade	\$ 50,000.00	\$ 48,800.00	\$ 3,933.61	\$ 44,866.39
889 - Khanoban Visitor Information Centre - Landscaping	\$ 55,130.00	\$ 55,130.00	\$ -	\$ 55,130.00
890 - Khanoban Shopping Centre - Upgrade	\$ 50,000.00	\$ 49,700.00	\$ -	\$ 49,700.00
908 - Paddy's River Flats - Tile Floor in Toilets	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
826 - Khanoban Cemetery Carpark	\$ 43,640.00	\$ 43,640.00	\$ -	\$ 43,640.00
917 - Showground - Heavy Patch & Reseal	\$ 14,215.00	\$ 13,900.00	\$ 2,224.06	\$ 11,675.94
923 - Paddy's River Falls Road - Reconstruction	\$ 133,000.00	\$ 51,800.00	\$ -	\$ 51,800.00
925 - Tintalra Road - Culvert	\$ 60,000.00	\$ 54,500.00	\$ 2,025.00	\$ 52,475.00
930 - Coppabella Road - Rehabilitation	\$ 110,000.00	\$ 109,700.00	\$ 11,239.91	\$ 98,460.09
936 - Alpine Way - Cochrane's Gap - Reseal	\$ 80,000.00	\$ 18,000.00	\$ 6,831.00	\$ 11,169.00
231 - Acquire Common Land - Alfred Street	\$ 30,000.00	\$ 19,900.00	\$ -	\$ 19,900.00
Works Depot	\$ 90,000.00	\$ 90,000.00	\$ 17,485.00	\$ 72,515.00
SRV Stormwater	\$ 80,000.00	\$ 80,000.00	\$ -	\$ 80,000.00
Wee Jasper Rd - Safety Works	\$ 255,000.00	\$ 255,000.00	\$ 217,040.00	\$ 37,960.00
Brindabella Valley Rd Pavet Renewal	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00
Adelong Cemetery Rd	\$ 150,000.00	\$ 150,000.00	\$ 4,659.00	\$ 145,341.00
Brungle Creek Road	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 70,000.00
Foleys Lane West	\$ 22,000.00	\$ 22,000.00	\$ 14,067.00	\$ 7,933.00
Old Town Bridge Tumut	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 70,000.00
Brindabella Rd Priority Section	\$ 130,000.00	\$ 130,000.00	\$ 9,594.00	\$ 120,406.00
Batlow Caravan Park Licence Requirers	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Tumut Riverwalk Sports Precinct Masterplan	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Bottlebrush Dr Playground Replacement	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
Tumut Cemetery Masterplan Implementation	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
Batlow Hockey Field Amenities	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Stockwell Park Furniture	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Total	\$ 2,146,457.00	\$ 1,948,272.00	\$ 293,425.56	\$ 1,654,846.44

OPTIONS

1. Adopt the recommendation.
2. Consider the uncompleted projects and resolve not to proceed with the work in 2018/19.

BUDGET IMPLICATIONS:

Further review will be provided in the 1st QBR.

LEGAL/STATUTORY IMPLICATIONS:

As stated in the report

RISK MANAGEMENT - BUSINESS RISK:

Capital works for uncompleted projects will not progress if option 2 is taken.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil

COUNCIL SEAL:

Not required.

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS

9.9 STATEMENT OF INVESTMENTS AS AT 31 JULY 2018

Author: AMANDA SUTTON

Responsible Director: ROBYN HARVEY

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 31 July 2018.

RECOMMENDATION:

That Council:

1. Receive the Statement of Investments as at 31 July 2018

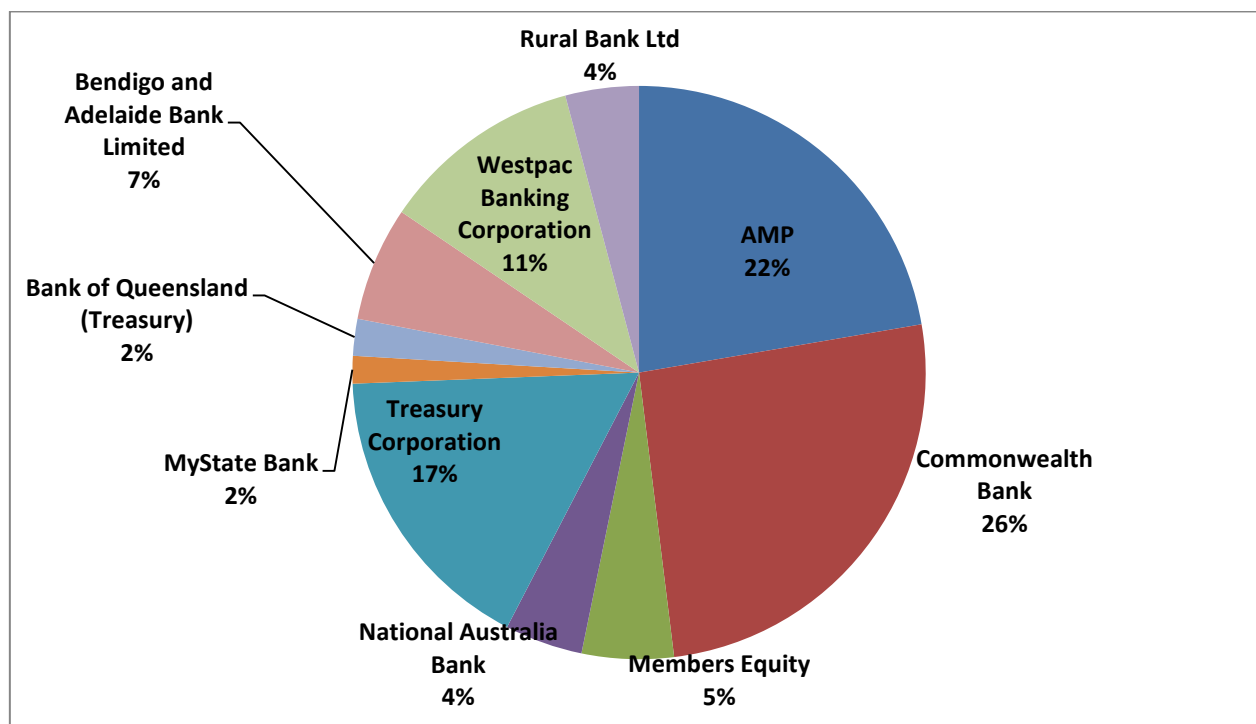
REPORT:

In accordance with Clause 212 of the Local Government (General) Regulation 2005, a monthly report is required to be submitted to Council detailing all investments of Council.

Combined Cash & Investment		as at	31/07/2018				
Cash & 11am at call Accounts	Balance Invested \$	Type	Interest Rate%	Maturity Date	% of Total Portfolio	% of Category	Rating
Commonwealth Bank	421,842	IWD Gen	1.40%		0.9%	1.9%	A-1+
AMP	516,614	IWD BSA	1.80%		1.1%	2.4%	A-1+
AMP	1,000,000	31d notice	2.30%		2.1%	4.6%	A-1
National Australia Bank	208,268	W/Acct	1.50%		0.4%	1.0%	A-1+
Commonwealth Bank	7,720,058	W/Acct	1.40%		16.0%	35.5%	A-1+
Commonwealth Bank	573,319	At Call (BOS)	1.50%		1.2%	2.6%	A-1+
Commonwealth Bank	2,037,538	At Call (BOS)	1.50%		4.2%	9.4%	A-1+
Commonwealth Bank	1,170,506	At Call (BOS)	1.50%		2.4%	5.4%	A-1+
Sub Total Cash & 11 am at Call Accounts	13,648,145		1.61%		28.3%	62.8%	
TCorp Investments (at Call)	Balanced Invested \$	Type	Monthly Interest Rate%	Financial Year Interest Rate (to date)	% of Portfolio	% of Category	Rating
Treasury Corporation	521,688	at call	0.21%	0.21%	1.1%	2.4%	Treas
Treasury Corporation	1,046,214	at call	0.23%	0.23%	2.2%	4.8%	Treas
Treasury Corporation	3,174,008	MTGF	0.81%	0.81%	6.6%	14.6%	Treas
Treasury Corporation	3,351,844	LTGF	1.48%	1.48%	7.0%	15.4%	Treas
Sub Total TCorp Investments at call	8,093,754		0.68%		16.8%	37.2%	
Total Cash & At Call Investments	21,741,900		1.30%		16.8%	100.0%	

Term Deposits & Commercial Bills	Balance Invested \$	Lodgement Date	Interest Rate%	Maturity Date	% of Portfolio	% of Category	Rating
National Australia Bank	750,000	20/09/2017	2.64%	20/08/2018	1.6%	2.8%	A-1+
Westpac Banking Corporation	1,000,000	24/05/2018	2.70%	24/08/2018	2.1%	3.8%	A-1+
Members Equity	750,000	29/08/2017	2.60%	29/08/2018	1.6%	2.8%	A-2
Members Equity	750,000	29/08/2017	2.60%	29/08/2018	1.6%	2.8%	A-2
National Australia Bank	750,000	4/10/2017	2.63%	4/09/2018	1.6%	2.8%	A-1+
Bank of Queensland (Treasury)	1,000,000	5/12/2017	2.60%	5/09/2018	2.1%	3.8%	A-2
MyState Bank	750,000	13/12/2017	2.65%	11/09/2018	1.6%	2.8%	A-2
AMP	1,000,000	18/12/2017	2.40%	18/09/2018	2.1%	3.8%	A-1
AMP	2,000,000	19/09/2017	2.60%	19/09/2018	4.1%	7.5%	A-1
AMP	500,000	25/09/2017	2.60%	25/09/2018	1.0%	1.9%	A-1
AMP	750,000	27/09/2017	2.60%	27/09/2018	1.6%	2.8%	A-1
AMP	500,000	3/10/2017	2.60%	3/10/2018	1.0%	1.9%	A-1
AMP	2,000,000	9/01/2018	2.45%	8/10/2018	4.1%	7.5%	A-1
Members Equity	1,000,000	23/05/2018	2.77%	19/11/2018	2.1%	3.8%	A-2
Westpac Banking Corporation	2,000,000	23/07/2018	2.94%	23/12/2018	4.1%	7.5%	A-1+
AMP	1,000,000	20/04/2018	2.70%	15/01/2019	2.1%	3.8%	A-1
Bendigo and Adelaide Bank Limited	500,000	16/01/2018	2.65%	16/01/2019	1.0%	1.9%	A-2
Bendigo and Adelaide Bank Limited	250,000	9/03/2018	2.60%	11/03/2019	0.5%	0.9%	A-2
Bendigo and Adelaide Bank Limited	250,000	9/03/2018	2.60%	11/03/2019	0.5%	0.9%	A-2
Bendigo and Adelaide Bank Limited	1,057,811	12/07/2018	2.80%	8/04/2019	2.2%	4.0%	A-2
Bendigo and Adelaide Bank Limited	1,057,811	12/07/2018	2.80%	8/04/2019	2.2%	4.0%	A-2
Rural Bank Ltd	2,000,000	25/06/2018	2.91%	25/06/2019	4.1%	7.5%	A-2
National Australia Bank	411,140	27/06/2018	2.80%	26/06/2019	0.9%	1.5%	A-1+
AMP	1,500,000	17/07/2018	3.05%	17/07/2019	3.1%	5.7%	A-1
Westpac Banking Corporation	2,500,000	23/07/2018	2.98%	23/07/2019	5.2%	9.4%	A-1+
Sub Total Term Deposits & Bills	26,026,763		2.69%		53.9%	98.1%	
Floating Rate Notes	Balance Invested \$	Lodgement Date	Interest Rate%	Maturity Date	% of Portfolio	% of Category	
Commonwealth Bank	500,000	1/08/15	2.63%	1/08/18	1.0%	1.9%	A-1+
Sub Total Floating Rate Notes	500,000		2.63%		1.0%	1.9%	
Total TD's/CB's & Floating Rate Notes	26,526,763		2.69%		1.0%	100.0%	
Total Cash & Investments	48,268,662				100.0%		

Council's investments and cash on hand were invested with the following institutions:



It is hereby certified that the above investments have been made in accordance with Section 625 of the Local Government Act 1993 and the regulations thereunder, and in accordance with the Snowy Valleys Council Investment Policy.

Council's cash and investments increased by \$610.9k from the previous month. Significant income received during the month included the following:

- RMS payments \$2m
- Community Transport Funding(CHSP/CTP) \$74.1k

Significant expenditure in addition to salaries include funds expended on:

- Carboona Gap Remediation \$349k
- Alpine way works \$138k

New term deposits for the month of July include:

- \$2m was lodged with Westpac for 6m at 2.94%
- \$2.058m was reinvested with Bendigo Bank for 9m at 2.8%
- \$1.5m was invested with AMP at 3.05% for 1 year

An existing Term Deposit of \$2.5m was reinvested with Westpac for 12m at 2.98%

OPTIONS:

Nil

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Nil

FINANCIAL AND RESOURCES IMPLICATIONS:

Nil

COST BENEFIT ANALYSIS:

Nil

SUSTAINABILITY ASSESSMENT:

Nil

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

The information provided complies with Council's Investment Policy and Section 625 of the Local Government Act 1993.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC

Nil

COUNCIL SEAL REQUIRED

Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS

9.10 RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE
DELEGATIONS

Author: TRACY WIGGINS

Responsible Director: GUS COX

EXECUTIVE SUMMARY:

Riverina Regional Library has approached Council to seek a change in our representative delegation to the Riverina Regional Library Advisory Committee.

Our current delegation was accepted at the time due to the merger process and Council's staff structure not being in place.

RECOMMENDATION:**That Council:**

- 1. Endorse and nominate an alternate Councillor delegate to be appointed to the Committee.**
- 2. Note Council's senior management delegate of the Committee is the Director of Strategy Community and Development and alternate delegate to be the Divisional Manager of Community Services.**

BACKGROUND:

Member Councils to the Riverina Regional Library Advisory Committee have traditionally appointed a mix of Councillors and Council management staff (either the General Manager, Director responsible for libraries, and/or the Divisional Manager responsible for libraries).

During the period May 2016 to September 2017, merged Councils did not have any Councillors to appoint to the Riverina Regional Library Advisory Committee. The three merged member Councils of Riverina Regional Library (Cootamundra-Gundagai Regional Council, Federation Council and Snowy Valleys Council) each appointed a library staff member (for the first time) as either a delegate or alternate delegate. The Riverina Regional Library Administration Centre assumed that this would be a temporary arrangement for the duration of the administration period for amalgamating Councils.

REPORT:

As of July 2017, the structure of Snowy Valleys Council was developed. By September 2018 most of the management team had been appointed.

In June 2018, the Coordinator of Snowy Valleys Libraries accepted a twelve month secondment to Coordinator of Snowy Valleys Council.

Council current delegation to the Riverina Regional Library Advisory Committee is Councillor Cross, the Coordinator of Libraries and the Tumbarumba Librarian. Riverina Regional Library welcomes the attendance of library staff from across the region as

observers at Advisory Committee meetings, however given that there are occasions when confidential reports relating to Riverina Regional Library Administration Centre staff will be brought to the Committee, there is a potential probity issue associated with fellow colleagues being part of the decision making process.

Below is an excerpt from Riverina Regional Library Deed of Agreement;

3. MEMBERSHIP OF THE COMMITTEE

3.1 Wagga Wagga City Council (WWCC) shall appoint five persons, three of which must be elected members, and each of the other Councils shall appoint two persons, one of which must be an elected member, (hereinafter referred to as delegates) to be members of a committee to be known as the Riverina Regional Library Advisory Committee (hereinafter referred to as "the Committee").

3.2 Each Member Council shall appoint one alternate delegate (hereinafter referred to as the alternate delegates) to the Committee to attend in the absence of delegates.

3.3 The Member Councils shall appoint their delegates and alternate delegate at the first Council meeting held after the quadrennial Local Government Elections.

3.4 Any vacancy occurring in the Committee by death, resignation, disqualification or otherwise, shall be filled by the appointment of a new delegate by the appropriate Council at its next Ordinary Meeting for the remainder of the quadrennial term. A Member Council will notify the Committee in writing of the new member's details.

3.5 Each delegate and alternate delegate may be removed from office at any time by the resolution of the appointing Council.

3.6 Each Member Council shall indemnify the Executive Council in respect of any liability incurred in relation to each of its appointed members.

As advised by Riverina Regional Library representative, the ideal mix of Advisory Committee representatives is a Councillor delegate, a Council senior management delegate, and either a councillor or a senior manager as the alternate delegate.

Due to the merger, our representation to the Riverina Regional Library Advisory Committee has changed from the recommended formation. Riverina Regional Library has indicated that they would like our representation to meet their preferred membership for the Advisory Committee.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

The following actions are listed in the Operational Plan 2018/19:

1.2.11 Maintain increase utilisation of Council's Library services.

1.2.12 Develop and implement a Library Strategic Plan

1.4.10 Deliver program of Library based cultural and community events.

OPTIONS

1. Endorse the change to Snowy Valleys Council representatives for Riverina Regional Library Advisory Committee membership to meet their preferred delegation.
2. Do not endorse the change of representatives and leave Snowy Valleys Council representation in its current form.

BUDGET IMPLICATIONS:**Financial and Resources Implications:**

Financial implications will not change and costs are those associated to indirect costs of travel related costs, staff time away from office, replacement staff to cover them if needed when attending Riverina Regional Library Advisory Committee meetings.

Costs and Benefits:

Costs are those identified under financial and resources implications.

Attendance at the Committee meetings have the following indirect benefits for Council;

- An opportunity for participative decision making on matters that affect Council.
- An avenue to keep informed on Library issues.
- Provides opportunity for building supportive relationships and networking opportunities.
- Provides professional development for delegates attending.
- Provides learning improvement opportunities.

LEGAL/STATUTORY IMPLICATIONS:

Nil

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Riverina Regional Library Deed of Agreement

RISK MANAGEMENT - BUSINESS RISK:

As long as Council nominate delegates and attend the meeting the business risk is determined as low.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

N/A

COUNCIL SEAL:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION**Internal**

The matter has been discussed with relevant library staff and the Director of Strategy Community and Development. Advise library staff of the Council resolution by email

External

Council was approached by Riverina Regional Library and discussion were undertaken to determine the best way forward. Post determination- Response by letter of Council's resolution will be forwarded to the Executive Director Riverina Regional Library-.

ATTACHMENTS

Nil

10. MANAGEMENT REPORTS**10.1 STATE GOVERNMENT FUNDING FOR NSW PUBLIC LIBRARIES****Author:** KRISTIN TWOMEY**Responsible** GUS COX**Director:****EXECUTIVE SUMMARY:**

To endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries.

RECOMMENDATION:

That Council;

- 1. Make representation to the Deputy Premier, John Barilaro MP, in relation to the need for additional funding from the NSW State Government for the provision of public library services.**
- 2. Write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of a significant increase in state funding for NSW public libraries, supported by a sustainable future funding model.**
- 3. Take a leading role in lobbying for increased and sustainable State Government funding for libraries.**
- 4. Endorse the distribution of the NSW Public Libraries Association NSW *Renew Our Libraries* funding campaign information in Council libraries, as well as involvement in any actions proposed by the Association.**

REPORT:

The NSW Public Libraries Association has requested support from councils across in their advocacy to State Government for additional funds for Public Libraries.

Snowy Valleys Council has invested significantly in library services. For the 2018-2019 Operating Budget Council has allocated \$756,000. Snowy Valleys Council Libraries receive 90,000 visits and around 70,000 loans annually as well as providing electronic resources and a range of programs. Council has a dynamic and award-winning library service that is held in high regard by the community.

Whilst Council receives funds from State Government, these have gradually declined. In 2015/16, State funding for Public Libraries covered only 7.5% of the total costs of operating the 368 libraries across NSW. The level of State Government funding for NSW public libraries has reached crisis point. This is an historic issue that has been ignored by successive NSW governments. The key issues are that:

- NSW public libraries receive the lowest per-capita funding from their State Government compared to all other states in Australia
- NSW councils are currently paying 92.5% of the costs to operate public libraries, up from 77% in 1980
- In 2015-16, NSW State Government funding for public libraries was only \$26.5M compared to a contribution of \$341.1M from Local Government. NSW councils are paying 12 times more than the State Government to provide library services to their communities.
- The total funding available through the NSW Public Library Funding Strategy is not indexed to population growth or consumer price index (CPI), thereby contributing to the ongoing attrition of State Government funding.
- The 2018-19 NSW state budget delivered just \$23.528M for public libraries, \$5.275M less than the 2017-18 funding level and a cut of 18 per cent.
- Physical and virtual visitation, library borrowing and participation in library programs continue to increase year on year.
- Libraries play a major part in supporting the achievement of government literacy targets.
- Libraries provide collections, programs and spaces for marginalised groups including older people, refugee and multicultural communities, and people who are digitally disadvantaged.

In 2011, the NSW State Government made a pre-election commitment to comprehensively review the level and allocation of funding for NSW public libraries. The Library Council of NSW worked with the NSW Public Libraries Association and the State Library of NSW to develop an evidence-based submission.

The resulting submission *Reforming Public Library Funding*, recommending a fairer, simpler and more transparent method for the distribution of funds, was presented to the State Government in October 2012. Despite the undertaking of the State Government to comprehensively review funding for its public libraries, the recommendations of *Reforming Public Library Funding* were ignored, and the funding model was neither reviewed nor improved.

In 2016, the then Minister for the Arts, the Hon. Troy Grant, undertook to review the matter of State Government funding for NSW libraries at the conclusion of the Fit For the Future program. It can be reasonably assumed that Fit For the Future has concluded, yet there has been no review of library funding nor any mention of libraries in the Government's pre-election undertakings. At the 2016 LGNSW Conference, the Premier Mike Baird committed to reviewing library funding.

It should be noted that the following motion (submitted by the Blue Mountains City Council) was unanimously endorsed at the Local Government NSW 2017 Conference:

That Local Government NSW works with the NSW Public Libraries Association (NSWPLA) to develop a strategic partnership to:

a) increase public awareness of the multiple roles that Local Government Public Libraries play in supporting the educational, social, cultural and economic outcomes in local communities

b) advocate, in the lead up to the March 2019 State election, for improved State Government funding for Local Government Public Libraries in NSW to enable public libraries to meet the growing needs of our local communities.

As previously noted, this is not a party-political issue as every government since 1980 shares the blame for the current funding situation. Nevertheless, it is worth noting that the NSW Opposition released its Library Funding Policy on 26 March 2018 with an undertaking to increase overall funding to all suburban and regional NSW public libraries by \$50 million in the first term of government. This is a very significant pledge insofar as it is the first policy from any political party in recent history that undertakes to provide a significant and specified increase in state funding for public libraries.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State Government and Local Government collaboration and providing up to 50% of the funding required to establish and operate libraries. Since then local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s. As a result, there are examples of attrition in library staffing, opening hours, collections, services and programs in several councils across the state.

Disappointingly, the 2018-19 NSW state budget delivered just \$23.528M for public libraries, \$5.275M less than the 2017-18 funding level. The State Government has completely ignored the recommendation of its own expert panel, the Library Council of NSW which, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public library funding to \$30M in 2018-19. The public library grant funding component, which has been a budget inclusion for many years, has been scrapped entirely. This component financed a competitive grant project which has part-funded countless library infrastructure and service projects over many years.

The NSW public library network is at serious risk. Neither this Council nor the broader NSW Local Government sector can continue with the high degree of uncertainty about the level of ongoing State Government funding for public libraries.

Accordingly, it is recommended that Council supports urgent action from the NSW local government sector and NSW Public Libraries Association to reverse the ongoing deterioration of state funding for public libraries to ensure that local councils will not be forced to continue meeting the funding shortfall.

OPTIONS

1. Council endorse the recommendations as set out above.
2. Council does not endorse the recommendations and does not play an active role in the Renew Our Libraries funding campaign.

BUDGET IMPLICATIONS:

Snowy Valleys Council 2018-2019 Operating Budget is \$830,000, comprising \$756,000 allocated from SVC budgeting, plus \$74,000 in subsidy allocations from the NSW Government.

Following the May announcement of the NSW State Government Budget there is an overall 5% (\$1.275m) reduction in State government subsidy payments to Councils for their Library services.

Public Libraries Consultative Committee (PLCC) is currently reviewing the funding model for 2018-2019 following the cut in per capita funding. Once the modelling has been finalised it will be reviewed for endorsement by the Library Council and approval by the NSW Government.

Snowy Valleys Council should expect a cut to State Government subsidy payments for Library services, however it is difficult at this stage to ascertain the full extent until the modelling has been completed. However, cuts by the NSW Government to Library subsidy payments will have a direct impact on the service levels of SVC Libraries. The impact of these cuts to per capita funding will be felt in the 2018-2019 Operational Budget and many of the Library Services outreach and community engagement services will need to be cut or scaled back to ensure provision of core service delivery is maintained within our allocated budget.

Depending on the severity of the cuts to the subsidy payments, impacts to library service may include:

- Storytime session across the Council area being scaled back to possibly fortnightly or cancelled completely. These are a vital services we provide for many families in our community, with libraries acting as 'active connectors', connecting people with resources and programs to support early literacy. One of the most significant ways in which libraries promote early literacy is by providing free access to a variety of reading, audio-visual and multimedia materials for children and their parents
- School Holiday session across the Council area being scaled back to possibly one holiday period or cancelled completely. SVC Libraries offer a range of interactive programs each holiday period such as "Croc-Encounters", "Mini-Beasts" and cartooning and robotics workshops. These workshops and programs provide enhancement to service to an age demographic (5-18 years) which can disconnect with the library service. These programs act as a core part of our transition into a community hub and engagement centre and will diminish our capacity to service this age group.
- Infrastructure Grants funding has been removed from the 2018-2019 NSW Government Library funding model. This has been an avenue of funding previously pursued to extend and develop library infrastructure. This was an avenue of funding SVC was aiming to pursue to cover fit out of the entire building, including meeting room. The Infrastructure Grants previously provided a funding source of \$200,000.
- A review of SVC Libraries opening hours and staffing levels may need to be undertaken as well and the public could expect to see a reductions in staffing and opening hours at some of our libraries.

LEGAL/STATUTORY IMPLICATIONS:

Library Act 1939

RISK MANAGEMENT - BUSINESS RISK:

With reduced State Library, funding the capability and capacity for Local Government to continue to deliver annual operations and public programs is at risk, resulting in reduced service levels in meeting current and future population needs.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil

COUNCIL SEAL:

No

ATTACHMENTS

Nil

10. MANAGEMENT REPORTS**10.2 RADIO UPPER MURRAY COMMUNITY SERVICE USE AGREEMENT****Author:** TRACY WIGGINS**Responsible** GUS COX**Director:****EXECUTIVE SUMMARY:**

Radio Upper Murray has recently established in the Council's Basketball Stadium located on the corner of The Parade and Lauder Streets, Tumbarumba for the purpose of delivering community radio.

The purpose of this report is to formalise the Service Use Agreement, for the use of these premises.

RECOMMENDATION:**That Council:**

- 1. Endorse the Service Use Agreement with Radio Upper Murray for an agreed value of \$5,000 per year.**
- 2. The agreement consists of a cash component of \$70 per month, totalling \$840.00 per year and in kind contribution of \$4160 radio promotion for Snowy Valleys Council, subject to annual reviews.**

BACKGROUND

Radio Upper Murray comprises Tumbarumba, Corryong and Walwa radio stations. The stations are manned by volunteers, and do not have paid staff. Radio Upper Murray has been operating in Tumbarumba for the last ten years. Operation in Corryong and Walwa was at least five years previous to Tumbarumba.

Before relocating to the Basketball stadium, Radio Upper Murray operated from a Council owned demountable building at the back of RSL Hall on Council owned land. Council records indicate that there is no documented agreement and Radio Upper Murray did not pay any contributions to electricity or rent to Tumbarumba Shire Council or Snowy Valleys Council.

There were a number of issues with access to the building and the area is proposed to be used for an outdoor space for the adjoining youth room, which could not be developed while the building was occupied and in place. The space at the basketball stadium became available when Tumboosh, before and after school care relocated to the new facility at the Carcoola Children Centre.

Radio Upper Murray has promoted Council over a number of years. The station already has a promotional program started to increase operators in Tumbarumba, to give extra representation through additional broadcast time. The station is also currently working on

developing on a promotions committee to promote the station and increase the number of sponsors and advertisers.

REPORT:

In 2016, Radio Upper Murray were successful in securing a Stronger Regions Grant and Community Broadcasting Grant to upgrade the small room in the Basketball Stadium to a dedicated broadcasting studio. In October 2017, Tumboosh relocated to the Carcoola Children's Centre and the upgrade of small room in basketball stadium commenced. This was completed in April 2018.

Radio Upper Murray and Council staff have been negotiating an agreement in the form of a Service Use Agreement. The biggest issue to the operation Radio Upper Murray is limited income and inability to pay full rent.

The service has plans to grow their audience and seek continued funding. The ultimate aim of Sounds of the Mountains and Radio Upper Murray is to have the two stations linked, this is particularly important now following the amalgamation, with ultimately a broadcast that will cover the total Snowy Valleys Council area.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

A relationship with Radio Upper Murray is linked to the themes of Towns and Villages; and Growth through Innovation of the Community Strategic Plan (CSP). Operational Plan link to the strategies of:

1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life.

1.5 Support and promote community and tourism events and festivals

Financial and Resources Implications:

- Income from Radio Upper Murray has not been included in 2018-2019 budget as previously Radio Upper Murray has not had a lease agreement, paid rent or a contribution towards their costs.
- Radio Upper Murray has limited income from sponsorship and sale of air time; and relies on volunteers to broadcast to the community.
- Radio Upper Murray does not operate 24 hours a day opposed to Sounds of the Mountains. In comparison Radio Upper Murray operates from Tumbarumba station the equivalent of one and a half days per week.
- Sounds of the Mountains has a lease agreement to the value of \$10,000 and pays Snowy Valleys Council \$1,500 per year, with the rest in kind promotion. Radio Upper Murray Service Use agreement is to the value of \$5,000, with a proposed financial contribution of \$840.00 per year. Given the times of operation for both broadcasters the amount of proposed rent and financial contribution are comparable.
- Snowy Valleys Council does not have a way to measure what the benefits are from received promotional air time to date.

OPTIONS

1. Endorse the proposed recommendations; i.e. accept report, reduced financial contribution to service use agreement, review of service agreement before the end of the financial year, and development of sponsorship/promotion plan of Snowy Valleys Council.
2. Do not endorse the proposal, ask for the full \$5,000 yearly in financial payments and risk not having a community radio station.

BUDGET IMPLICATIONS:**Costs and Benefits:**

- Contribution of \$70 per month does not cover calculated contribution towards maintenance costs. The basketball stadium is a very large building and Radio Upper Murray are using a very small area. The contribution would cover the maintenance cost of the specified area.
- Indirect costs associated to the building such as insurances, are not covered by the proposed financial contribution.
- Radio Upper Murray is used as means for social interaction, advertising and promotion of local businesses and Council: and for general music appreciation.
- The Radio Upper Murray station is used to broadcast emergency situation messages e.g. flood and bush fires. This community service work can be leveraged by Council in emergency situations.

LEGAL/STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT - BUSINESS RISK:

There has been considerable financial investment in the development and establishment of the new broadcasting facility. Grants came from Stronger Communities - Amalgamation Infrastructure Funding \$50,000, Community Radio Association Fund \$15,000 and Tumbarumba Community Grant \$2,000

As stated Radio Upper Murray has limited income and increasing the financial contribution of the lease agreement would result in Radio Upper Murray being unable to operate and have a radio station facility sitting unused.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Radio Upper Murray will have the appropriate insurances.

COUNCIL SEAL:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION**Internal**

If the recommendation is endorsed, the General Manager to execute the Service Use Agreement.

Email staff in the Strategy, Community and Development Directorate of the Council resolution.

External

Radio Upper Murray representatives advised by formal letter of the Council resolution.

If the recommendation is endorse, promote by creating a media release for the Tumbarumba Times and post on Council's website and Facebook page

Attachments

- 1 RUM Service Fee Agreement - 2018-2019 [↓](#)

Service Use Agreement

This Service Use Agreement is made between

Radio Upper Murray
and
Snowy Valleys Council

This Service Use Agreement is for use of the premises at: **The Stadium (cnr The Parade and Lauder Streets Tumbarumba)** for the purposes of delivering Community Radio.

Landlord Name: Snowy Valleys Council
Address: Bridge Street TUMBARUMBA NSW 2653

Tenant Name: Radio Upper Murray Radio

Address for service of notices:

Name: Trevor Jones
Address: Upper Murray Radio
P.O. Box 246
TUMBARUMBA
Phone: (B)
(M) 0405 115 362

Premises:

a) Location

The Stadium, corner of The Parade and Lauder Streets, TUMBARUMBA NSW 2653

b) Inclusions

Use of front room for delivery of program, parking space at front of building, use of kitchen and toilet facilities. .

Term:

The term of this agreement is: Yearly
Commencement date: Sunday 8 April 2018
End date: Sunday 7 April 2019

Frequency of Use: Weekly ☒ Fortnightly ☐ Monthly ☐

Day of Week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
✓	✓	✓	✓	✓	✓	✓

Times premises to be used: 0800-2200 daily

N.B. The Stadium is hired for other events. There will be no access when the Stadium is hired for major events which run more than one day, inclusive of Pony Club Camp, Tumbarumba Show, and Debutante Ball.

Service fee: \$5,000 consisting of \$70.00 monthly (\$840 per annum) and \$4,160 in kind advertising for Snowy Valleys Council.

Payable; weekly ☐ fortnightly ☐ monthly ☒
beginning:

The method by which service fee must be paid:

a) To Snowy Valleys Council.

b) Into the following account,

BSB number: **082 865** account number: **509 961 517**

Account name: **Snowy Valleys Council**

Payment reference: **Radio UM**

Urgent repairs:

Nominated trades people for urgent repairs

Electrical repairs: Jon Burgun

Telephone: 0428 132 000

Plumbing repairs: Colin Addison

Telephone: 0428 522 729

Andrew Getzendorff

0421 137 116

Other repairs: Assets Division

Telephone: 0269 489 112

Water usage

Will the tenant be required to pay separately for water usage? ☐ Yes ☒ No

Electricity usage

Will the tenant be required to pay separately for electricity usage? ☐ Yes ☒ No

Radio Upper Murray agrees to pay a combined service fee of \$70 per month inclusive of water and electricity use.

Insurances:

Public Liability Cover: _____ Will be covered under Snowy Valleys Council _____

Insurer: _____ Jardine Lloyd Thompson _____

Policy Number: _____

Expiry Date: _____

Copy received / Date: ____/____/____

Keys

Number of Keys issued to Upper Murray Radio:

Nominated Persons to be responsible for keys:

Person 1

Person 2

Name: Trevor Jones

Name:

Address: Upper Murray Radio

P.O. Box 246

Address: _____

TUMBARUMBA

Phone: (B)
(M) 0405 115 362

(B)
(M)

We undertake to be responsible for keys issued by the

Snowy Valleys Council for the use of The Stadium, corner of The Parade and Lauder Street TUMBARUMBA NSW 2653.

We agree to pay for the re-issue of keys due to loss or damage on our behalf.

Person 1 signature:

Person 2 signature:

Conditions of Hire - Community Facilities

Upper Murray Radio must:

1. Ensure all windows and doors are locked when leaving the premises.
2. Acknowledge that premises and enclosed areas are smoke free zones.
3. Ensure that the parking area provided by the Snowy Valleys Council's is used for the purpose of parking cars and is not blocked.
4. Advise if fire extinguishers have been used in anyway.
5. Promptly advise of any theft or loss of keys.
6. Provide Snowy Valleys Council with an updated copy of Public Liability Insurance cover each year.

Snowy Valleys Council must:

1. Ensure that fire extinguishers are installed in the premises, maintained and checked on a yearly basis and are in good working order. If check has been organised by Radio Upper Murray, a copy of the invoice is to be forwarded to Snowy Valleys Council once safety items have been checked.
2. Arrange for fumigation of the premises for insects etc, on an annual basis, but prior to undertaking such fumigation; inform Upper Murray Radio staff of the intended date.
3. Will advise Radio Upper Murray before the planned session takes place of any major changes that has occurred at the venue prior to the session taking place.
4. Will advise Radio Upper Murray if any other event is going to be in operation whilst Radio Upper Murray session is in progress or will mean that sessions cannot take place due to that event being more than one day.

Cleaning

Radio Upper Murray are responsible for the daily cleaning of premises used e.g. radio room, kitchen and toilets; and must ensure that it is in a clean and tidy condition at all times.

Damage and Breakages:

Radio Upper Murray will be responsible for the full replacement cost of any damages or breakages to the building, external or internal fittings and contents and the surrounding grounds that occur due to its use of the venue.

Should Radio Upper Murray staff identify any breakages that have occurred between visits, these will be recorded and brought to the attention of venue management as soon as practicable. Venue management will be responsible for repair of any such damage, and will notify Radio Upper Murray management when repairs are complete.

Radio Upper Murray have read and agree to undertake all requirements included within the attached Conditions of Hire and acknowledge that the signatory/ies below is/are authorised to sign for and on behalf of the venue.

Snowy Valleys Council (venue management) agree to keep all documentation which include Public Liability, extinguisher/smoke detectors checks and Radio Upper Murray rental agreement up to date and submitted when requested during the term of this agreement and any other period of use which may for any reason fall outside any specified period of use. Failure to do so will result in no rental payment being paid **until outstanding documentation is received by** Radio Upper Murray.

For Snowy Valleys Council–

Name:

Position:

Date:

Signature:

For Radio Upper Murray–

Name:

Position:

Date:

Signature

10. MANAGEMENT REPORTS**10.3 PROPOSED ACQUISITION OF LAND - BOMBOWLEE FIRE SHED**

Author: GLEN MCGRATH

Responsible Manager: MATT CHRISTENSEN

PURPOSE OF REPORT:

To consider a request by the NSW Public Works Advisory for the compulsory acquisition of land for the construction of the Bombowlee Fire Shed

RECOMMENDATION:

That Council;

- 1. Undertake Acquisition of Land for the construction of the Bombowlee Rural Fire Service Station**
- 2. Undertake Acquisition of Crown land by the Compulsory Process**

That the Land be;

- 1. That Council proceed to acquire the following land and interest by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purposes of constructing a Rural Fire Station and associated infrastructure:-**
 - a. Lot 21 in Deposited Plan 1240539, being Part Lot 7004 in Deposited Plan 96980 and having an area of 8,818 m2.**
 - b. An easement for access shown as '(E) PROPOSED EASEMENT FOR ACCESS 20 WIDE – (AREA 131.5 m2) in Deposited Plan 1240539 affecting Lot 22 Deposited Plan 1240539.**
- 2. That minerals are to be excluded from this acquisition.**
- 3. That these acquisitions are not for the purpose of resale.**
- 4. That the necessary applications be made to the Minister for Local Government and the Governor.**
- 5. That the Common Seal be affixed to all documentation required to be sealed to give effect to this resolution;**

REPORT:

Council has received a request from the NSW Public Works Advisory for Council to pursue the compulsory acquisition of land for construction of the Bombowlee Rural Fire Service Shed.

The processing of the acquisition will be undertaken by NSW Public Works Advisory and the NSW Office of Local Government to process the acquisition and undertake the necessary engagement with affected land owners to settle claims for the land.

OPTIONS

- a) That Council approve the closure
- b) That Council not approve the closures
- c) The Council support the recommendations

BUDGET IMPLICATIONS:

Nil – the land acquisition and development will be undertaken by State Government departments

LEGAL/STATUTORY IMPLICATIONS:

The processes will be undertaken by the NSW Public Works Advisory in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 and the Local Government Act 1993

RISK MANAGEMENT - BUSINESS RISK:

Nil – The subject land is not operational and therefore will not affect Council business.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Nil – The process from a Council perspective is administrative only and does not require direct supervision of persons conducting a business undertaking.

COUNCIL SEAL:

Yes

ATTACHMENTS

- 1 20180620 - Compulsory Acquisition of Crown Land Part Lot 7004 DP96980 - NSW Government Public Works Advisory [↓](#)
- 2 Aerial Map Lot 7004 DP96980 [↓](#)



McKell Building, 2-24 Rawson Place, Sydney NSW 2000
Tel 02 9372 8877 | TTY 1300 301 181
ABN 81 913 830 179 | www.finance.nsw.gov.au

20 June 2018

The General Manager
Snowy Valleys Council
PO Box 61
TUMBARUMBA NSW 2653

Attention: Matthew Christensen – Executive Director

Dear Mr Christensen,

Compulsory Acquisition of Crown Land – Part Lot 7004 in Deposited Plan 96980 – Council Recommendation

As per the proposal by Public Works Advisory for the above matter, land is proposed to be acquired with agreement from the State of New South Wales. New South Wales Aboriginal Land Council has partially withdrawn Aboriginal Land Claim 12117 which will allow the fire station to be constructed.

Acquisition of Crown land is carried out by compulsory process with agreement under Section 29 of the *Land Acquisition (Just Terms Compensation) Act*. This requires a Council Resolution and the Executive Council approval via the Office of Local Government. This method is the accepted way for Councils to acquire interests in Crown land. Any requirements of Native Title will be addressed through this process.

To initiate the process of acquisition, a report must be prepared recommending that Council approve the acquisition of the relevant interests in the Crown land by compulsory process.

Upon receipt of the resolution, Public Works Advisory will liaise with the Office of Local Government to gain the necessary Minister's and Governor's approval. The Council Report and approved Minutes will form part of the Public Works Advisory submission.

Once the Minister's and Governor's approvals are received Public Works Advisory will complete the acquisition process pursuant to the *Land Acquisition (Just Terms Compensation) Act* and settle claims with the affected owners.

For your information the following items, as shown in the attached example, must be included in the Council Resolution as required by Office of Local Government: -

- The purpose of the acquisition;
- A legal description of the land, easements or any other interests being acquired.
- A statement that the acquisition is to be by compulsory process under the Land Acquisition (Just Terms Compensation) Act.
- The legislative power under which the acquisition is being completed (for example, the Local Government Act)
- That the acquisition is not for the purpose of resale
- That minerals are to be excluded in the acquisition (If applicable)
- That the necessary applications be made to the Minister and the Governor

If the above items are not included in the Council resolution, the Office of Local Government will reject the compulsory acquisition application.

If you have any questions or require clarification on the information outlined above, please do not hesitate to contact me on (02) 4226 8512.

I look forward to receiving a copy of the relevant Council Report and meeting Minutes approving the proposed acquisitions in due course.

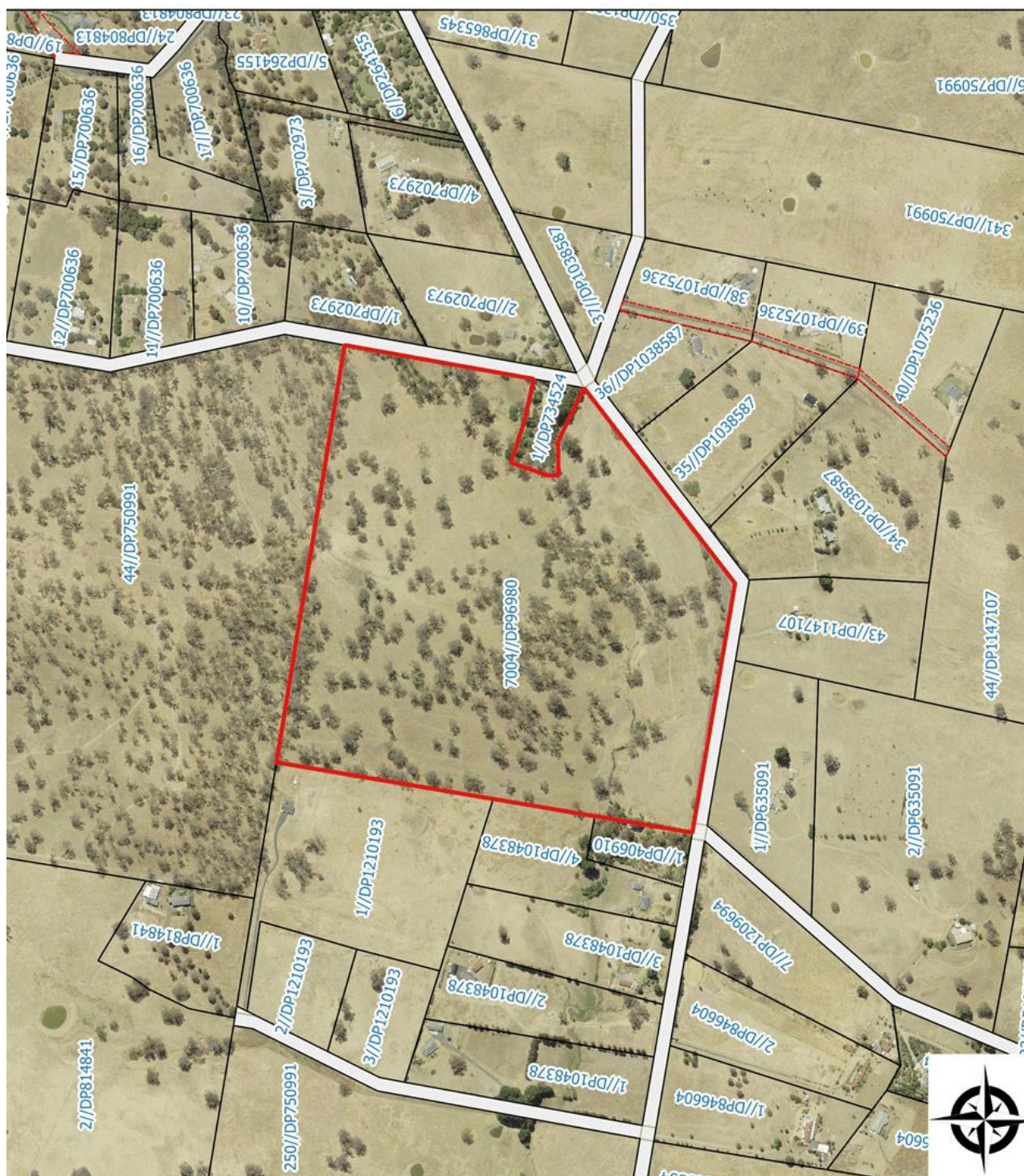
Yours sincerely

A handwritten signature in blue ink, appearing to read 'TRUDI', with a long horizontal flourish extending to the right.

Trudi Robinson
Senior Infrastructure Property Officer – Team Leader



7004//DP96980



10. MANAGEMENT REPORTS**10.4 ORANA CRESCENT ISLAND DEVELOPMENT****Author:** GLEN MCGRATH**Responsible Director:** MATT CHRISTENSEN**EXECUTIVE SUMMARY:**

Council has received a request for the development of the island of Orana Crescent, Tumut, into a community garden. This is a complex issue for Council to assess with consideration of establishment costs, ongoing maintenance and levels of service all needing to be ascertained.

RECOMMENDATION:**That Council:**

- 1. Support the establishment of a garden in Orana Crescent pending:**
 - a. The availability of suitable grant funding.**
 - b. Residents sign up as volunteers for Council and undertake the required training.**
- 2. Write to the residents outlining the requirements for the development of the Orana Crescent Island garden.**

BACKGROUND:

Council has received a letter from the residents of Orana Crescent requesting the establishment of a low maintenance, community involved garden on 'The Island' in Orana Crescent, Tumut. This area is a low vehicle use urban road loop that has local traffic going around a barren, rocky outcrop in a residential area.

REPORT

'The Island' in Orana Crescent is a barren rocky outcrop in the middle of the cul-de-sac (refer attached photos and map).

Orana Crescent is a circuit street with 8 residential dwellings fronting the roadway within Tumut. The road has an estimated average of less than 20 vehicles per day usage with the average speed also low as residents are the main users of the 180m of sealed urban street.

For development of the area as requested, preparation of concept plans, detailed costing and confirmation of concept needs to be undertaken with the residents, to enable a suitable funding opportunity to be sought. The initial concept, all costs included, is estimated to cost in the vicinity of \$10,000.

It must be noted that gaining funding for this project is unlikely, given the size of the project.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Theme 3 – Our Natural Environment and Theme 5 – Our Infrastructure relate to this request. There are no references to this particular project, or similar, within the Delivery or Operational Plans.

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications:**

Funding for this project is not included in the 2018/2019 budget. With the reduction in the open space maintenance and operating budgets of \$150,000, as a result of reduced pool income, there is not sufficient budget available for this to be considered whilst maintaining already lower levels of service in the higher usage parks of Council.

Alternatively, Council could seek funding from various grants for this garden to be established, specifying low maintenance, and cost effect solutions for the establishment and ongoing that will not impact on Council's ongoing operational budgets. There is a low likelihood of funding being available, as the grant sought would be minor in nature and the infrequent availability of grant streams supporting these projects.

The works would be able to be undertaken by Council employees jointly with the residents interested in this endeavour to ensure compliance with necessary standards and the process is undertaken in accordance with Councils relevant systems and policies to.

Costs and Benefits:

It is estimated that costs would be in the vicinity of \$10,000 for the establishment of 'The Island' as a community garden. This would include removal of some of the rocks, importing of a suitable growing soil and establishment of suitable plants. This would also include the connection into the water network of an underground pipeline to supply the area with water and provision of appropriate training and materials.

The provision of a garden in this area will add a greater sense of community and ownership of the area for residents. It is a proactive approach to address an area that is unsightly and provide a communal area where residents can congregate with a common goal.

Longer term, additional costs may be encountered as residents get older and less able, or move away. This would require Council to undertake more maintenance in this area and reduce levels of service elsewhere in the community.

OPTIONS

1. Council endorse the recommendations
2. Council list the project for future budgetary considerations
3. Council not endorse the application from the residents of Orana Crescent and the residents are notified in writing accordingly.

BUDGET IMPLICATIONS:

There are expected to be no capital costs for the works should Council resolve the recommendation of this report.

With regard to ongoing costs, the submission from the residents of Orana Crescent has indicated that maintenance would be undertaken by them as volunteers. Whilst this is a reduced cost, Council will still need to consider the cost of maintenance of the community garden should the volunteer numbers diminish or are unable to maintain the space to a high enough standard to protect Council from public liability.

Without detail plans this is difficult to estimate, however similar size gardens generally incur approximately \$1,500 per annum in maintenance costs.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Council currently has procedures for the engagement of volunteers. A similar process would be put in place as in the Friends of the Tumut Wetlands Committee.

RISK MANAGEMENT - BUSINESS RISK/ WHS/ PUBLIC:

For members of the community to undertake works on Council land, appropriate WHS needs to be considered. This includes registration and induction as a volunteer for Council and Council would need to ensure the provision of suitable training, signage and equipment for the operation of 'The Island'.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Community engagement has not been undertaken as the residents have approached Council to undertake this activity. Should the support and approval of the residents be provided, confirmation of expectations, commitments and all stakeholder engagement would be undertaken prior to funding applications.

COUNCIL SEAL:

NA

Attachments

- 1 Letter from Residents of Orana Crescent [↓](#)
- 2 Orana Crescent Garden Photo 1 [↓](#)
- 3 Orana Crescent Garden Photo 2 [↓](#)
- 4 Orana Crescent Map [↓](#)

17 May 2018

To: SNOWY VALLEYS COUNCIL MAYOR & COUNCILLORS

Dear Council,

We, the residents of Orana Crescent and surrounds, would like to get involved in what we believe to be a worthwhile community project.

The area we have identified for this project is commonly referred to as "the Island" in Orana Crescent. (see attached photo's).

This area is a road verge of Snowy Valleys Council and is generally in a terrible state having long grass in spring and autumn very dry in summer and barren in winter.

On Sunday 8th April, a number of the residents, (including those that provided apologies) added support to this initiative by attending a meeting on the "Island". At this meeting, the following was discussed and agreed upon.

We would like to contribute to the cleaning, planting and ongoing maintenance of the area and we believe that the result will have a positive impact on the general streetscape and hopefully reduce maintenance costs for the Council.

We have already engaged the services of a horticulturist to provide us with some ideas of suitable low maintenance and water wise plants, shrubs and trees.

If Council finds this to be a worthwhile community project, there are a number of things that we would require from you to get this "off the ground".

- There is currently a request in place for Council to remove of a dead gum tree on the island. For safety reasons, we feel that this would be the first priority.
- The area is extremely arid, being basically all clay and rocks. The soil would need to be prepared with some type of mulch in order for new plantings to survive.
- We would require access to water for the first couple of years to enable the plants to become established. To address water security, we imagine a water tap lock would provide security for the tap outlet and could be left with the residents for safe keeping and use.
- The surrounds of the island (i.e essentially, the gutter) has to be graded and shaped to allow for the collection of water to the storm water drain.

We hope that Council will look favourably upon our requests and joins us in viewing this as a valuable contribution to our Council public space.

Regards,

Linda

Phone: 04177311404

Email: linda.candotti@bigpond.com

On behalf of: The residents of Orana Crescent and surrounds.

Debbie and Warren Robinson

Steve and Elizabeth Kuda

Paul and Fiona Li

Margaret Wade

Linda and Scott Stevenson

Brie Groves

Mark and Rose Groves

Christine Webb

Leon and Linda Douglas

MC:MD

14 June 2018



Mrs Linda Stevenson
Email: linda.candotti@bigpond.com

Dear Mrs Stevenson,

Re: ORANA CRESCENT

Thank you for your letter received by Council 01 June 2018 in relation to Orana Crescent.

Council Officers will review your concerns and prepare a report to be presented to Council.

It is noted that your letter refers to attached photo's, could you please email these photos to mduck@snowyvalleys.nsw.gov.au.

Please contact the Council's Division Manager Asset Planning and Design, Mr. Glen McGrath, on (02) 6948 9100 should you wish to discuss any further concerns regarding this matter.

On behalf of Council, we thank you for raising your concerns with us.

Yours Faithfully,

A handwritten signature in blue ink, appearing to read "MC", with a horizontal line extending to the right.

Matthew Christensen
Director Assets and Infrastructure

Cc: Division Manager Asset Planning & Design Glen McGrath

Leading, engaging and supporting strong and vibrant communities

Tumbarumba Office: Bridge St (PO Box 61), Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au

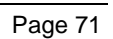
Tumbarumba Office: 30 George St, Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au







Valley Council



10. MANAGEMENT REPORTS

10.5 CONSOLIDATION OF LOTS 1 & 13 IN DP9269 - PIONEER STREET, BATLOW FOR THE PROPOSED NEW BATLOW LIBRARY DEVELOPMENT

Author: WAYNE BENNETT

Responsible Director: MATT CHRISTENSEN

EXECUTIVE SUMMARY:

Council to approve the consolidation of Lots 1 & 13 in DP9269, Pioneer Street, Batlow into one allotment as part of the proposed Batlow Library development. Both allotments are owned by Snowy Valleys Council.

RECOMMENDATION:

That Council:

- 1. Consolidate Lots 1 & 13 in DP 9269 located in Pioneer Street, Batlow into one single allotment.**
- 2. Approve the construction of the new Batlow Library on the related consolidated allotment located in Pioneer Street, Batlow.**
- 3. Authorise the General Manager to sign all relevant documentation associated with the Plan of Consolidation, Registration of Plan and the Title Creation, as required by NSW Land Registry Services.**

BACKGROUND:

The existing library is small and outdated is not equipped with all the modern facilities that is expected from a modern library. It is too small to service the increasing demands placed upon it from the local community. The community was approached to determine what they saw as important improvements for the town to take it forward over the coming 5 years. A new library was one of the top 5 improvements identified as a high priority.

The intent of the new library is to offer the local community of Batlow a new modern library that is competitive with any in the area and services the technological demands of all user groups.

REPORT

Council is currently preparing for the construction of a new library on Lot 1 in DP9269, Pioneer Street, Batlow. It is proposed that the new library will abut or join onto the existing Batlow Library/ Literary Institute located on Lot 13 in DP9269.

It is proposed that the new and existing libraries be connected, resulting in an economic need to consolidate the two associated allotments together. There are stringent fire regulations associated with the joining of two buildings with differing allotments or DP's. A way of minimising the fire regulation impacts on the proposed new libraries construction and associated building compliance, is to consolidate the two allotments. By consolidating, the regulations are not as complicated and will therefore make the Development Application approval process easier and construction costs less expensive. These savings will well offset the cost to consolidate.

The consolidation involves the following tasks:

- a) Plan of consolidation 2 lot, compiled.
- b) Apply to NSW Land Registry Services for a compiled plan approval, obtain survey information from existing registered deposited plans and prepare a compiled plan of consolidation suitable for lodgement with NSW Land Registry Services (LRS).
- c) Obtain registration of the plan of consolidation and title creation, NSW Land Registry Services.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN

- 1 Towns and Villages
 - 1.1 Create welcoming towns and villages that are vibrant, accessible and foster a sense of community.
 - 1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life.
- 2 Growth through innovation.
- 5 Our infrastructure
 - 5.2 Provide well maintained, safe, vibrant and accessible community spaces and facilities.

SUSTAINABILITY ASSESSMENT

The delivery of the survey services as referred to in this report will be managed in accordance with Council's accredited Integrated Management System.

Financial Resources Implications

The total costs of the consolidation will be approximately \$1,700. This is well within the budget parameters for the project overall. No ongoing costs will be incurred as a result of the recommendation.

Cost and Benefits

Cost benefit analysis for surveying and consolidating Lots 1 and 13 in DP9269, Pioneer Street, Batlow into one allotment.

Objective of conducting the analysis

- a) Purpose 1: to minimise the risk of placing additional construction costs associated with the construction of the new library complying with strict fire regulations.
- b) Purpose 2: to ensure the adjoining landowners of their property boundary/s are correct and that there will be no encroachment onto private land.
- c) Purpose 3: to reduce the complexity of the new libraries design requirements relating to strict fire regulations associated with the joining of two buildings sitting under two allotments.
- d) Purpose 4: to identify the most cost effective and efficient method of constructed.

Value of Cost Incurred	Type of Cost Incurred
Cost 1: \$1,000 excl. GST	Reason 1: One off cost to consolidate the allotments
Value of Cost Savings	Type of Cost Incurred
Saving 1: yet undermined	Saving 1: A reduction in design costs associated with the new Batlow Library
Saving 2: Yet undetermined	Saving 2: Savings in construction costs associated with the proposed new Batlow Library

OPTIONS

Take no action and leave Lots 1 & 13 as they currently are, acknowledging this may cause increased costs in addressing fire regulation and building code requirements for the new building.

BUDGET IMPLICATIONS:

Cost of the consolidation of the two lots is estimated to be \$580, inclusive of survey plan registration fees. Costs of the survey have already been incurred to the project.

The funding for this project consists of \$1,000,000 provided under the NSW Government Stronger Country Communities Program. Thus far, total costs to the project are \$11,700.

LEGAL/STATUTORY IMPLICATIONS:

Obtain registration of the plan of consolidation and title creation, NSW Land Registry Services.

RISK MANAGEMENT - BUSINESS RISK/WHIS/ PUBLIC:

NA

COMMUNITY ENGAGEMENT AND COMMUNICATION:

NA

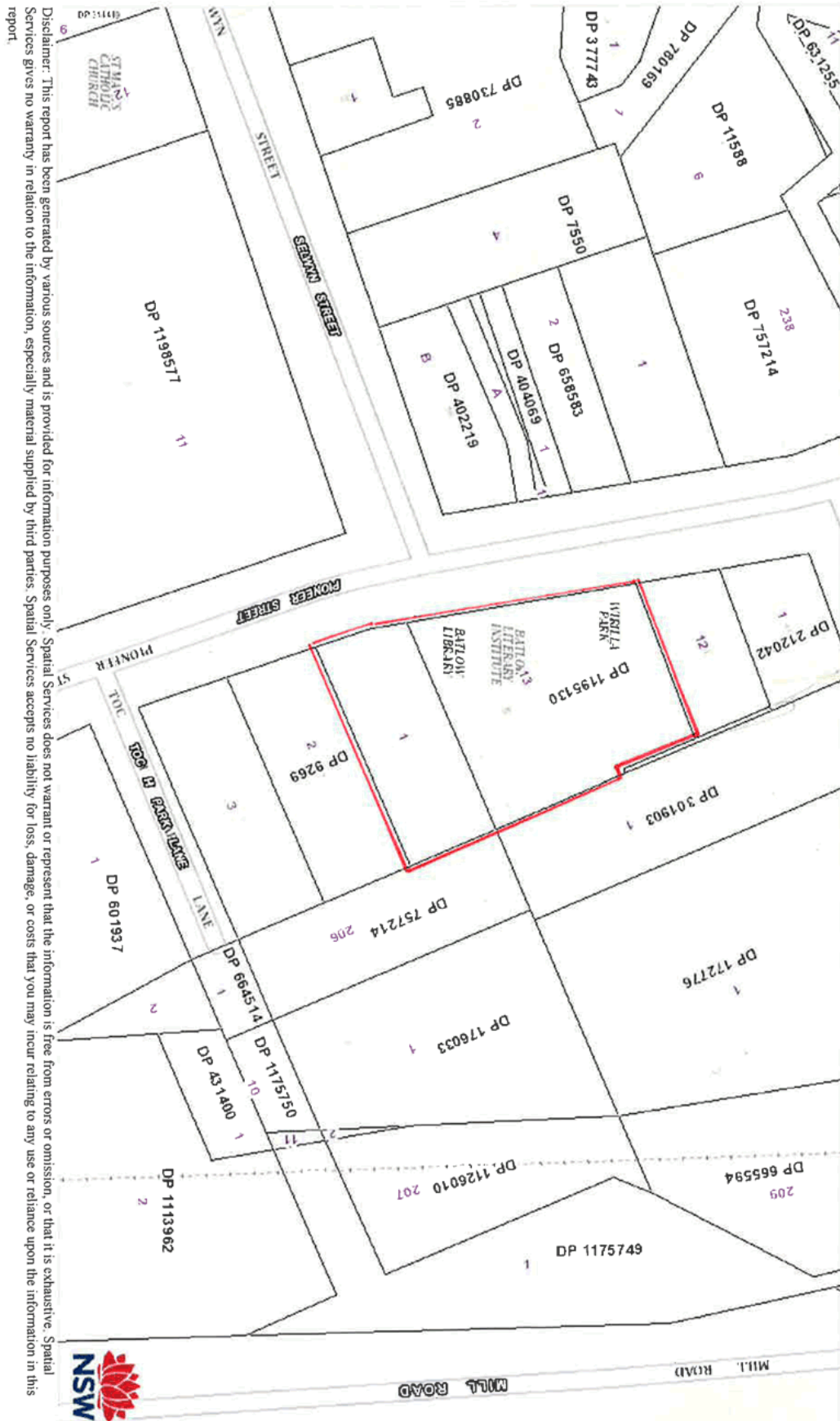
COUNCIL SEAL:

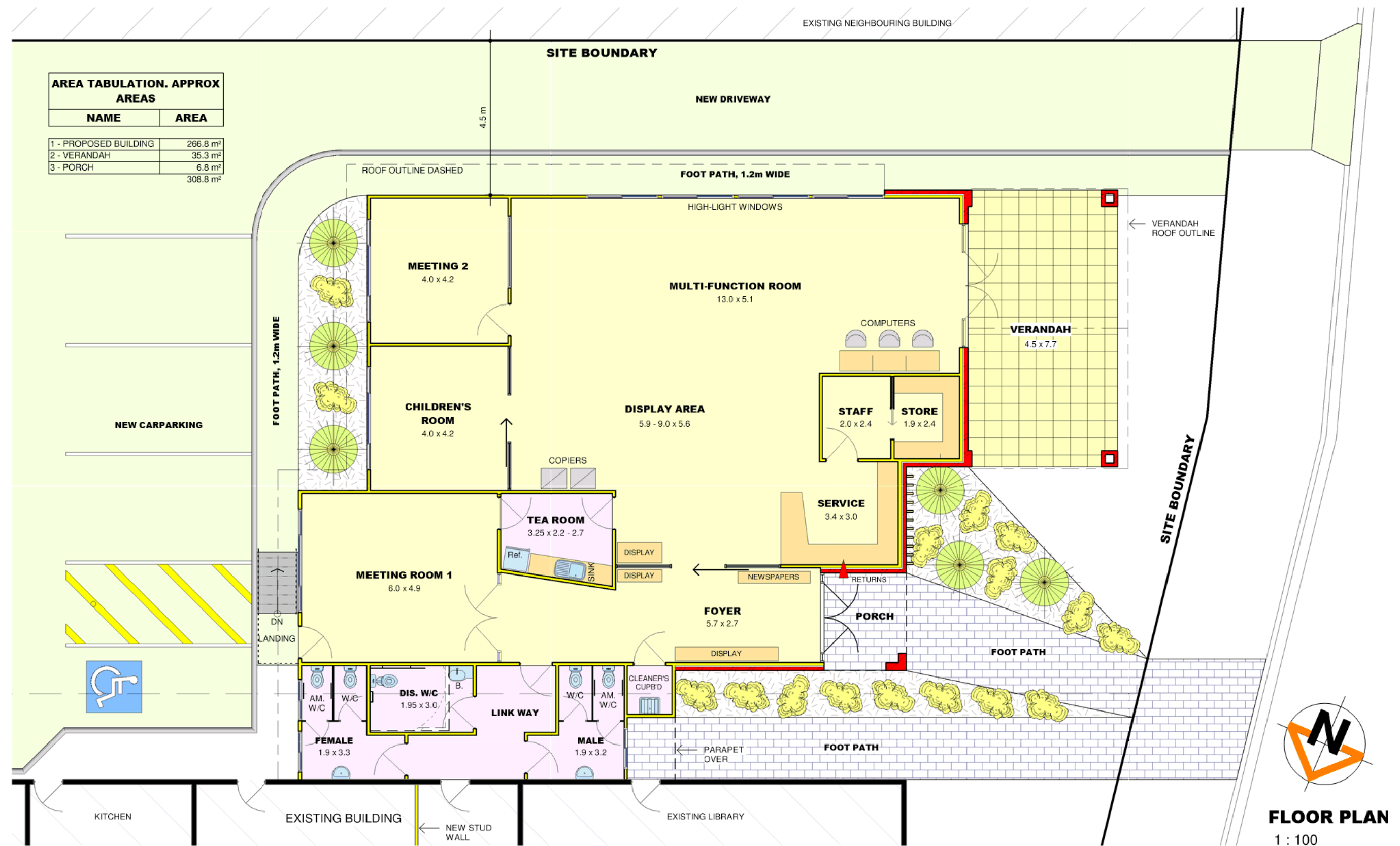
Due to both allotments being owned by Snowy Valleys Council, Council is neither selling nor buying land, is therefore considered that approval under Council seal is not required.

Attachments

- 1 Plan detailing lots to be consolidated [↓](#)
- 2 Batlow Library Floor Plan [↓](#)

b12





SHEET SIZE "A3" PROPOSED BATLOW LIBRARY
 For: SNOWY VALLEYS COUNCIL
 At: 45 PIONEER STREET, BATLOW

Copyright reserved. No portion of these drawings may be reproduced by any process without the written consent.

ROB PICKETT DESIGN
 PO Box 3054 Albury NSW 2640
 Fax 02 6021 1754
 Email rob@rpdesign.com.au
 PHONE 02 6021 1355
 INCREDIBLE IDEAS PTY. LTD. ABN 72 003 725 246



Sketch: EIGHT
 Sheet: A01
 Date: 19-7-2018
 Job No: 6454

**PERSPECTIVE 1****PERSPECTIVE 2****PERSPECTIVE 3**

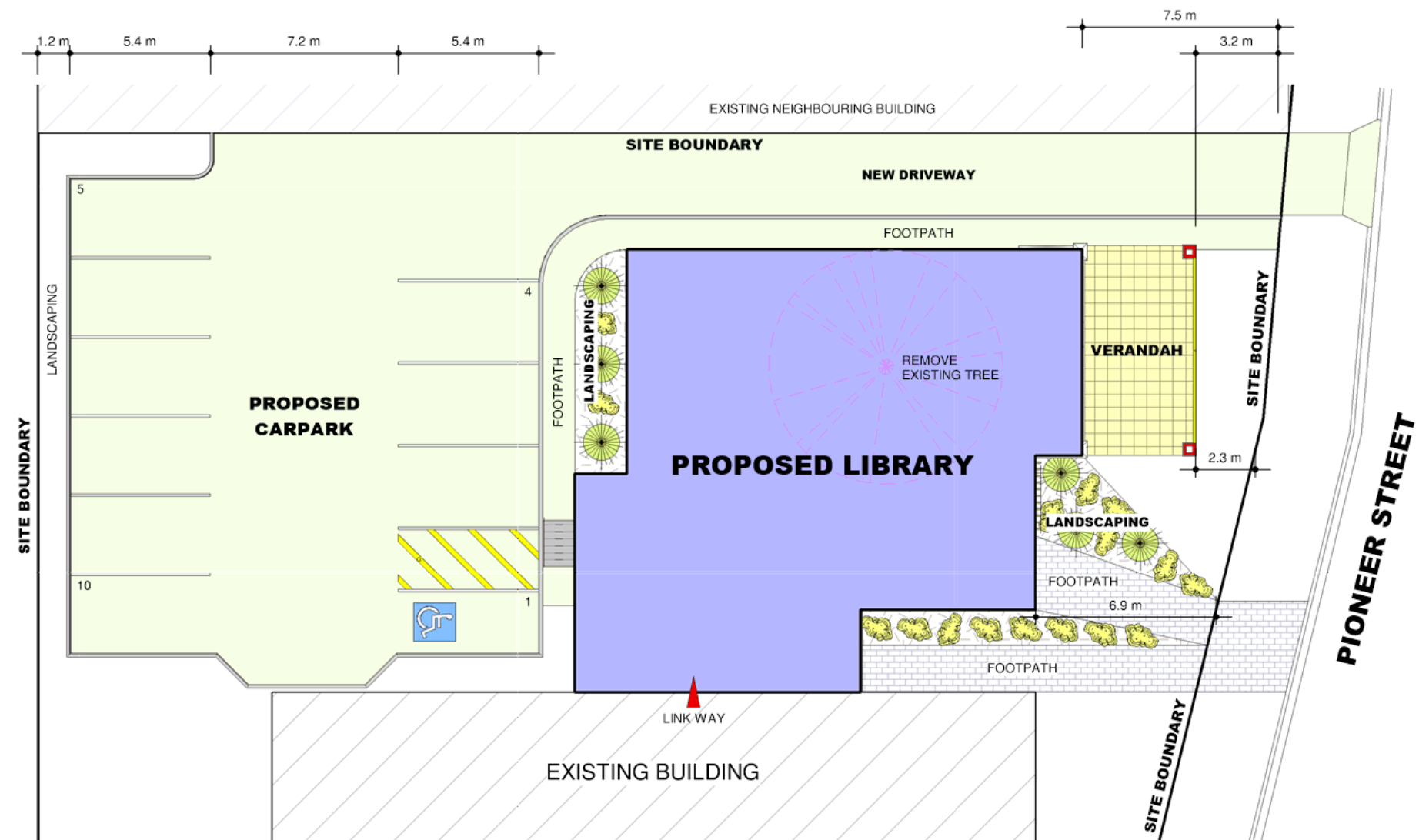
ARTISTS IMPRESSIONS

SHEET SIZE "A3" PROPOSED BATLOW LIBRARY
 COPYRIGHT RESERVED. NO PORTION OF THESE DRAWINGS MAY BE REPRODUCED BY ANY PROCESS WITHOUT THE WRITTEN CONSENT
For: SNOWY VALLEYS COUNCIL
At: 45 PIONEER STREET, BATLOW

ROB PICKETT DESIGN
 PO Box 3054 Albury NSW 2640
 Fax 02 6021 1754
 Email rob@rpdesign.com.au
PHONE 02 6021 1355
 INCREDIBLE IDEAS PTY. LTD. ABN 72 003 725 246



Sketch: EIGHT
Sheet: A02
Date: 19-7-2018
Job No: 6454



SITE PLAN

1 : 200

SHEET SIZE "A3" PROPOSED BATLOW LIBRARY
 For: **SNOWY VALLEYS COUNCIL**
 At: **45 PIONEER STREET, BATLOW**

COPYRIGHT RESERVED. -
 NO PORTION OF THESE
 DRAWINGS MAY BE
 REPRODUCED BY
 ANY PROCESS WITHOUT
 THE WRITTEN CONSENT

ROB PICKETT DESIGN
 PO Box 3054 Albury NSW 2640
 Fax 02 6021 1754
 Email rob@rpdesign.com.au
PHONE 02 6021 1355
INCREDIBLE IDEAS PTY. LTD. ABN 72 003 725 246



Sketch: **EIGHT**
 Sheet: **A03**
 Date: **19-7-2018**
 Job No: **6454**

10. MANAGEMENT REPORTS**10.6 SPECIAL EVENT APPLICATION - SNOWY VALLEYS CYCLING CHALLENGE****Author:** ANTHONY WEBB**Responsible Director:** MATT CHRISTENSEN**EXECUTIVE SUMMARY:**

The Local Traffic Committee has received and considered a Special Event Application from the Tumut Rotary Club to undertake an on-road cycling event between Adelong and Tumbarumba on Sunday 24 March 2019.

RECOMMENDATION:

That Council approve the Snowy Valleys Cycling Challenge being held between Adelong and Tumbarumba (on-road) between 7.30am and 5pm on Sunday 24 March 2019 subject to the event organizer complying with all conditions set by Council.

REPORT:

The cycling event utilizes both local and state roads across the Snowy Valleys Council area. The proposed is not a race nor a time trial. The cycling event includes three separate routes, with a 26km, 72km and 144 km distance option for participants. The number of participants is capped at 500 with the cyclists of each route distance staggered into groups based on their expected travel speed capabilities.

The event is deemed a Class 3 event (minimal impact on local roads and low scale disruption on non-event community). There is no need for any road closures; however Traffic Control Plans will be implemented to advise motorists of the changing conditions ahead.

If approval is given, Council will impose Councils standard conditions which will include that all event participants as part of the events registration process acknowledge that they must abide by the NSW Road Rules similar to any cyclist.

The Local Traffic Committee members have reviewed the application and associated documents electronically and all voting members have supported the event.

OPTIONS

1. To approve the event subject to Council conditions (refer attached conditions)
2. To not approve the event.
- 3.

BUDGET IMPLICATIONS:

There are no foreseeable costs to Council apart from the time spent by Councils Road Safety Officer reviewing and processing the application.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Community Strategic Plan:**

- 1.5 Support and promote events and festivals
- 2.2 Encourage sustainable tourism initiatives

2018/19 Operational Plan

- 1.5.1 Identify opportunities for new tourism events and support the development of these events across the region.

LEGAL/STATUTORY IMPLICATIONS:

The event organiser is to comply with the approved Traffic Management Plan in accordance with the Traffic Control at Work sites (TWAS) manual Version 5.0 (Roads and Maritime Services document intended to assist the event organiser to comply with Work Health and safety Act 2011 and the Work Health and Safety Regulation 2017)

RISK MANAGEMENT - BUSINESS RISK:

To refuse the application may cause future events to relocate outside the Council area.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

The event organiser has compiled a detailed risk assessment document as part of the Special Events application which ensures a practical risk management approach in line with both the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.

COUNCIL SEAL:

NA

Attachments

- 1 Snowy Valleys Challenge - Council Conditions [↓](#)

Re: 2019 Snowy Valleys Cycling Challenge

Council's standard conditions include,

1. *All provisions of Road Transport Legislation are complied with.*
2. *Under the Workplace Health and Safety Act 2011 the Event Organizer has a duty of care towards those persons who work at (including volunteers) or attend the Event and to ensure that they are not exposed to risks from a public liability perspective.*
3. *The event organizer includes the Snowy Valleys Council, the Roads and Maritime Services and NSW Police as 'Interested Parties' on their current Certificate of Currency document.*
4. *Notification of the event must be given to the local Police, Fire brigade and Ambulance service and evidence of this notification supplied to Council.*
5. *Adequate provision must be made for the access of emergency vehicles.*
6. *All Traffic control plans comply with and are applied in accordance with the provisions of the most recent edition of the 'Traffic Control at Worksites' manual (Version 5.0)*
7. *Authorised Traffic Control Plans are to be implemented, monitored and removed by a person who holds the appropriate level of 'Traffic Control at Worksites' certification.*
8. *Only persons who hold the appropriate level 'Traffic Control at Worksites' certification will undertake any associated traffic control and be appropriately attired with high visibility clothing. Roadwork fluorescent vests properly worn are appropriate.*
9. *The event organiser is to submit for approval a road closure risk assessment for the approved application to the satisfaction of the Division Manager of Assets, Planning and Design Snowy Valleys Council.*
10. *Any direction given by a member of the NSW Police is to be promptly complied with.*
11. *Any reasonable direction that is given by an Officer of Snowy Valleys Council is to be promptly complied with.*
12. *The application of the Traffic Control Plans and timing of the event must not be altered without Police or Snowy Valleys Council Approval.*
13. *The cycling event should not commence or should immediately cease in the event that sight distance, due to weather or other conditions, does not render an adult person wearing dark clothing clearly visible at a distance of 200 metres.*
14. *The Event Organizer is to take all reasonable measures to reduce obstruction to pedestrians and vehicles during the course of the event.*
15. *The Event Organizer is to ensure that all event participants upon formally registering for the Snowy Valleys Cycling Challenge acknowledge their understanding that they must abide by the NSW Road Rules at all times throughout the course of the cycling event*

16. *The Event Organizer is to ensure that all event participants are briefed prior to the commencement of event that all provisions of the NSW Road Rules are to be complied with at all times throughout the course of the cycling event*
17. *The Event Organizer is to ensure that all participants are staggered into groups (no more than 20 cyclists at a time) and commencement times for each of the designated cycling routes based on the participants estimated travel speeds during the course of the registered cycling route nominated*
18. *The Event organizer is to advise (via letter drop) the residences / businesses impacted by the road closure.*
19. *The volume of loud hailer or amplifiers used in conjunction with the event should be maintained at a reasonable level.*
20. *The Event Organizer shall indemnify and keep indemnified the Snowy Valleys Council from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the granting of permission to organize and hold subject event. This indemnity shall be in the form of a Public Liability Policy of insurance to the value of not less than \$20,000,000.*
21. *Council will undertake to advertise the event in the local newspaper a minimum of 7 days before the event. Any objections received are to be resolved by the Event Organiser.*
22. *Appropriate roadside warning signs with black legend on yellow background and conforming with Australian Standards legend size are to be used to effect the road closures and subsequent detour routes.*
23. *Where road warning signs are required the signs are to be located (where possible) 100 metres prior to the intersection with the event route in a 50 or 60 kph speed zone.*
24. *Failure to comply with any of these conditions will immediately void approval for the event*

10. MANAGEMENT REPORTS**10.7 SPECIAL EVENT APPLICATION - INWARD BOUND FOOT RACE****Author:** ANTHONY WEBB**Responsible Director:** MATT CHRISTENSEN**EXECUTIVE SUMMARY:**

The Local Traffic Committee has received and considered a Special Event Application from the Australian National University (ANU) Sport division to undertake a navigational footrace using the Brindabella Road on Friday 5 October, 2018.

RECOMMENDATION:

That Council approve the application for the Inward Bound Navigational Footrace being held on sections of the Brindabella Road between Barnett's Road and Piccadilly Circus on Friday 5 October, 2018 subject to the event organizer complying with all conditions set by Council.

REPORT:

The navigational footrace event involving an estimated 100 participants (grouped in teams of 4) will navigate (using traditional map and compass techniques) primarily through trails within the Kosciusko National Park, Micalong and Bondo State Forests. There will also be walking options using the Brindabella Road near Barnett's Road.

The event is deemed a Class 3 event (minimal impact on local roads and low scale disruption on non-event community). There is no need for any road closures; however there will be low scale Traffic Control signage to advise motorists of the event ahead. If approval is given, Council will impose Council's standard conditions which will include, as part of the participant registration process that all event participants acknowledge that they must abide by the NSW Road Rules similar to any pedestrian.

The Local Traffic Committee members have reviewed the application and associated documents electronically and all voting members have given their in principle support for the event.

OPTIONS

1. To approve the event subject to Council conditions (refer attached conditions)
2. To not approve the event.

BUDGET IMPLICATIONS:

There are no foreseeable costs to Council apart from the time spent by Councils Road Safety Officer reviewing and processing the application.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Community Strategic Plan:**

- 1.5 Support and promote events and festivals.
- 2.2 Encourage sustainable tourism initiatives.

2018/ 19 Operational Plan:

- 1.5.1 Identify opportunities for new tourism events and support the development of these events across the region.

LEGAL/STATUTORY IMPLICATIONS:

The event organiser is to comply with the approved Traffic Management Plan in accordance with the Traffic Control at Worksites (TWAS) Manual (Version 5.0) (Roads and Maritime Services document intended to assist the event organiser to comply with the Work Health and Safety act 2011 and the Work Health and Safety Regulation 2017.

RISK MANAGEMENT – BUSINESS RISK:

To refuse the application may cause future events to relocate outside the Council area.

RISK MANAGEMENT - WHS AND PUBLIC RISK

The event organiser has compiled a detailed risk assessment document as part of the Special Events application which ensures a practical risk management approach in line with both the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.

COUNCIL SEAL:

NA

Attachments

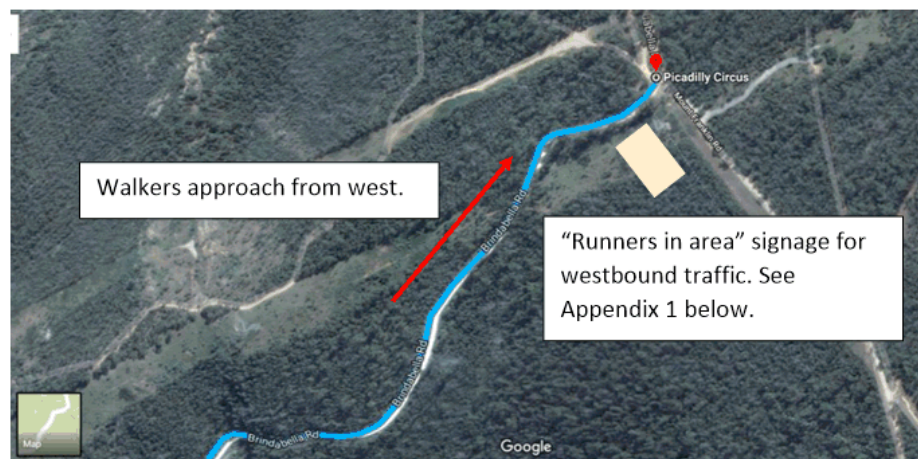
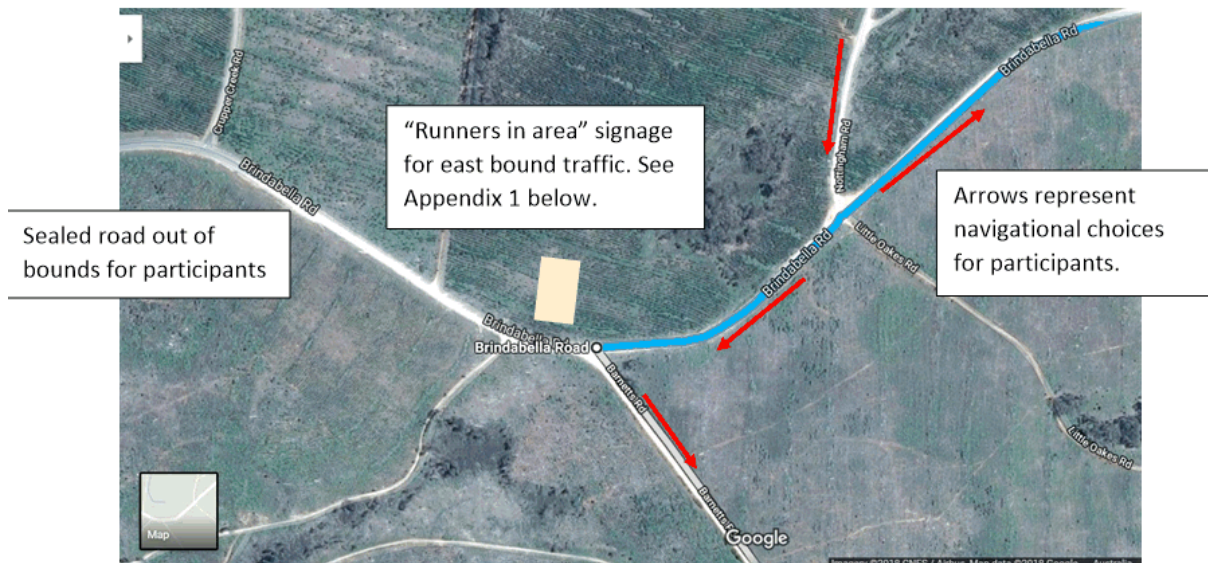
- 1 Inward Bound Road Traffic Management Proposal [↓](#)
- 2 Council Conditions - Inward Bound Event [↓](#)

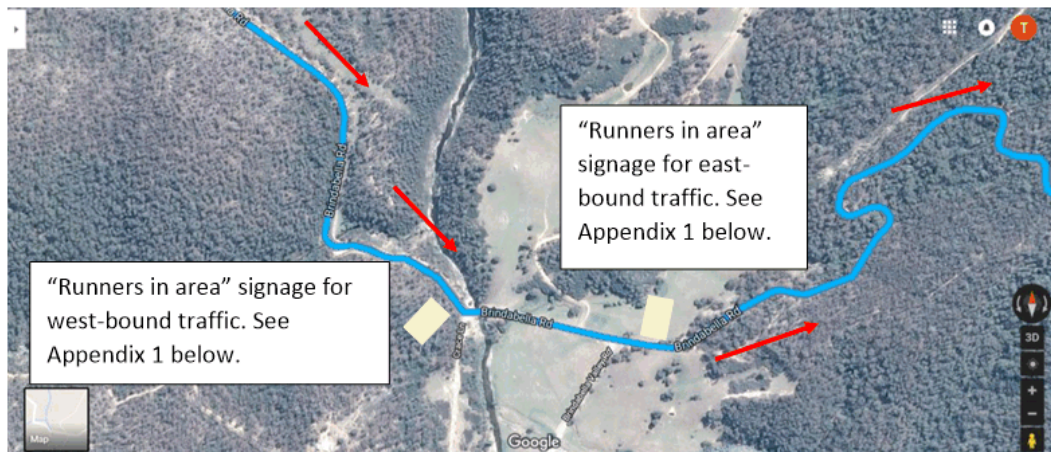
Proposed Traffic Management for Brindabella Road

The signage proposed will be on the roadside whilst teams are in the general area, from 9:00pm Friday 5th October until they have left Brindabella Rd in NSW (expected to happen by 5:00am Saturday 6th October).

As shown in the Appendix 1 below, "Runners in area" signs will be placed at a visible location between the end of the sealed section of Brindabella Rd and the Brindabella Rd/Barnetts Rd intersection, in the Brindabella Locality and at the ACT Border.

Appendix 2 shows the Reflective Bibs participants will wear.





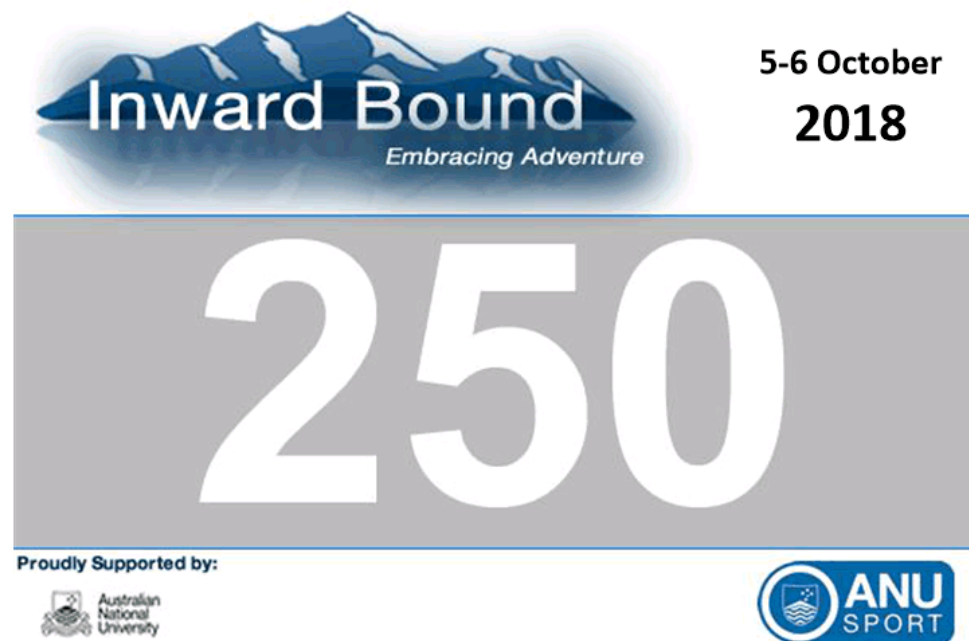
Appendix 1: “Runners in area” signage

One of the following two signs will be used where indicated in the maps above:



These signs are reflective to NSW and ACT standards. The dimensions are 1500mm wide and 800mm high.

Appendix 2: Reflective Bibs



RE: 2018 Inward Bound Special Event

Council's standard conditions include,

1. *All provisions of Road Transport Legislation are complied with.*
2. *Under the Workplace Health and Safety Act 2011 the Event Organizer has a duty of care towards those persons who work at (including volunteers) or attend the Event and to ensure that they are not exposed to risks from a public liability perspective.*
3. *The event organizer includes the Snowy Valleys Council, the Roads and Maritime Services and NSW Police as 'Interested Parties' on their current Certificate of Currency document.*
4. *Notification of the event must be given to the local Police, Fire brigade and Ambulance service and evidence of this notification supplied to Council.*
5. *Adequate provision must be made for the access of emergency vehicles.*
6. *All Traffic control plans comply with and are applied in accordance with the provisions of the most recent edition of the 'Traffic Control at Worksites' manual*
7. *Authorised Traffic Control Plans are to be implemented, monitored and removed by a person who holds the appropriate level of 'Traffic Control at Worksites' certification.*
8. *Only persons who hold the appropriate level 'Traffic Control at Worksites' certification will undertake any associated traffic control and be appropriately attired with high visibility clothing. Roadwork fluorescent vests properly worn are appropriate.*
9. *The event organiser is to submit for approval a road closure risk assessment for the approved application to the satisfaction of the Division Manager of Assets, Planning and Design Snowy Valleys Council.*
10. *Any direction given by a member of the NSW Police is to be promptly complied with.*
11. *Any reasonable direction that is given by an Officer of Snowy Valleys Council is to be promptly complied with.*
12. *The Event Organizer is to take all reasonable measures to reduce obstruction to pedestrians and vehicles during the course of the event.*
13. *The Event Organizer is to ensure that all event participants upon formally registering for the Inward Bound Navigational Foot Race acknowledge that when travelling upon the road way during the course of the event that they abide by the NSW Road Rules as a pedestrian.*
14. *The Event Organizer is to ensure that all event participants are briefed prior to the commencement of event that all provisions of the NSW Road Rules are to be complied with at all times throughout the event*
15. *The Event organizer is to advise (via letter drop) the residences / businesses impacted by the road closure.*
16. *The volume of loud hailers or amplifiers used in conjunction with the event should be maintained at a reasonable level.*
17. *The road closure and timing of the event must not be altered without Police or Snowy Valleys Council Approval.*

18. *The Event Organizer shall indemnify and keep indemnified the Snowy Valleys Council from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the granting of permission to organize and hold subject event. This indemnity shall be in the form of a Public Liability Policy of insurance to the value of not less than \$20,000,000.*
19. *Council will undertake to advertise the event in the local newspaper a minimum of 7 days before the event. Any objections received are to be resolved by the Event Organiser.*
20. *Appropriate roadside warning signs with black legend on yellow background and conforming with Australian Standards legend size are to be used to effect the road closures and subsequent detour routes.*
21. *Where road warning signs are required the signs are to be located (where possible) 100 metres prior to the intersection with the event route in a 50 or 60 kph speed zone.*
22. *Failure to comply with any of these conditions will immediately void approval for the event*

10. MANAGEMENT REPORTS**10.8 DECLARATION OF ALCOHOL FREE ZONE- TUMBARUMBA**

Author: GUS COX

Responsible Manager: GUS COX

PURPOSE OF REPORT:

To re-establish the Alcohol Free Zone in the Tumbarumba town centre in accordance with the Local Government Act 1993.

RECOMMENDATION:

That Council:

- 1. Resolves to declare Alcohol Free Zones for a period of four (4) years for the area bounded by The Parade and Winton Street between Selwyn and Bridge Street and Winton Street between Bridge and Fleet Street Tumbarumba. Excluding a 2 metres x 20 metres of The Parade footpath along the façade of the Union Hotel.**
- 2. Advertise the declaration of the Alcohol Free Zone in accordance with the provisions of Section 644B(3) of the Local Government Act 1993.**

REPORT:

Council at its May meeting Council resolved to:

- 1. Propose to re-establish the Alcohol Free Zone (AFZ) for a period of four (4) years in the area bounded by The Parade and Winton Street between Selwyn and Bridge Street and Winton Street between Bridge and Fleet Street Tumbarumba. Excluding a 2 metres x 20 metres of The Parade footpath along the façade of the Union Hotel.*
- 2. Carry out public consultation on the proposal in accordance with Section 644A of the Local Government Act 1993.*

The following public consultation process has been carried out:

1. Publish of notice of proposal of the AFZ in the Tumbarumba Times to invite representations or objections within 14 days of publication. No submissions received during this period.
2. A copy of the proposal was sent to the local Police and liquor licencees and clubs whose premises border on or adjoin the proposed zones to invite representations or objections within 30 days of publication. No submissions received.

OPTIONS

1. Declare a proposed Alcohol Free Zone, as per this report
2. Amend a proposed Alcohol Free Zone
3. Not declare an Alcohol Free Zone

BUDGET IMPLICATIONS:

The estimated cost to install new signage is \$660 consisting of the replacement of 12 signs at \$30.00 per sign and \$25.00 per sign labour. There is an internal budget allocation for these works.

LEGAL/STATUTORY IMPLICATIONS:

The process for establishing AFZ is set out in the provisions of Sections 642 to 649 of the Local Government Act 1993. Under these sections, proposed AFZ may comprise either or both of the following:

1. Public road or part public road; or
2. Public place that is a car park or part of a car park.

RISK MANAGEMENT - BUSINESS RISK:

Nil

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Signage would be replaced by Council employees in accordance with Council WHS policy.

COUNCIL SEAL:

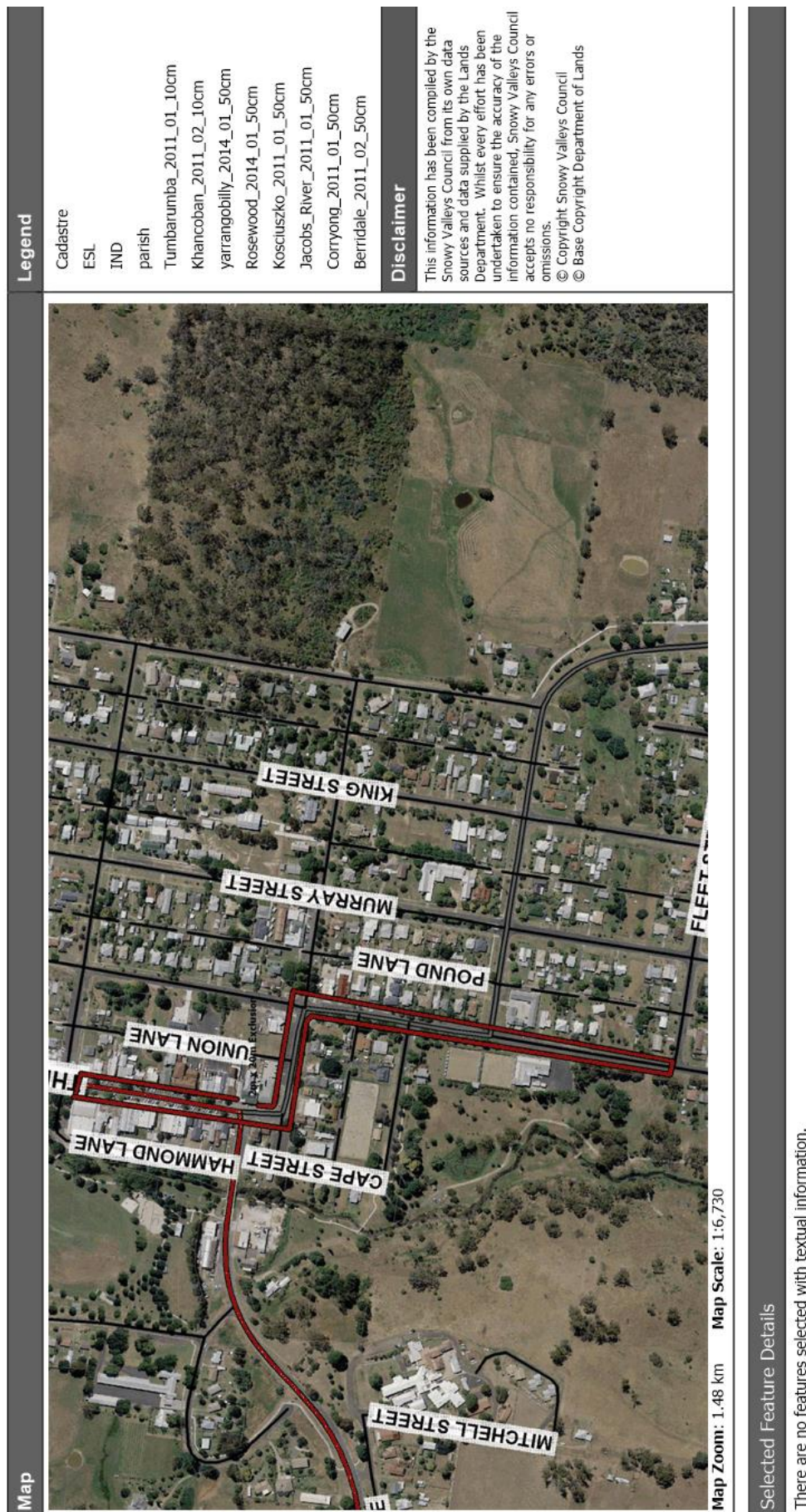
Not required.

Attachments

- 1 Plan of Proposed Declared Zone [↓](#)

Created on Tuesday, 3 July 2018 by exponareheatnib

Alcohol Free Zone Area



10. MANAGEMENT REPORTS**10.9 SNOWY 2.0 STAGE 1 EXPLORATORY WORK - ENVIRONMENTAL IMPACT STATEMENT SUBMISSION****Author:** GUS COX**Responsible Director:** MATTHEW HYDE**EXECUTIVE SUMMARY:**

The Environmental Impact Statement (EIS) for Stage 1 Exploratory Works for the Snowy 2.0 project is now on exhibition for public comment.

The purpose of this report is to endorse Council's submission in relation to the development.

RECOMMENDATION:

That Council make a submission consisting of:

General Statement

Council endorses and fully supports the development, subject to any local impacts being addressed.

Key Local Impacts

- **Transport - Traffic impacts on the Snowy Mountain Highway, Miles Franklin Drive and the township of Talbingo.**
- **Social & Economic-**
 - **Impacts to the township of Talbingo by:**
 - **Restriction of public access to the Talbingo Reservoir, especially the Spillway area.**
- **Public Safety-**
 - **Impacts on emergency services, especially the capacity of Tumut Hospital and Ambulance Service to respond to medical emergencies.**

REPORT:

Snowy 2.0 was declared "critical" State significant infrastructure (CSSI) in March 2018 because of its potential to contribute to future security of our energy system, the economy and the environment.

The Stage 1 EIS relates to exploratory works to investigate the ground conditions at the proposed location for a new 2000 megawatt underground hydro-electric power station in the Snowy Mountains.

The exploratory works application involves:

- Establishment of an exploratory tunnel, construction pad and portal;
- Establishment of a construction compound and supporting infrastructure, including an accommodation camp;

- Excavated rock management;
- Emplacement of excavated rock in Talbingo Reservoir;
- Establishment of barge infrastructure at Talbingo Reservoir; and upgrade and establishment of site access roads.

The Department of Planning and Environment has placed the EIS for Snowy 2.0's exploratory works on public exhibition for the period of Monday 23 July until Monday 20 August. A draft submission based on this report will be forwarded to the Department of Planning and Environment on Monday, 20 August. An extension for Council's final submission has been granted until Friday to allow the submission to be reviewed and endorsed by Council at its August meeting on Thursday 23 August.

Council staff have reviewed the EIS and have drafted a submission outlined in Attachment 1.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN

Making a submission strongly aligns with our Integrated Planning and Reporting Documents of:

Community Strategic Plan- Theme 2. Growth through innovation

Delivery Program- We have economic development activities which provide community longevity, vibrancy and a sustainable future

Operational Plan – Action- 2.1.15 Partner with Snowy Hydro to ensure sustainable outcomes for the region as a result of Snowy 2.0.

OPTIONS

1. Make a submission
 - a. Based on the EIS report in attachment 1 as outlined in the report.
 - b. Amend the EIS report in attachment 1, prior to submitting.
2. Not make a submission.

BUDGET IMPLICATIONS:

This process of making a submission does not have any immediate budget implications.

LEGAL/STATUTORY IMPLICATIONS:

The legal and statutory implications of the development are covered in detail in the EIS under Strategic and Statutory Context Chapter 3, available at:

https://majorprojects.accelo.com/public/5af8cbcd660daa65233f2dcbcc7397d3/Snowy%202.0%20-%20Exploratory%20Works%20-%20EIS%20Vol_1_Ch3_Strategic_and_statutory_context.pdf

The CSSI status has made the Department of Planning and Environment the consent authority in relation to this development, not Council.

Council approvals will only relate to approvals under the Local Government Act and Roads Act 1993.

RISK MANAGEMENT - BUSINESS RISK:

This process of making a submission does not have any immediate business risk implications.

RISK MANAGEMENT - WHS AND PUBLIC RISK:

Not applicable

COUNCIL SEAL:

Not required

COMMUNITY ENGAGEMENT AND COMMUNICATION

There has been substantial community consultation undertaken by Snowy Hydro and the Department of Planning and Environment. This would be expected given the size and scale of the development.

The proponent (Snowy Hydro Limited) has kept Council well informed of the development when information has become available. Council's submission is based on a number of workshops/briefings and a recent Council facilitated meeting with the Talbingo Community and Snowy Hydro on 8 August 2018.

The Talbingo Progress & Ratepayers are intending to make a submission which will be tabled at the Council meeting for consideration.

Attachments

- 1 EIS Submission Report final [↓](#)

Appendix 1 Submission Report

Key Local Impacts	Statement	Reference	Comment	Options/Action
Restriction of public access to the Talbingo Reservoir	<i>During Exploratory Works, barges will be loaded at the Talbingo barge ramp, travel about 18 km along Talbingo Reservoir and be unloaded at the Middle Bay barge ramp before returning to the north. A round trip from Talbingo barge ramp to Middle Bay barge ramp and return would take approximately four hours</i>	Clause 2.7.3 Barge Transport, Proposed Exploratory Works Chapter 2, p. 2-27	If additional barge access was installed at the southern end of Talbingo Reservoir at O'Hares Campsite. Some materials and equipment could be transported via the Elliott's Way. This would <ol style="list-style-type: none"> 1. Reduce the use of the Talbingo barge ramp. 2. Reduce barge travel times as O'Hares to Middle bay is substantially shorter in distance. 	Install additional barge access at the southern end of Talbingo Reservoir at O'Hares Campsite.
Restriction of public access to the Talbingo Reservoir	<i>If required, a road along the southern part of the spillway foreshore will be provided to maintain public use of the southern area.</i>	Clause 2.9.3(ii) Changes to Public, Proposed Exploratory Works Chapter 2, p 2-35	Talbingo residents have expressed concerns that the laid down area has not been clearly defined and would restrict any access to the spillway	<ol style="list-style-type: none"> 1. The lay down area needs to be clearly defined. 2. If the southern end of the spillway is restricted for public use, other alternative recreation solutions are created including: <ol style="list-style-type: none"> 1. Extending the southern end of the spillway to create additional recreational area. 2. Create additional recreational areas on the foreshore in close proximity to the boat ramp. 3. Additional community

Key Local Impacts	Statement	Reference	Comment	Options/Action
				infrastructure in Talbingo including walking/cycleway
Restriction of public access to the Talbingo Reservoir	<i>Any restrictions to the spillway and boat ramp access and the timetable for operation of the barge will be communicated to reservoir users by signage posted near Tumut 3 power station.</i>	Clause 2.9.3 Changes to Public, Proposed Exploratory Works Chapter 2, p 2-35	There are concerns in relation to the location of signage. <ol style="list-style-type: none"> 1. Signage is required on the Miles Franklin Drive adjacent to the Snowy Mountains intersection. 2. An up to date website would be beneficial to advise tourist of restriction prior to visiting Talbingo. 	<ol style="list-style-type: none"> 1. Install signage at Miles Franklin Drive adjacent to the Snowy Mountains intersection. 2. Snowy Hydro create/maintain a website advising of proposed closures/restrictions.
Traffic impacts on the Snowy Mountain Highway and Miles Franklin Drive	<i>i Primary transport routes. It is expected that the majority of materials and equipment will travel along the Snowy Mountains Highway, Link Road and Lobs Hole Ravine Road, with some travelling via Talbingo to Talbingo Reservoir and transfer via a barge to site. It is expected that all heavy transport will be limited to daylight hours to limit noise impacts. The primary transport routes for construction material deliveries to site are provided in Figure 2.19.</i>	Clause 2.10.5(i) Traffic movements, Proposed Exploratory Works Chapter 2, p 2-35 Clause 5.6.3 Transport – Assessment of Impacts	<p>There are concerns that the majority of materials and equipment will be conveyed by barge to site, instead of the Link Road, Lobs Hole Ravine Road. This will have additional impact on Miles Franklin Drive and the township of Talbingo.</p> <p>The road pavement of Miles Franklin Drive is not constructed to a structural capacity that will withstand Higher Mass Loading. Strengthening of road pavement is a necessity prior to commencement of being subjected to deliveries via the barge option.</p> <p>Given that the increase of heavy vehicles to the township of Tumut, reassessment of major intersections in the Tumut township must be undertaken, including the Snowy</p>	<ol style="list-style-type: none"> 1. Review the amount of traffic using the Miles Franklin Drive. 2. Strengthening of Miles Franklin Drive road pavement from Snowy Mountains Highway to Spillway Road. 3. Reassessment of major intersections in the Tumut township

Key Local Impacts	Statement	Reference	Comment	Options/Action
			Mountains Hwy/Gocup Road intersection and Snowy Mountains Hwy/Wynyard Street.	
Transport	<ul style="list-style-type: none"> <i>Tumbarumba landfill, approximately 45 minutes drive (45km)</i> 	Clause 2.10.6 (iv) Construction resources, Proposed Exploratory Works Chapter 2, p 2-50	Travel time and description of site incorrect. Travel time more in the order of 1 hour and 45 minute (90kms). Tumbarumba has a waste transfer station.	Amend travel time and description.
Waste	<i>Waste Facilities that may be used during Exploratory Works include: Talbingo Waste Depot Tumbarumba Landfill</i>	Clause 2.10.6 (iv) Construction resources, Proposed Exploratory Works Chapter 2, p 2-50	Talbingo and Tumbarumba as waste facilities options will not accommodate significant levels of waste	Remove reference to Talbingo and Tumbarumba waste facilities
Social & Economic	<i>Accommodation camp</i> <ul style="list-style-type: none"> <i>removal of all accommodation facilities;</i> 	Clause 2.13 Decommissioning, figure 2.9, Proposed Exploratory Works Chapter 2, p 2-54	Council would like to express an interest in the accommodation camp to remain at the completion of the project to be used as a tourism accommodation.	Consultation with all relevant stakeholders.
Regulatory Framework	<i>Local Government Act 1993 The NSW Local Government Act 1993 (LG Act) identifies the responsibilities and powers of local governments. Section 68 of the LG Act requires approval of the relevant local council to build/install and operate a sewage</i>	Clause 4.11, Regulatory Framework report Appendix C, p57	<p>The approval for a sewerage treatment plant (STP) of this size falls out of the scope Section 68 approval Council would require advice and guidance from the EPA in relation to the approval of the system.</p> <p>Although the sewerage treatment plant</p>	Further consultation with EPA.

Key Local Impacts	Statement	Reference	Comment	Options/Action
	<p><i>management system. As described in Section 2.8.1.iii of the EIS, sewage will be treated at an onsite treatment plant.</i></p> <p><i>Approval from Snowy Valleys Council will be required prior to the construction of the sewerage treatment plant</i></p>		<p>is below the scheduled licencing threshold of:</p> <p><i>(a) 2,500 persons equivalent, as determined in accordance with guidelines established by an EPA Gazettal notice, or</i></p> <p><i>(b) 750 kilolitres per day.</i></p> <p>It would be more appropriate for the STP to be approved and licenced under the EPA, given the location within a National Park. This is the case for the Cabramurra STP.</p>	
Mountain Highway and Miles Franklin Drive	<p><i>iii Miles Franklin Drive Construction vehicle movements along Miles Franklin Drive will only be undertaken to deliver equipment and materials not able to be transported via Lobs Hole Ravine Road and during barge ramp construction. This is expected to be an occasional occurrence that will not impact the operational performance of the road. Therefore, it is forecast that the existing operational performance of Miles Franklin Drive will be maintained throughout Exploratory Works.</i></p>	<p>Clause 5.6.3 (iii)</p> <p>Assessment of impacts, Transport Chapter 5.6, p 5.6-4</p>	<p>There are concerns that the majority of materials and equipment will be conveyed by barge to site, instead of the Link Road, Lobs Hole Ravine Road. Hauling materials and equipment up Talbingo Mountain and through the snow during winter periods will be problematic. No provisions have been made for the use of heavy rigid vehicle that will be required for the haulage of cement and bulk fuel. <i>The predicted fuel use for the duration of Exploratory Works is approximately 8,690,000 L of diesel fuel.</i> (Proposed Exploratory Works Chapter 2, p. 2-49) depending how this is transported (16,000L in heavy rigid or 57,000L in B-Double) will equate to 543 heavy rigid and 152 B-Double movements.</p> <p>This will have additional impacted on</p>	As outlined above

Key Local Impacts	Statement	Reference	Comment	Options/Action
			Miles Franklin Drive and the township of Talbingo.	
Social & Economic- <ul style="list-style-type: none"> Impacts to the township of Talbingo 	<i>Snowy Hydro would engage with the contractor(s) for Exploratory Works to ensure that its approach to employment embodies the following principles where possible:</i> <ul style="list-style-type: none"> <i>• a preference for local employment;</i> <i>• encouraging local contractors to tender for work; and</i> <i>• use of local businesses. In order to achieve this outcome, Snowy Hydro in consultation with the contractor(s) for Exploratory Works, proposes to:</i> <ul style="list-style-type: none"> <i>• provide advance information about the approach to workforce sourcing, recruitment policies of local people and work arrangements;</i> <i>• work with recruitment, education and training providers in the local area to encourage the provision (in advance of project commencement) of future employment and training opportunities for skills that would be directly and indirectly generated by Snowy 2.0, including Exploratory Works; and</i> <i>• participate, as appropriate, in</i> 	Clause 6.3, Table 6.1 Environmental Management Measures, Mitigation measures Chapter 6, p 6-16	Council endorses this approach.	Possibly set as a condition of consent.

Key Local Impacts	Statement	Reference	Comment	Options/Action
	<i>business groups, events or programs, and/or provide training programs directly relevant to project needs or broader industry skills (including programs specifically designed to assist local companies to comply with likely pre-qualification and contractual requirements). The provision of these activities would be supported by the development of a local employment and business policy.</i>			
Public Safety- <ul style="list-style-type: none"> ○ Impacts on emergency services, especially the capacity of Tumut Hospital and Ambulance Service to respond to medical emergencies 	Not referenced in the EIS	N/A	The existing Tumut Hospital is inadequate to meeting the emergency needs for the development.	Expedite the upgrade of the hospital.

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - ABORIGINAL LIAISON COMMITTEE MEETING HELD 18 JULY 2018**File/Trim Ref: D18/4244

RECOMMENDATION:**That Council:**

- 1. That the report on the Aboriginal Liaison Committee Minutes from Director Strategy, Community and Development be received.**
- 2. Adopt the minutes of the Aboriginal Liaison Committee meeting held 18th July 2018.**
- 3. Adopt the amended Aboriginal Liaison Committee Terms of Reference with the following changes:-**

Point 8(a) – Change meeting time to 10am.

BACKGROUND:

The former Tumut Shire Council has had an Aboriginal Liaison Committee since 1996. The committee's purpose is to provide a forum for discussion between Council and the Aboriginal Community on key issues. In July 2007 Council and the Aboriginal Community developed a Memorandum of Understanding (MoU). The MoU provides the agreed wording for the Council Acknowledgment of Country. The MoU also led to the development of the Aboriginal Cultural Protocols and Practices Policy which was adopted by the former Tumut Shire Council in 2011.

The former Tumbarumba Shire Council has not previously had a MoU with their Aboriginal community however they did undertake an Acknowledgement of Country at Council meetings.

The Aboriginal Liaison Committee has always met quarterly however at their first meeting for 2018 requested that meetings be held every two months.

REPORT:

The minutes of the May 2018 Aboriginal Liaison Committee meeting were tabled for adoption at this meeting. It was raised by Cllr Pritchard that he felt the minutes should not name the person who was raising matters and that these should purely be referred to as general business discussion.

The adopted Aboriginal Liaison Committee Terms of Reference were presented back to the committee however there were some numbering errors in the document that needed changing. The committee also resolved to change the time of the meetings so this was removed from the ToR.

The Memorandum of Understanding with the Aboriginal Community and the former Tumut Shire Council has provided the basis of the partnership between the Aboriginal Community and the Council. The MoU outlines how both the Council and the Aboriginal Community will work together. The MoU provides detail of when a Welcome to Country is to be held and the wording for the Acknowledgement of Country. The MoU also led to the development of the Aboriginal Cultural Protocols and Practices Policy.

These documents are all developed in partnership with the Aboriginal Community.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Towns and Villages

- 1.3.1 Increase participation in NAIDOC Week activities across the Council area
- 1.3.2 Review Memorandum of Understanding with the Aboriginal community by September 2018
- 1.3.3 Work with the Aboriginal communities to develop an Acknowledgement of Country for SVC by December 2018

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications:

NAIDOC Week is celebrated annually with the Aboriginal Community organising a number of events. Council has always hosted a Flag Raising Ceremony and morning tea in Tumut and this year also hosted one in Tumbarumba. Other activities organised by Council were Storytime which was held at both the Tumut and Tumbarumba Libraries, and the hosting of an evening with Nova Peris at the Tumut Library. The cost of the morning tea includes Council providing the catering for these events and the purchase of new flags at a cost of \$200 for the flags and \$200 for the catering.

Both events utilise staff time including the printing and sending of invitations, the organisation of new flags, the organisation of catering, setting up and packing up, availability of a venue. Council provides the printing of the NAIDOC Week program that the Aboriginal Community produces. The Nova Peris evening at the Tumut Library cost \$5,000 (Council contributed \$3,000 from the events budget and a grant for the amount of \$2,000 was received).

Preparation for the Aboriginal Liaison Committee meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every 2 months.

Costs and Benefits:

The Aboriginal Liaison Committee provides a link for Council and the Aboriginal Community and also a platform for the Aboriginal Community to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of Aboriginal Cultural recognition activities and for Council to support Indigenous cultural activities and projects.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC

Nil

OPTIONS:

Council receive the report and adopt the draft Terms of Reference and Memorandum of Understanding without change.

Council receive the report and nominate changes to the draft Terms of Reference and Memorandum of Understanding and consult with the Aboriginal Liaison Committee on those amendments.

Council receive the report and not adopt the draft Terms of Reference and Memorandum of Understanding and consult with the Aboriginal Liaison Committee as to the reasons.

COUNCIL SEAL REQUIRED

No

COMMUNITY ENGAGEMENT AND COMMUNICATION

The MoU, the Acknowledgement of Country and the Aboriginal Cultural Protocols and Practices Policy are currently being distributed amongst the Aboriginal Community by members of the Brungle Tumut Local Aboriginal Lands Council. Key stakeholder groups identified have been Cooee Cottage, Aboriginal Men's Group, Aboriginal Elders Group and the Brungle Health Centre. These documents will be brought back to the September Aboriginal Liaison Committee meeting for discussion.

Attachments

- 1 Minutes - Aboriginal Liaison Committee meeting - 18 July 2018 [↓](#)

**MINUTES
ABORIGINAL LIAISON COMMITTEE**
WEDNESDAY, 18 JULY, 2018
MEETING COMMENCEMENT: 3.50pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr G Pritchard (Delegate)	X		
Community Dev. Team Rep. (Delegate)	X		
Sue Bulger - Elder	X		
Margaret Berg – Elder			X
Coral Bulger – AECG		X	
Winnie Bulger – Tumut High School		X	
Meegan Cameron		X	
Lenard Connolly – Community Health			X
Pat Connolly – Elder			X
Mary Greenhalgh – Brungle/Tumut LALC	X		
Shirley Marlowe – Community Transport	X		
Sonia Piper – Elder			X
Stan Russell – Coo-ee Cottage			X
Cathy Williams – Community Rep.			X
Mary Williams – Community Rep.			X

Council staff in attendance were **Trudy Crawford**.

APOLOGIES:

AL05. RESOLVED that the apologies from Winnie Bulger, Coral Bulger and Meegan Cameron be received.

Sue Bulger / Shirley Marlowe

CONFIRMATION OF MINUTES:

AL06. RESOLVED that the minutes of the **Aboriginal Liaison Committee** held on **09-May-2018** be accepted as read.

Mary Greenhalgh / Geoff Pritchard

BUSINESS ARISING FROM MINUTES:

- Minutes are to be tabled as general discussion and no personal names to be mentioned next to items.
- Geoff Pritchard resigned as Deputy Chairperson of the Aboriginal Liaison Committee. Nominations from the floor were called for. Sue Bulger nominated Shirley Marlowe as the deputy chairperson for the next 12 months.

ALC07. RESOLVED that Shirley Marlowe be elected as the Deputy Chairperson of the Aboriginal Liaison Committee for the next 12 months.

Sue Bulger / Mary Greenhalgh

- Times of meetings were discussed and to be changed to 10am.

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018**

ALC08. RESOLVED that meetings of the Aboriginal Liaison Committee be held at 10am on the third Wednesday of the month.

Shirley Marlowe / Sue Bulger

DECLARATION OF INTEREST AND REPORTABLE POLITICAL DONATIONS:

Nil

COMMITTEE REPORTS:

Aboriginal Liaison Committee (.)

GENERAL BUSINESS:

Sue Bulger welcomed all present to the Aboriginal Liaison Committee.

Adopted Aboriginal Liaison Committee Terms of Reference

Some changes were made to the Aboriginal Liaison Committee (attached).

RECOMMENDATION

That Council adopt the amended Aboriginal Liaison Committee Terms of Reference with the following changes:

Point 8(a) – Change meeting time to 10am.

Shirley Marlowe / Sue Bulger

MoU between the Aboriginal Community and Snowy Valleys Council

The MoU will be discussed at meetings with the Aboriginal Community in the next two months and brought back to the Aboriginal Liaison Committee for discussion at the September meeting. The MoU has been provided to the Brungle Tumut Local Aboriginal Community for distribution and discussion at meetings.

NAIDOC Week 2018

A successful program of events was undertaken for NAIDOC. The Art Exhibition will remain at the Tumut Library until the end of July. The Flag raising in Tumut is growing in numbers each year and the Brungle Tumut Lands Council is the appropriate place to host the flag raising with the morning tea at the Library. The Flag raising in Tumbarumba would be best as just an informal flag raising followed by a morning tea. The evening with Nova Peris was well attended.

Snowy Valleys Council Acknowledgement of Country

The wording of the Snowy Valleys Council Acknowledgement of Country will be discussed at meetings with the Aboriginal Community in the next two months and brought back to the Aboriginal Liaison Committee for discussion at the September meeting.

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 18 JULY, 2018Aboriginal Cultural Protocols and Practices Policy

The Aboriginal Cultural Protocols and Practices Policy will be discussed at meetings with the Aboriginal Community in the next two months and brought back to the Aboriginal Liaison Committee for discussion at the September meeting. The MoU has been provided to the Brungle Tumut Local Aboriginal Community for distribution and discussion at meetings.

Training Opportunities for Young Aboriginal People

Geoff Pritchard and Sue Bulger liaised with Robyn Harvey and Jerry Mooketsi regarding applying for Elsa Dixon funding for Local Government Cadetships.

NEXT MEETING

The next meeting will be held on Wednesday 19th September at 10am.

CLOSED:

The meeting closed at 4.50pm.

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018****DRAFT Aboriginal Liaison
Committee****Terms of Reference**

ToR No: SVC-TofR-09-01

1. NAME

The name of the Committee is the Aboriginal Liaison Committee.

2. STATUS

Being an advisory committee, the Aboriginal Liaison Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

4. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion between Council and the Aboriginal Community of the Snowy Valleys Council on key issues.

5. OBJECTIVES OF THE COMMITTEE

The Aboriginal Liaison Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

- To report on activities and functions in the community.
- To raise the profile of aboriginal issues within the Shire.
- To facilitate partnerships with Aboriginal organisations and community members ~~in the Council~~ to assist in the delivery of the Community Strategic Plan.

6. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of citizen/community representatives, the General Manager or nominated delegate and one Councillor. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

b) APPOINTMENT AND SELECTION OF MEMBERS

Formatted: Indent: Left: 0 cm,
Hanging: 1 cm

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Aboriginal Liaison Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

c) TERM

The term should be in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Aboriginal Liaison Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) CHAIRPERSON

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

The Deputy Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Deputy Chairperson shall chair that meeting.

e) SECRETARIAT

A staff member from Snowy Valleys Council Community Development Team shall perform the Secretariat duties for the Committee.

f) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018****h) QUORUM**

A quorum of the Committee will be 4 of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

i) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

j) DECISIONS AND VOTING

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aboriginal Liaison Committee for the Snowy Valleys Shire. Only those Councillors appointed to the Aboriginal Liaison Committee have voting rights.

k) ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) WORKING GROUPS

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

8. COMMITTEE OPERATION AND MEETINGS**a) MEETINGS**

Meetings will be held bi-monthly ~~at 3.30pm~~ on the third Wednesday of the month, at the Riverina Highlands Building, Tumut.

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018****b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

d) MINUTES

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

9. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

10. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 18 JULY, 2018****11. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

12. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

13. DISSOLUTION

Council may at any time dissolve the Committee.

14. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

15. SUPERSEDING POLICY NO AND TITLE

Aboriginal Liaison Committee Terms of Reference, ToR No: 01, Version: 1.4

16. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Coordinator Community Development

17. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	24 May 2018	M142/18	01/07/2020

11. MINUTES OF COMMITTEE MEETINGS

11.2 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 8 AUGUST 2018

File/Trim Ref: D18/4259

RECOMMENDATION:

That Council:

1. **Adopt the Minutes of the Audit, Risk and Improvement Committee meeting held on 8 August 2018.**
2. **Adopt the Audit, Risk and Improvement Committee Chairman's report for the Year ended 30 June 2018.**

REPORT:

COPY OF AUDIT, RISK & IMPROVEMENT COMMITTEE CHAIRMANS REPORT Year ended 30 June 2018

This Report is made in accordance with clause 5 of the Committee's Charter and covers the financial year just ended.

Committee membership during the period:	Meetings attended
Independent External Members	
David Maxwell (Chairperson)	5
Alison Forsyth	4
Glenyce Francis	5
Councillors	
Julia Ham	3
John Larter	3
Also attended	
Mayor, James Hayes	1
Interim Acting General Manager, David Aber	1
General Manager, Matthew Hyde	3
Director Internal Services, Robyn Harvey	3
Division Manager People Culture & Governance, Jerry Mooketsi	2
Divisional Manager Finance & IT Sarah Pentland	1
Coordinator Governance & Support, Shirley Williams-Enever	3
Manager Systems Improvements, John Proctor	2

Internal Audit and External Audit Representatives have also attended as required.

Mr Ian Chaffey was appointed to the Committee as an independent member at the Council meeting 28 May 2018. It is envisaged that the full complement of four independent members will enable biennial rotations of membership with provision for both continuity of membership and introduction of new members.

Committee meetings during the period

The Committee met on 10 August 2017, 31 October 2017, 7 February 2018 and 9 May 2018 (all ordinary meetings) and 19 October 2017 (special meeting to consider the draft Annual Financial Statements).

Reporting lines

The Committee reports to Council after each meeting in the form of minutes (all Councillors also receive copies of Committee agendas) and provides an annual report of activities undertaken each year. At need, the Committee will also provide additional reports on matters that it specifically wishes to draw to Council's attention.

At its meeting held 9 May 2018, the Committee directed the Chairman to express to the Mayor its concerns that inadequate resources have been allocated by Council to effect the amalgamation of the former Tumbarumba Shire and Tumut Shire Councils, and the associated entity Snowy Works & Services, within a reasonable time.

Internal Audit has an independent contract status within Council and reports administratively to the General Manager and functionally to the Committee.

Approach of the Committee

The Committee seeks to take what may broadly be described as a "risk management" approach which includes:

- monitoring the risk exposure of Council
- reviewing the level of resources allocated to internal audit and the scope of its authority
- reviewing the scope of internal audit plans and the effectiveness of the function
- reviewing reports of internal audit and the extent to which Council and management react to matters raised by internal audit
- facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised
- identifying and referring specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council as appropriate
- addressing issues brought to the attention of the Committee that are within the parameters of its terms of reference
- considering and recommending any changes to the Committee's Charter and the Internal Audit Charter.

The Committee considers that the resourcing matter reported to the Mayor has adversely affected its operations during the period.

Internal Audit operations during the period

Internal Audit services have been provided by Johnsons MME as external contract suppliers of internal audit services, and their contract has been extended to 30 June 2019.

The Committee has considered Internal Audit Reports on the following matter:

- Section 355 Committees & Volunteers

An assignment that will be completed before the end of June, but for which the report will not be considered by the Committee until after the end of June is:

- Payroll

We have commenced development of a forward 3 year internal audit plan which will be further refined as Council's risk management procedures mature.

The Committee has continued to monitor management action in relation to issues raised in previous Internal Audit reports. As reported above, resourcing issues have limited the ability of Council staff to meet agreed timeframes for the resolution of matters raised in previous audit reports.

External Audit operations during the period

At its special meeting held 19 October 2017 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2017 and directed questions to the external auditors in attendance and to Council's finance staff. The Committee reported to Council that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit and has not identified any specific matter to which it wishes to draw the attention of the Council. The major items of correspondence were:

- Interim Management letter 2017
- Audit Reports 2017
- Client Service Plan 2018

Other Reports referred to the Committee

The Risk Management Policy was reviewed and amendments recommended to Council. This policy, together with the Risk Management Framework and Risk Management Strategy, is a key strategic document informing the more detailed annual Risk Management Plan and the Risk Register. The Committee will maintain oversight of the development of these documents.

The Committee has initiated oversight of the Safety, Risk & Quality Committee with a view to ensuring that its approach and operations are consistent with Council's overall Risk Management Policy and approach to risk management.

Other Committee Operations

In accordance with clause 7.8, the Committee Charter was reviewed and amendments were recommended to Council, and these were subsequently adopted by Council.

Attendances on behalf of the Committee

The Chairman attended at a briefing held by the Auditor-General on 20 April 2018 for Audit, Risk & Improvement Committee Chairs on the key issues emerging from the audits of Local Government for the 2017 financial year.

Local Government Amendment (Governance and Planning) Bill 2016

This Bill, now enacted (but the provisions relating to Audit, Risk & Improvement Committees have not commenced), will require changes to the existing structure and operations of this Committee. At the Auditor-General's forum it was reported that the proposed commencement date of these provisions will be following the next local government elections, and that draft Guidelines will be issued in the near future.

The General Manager will advise Council of any changes required upon the enactment of the legislation and gazettal of the regulations.

Staff

The Committee wishes to formally record its appreciation for the assistance it has received from staff. All of the most senior staff - General Manager, Matthew Hyde; Director Internal Services, Robyn Harvey; Division Manager People Culture & Governance, Jerry Mooketsi – have been appointed during the period under review, and have willingly cooperated with and supported the Committee. Continuing staff have operated under difficult circumstances of change, and have supported the Committee to the best of their ability, and we express our thanks to Shirley Williams-Enever and Sarah Pentland in particular.

The Chairman of the Committee is willing to attend at a Council meeting to answer any questions upon request

Attachments

- 1 Minutes - Audit, Risk and Improvement Committee - 8 August 2018 [↓](#)
- 2 Chairman's Report [↓](#)

THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD IN THE TUMUT ROOM 76 CAPPER STREET TUMUT, ON WEDNESDAY 8 AUGUST 2018

COMMENCING AT 10:03am

PRESENT: David Maxwell (Chairperson), Glenyce Francis (External Member), Alyson Forsyth (External Member), Ian Chaffey (External Member), James Hayes (Mayor), Julia Ham (Councillor), Matthew Hyde (General Manager), Sarah Pentland (Division Manager Finance & IT), Jerry Mooketsi (Division Manager, People Culture and Governance)

BY TELEPHONE: Brad Bohun (Crowe Horwath), Jan Michael

IN ATTENDANCE: Matthew Christensen (Director Assets & Infrastructure), Gus Cox (Director Strategy, Community & Development), Libby Turner (Minute Taker)

1. APOLOGIES

ARI.18 RESOLVED that apologies from John Larter (Deputy Mayor), Shirley Williams-Enever (Co-ordinator Governance & Executive Support) and Lawissa Chan (Audit Office) be received and accepted.

Glenyce Francis / Julia Ham

James Hayes jointed the meeting at 10:08am.

1.1 DECLATATIONS OF INTEREST

David Maxwell declared a non-significant pecuniary interest as supplier of training, software templates and handbooks to Local Government generally.

Ian Chaffey declared a conflict of interest as father-in-law to Gus Cox (Director Strategy, Community and Development) and Gus Cox declared a conflict of interest regarding his father-in-law Ian Chaffey (External Independent member of the ARI Committee) being present in the meeting.

2. MINUTES OF PREVIOUS MEETINGS

ARI.19 RESOLVED:

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 9 May 2018 be received.

Alyson Forsyth / Glenyce Francis

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Tumut Room 76 Capper Street Tumut on Wednesday 8 August 2018

3 BUSINESS ARISING

4.4 MATRIX REPORT (from the 9 May 2018 Minutes)

2. the Chairman formally corresponds to the Mayor and the General Manager expressing the Committee's concern surrounding the lack of resources to progress efficiently with the amalgamation process.

ARI.20 RESOLVED:

That once a formal response from the Deputy Premier has been received a report be presented to the Audit Risk and Improvement Committee detailing specific projects and business improvements planned.

Ian Chaffey / Julia Ham

4. AGENDA ITEMS

4.1 INFRASTRUCTURE GRANTS REPORT

ARI.21 RESOLVED:

That the committee note the report on the Analysis of Risk for Significant Projects.

Glenyce Francis / Alyson Forsyth

4.2 RURAL FIRE SERVICE ASSETS

ARI.22 RESOLVED:

1. That the Audit, Risk and Improvement Committee note that Council has determined to not have control of Rural Fire Service Assets, therefore no recognition will be made in the 2017/18 Financial Statements.
2. That an updated Rural Fire Service Assets report be presented to the Audit Risk and Improvement Committee with an amendment to the Code of Accounting Practice and Financial Report referenced (Update #25 to #26).

Ian Chaffey / Glenyce Francis

4.3 INTERIM PHASE OF THE SNOWY VALLEYS COUNCIL AUDIT FOR THE YEAR ENDING 30 JUNE 2018**ARI.23 RESOLVED:**

That the Risk, Audit and Improvement Committee receive the Management Letter on the Interim Phase of the Snowy Valleys Council Audit for the Year Ending 30 June 2018 and note the recommendation and management response.

Alyson Forsyth / Glenyce Francis

4.4 AUDITOR GENERAL PERFORMANCE AUDIT REPORTS**ARI.24 RESOLVED:**

That the committee accepts and notes the Auditor General Performance Audit report.

Julia Ham / Ian Chaffey

10:36am Brad Bohun and Jan Michael left the meeting

4.5 INTERNAL AUDIT REVIEW - PAYROLL

Not yet available.

4.6 SAFETY, RISK AND QUALITY COMMITTEE REPORT**ARI.25 RESOLVED:**

That the committee accepts the summary of information from the minutes of the Safety, Risk and Quality committee and suggests some statistical information on trends be include in future reports.

Julia Ham / Glenyce Francis

10:48am – Meeting adjourned.

10:54am – Anthony Shaw and Donna Galvin joined the meeting.

10:56am – The meeting resumed.

4.7 RISK MANAGEMENT REPORT**ARI.26 RESOLVED:**

That the Committee:

1. Note the Enterprise Risk Management (ERM) Framework document be presented to the Executive Leadership Team for adoption with minor amendments as discussed
2. Receive and note the report
 - Participate in the ERM training workshop scheduled for 23 August 2018 being held at Tumbarumba Council Chambers from 9am-12pm facilitated by JLT Insurer

Glenyce Francis / Alyson Forsyth

11:14am - Anthony Shaw and Donna Galvin left the meeting.

4.8 INTEGRATED PLANNING AND REPORTING REVIEW**ARI.26 RESOLVED:**

That the Committee:

1. Notes the report and the Office of Local Government (OLG) Integrated Planning and Reporting Assessment Checklist indicating Snowy Valleys Council compliance with the legislative requirements
2. Note that regular reporting on the operational plan will be provided for the committee's review

Glenyce Francis / Alyson Forsyth

11:22am - Matthew Christensen left the meeting.

11:24am - Matthew Christensen returned to the meeting.

4.9 REVIEW OF MANAGEMENT OF SECTION 355 COMMITTEES AND VOLUNTEERS**ARI.27 RESOLVED:**

That the committee note the information contained in the review of the Management of Section 355 Committees and Volunteers report.

Ian Chaffey / Glenyce Francis

4.10 ACTION REPORT TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE**ARI.28 RESOLVED:**

That the committee

1. Note the information contained in the Action Report

Alyson Francis / Julia Ham

4.11 AUDIT, RISK AND IMPROVEMENT MATRIX REPORT**ARI.29 RESOLVED:**

That the committee

1. Note the information contained in the Audit Matrix

Ian Chaffey / Glenyce Francis

4.12 DRAFT BUSINESS RULES FOR AUDIT MATRIX**ARI.30 RESOLVED:**

That the Audit, Risk and Improvement committee endorse the Business Rules for the Audit Matrix with the proposed amendments be implemented from the next meeting retrospectively and for new recommendations.

David Maxwell / Alyson Forsyth

4.13 DRAFT CHAIRMANS REPORT TO COUNCIL**ARI.31 RESOLVED:**

That the committee

1. Note the report from the Audit, Risk and Improvement Committee Chairman
2. Provide a copy of the report to Council

Julia Ham / Glenyce Francis

11:57am - Matthew Christensen left the meeting.

12:02pm – Matthew Christensen returned to the meeting.

4.14 AMENDMENTS TO AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE**ARI.32 RESOLVED:**

That the Audit, Risk and Improvement Committee endorse the amended Terms of Reference and recommend to Council for adoption with following amendments:

3.1.2 add in other officer directed by the General Manager

3.1.3 Delete point 2

Ian Chaffey / Glenyce Francis

5 GENERAL BUSINESS

Issue raised by Ian Chaffey related to unoccupied land clarified by Sarah Pentland.

The Audit Risk and Improvement Committee are invited to lunch on 23 August 2018 in Tumbarumba after ERM training workshop. David Maxwell will make himself available to attend the Council meeting on the same day.

ARI.33 RESOLVED that a leave of absence for the ERM training workshop scheduled for 23 August 2018 being held at Tumbarumba Council Chambers from 9am-12pm be granted to Alyson Forsyth and an alternate date for training be arranged.

David Maxwell / Ian Chaffey

6 NEXT MEETING

The next meeting of the Audit Risk and Improvement Committee is the Special meeting scheduled for 5 October 2018 at 10:00am in Tumbarumba. Alternate meeting date to be arranged (10 October 2018).

The next ordinary meeting of the Audit Risk and Improvement Committee is 7 November 2018 in Tumut.

There being no further business to discuss, the meeting closed at 12:19pm.

4. AGENDA ITEMS**4.13 DRAFT CHAIRMANS REPORT TO COUNCIL**

Author: SHIRLEY WILLIAMS

Responsible JERRY MOOKETSI
Manager:**Purpose of Report:**

To provide a report to Council on the function of the Audit Risk and Improvement committee.

Recommendation:**That the committee**

- 1. Note the report from the Audit, Risk and Improvement Committee Chairman**
- 2. Provide a copy of the report to Snowy Valleys Council**

REPORT:**AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT****Year ended 30 June 2018**

This Report is made in accordance with clause 5 of the Committee's Charter and covers the financial year just ended.

Committee membership during the period:	Meetings attended
Independent External Members	
David Maxwell (Chairperson)	5
Alison Forsyth	4
Glenyce Francis	5
Councillors	
Julia Ham	3
John Larter	3
Also attended	
Mayor, James Hayes	1
Interim Acting General Manager, David Aber	1
General Manager, Matthew Hyde	3
Director Internal Services, Robyn Harvey	3
Division Manager People Culture & Governance, Jerry Mooketsi	2
Divisional Manager Finance & IT Sarah Pentland	1
Coordinator Governance & Support, Shirley Williams-Enever	3
Manager Systems Improvements, John Proctor	2

Internal Audit and External Audit Representatives have also attended as required.

Mr Ian Chaffey was appointed to the Committee as an independent member at the Council meeting 28 May 2018. It is envisaged that the full complement of four independent members will enable biennial rotations of membership with provision for both continuity of membership and introduction of new members.

Committee meetings during the period

The Committee met on 10 August 2017, 31 October 2017, 7 February 2018 and 9 May 2018 (all ordinary meetings) and 19 October 2017 (special meeting to consider the draft Annual Financial Statements).

Reporting lines

The Committee reports to Council after each meeting in the form of minutes (all Councillors also receive copies of Committee agendas) and provides an annual report of activities undertaken each year. At need, the Committee will also provide additional reports on matters that it specifically wishes to draw to Council's attention.

At its meeting held 9 May 2018, the Committee directed the Chairman to express to the Mayor its concerns that inadequate resources have been allocated by Council to effect the amalgamation of the former Tumbarumba Shire and Tumut Shire Councils, and the associated entity Snowy Works & Services, within a reasonable time.

Internal Audit has an independent contract status within Council and reports administratively to the General Manager and functionally to the Committee.

Approach of the Committee

The Committee seeks to take what may broadly be described as a "risk management" approach which includes:

- monitoring the risk exposure of Council
- reviewing the level of resources allocated to internal audit and the scope of its authority
- reviewing the scope of internal audit plans and the effectiveness of the function
- reviewing reports of internal audit and the extent to which Council and management react to matters raised by internal audit
- facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised
- identifying and referring specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council as appropriate
- addressing issues brought to the attention of the Committee that are within the parameters of its terms of reference
- considering and recommending any changes to the Committee's Charter and the Internal Audit Charter.

The Committee considers that the resourcing matter reported to the Mayor has adversely affected its operations during the period.

Internal Audit operations during the period

Internal Audit services have been provided by Johnsons MME as external contract suppliers of internal audit services, and their contract has been extended to 30 June 2019.

The Committee has considered Internal Audit Reports on the following matter:

- Section 355 Committees & Volunteers

An assignment that will be completed before the end of June, but for which the report will not be considered by the Committee until after the end of June is:

- Payroll

We have commenced development of a forward 3 year internal audit plan which will be further refined as Council's risk management procedures mature.

The Committee has continued to monitor management action in relation to issues raised in previous Internal Audit reports. As reported above, resourcing issues have limited the ability of Council staff to meet agreed timeframes for the resolution of matters raised in previous audit reports.

External Audit operations during the period

At its special meeting held 19 October 2017 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2017 and directed questions to the external auditors in attendance and to Council's finance staff. The Committee reported to Council that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit and has not identified any specific matter to which it wishes to draw the attention of the Council. The major items of correspondence were:

- Interim Management letter 2017
- Audit Reports 2017
- Client Service Plan 2018

Other Reports referred to the Committee

The Risk Management Policy was reviewed and amendments recommended to Council. This policy, together with the Risk Management Framework and Risk Management Strategy, is a key strategic document informing the more detailed annual Risk Management Plan and the Risk Register. The Committee will maintain oversight of the development of these documents.

The Committee has initiated oversight of the Safety, Risk & Quality Committee with a view to ensuring that its approach and operations are consistent with Council's overall Risk Management Policy and approach to risk management.

Other Committee Operations

In accordance with clause 7.8, the Committee Charter was reviewed and amendments were recommended to Council, and these were subsequently adopted by Council.

Attendances on behalf of the Committee

The Chairman attended at a briefing held by the Auditor-General on 20 April 2018 for Audit, Risk & Improvement Committee Chairs on the key issues emerging from the audits of Local Government for the 2017 financial year.

Local Government Amendment (Governance and Planning) Bill 2016

This Bill, now enacted (but the provisions relating to Audit, Risk & Improvement Committees have not commenced), will require changes to the existing structure and operations of this Committee. At the Auditor-General's forum it was reported that the proposed commencement date of these provisions will be following the next local government elections, and that draft Guidelines will be issued in the near future.

The General Manager will advise Council of any changes required upon the enactment of the legislation and gazettal of the regulations.

Staff

The Committee wishes to formally record its appreciation for the assistance it has received from staff. All of the most senior staff - General Manager, Matthew Hyde; Director Internal Services, Robyn Harvey; Division Manager People Culture & Governance, Jerry Mooketsi – have been appointed during the period under review, and have willingly cooperated with and supported the Committee. Continuing staff have operated under difficult circumstances of change, and have supported the Committee to the best of their ability, and we express our thanks to Shirley Williams-Enever and Sarah Pentland in particular.

The Chairman of the Committee is willing to attend at a Council meeting to answer any questions upon request

11. MINUTES OF COMMITTEE MEETINGS**11.3 MINUTES - TUMUT YOUTH COUNCIL COMMITTEE MEETING HELD 8 AUGUST 2018**File/Trim Ref: D18/4249

RECOMMENDATION: That Council accept the minutes of the Youth Council meeting held 8th August 2018.

BACKGROUND:

The aim of the Tumut Youth Council Committee is to provide a forum for consultation between Council and the youth (12 -25 years) of the local area to achieve:

- Promotion of a positive profile of young people
- Active involvement in increasing the level and variety of entertainment and recreation for young people
- Provision of a forum where young people can express their views and those views will be heard and respected
- Improved two-way communication between young people and the rest of the community

The Tumut Youth Council meets on the first Wednesday of the month at 4:30pm in the Gundagai Room at Council Offices.

Every alternate month the meetings are informal and are held in the Tumut Community Support Centre meeting room on 81 Capper Street starting at 4:00pm.

REPORT:

The minutes of the Youth Council Committee held on 06-June-2018 were accepted as being correct and true by Lulu Saunders and Oscar Thornton - Summary content:

Agenda item 1 - Youth Council Elections

Youth Council Elections were held with nominations conducted. Election votes were conducted anonymously and tallied by Mark Mazzini and Evan Saunders.

Election Results:

Chairperson: Lori Webb

Deputy Chairperson: Oscar Thornton

Secretary: Natalie Erbacher

Treasurer: Lulu Saunders

Publicity Officer: Jeremy Hannah

Agenda item 2 – New Youth Development Officer (YDO)

New YDO Mark Mazzini provided introduction giving general overview of his experience working with youth. Mark informed that he is more than happy for Youth Council members to pop in to his office at any time if they have any questions or need any assistance.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

As per SVC COMMUNITY STRATEGIC PLAN 2028

1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life

1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities

1.5 Support and promote events and festivals

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications:

Preparation for the Youth Council meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every month.

Costs and Benefits:

The Tumut Youth Council provides a link for Council and the youth in the local community and also a platform for the young community members to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of youth recognition activities and for Council to support youth cultural activities and projects.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED

No

COMMUNITY ENGAGEMENT AND COMMUNICATION

In the period since the last Tumut Youth Council meeting held 06 June 2018, no formal Tumut Youth Council community engagement or consultation has taken place.

Planned/upcoming community engagement and/or consultation.

Discussion was held around the possibility of Tumut Youth Council applying for Tumut Region Community Strengthening Grants and building a sculpture that depicts Tumut and its people. It was determined if a grant application was made and successful that the Tumut Youth Council representatives would then engage with local community members to gain views regarding preferred location for the sculpture, prior to seeking approval for the erection of the sculpture.

Attachments

- 1 Minutes - Tumut Youth Council Committee held 8 August 2018 [↓](#)

**MINUTES
YOUTH COUNCIL COMMITTEE**
WEDNESDAY, 08 AUGUST, 2018
MEETING COMMENCEMENT: 4.30pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Cr Cate Cross			
Council Representative - Evan Saunders	x		
Council Representative – Mark Mazzini	x		
Chairperson – Jeane Van Der Merwe	x		
Vice Chairperson - Joe Post	x		
Treasurer – Jeremy Hannah	x		
Secretary - Daisy James	x		
Publicity Officer – Lori Webb	x		
Charlie Dodds			x
Natalie Erbacher	x		
Jorja Muir		x	
Lachlan McDonald		x	
Hunter Boyd		x	
Lulu Saunders	x		
Hannah Veitch	x		
Oscar Thornton	x		
– Adult Facilitator			

Council staff in attendance were: Evan Saunders and Mark Mazzini.

APOLOGIES:

YC10. RESOLVED that the apologies from Nil. be received.

Jeremy Hannah/Hannah Veitch

CONFIRMATION OF MINUTES:

YC11. RESOLVED that the minutes of the Youth Council Committee held on 06-June-2018 be accepted as read.

Oscar Thornton/Lulu Saunders

BUSINESS ARISING FROM MINUTES:

- Gundagai LAN gaming party took place on 14th July
- Joe discussed that Oscar was the winner of the LAN party
- Joe informed 6 people participated in the LAN party and felt that Gundagai Youth Council hadn't actively promoted the party.
- Evan discussed how promotional material had been printed and left at his office for pick up and distribution from Tumut Youth Council members. Promotional material was never collected.
- Common consensus that future events/activities require better promotion
- Hannah informed that various members of the Youth Council will be away on a school camp during the 1st week of the school holidays.
- Hannah made contact with Helen regarding possible Netball gala day. Helen said it was possible but may not be plausible due to the current state of the netball courts.

**MINUTES
YOUTH COUNCIL COMMITTEE****WEDNESDAY, 08 AUGUST, 2018**

- Movie & Bowling in Wagga took place on 18th July
- Jeane informed approximately 12 people participated, filling two bowling lanes
- Discussion around logo comp winners – Mark to follow through with new logo

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**COMMITTEE REPORTS:****Tumut Youth Matters July and August (YC1)****1. Youth Council Elections****Nominations for Executive Positions:**

Chairperson: Hannah, Lori, Jeremy, Oscar, Daisy and Natalie
Deputy Chairperson: Jeane, Oscar, Joe, Daisy, Hannah and Lulu
Secretary: Hannah, Jeane, Jeremy and Natalie
Treasurer: Lulu, Jeremy and Jeane
Publicity Officer: Jereemy and Hanah

Election Result

Chairperson: Lori Webb
Deputy Chairperson: Oscar Thornton
Secretary: Natalie Erbacher
Treasurer: Lulu Saunders
Publicity Officer: Jeremy Hannah

2. New Youth Development Officer

New YDO Mark Mazzini provided introduction giving general overview of his experience working with youth.

Mark informed that he is more than happy for Youth Council members to pop in to his office at any time if they have any questions or need any assistance

YC12. RESOLVED

That the Youth Council adopt the matters discussed in this report and take action accordingly.

GENERAL BUSINESS:

- October Youth Holiday Activity Program suggestions?
- Visit from Kaitlin Larter re: youth walk
- Sculpture grant
 - Submission due 10 August
 - Possible location – Park next to Pie in the Sky
 - Mark discussed sticking to submission objectives which include: 1. Recognise, encourage and value the contribution of local residents in enhancing their local communities. 2. Foster partnerships which unite the community in positive, dynamic, and safe activities. 3. Promote the cultural richness and diversity of the region; including our heritage, local activities and physical features which emphasise our regional advantages for residents, businesses and visitors.
 - Engaging with Aiden Hartshorn.
 - Possibility of engaging community views through survey.

**MINUTES
YOUTH COUNCIL COMMITTEE**

WEDNESDAY, 08 AUGUST, 2018

- Jeane raised the idea and was unanimously supported by the Youth Council that the sculpture to do with sport.
- Sculpture to depict Tumut's proud sporting heritage
- Source materials from local businesses including Kell & Denson and Crawfords Glass
- CR Cross – Discussed the \$19 million proposed multipurpose sports facility
 - Encouraged all members of Youth Council to visit the website and provide views/feedback.

NEXT MEETING

The next informal meeting will be held on Wednesday 5th September

The next formal meeting will be held Wednesday 3rd October

CLOSED:

The meeting closed at 17:50pm.

11. MINUTES OF COMMITTEE MEETINGS**11.4 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE AGM HELD 31 JULY 2018**

File/Trim Ref: D18/4251

RECOMMENDATION:**That Council:**

- 1. That the report on the Festival of the Falling Leaf Committee Annual General Minutes be received.**
- 2. Adopt the minutes of the Festival of Falling Leaf Committee AGM held 31st July.**
- 3. Adopt the 2017 – 2018 Festival of the Falling Leaf Committee financial report.**

BACKGROUND:

The Festival of the Falling Leaf held their annual general meeting which included nominations for committee positions to coordinate the 2019 Festival of the Falling Leaf. The event in 2018 included a street parade, gala day at Bila Park and a fireworks display at the Tumut Bull Paddock.

The Festival of the Falling Leaf Committee forms a new committee each year. This meeting was held to appoint a new committee and report on the finances from the 2018 festival.

REPORT:

Several previous committee members announced their resignation from the committee. New committee members are included in the AGM minutes including Adrianna Benjamin who joined the committee as a member of the community.

Treasurer's Report: Prepared by Walker BDS Partners – Steven Walker (auditor)
Year Ending 30 June 2018 the committee's income was reported as \$27,283 including an expenditure amount of \$27,839. The record of \$533 loss was attributed to the fact that sponsorship was not paid by festival sponsors Coles and McDonalds companies. Coles have yet to pay outstanding invoices from 2016/17 and 2017/18 financial periods.

Re-elected Chairperson Rodney Blundell indicated he would follow up with the above mentioned companies regarding the outstanding sponsorship payments.

Snowy Valleys Council Events Officer distributed copies of the Festival of the Falling Leaf Committee Draft Terms of Reference (ToR) for referral. The Committee will formally adopt the ToR at the next meeting scheduled on the 21st of August.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

From 2018 – 2019 SVC Operational Plan

1.5.2 - Provide event support to community and tourism events

1.5.5 – Provide in-kind sponsorship for events as per event sponsorship policy

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications:**

The Festival of the Falling Leaf is celebrated annually in the last weekend of April. The committee secretary records the minutes at meetings and forwards them to Council community and cultural development staff members following the monthly meetings. The financial report was forwarded to the finance team by the committee chair and a copy is attached to this report.

Council events officer provides support through liaising with works and parks and other relevant staff regarding any road closures and other services such as rubbish removal and park maintenance required for the festival events. Other support and resources provided by Council includes printing of promotional material, updating of Council managed website for the festival and event resources in the form of council assets including tables, marquees, event signage, high visibility temporary fencing and uhf radios.

Costs and Benefits:

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, increasing a range of free community activities, continuing a local festival tradition, bringing community groups together and encouraging residents and committees in volunteering.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED

No

COMMUNITY ENGAGEMENT AND COMMUNICATION

The Festival of the Falling Leaf committee meets to develop action plans for specific areas of the festival including children's entertainment, sponsorship, food and general stallholder bookings, parade coordination, gala day entertainment, fireworks arrangements and liaising with local schools regarding student participation.

Attachments

- 1 Minutes plus Financial Report - Festival of the Falling Leaf AGM - 31 July 2018

Tumut's Festival of the Falling Leaf
Annual General Meeting
Tuesday 31 July 2018
MINUTES

Meeting Commencement: 6.40pm

Present: Rod Blundell, Lee Salon, Lyndal Cass (dep 7.10pm), Tracey Jones, Peter Jones, Andrianna Benjamin, Sam Phillips, Jackie Sherriff

Council Representative: Evan Saunders

Apologies: Amanda Withers, Aleesha Salon, Narrissa Watts, Donna Wilson, Alicia Welsh

Declaration of Interest:

Withdrawing from Committee 2018/19

Donna Wilson, Narrissa Watts, Alicia Welsh and possibly Lyndal Cass (if no other person available to fill Treasurer's position)

Positions Available and Candidates names put forward

Chairperson – Rod Blundell

Secretary – Jackie Sherriff

Treasurer – Lyndal Cass (if no replacement available)

Stage Entertainment – Sam Phillips

Fundraising – Amanda Withers

Street Parade – Tracey and Peter Jones

Publicity/Marketing – Andrianna Benjamin

Kids Entertainment – yet to be filled

Stallholders – yet to be filled

Sponsorship – yet to be filled

Fireworks – yet to be filled

1st/2nd
Jackie/Lyndal
Sam/Lyndal
Jackie/Sam
Tracey/Jackie
Lyndal/Sam
Rod/Jackie
Rod/Jackie

Festival of the Falling Leaf Going Forward

- Donna will hand over social media access to Andrianna
- Advertising for the above positions to follow on social media, newspaper and radio
- **If positions are not filled at the next meeting the Festival of the Falling Leaf will NOT be held in 2019**

Terms of Reference

- Festival of the Falling Leaf Committee is a Section 355
- Terms of Reference is to be revised and submitted to Evan by next meeting

Correspondence: Letter of Resignation from Donna Wilson

Confirmation of Previous Meeting: Nil

Business Arising from Previous Meeting: Nil

Treasurer's Report: Prepared by Walker BDS Partners – Steven Walker (auditor)

Year Ending 30 June 2018

Income \$27,283

Expenditure \$27,839

(\$533) LOSS

Sponsorship (2017/18) NOT paid by Coles \$5,000 and McDonalds \$3,000

Sponsorship (2016/17) NOT paid by Coles \$5,000

Total Assets \$19,812

Next Meeting: Tuesday 21 August 2018 5.30pm

The Brewery – Cnr Capper St and Snowy Mountains Highway

Meeting Closed: 7.40pm

~~60012~~ copy

Section 355 Committee - Festival of the Falling Leaf

Festival of the Falling Leaf
As at 30 June 2018

Prepared by Walker BDS Partners Pty Ltd

Contents

- 3 Income and Expenditure Statement
- 4 Assets and Liabilities Statement
- 5 Notes of the Financial Statements
- 6 Committee Declaration
- 7 Auditor's report

Income and Expenditure Statement

Festival of the Falling Leaf

For the year ended 30 June 2018

	2018
Income	
Donations	
Fundraising	4,263
Gala Day Stalls	6,418
Sponsorships	16,364
Sundry Income	237
Total Donations	27,283
Total Income	27,283
Gross Surplus	27,283
Other Income	
Interest Received	24
Total Other Income	24
Expenditure	
Depreciation	1,631
Administration	1,960
Advertising	3,437
Fireworks	4,091
Fundraising Expenses	573
Gala Day hiring	5,711
Gala Day Stage Expenses	4,455
Gala Day Sundry Expenses	1,169
Gala Day Kids Expenses	3,904
Parade Expenses	909
Total Expenditure	27,839
Current Year Surplus/ (Deficit)	(533)
Current Year Surplus	(533)
Net Current Year Surplus	(533)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Assets and Liabilities Statement

Festival of the Falling Leaf

As at 30 June 2018

	NOTES	30 JUN 2018	30 JUN 2017
Assets			
Current Assets			
Cash & Cash Equivalents			
Cash at Bank - Westpac 261 470		18,047	20,345
Total Cash & Cash Equivalents		18,047	20,345
GST Receivable		1,765	-
Total Current Assets		19,812	20,345
Total Assets		19,812	20,345
Net Assets		19,812	20,345
Committee Funds			
Capital Reserve			
Current Year Earnings		(533)	-
Retained Earnings		20,345	20,345
Total Capital Reserve		19,812	20,345
Total Committee Funds		19,812	20,345

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Notes of the Financial Statements

Festival of the Falling Leaf

For the year ended 30 June 2018

Summary of Significant Accounting Policies

The financial statements are General purpose financial statements prepared in order to satisfy the financial reporting requirements of a Section 355 Committee.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

These notes should be read in conjunction with the attached audit report.

Section 355 Committee - Festival of the Falling Leaf | Festival of the Falling Leaf

Page 5 of 7

Committee Declaration

Festival of the Falling Leaf For the year ended 30 June 2018

The committee has determined that the Section 355 committee is a reporting entity and that this general purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the Income and Expenditure Statement, Statement of Financial Position and Notes to the Financial Statements are:

1. Presents fairly the Financial position of Festival of the Falling Leaf as at 2018 and its performance for the year ended on that date
2. At the date of this statement there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

Signed: Rod Blundell (Chairman)

Dated: 30/7/18



Signed: Lyndal Cass (Treasurer)

Dated: 31/7/18



Auditor's report

Festival of the Falling Leaf For the year ended 30 June 2018

Independent Auditors Report to the Committee

I have audited the accompanying financial report, being a general purpose financial report, of the Festival of the Falling Leaf, a Section 355 Committee of Snowy Valleys Council, which comprises, the assets and liabilities statement as at 30 June 2018, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee Declaration, giving a true and fair view of the financial position and performance of the Section 355 committee.

Committee's Responsibility for the Financial Report

The committee of Festival of the Falling Leaf is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the committee and is appropriate to meet the needs of Snowy Valleys Council. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Festival of the Falling Leaf as at 30 June 2018 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the reporting requirements of a Section 355 committee of Snowy Valleys Council.



Auditor's signature: Steven R Walker (Registered Company Auditor)

Auditor's address: 38A Russell Street Tumut NSW 2720

Dated 31/7/2018

12. CONFIDENTIAL

The Local Government Act provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature. Section 10(2) lists such matters.

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.

RECOMMENDATION:

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10(2) of the Local Government Act 1993 for the reasons specified.

12.1 TUMBARUMBA TO ROSEWOOD RAIL TRAIL PROJECT - SURVEYING SERVICES - RFT 2018/05

Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.